

# Does Budget Kill Your Job?

Survey of Jobs Knocked Out By Mayor

See Page 3

## Civil Service LEADER

Vol. 3 No. 31 ★★★ New York, April 14, 1942 Price Five Cents

Where and How to Obtain  
Training for War Job  
Even If You're 1-A

See Page 8

What Every Young Cop  
Should Know

Patrolman Test Study Guide

See Page 11

Panama War Jobs

See Page 8

U. S. PLEADS FOR STENOS,  
TYPISTS TO WORK IN D. C.

See Pages 2, 9

RECEIVED

APR 15 1942

BUREAU OF PUBLICATION

## WANTED:

Persons having the necessary qualifications in the following fields are urged to apply for City, State and Federal tests.

COLLEGE SENIORS,  
GRADUATES

REAL ESTATE MEN

TAX COLLECTORS

OFFICE MACHINE  
OPERATORS

BUILDING MEN

WELFARE WORKERS

FINGER PRINTERS

PUBLICITY MEN

MANY OTHERS

See Pages 9, 12

# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## PROGRAM Applicant Supply Section Set Up

WASHINGTON.—The United States Civil Service Commission announced last week the establishment of an Examining Division within its Applicant Supply Section. This section will co-ordinate the functions of a number of the independent units of the division. These units were established at different periods to meet specific needs of the Federal Government arising in connection with the war, the pre-war emergency and related activities. Over a period of time the work of the units first established has become stabilized and the Commission has decided it will be in the interest of efficiency and economy to arrange for a unified administrative control.

Oliver C. Short, Director of Personnel in the Department of Commerce, and now assigned as director of the Commission's War Transfer Unit, has been designated chief of the new section. Mr. Short previously served as Assistant Chief Examiner of the New Jersey Civil Service Commission and later as secretary and chief examiner of the Maryland Employment Commission. From 1933 to 1935 he was re-employed director for the Maryland United States Employment Service. From 1935 to 1941 he was with the Department of Commerce, his posts including those of assistant to the director of the Bureau of the Census, and since 1939, personnel director of the Department of Commerce.

Mary Mathis has been named associate chief of the section.

### Included in New Unit

Included in this section will be:

1. The Interdepartmental Placement Service, which maintains information on the qualifications of Federal employees based on data forwarded on questionnaires from Federal agencies.
2. The operating personnel of the National Roster of Scientific and Specialized Personnel, which consists of a survey of the country's scientifically, technically and professionally qualified individuals.
3. The National Emergency List, which acts as a clearing house where applications for national defense positions are handled for persons who have not qualified through civil service examinations.
4. A similar national emergency list restricted to individuals with government experience but not now in the Federal Government.
5. The War Transfer Unit, recently established to facilitate transfers within the Federal service in accordance with priority classifications assigned to the agencies.
6. The Decentralization Unit, established to assist agencies leaving Washington in securing necessary personnel and assist personnel of such agencies in cases where these employees find it difficult or impossible to leave Washington.
7. The special interview unit, recently established to conduct interviews with those apparently qualified for placement in higher administrative and technical posts.

The names of persons on the Emergency Replacement List and the Reemployment List will be added to the national emergency list with government experience. The Commission believes that the establishment of the new Applicant Supply Section will simplify operating procedures, will further speed up the filling of vacancies in the Federal agencies, and will help those seeking placement.

## Junior Chemists, Bookkeeping Machine Operators, Trade Inspectors Wanted

Senior bookkeeping machine operators, junior chemists, and inspectors in the construction and electrical trades and sheet metal workers are wanted by the United States. Applications are available at the local office of the Commission, 641 Washington Street, Manhattan.

Candidates for the senior bookkeeping machine operator exam must be at least 18 years of age and have had at least one year's experience in the operation of a typewriter-general accounting machine. A written test will be given to determine ability to perform various kinds of clerical work. The salary for this type of work is \$1,620 a year. Applications must be filed by May 19.

Women, in particular, are urged to file junior chemist applications. The only requirements are completion of a four-year college course including 30 semester hours in chemistry. There will be no written test. Candidates will be rated on their education and fitness. Senior students may file applications provided that they will complete their courses of study within four months from the time of filing. Applications will be issued and received continuously until such time as the needs of the service have been met. Junior chemists are paid \$2,000 a year.

### Journeyman Qualify

Electrical and general construction inspectors are wanted to fill vacancies in four grades, from \$1,800 a year to \$2,600 a year. Five years' experience in their particu-

lar trade, plus one year in the capacity of a foreman, superintendent or inspector is required of the candidate for the highest salary grade, \$2,600 a year. Experience and supervisory or inspection requirements are reduced for the lower grades. Applicants for the \$1,800 a year positions need only have two years' experience as a journeyman, included in which must be 6 months as an inspector, foreman or supervisor.

Vacancies for the inspectors are in various Federal agencies in New York State and New Jersey. Applications will be accepted by the U. S. Civil Service Commission until the needs of the service have been met. Requirements for all of these exams appear in this issue of The LEADER on page 13.

## TESTS 400 Steno Jobs Filled Weekly

About 400 persons a week are being shoved off to Washington from New York as stenographers and typists for those \$1,440 jobs and an unlimited number are still being called for by the United States Civil Service Commission. Simultaneous with the call this week for more applicants, the requirements were stiffened to include a general clerical test, a typist exam and a dictation minimum of 96 words a minute for stenographers.

What is more, male as well as female applicants are now being sought at the Commission offices at 641 Washington Street, Manhattan. Applicants must be 18 years of age and must rent typewriters for the exams. Successful applicants are being sent to Washington to begin their new nation's capital within a few days after the immediate rating test. So great is the need for stenographers and typists in New York is now being intensively recruited for additional recruits.

Examinations are being held daily, except Sunday, at 9 a. m., and again at 1 p. m. The exam takes approximately three and one-half hours. Employment is restricted to the Washington area.

## Clerk, Messenger Tests for D. C.

WASHINGTON.—Two of the most popular civil service tests—junior clerk and assistant messenger—have been announced by the Civil Service Commission for applicants who have an address within an area of 50 miles of Washington. This restriction is made because of the housing shortage in Washington and to restrain persons with distant addresses from coming to the Capital.

The assistant messenger job pays \$1,080. Some jobs at \$1,200 are open. The junior clerk jobs pay \$1,200. Some under clerk jobs paying \$1,260 will be filled from the list.

New Yorkers can apply for the exams if they have addresses within the restricted area.

## Requirements Cut For Trainees

Education and age requirements for the Federal examination for junior inspector, trainee, ordnance material, \$1,440 a year, have been reduced by the U. S. Civil Service Commission. Candidates who are between the ages of 18 and 55 may now apply. Formerly 35 was the top age limit.

Only one year of college education is now required. Candidates must have had one year of chemistry or one year of physics and one year of either high school or college trigonometry. Previously, two years of college were required, plus six semester hours of chemistry, mathematics and physics.

Applications may be obtained at the local office of the U. S. Civil Service Commission, 641 Washington Street. No final date has been set as yet for the receipt of these applications. Employment will be in the New York Ordnance district which comprises southern New York State and northern New Jersey.

## About That Steno Shortage in Washington

WASHINGTON.—One of the very puzzling situations of the Federal service is the so-called general shortage of stenographers and typists. Here's a bird's eye view of the general situation:

1. Just about every single Federal agency in Washington is screaming at the Civil Service Commission for stenographers. A far lesser number want typists.

2. The Commission has brought to Washington in the 16-week period from December 7 to March 30 a total of 40,000 stenographers and typists. That many placements have been made—but many of them have quit and gone back home.

3. The Commission estimates it needs 10,000 stenographers by July 1. The Employment Service has made a census of stenographers and it has counted more than 27,000, of

which 24,000 are available and qualified.

4. But the joker to the Employment Service census is the fact that many of the stenographers have refused jobs in Washington. These girls have read and believed too many of the stories being told about the country of jam-packed Washington. Washington is jam-packed and prices here are high but not as bad as is generally believed.

5. Half of the stenographers found by the Employment Service are in these five states: New York, Pennsylvania, California, Texas and Illinois.

### May Work On Two Shifts

6. If the tremendous hiring of stenographers and typists continues, the Government in Washington will be forced to operate on a two-shift basis. Typewriters can't be purchased fast enough to supply the enormous demand of the Government and a plan is now being worked out which will force government agencies to use the

machines a certain number of hours a week or else the machines will be taken from them.

### Training in D. C.

7. Training of stenographers is the fad now. Courses have sprung up all over Washington.

8. The situation is so bad that the Civil Service Commission has warned agencies to release stenographers who spend less than 50 percent of their time on other jobs. The agencies have been given until April 20 to make the releases. And if they don't, the Commission will move in and force releases. The Commission must get the maximum production out of the stenographers available and it hasn't been getting that production to date because the agencies assign the stenographers to do other kinds of work.

Note to stenographers in New York: Your government needs you in Washington. Apply now at the offices of the Federal Civil Service Commission.

## Field Employees May Transfer

WASHINGTON.—Federal workers out in the field don't seem to realize it, but they, too, are eligible to be transferred to war jobs under the President's recent transfer order. In fact, The LEADER has learned that ultimately many more field employees will be transferred to war work than Washington employees.

If you are interested in getting transferred to war work, you should write the War Transfer Unit of the Civil Service Commission, 801 E Street, N.W.

In the past three weeks the unit has transferred nearly 3,500 in Washington to war jobs. In a number of cases the people transferred received higher salaries.

## Efficiency Ratings Worry Employees

Two things now on the minds of Federal employees are:

1. Efficiency ratings
2. Transfer to war work

If any one thing has thrown Federal workers and supervisors alike for a loss it's the new efficiency rating system.

For years on years the efficiency rating system has been damned and cursed, and it has led to scores of employee grievances.

### Congress Steps In

Congress took notice of the trouble when it passed the Ramspeck Civil Service bill a couple of years ago, by setting up boards of appeal in each Federal agency to settle efficiency rating troubles. Then Congress came along again and passed the Ramspeck-Mead automatic promotion act

that lay down a formula for the promotion of Federal employees based on efficiency ratings. In approving the act, Congress ordered the Civil Service Commission to get tough on efficiency ratings.

For months the Commission has been working on a new efficiency rating system which could be administered in a uniform way throughout the Federal service. The system was figured out before Pearl Harbor with the cooperation of personnel officers of each department.

Now, however, there is a quiet revolt against the whole procedure, despite the fact that efficiency ratings are due as of March 31. Most ratings haven't been made yet and in some of the newer agencies not one step has been taken toward giving out efficiency ratings.

In fact, the new war agencies have simply told the Commission that their supervisors don't have the time to check over the long list of questions required for each employee. Employees in the war agencies are new, in most cases, and they haven't been on the job long enough for anyone to know whether they are good or not.

The rating system requires that new as well as old workers be graded.

## War Censor Bureau Needs Examiners

The censorship bureau known as the Postal and Wire Censorship, a branch of the United States censorship network, newly-imposed because of the war, is still a source of jobs for those who, as one official put it, can hurdle a "lulu" set of requirements.

Of the thousands of openings which became available without any public fanfare at all when the bureau recently opened up in the

General Post Office Building at 33d Street and Eighth Avenue, there is still an estimated number of positions for Portuguese, Spanish, and Japanese examiners. This goes for men and women.

### Difficult Requirements

Successful applicants must be citizens and more than 25 years of age. They'll be covered by civil service rules, get \$1,800 a year and work six days a week,

from 9 a. m. to 5 p. m. They'll need to have at least a high school background and be intelligent enough to "read between the lines" of mail going out and coming into the country. Their ability to translate will depend a great deal on their knowledge of idioms.

Those interested in the Portuguese, Spanish and Japanese jobs are to apply in Room 4555, General Post Office Building.

CIVIL SERVICE LEADER  
37 Duane Street, New York City  
Copyright, 1942, by Civil Service  
Publications, Inc. Entered as second-class matter Oct. 2, 1939, at  
the post office at New York,  
N. Y., under the Act of March 3,  
1879.  
Jerry Finkelstein, Publisher;  
Maxwell Lehman, Executive Editor;  
David Robinson, Art Director;  
N. H. Mager, Business Manager.

# CIVIL SERVICE IN NEW YORK CITY

## Almost Entire Council Opposes Mayor On Budget; Employee Groups Mobilize

The city's civil service workers girded this week for their last, momentous chance to convince Mayor Butch LaGuardia that 2,100 jobs ought not to be slashed from the municipal budget in addition to the 3,500 vacancies which already exist. They had the support of almost the entire membership of the City Council, a poll by The LEADER indicated.

The occasion coming up is the public budget hearing in the Board of Estimate chambers in City Hall on Thursday, April 16. Municipal employees are expected not only to hurl all of their wrath against the Mayor's terrific blow; they are expected to demand minimum pay raises to meet the soaring cost of living, as well as negation of the threat of a payless furlough.

They will fight, too, to retain

their established vacation rights, to avoid wage cuts for a number of per diem employees, to prevent sick leave being cut to 12 days, to discourage the trend to abolish the wage increase scale, and to retain the promotion system.

### Protests Aplenty

Throughout the week civil service organizations stirred their members to action. Heavy protests were sent in the Mayor's direction. Mass meetings were called.

Individuals canvassed for opinions of the proposed budget were almost unanimous in condemning it; every Councilman queried, with few exceptions, was just as emphatic as those who commented in The LEADER last week: they don't like the budget at all. Only Councilman Joseph T. Sharkey didn't know whether he liked it or not. He seemed surprised. "Opinions, opinions?" he asked, "I have no opinions."

### 'Publicity Stunt'

Councilman Frederick Schick, of Staten Island, held that "the whole thing seems to be a publicity stunt on the Mayor's part and it's my belief he'll back down on much of it." To which he added: "War or no war, there's no earthly reason for a cut such as the Mayor asks."

### DiGiovanna Opposes Budget

Councilman Anthony J. DiGiovanna, of Brooklyn, declared he is against any move to reduce the number of civil service jobs because "they're all needed at this trying time. The Mayor's slash isn't necessary for purposes of wartime economy, either," he added. "The Mayor's making a big mistake."

Councilman Peter V. Cacchione, of Brooklyn, declared "there certainly is a need for war economies but nothing as severe as the Mayor has seen fit to make." He urged that the big real estate interests be hit as hard as "civil service employees who ought, in



Here's Butch LaGuardia, Mayor of our town. He's calling for elimination of 2,100 city jobs, among other things, in his proposed war budget.

the main, to have their jobs as well as \$1,200 minimums."

Councilman William N. Conrad, of Queens, insisted the Mayor "is unfair about the whole budget. Why, look what he intends to do to those hard-working laborers in Queens alone. It's a shame the little man can't get a 'break.' Why doesn't the Mayor cut the higher salaried employees, if he must make cuts?"

Councilman Salvatore Ninno, of the Bronx, said he is "opposed to all cuts" and contended "policemen ought to be started at no less than \$2,000 a year."

Councilman A. Clayton Powell, of Manhattan, held that "the Mayor's proposals go much too far."

Councilwoman Gertrude Klein, of the Bronx, said she doesn't

"think the Mayor is doing the right thing, since he hasn't even reached the constitutional tax limit."

Councilwoman Rita Casey, of Brooklyn, stated "there really ought to be some other way of effecting economies other than the one the Mayor has proposed."

Councilman James A. Phillips, of Queens, said "immediate action should be taken to prevent a great loss of jobs."

### Sees Little Man 'Goat'

Prof. Sterling Spero, of the faculty of New York University, held that tax reduction, "usually hailed as a boon to the little fellow, may frequently result in increased taxation for the poorer man. In New York, because of the reduced sales tax, the little fellow is faced with a reduction of all sorts of social services. As for knocking off these 2,100 jobs, that means that the little man is to be hit all the harder."

### Earle Doesn't Want Jobs Dropped

Councilwoman Genevieve B. Earle contended that "no one on the Council naturally wants to see jobs dropped, but I'd like to study the budget in detail before saying more."

### Parks Group Hits It

John C. Doyle, attorney for the Greater New York Park Employees' Association, contended for that group that the proposed slashes "are unfair to the men involved. The cuts hardly seem to be in line with the budget director's opinion of recent date that this is no time to cut salaries; it's an even worse time to cut jobs."

### Asks Mayor to Appear

Challenging Mayor Butch LaGuardia to show up at the April 16 budget hearing in the Board of Estimate chambers of City Hall, Henry Feinstein, president of the Federation of Municipal Employees, demanded that the Mayor call upon the "tax exempt city security holders" to show their patriotism by volunteering to accept lower interest rates. At the same time, he

(Continued on Page Six)



Councilman Joseph T. Sharkey: "Opinions, opinions? I have no opinions."



Borough President John Cashmore, of Brooklyn, one of the Board of Estimate members upon whom the fate of 2,100 city workers rests.



Henry Feinstein, union leader: "How about the tax exempt city security holders?"

## This Survey Tells You Which Positions Are Knocked Out of the 1942-43 Budget

The survey which follows below represents a breakdown of the Mayor's 1119-page budget in terms of the positions which he proposed to knock out. It does not include those vacancies already existing which will have to go if the budget is adopted as is.

Employees have still to await the "E" budget, a supplementary document which may affect the following listing. Heads of employee organizations expressed concern this week about the contents of the "E" budget — they feared it might contain still further blows to the job-security of employees.

The survey follows:

**Investigation Department**  
Senior Accountant, \$4,000; Senior Accountant, \$3,960.

**Education Department**  
Visiting Teacher, \$2,820; 2 Visiting Teachers, \$2,976; 8 Visiting Teachers, \$3,830; 254 Teachers (fall term 1942), \$2,148; 145 Teachers (spring 1942), \$2,148-\$4,500; 145 Teachers (spring term 1943), \$2,148-\$4,500; 65 Teachers of Swimming (average salary), \$1,910; Auto Engineman, \$1,950; Auto Engineman, \$1,630; 4 Auto Enginemen, \$1,794.

**Housing and Buildings**  
Clerk, \$3,120; Clerk, \$2,760; Clerk, \$2,460; Clerk, \$1,799; 4 Clerks, \$840; Process Server, \$1,200; 4 Assistant Engineers, \$3,120; Plan Examiner, \$2,400; Engineering Inspector, \$3,120; two Inspectors of Masonry and Carpentry, \$2,400; Inspector of Housing, \$2,160.

**Police Department**  
Supervisor, Crime Prevention,

\$4,500; 17 Crime Prevention Inspectors, 2,400.

**Office of the Comptroller**  
6 Investigators (six months), \$1,800.

**Botanical Garden**  
3 Steam Engineers, \$2,700.

**Department of Finance**  
Tax Form Distributor, \$4 per day.

**Tax Department**  
Assessor (Power Plant Substation), \$4,000.

**Board of Standards and Appeals**  
Stenographer, \$2,399.

**Higher Education (CCNY)**  
Supervisor (Acting Director), \$5,688; 6 Supervisors, \$5,688; Supervisor, \$5,274; 19 Instructors, \$4,500; 5 Assistant Teachers, \$4,500; 2 Assistant Teachers, \$4,368; 2 Assistant Teachers, \$4,156; Assistant Teacher, \$4,092; Assistant Teacher, \$4,076; Assistant Teacher, \$3,964; Assistant Teacher, \$3,594; Assistant Teacher, \$3,416; 5 Assistant Teachers, \$3,192; 2 Assistant Teachers, \$3,024; Assistant Teacher, \$2,842; 2 Assistant Teachers, \$2,746; three Assistant Teachers, \$2,681; Assistant Teacher, \$2,278; Assistant Teacher, \$2,213; 2 Medical Examiners, \$1,950; Dental Examiner, \$1,950; Jr. Administrative Assistant, \$3,200; Library Assistant, \$3,000; Clerk, \$2,550; Clerk, \$1,440; Assistant Physicist, \$2,250.

**Municipal Broadcasting System**  
Accompanist, \$1,800.

**Department of Markets**  
3 Inspector of Markets, Weights and Measures, \$1,800; Stationary Engineer, prevailing rate.

**Civil Service Commission**  
Junior Civil Service Examiner, \$2,400.

**City Planning Commission**  
1 Associate City Planner, \$5,400; 1 Administrative Assistant (City Planning), \$4,260; 1 Junior Topographical Draftsman, \$2,160; 1 Messenger, \$1,799.99.

**Department of Sanitation**  
Director of Sanitary Education, \$3,500; 57 Auto Enginemen, \$1,950; 3 Auto Enginemen, \$1,740; 8 Stationary Engineers, \$2,817; 99 Licensed Firemen, \$2,191; 2 Captains (Engineer), \$3,111; 16 Cranemen (Electric), \$3,255.20.

**Department of Hospitals**  
Glazier, \$2,800.

**Department of Welfare**  
2 Social Investigators, \$1,860; 1 Social Investigator, \$1,799; 7 Social Investigators, \$1,740; 11 Social Investigators, \$1,620; 7 Social Investigators, \$1,500.

**Municipal Court**  
1 Auto Engineman, \$2,400.

**Department of Docks**  
Foreman Airport Electrician, \$3,060; Electrician, \$2,800; 4 Airport Electricians, \$2,800; 2 Captains, \$3,300; 9 Deckhands, \$1,800; 2 Chief Marine Engineers, \$2,820; Marine Engineer, \$2,520; 9 Marine Stokers, \$2,191; 3 Ticket Agents, \$1,320; 1 Ticket Agent, \$1,440; 1 Laborer, \$1,666.50.

**Court of General Sessions**  
1 Secretary-Stenographer, \$3,500.

**District Attorney, New York**  
1 Chauffeur, \$2,000.

**Board of Water Supply**  
13 Assistant Engineer Designers, \$3,120.

**County Clerk, New York**  
1 Chief Clerk, \$3,500; 1 Record Clerk, \$2,000; 1 Record Clerk, \$1,800; 1 Record Clerk, \$1,410; 1 Stenographer, \$1,650; 2 Bookbinders, \$2,392; 3 Clerks, \$1,530; 2 Laborers, \$1,500.

**City Register**  
1 Copyist, \$2,220.

**County Clerk, Bronx**  
1 General Clerk, \$3,720; 1 Chief Clerk, \$3,500; 1 Clerk or Typist, \$1,500.

**County Clerk, Kings**  
1 Stenographer, \$2,880; 3 Laborers, \$1,9900; 1 Foreman of Laborers, \$2,200.

**Supreme Court, 1st Dept.**  
1 Telephone Operator, \$500 (5 months); 1 Telephone Operator, \$200 (2 months).

**Parks Department**  
2 Attendants, \$1,680; 7 Attendants, \$1,590; 21 Attendants, \$2,399; 133 Attendants, \$1,799; 1 Attendant, \$1,200; 4 Park Foremen (4 months), \$1,800; 485 Assistant Gardeners, \$1,089; 1 Attendant, \$1,510; 4 Auto Enginemen (170 days, \$6 a day), \$1,024; 1 Band Custodian (\$5.50 a

(Continued on Page Six)

**Budget Resolutions Offered to Council**

Two resolutions, one condemning and the other seeking further information on the proposed budget, were introduced by Councilman James A. Phillips, of Queens, at Friday's Council meeting in City Hall. One protested the dropping of 2,100 jobs held by "persons who have rendered proper service for many years," many of them "veterans of the last war or fathers of boys fighting in this war." The proposed budget was called "un-American," in fact, because "it would discourage enlistments." The second resolution called for a list of all city service salary increases granted since September 1, 1941, "to show the injustice done to civil service employees." Both resolutions were referred to the finance committee.

THE ARMY-NAVY

Need YOU

Men trained in alphabetic punch-card equipment can acquire special ratings in Civil Service and private industry need you too. INSTRUCTION ON ACCOUNTING MACHINE TABULATOR Evening class now forming. Day class starting April 13. INDIVIDUAL INSTRUCTION. KEY PUNCH COURSE STARTS IMMEDIATELY. Low tuition. Short intensive courses. ACCOUNTING MACHINES INSTITUTE School for CARD PUNCH OPERATORS 221 W. 57th St., N.Y.C. CI. 5-6425 DAY-EVENING CLASSES

Spanish - Portuguese TRANSLATORS

U. S. Government and Private Industry need translators.

Future Draft Training

Blueprint, Scale-Mathematics, Map Making, Military Record Keeping, Languages, Stenography, etc.

Inter-American Studies

Training for new lucrative career. International Law, Latin American History, Export Technique, English-Spanish secretarial work, Inter-American Promotion, etc.

TYPISTS & STENOGRAPHERS

Applications now ready for Washington and New York.

LATIN AMERICAN INSTITUTE

11 West 42nd St. • LA. 4-2835

McGannon Secretarial School

WAR CREATES

DEMAND IN CIVIL SERVICE AND PRIVATE INDUSTRY FOR TYPISTS - STENOGRAPHERS Special BRUSH-UP COURSES SPEED PREPARATION STENO - TYPIST EXAMS ALL COMMERCIAL SUBJECTS INCLUDING BUSINESS MACHINES DAY OR EVENING CLASSES (CO-ED) SEND FOR BOOKLET L 162 EAST 59th ST. Plaza 8-0885 (Opp. Bloomingdale's)

Civil Service Classes

CITY EXAMS - Property Manager, Engineer, Junior Electrical Engineer, Inspector, Plumbing, Stationary Engineer, Boiler Inspector, Marine Officer, Subway Exams. STATE EXAMS - Interviewer, Tax Collector, Home Economist, Damages Evaluator, Jr. Bank Examiner, Draftsman, Probation Officer, Clerks, LICENCES - Professional Engineer, Architect, Stationary Engineer, Electrician. TUTORING - Mathematics, Sciences, Engineering Colleges, Flying Cadet, Army, Navy Exams.

MONDELL INSTITUTE

230 W. 41st State Lic. Wis. 7-2086

GIRLS WANTED

We need more girls to fill the many positions we now have open in business offices. No experience is necessary. YOU EARN WHILE YOU LEARN. Under the Unique ABBE system of Business training you attend class half days, and the other half day you apply what you've learned in real business offices in which WE PLACE YOU. In these offices you not only obtain most valuable experience, but you are paid a salary, and MOST IMPORTANT, make contacts leading you to PERMANENT EMPLOYMENT. You can obtain THOROUGH training quickly in the following: Stenography, Stenotype, Typewriting, Bookkeeping, Accounting, Comptometry, Dictaphone, Switchboard, CARD PUNCH, Civil Service preparation. Beginners as well as advanced students accepted. DAY & EVENING sessions

ABBE INSTITUTE

1697 B'way (Cor. 53rd) CO. 5-2832

DON'T

BE SATISFIED with just any place on the list GET OUT ON TOP!

Stenographer-Typist Exams at EASTMAN SCHOOL

Registered by Board of Regents 441 Lexington Ave. (44th St.) N.Y. Est. 1853 Tel. Murray Hill 2-3527

LEARN SHORTHAND in four weeks

For men and women Special intensive evening course in Capitol Shorthand—a new and complete system. Designed to meet the needs of the present emergency quickly and efficiently. Classes start Monday, April 20 Register now.

NEW YORK YMCA SCHOOLS

(63) 14 W. 69d (near B'way), S.U.S., 7-5400

Your Chances for Appointment

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 fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are vacancies.

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. The department to which you were certified will notify you when you are about to be reached for appointment.

Table with columns: Title, Department, Salary, P.T.I., Latest No., List Expires. Lists various positions like Able-Bodied Seaman, Accountant, Clerk, Engineer, etc.

LISTS

New Subway Lists Used

Two 2-week-old subway promotion lists were certified by the Civil Service Commission to fill vacancies as railroad clerk in the BMT and IRT divisions of the Board of Transportation. On the BMT list, the names of the first 44 eligibles were forwarded to the board to fill permanent and temporary jobs at \$58 per hour. The leading 105 names on the IRT list were sent to the appointing officers over on Hudson Street for jobs in that division.

House Painters Get Ten Jobs

Ten jobs as maintenance painters at \$44.40 a week in the Housing Authority were offered eligibles on the city list for house painter last week. To fill the ten posts, the Civil Service Commission sent over the names of 22 eligibles, up to number 66 on the list.

Provisionals Replaced

The appointment of hospital helpers from civil service eligible lists to replace provisionals is being made continuously, Eugene R. Canudo, secretary of the Department of Hospitals, informed The LEADER this week. When last counted there were 969 provisionals employed in this title.

During the past week the Civil Service Commission certified 114 women and 60 men for the vacancies. Chief difficulty in filling these positions is the salary, \$480 a year, with maintenance. Part-time hospital helpers are paid \$360 a year.

Sheriff Appoints Ten Deputies

Ten more deputy sheriffs will be appointed by Sheriff John J. McCloskey, Jr., tomorrow, Wednesday. Appointments will be made from eligibles certified by the Civil Service Commission from the P.D. list, Special (No. 3) police list, and the city marshal list. Nine additional appointments by the end of April will bring the quota of deputy sheriffs to full complement.

Under the new budget, the first city-wide sheriff's office will be manned by a total of 51 deputies. Sheriff McCloskey had requested 58. By the end of April, 49 deputies will have been appointed at basic salaries of \$1,800 a year, 20, employed in a supervisory

capacity, have already been appointed at salaries of \$2,700 a year and \$2,640 a year, respectively. The two appointees in these positions were made from the original list for sheriff.

198 Park Jobs For Supermen

One hundred and ninety-eight jobs as assistant gardener in the Department of Parks at \$5.50 a day are being offered the Sanitation eligibles this week. Over 800 supermen were certified by the Civil Service Commission last week to fill these vacancies. The highest eligibles on the list certified was the lad whose number is 2,710.

The positions are considered the same as permanent by the Civil Service Commission because they are for a period of employment longer than six months. However, James A. Sherry, appointment clerk of the Parks Department, informed The LEADER that employment of the assistant gardeners will end in November.

Mr. Sherry stated that a total of 368 assistant gardeners is being appointed this year. To date, 170 appointments have been made from eligibles on the preferred list for assistant gardener. The eligibles obtained their places on the preferred list for the jobs because they worked for more than six months last summer as assistant gardeners. In addition to the Park Department jobs, five vacancies as laborer in the Department of Public Works were also offered the Sanitation list this week. The Civil Service Commission certified 33 boys, up to number 946 on the list, for these jobs. The salary is \$5.50 a day and the jobs are permanent.

51 Special Cops From Fire List

Fifty-one jobs as special patrolman in the Board of Transportation are being offered fire eligibles, the LEADER learned this week. In order to fill the 51 vacancies the Civil Service Commission certified the names of more than 300 lads on the list. The highest eligible certified was No. 1,698.

The fire eligibles were certified for both temporary jobs at \$1,800 a year and permanent ones at \$1,500 a year. When canvassed by the Board of Transportation as to their availability to accept the positions, the eligibles will be told that anyone who has accepted a permanent appointment in Transportation will not be considered for the special cop appointments. Also, eligibles who have accepted temporary jobs in departments other than transportation will not be considered for the vacancies. Those who have previously accepted temporary jobs in Transportation, will, however, be okayed for the special cop appointments.

PERSONAL LOANS at a BANK RATE!

If you live or work in Greater New York, you can borrow from \$100 to \$3,500 . . . usually, on YOUR signature ALONE. You have 12 or 18 months to repay your loan in simplified monthly installments. Loans can be made by phone or letter . . . just state the amount you want to borrow - your application will receive prompt attention.

IF YOU CAN'T GO GIVE! Red Cross War Fund BRONX COUNTY Trust Company NINE CONVENIENT OFFICES

Main Office: THIRD AVE. & 148th ST. - - - ME Irose 5 - 6900 Member Federal Deposit Insurance Corp., Federal Reserve System

For CIVIL SERVICE EMPLOYEES A FRIENDLY SERVICE WITH A MILLION FRIENDS Built on unusual value and excellent service

FINE EYE GLASSES as low as \$7

COMMUNITY OPTICIANS

Manhattan: 4th Ave. & 14th St. 34th St. & 7th Ave. Brooklyn: 446 Fulton at Hoyt Newark: Broad & Market Sts. Jamaica: 161-19 Jamaica Ave. Elizabeth: 1140 E. Jersey St. Flushing: 36-51 Main St. ALL OFFICES ONE FLIGHT UP - OPEN TO S.F.M. Dispensing Opticians Exclusively

**Civil Service Health Standards**

If you want to work for New York City, you've got to take a medical examination. This week, the Civil Service Commission explained the standards which candidates must meet. By means of medical testing, the City seeks to exclude from its service three categories of candidates: those unfit to perform the duties of the job; those who may become unfit at an early age, "thereby placing an undue financial burden on the Employees Retirement System;" and those who have conditions which may endanger their fellow workers.

The Commission's report, which is of interest to all who plan to take city exams, follows in full:

**I. Medical Acceptability as an Individual:** The candidate must be free from any medical defect of physique or mind, active or dormant, which may impair his ability to perform his work efficiently now or later.

This item embodies such requirements as adequate physical strength for the particular type of work to be done, adequate function of limbs and senses, and the absence of any debilitating conditions which may impair efficiency or lead to early invalidism. Among the latter may be listed such examples as chronic disease of the heart or of the kidneys. Although these may not prevent the candidate from doing efficient work at the time of examination they may cause serious illness eventually regardless of the type of work at which he is employed. Chronic disease of the teeth, tonsils, or sinuses may be cause for rejection for the same reason.

Candidates will be barred from certain occupations (e.g. Fireman) when they are found to suffer from conditions for which such occupations may prove specifically hazardous. These include chronic skin disease and chronic pulmonary disease in any form, because of the risk of reactivation or complication brought on by exposure to inclement weather, smoke, mechanical friction, and violent physical strain. Individuals who are allergic to materials encountered in their previous working environment may be barred when they are likely to encounter such materials in the city positions for which they are candidates.

**II. Medical Acceptability as Part of an Organization:** The candidate must be free from any medical defect of physique or mind which may adversely affect his adjustment with other individuals in such a way as to impair his or their efficiency under the conditions of his employment.

Certain aesthetic and psychiatric disabilities belong in this category. A serious disfigurement may be cause for rejection in certain types of employment involving frequent contact with fellow employees or with the general public. Drug addiction, alcoholism, psychopathic personality, and other character faults having psychiatric implications may also bar employment insofar as these faults constitute a character hazard to other individuals.

**III. Medical Acceptability from the Standpoint of Public Health and Safety:** The candidate must be free from any medical defect of physique or mind which may affect the health or safety of others.

Carriers of typhoid, dysentery, diphtheria, amebiasis, etc., will be rejected for positions such as dietitian, food-handler, or kitchen-helper, where there is risk of spread of these diseases to other persons. Individuals harboring contagious diseases even in a latent or mild form will be rejected for positions involving contact with susceptible persons when there is any possibility that these diseases may be transmitted. Completely inactive tuberculosis, also syphilis in non-transmissible form, need not necessarily bar candidates, provided these conditions do not disqualify on grounds of chronic or potential debility or other complication. Questions of public safety are also grouped here. Individuals charged with the responsibility for proper handling of heavy machinery, elevators, signal devices, and vehicles of transportation, will not be accepted if

**These Bills, If Passed, Will Alter Working Conditions of Civil Service Employees**

Week before last we ran a resume of important civil service measures before the State Legislature. Below is a resume of important legislation now before the City Council affecting New York City employees. In each case, we have indicated the present status of the bill and its probable chances of passage.

17. PHILLIPS—Provides for credit under the accidental death and disability-provisions of the retirement system for a city employee engaged as an air raid warden or as emergency auxiliary policeman or fireman or as a constituent of other civilian defense activities. In Civil Employees' Committee. Passage probable.

18. CASEY—Provides that the Board of Estimate may engage as many retired policemen and firemen as necessary to act as air raid wardens during a war period. Salary thus paid out is to be in addition to any position or retirement allowance being received by such retired policemen and firemen. In Civil Employees' Committee. Passage probable.

19. CASE—Requires that pension or retirement allowance be suspended and forfeited during time a person already receiving pension or retirement money from city is employed by any office under the government of the United States, State or city, excluding retired policemen and firemen holding positions as air raid wardens, election inspectors, poll clerks, ballot clerks or those on jury duty. This would not apply where the pension or retirement allowance and compensation from the office of employment total less than \$1,200 annually. In Finance Committee. Passage probable.

23. HART—Provides that veterans at the age of 50, after 25 years' service, shall be retired upon their own request at a pension which shall be one-half of their highest wage or salary received during such services. Neither the retirement age nor the retirement allowance nor the contribution to the retirement fund of any member who is a State or county employee will be changed by this legislation. In Civil Employees' Committee. Passage probable.

27. HART—Provides for compensation on a per annum basis for doctors in the Health Department, including annual increments. This concerns those appointed on a per annum basis prior to July 1, 1940, as physician, medical inspector, industrial medical inspector, dentist, supervising physician and assistant physician. In Civil Employees' Committee. Passage possible. If it does pass, it faces the Mayor's veto.

28. HART—Provides for per annum pay without diminution of salary for physicians in the Health Department, including annual increments. This relates to those now employed in the Health Department as physicians, medical inspectors, dentists, supervising physicians and assistant physicians who were compensated on a per annum basis on or before June 30, 1940. In Finance Committee. Passage possible.

58. DIGIOVANNI—Requires that positions as correction officers in the Correction Department shall be filled from open competitive lists for correction officer only that those in the second rank shall be filled by promotion exams. That the uniformed force shall consist only of the following ranks: correction officers, men and women, captains

and all supervising corrections officers, deputy wardens and deputy superintendents, wardens and superintendents, to be filled only by promotion tests. In Civil Employees' Committee. Passage probable.

66. DIGIOVANNI—Extends to July 1, 1943, the power of the Hospital Commissioner to appoint resident physicians, internes and nurses if they are citizens or have filed their declaration of becoming a citizen prior to such appointment. Passed and sent to Board of Estimate. Enactment most favorable.

74. SHARKEY—Provides for employment on a per annum basis of all regular employees in the Park Department and the fixing of salaries and increments. Attendants and watchmen previously employed at the rate of four dollars a day shall receive \$1,200 per annum. Attendants getting \$5 a day shall receive \$1,500 per annum. Assistant gardeners shall receive \$1,620 per \$1,800 per annum.

Further, that all regular employees appointed to the department on and after July 1, 1942, shall be employed on a per annum scale. That, in each annual budget, there shall be included and provided an annual salary increment of at least \$120 for each employee serving at least one year as watchman, attendant and gardener, until maximum salary is reached.

Further, that the members of the department shall be divided into the administrative and clerical force and the uniformed force. In Civil Employees' Committee. Passage likely.

87. POWELL—Provides for payment of internes in city hospitals at the rate of \$1,000 per annum and of resident physicians at the rate of \$1,200, exclusive of maintenance, board, uniforms and laundry service. This includes those appointed for a period of less than 12 months or as substitutes. In Civil Employees' Committee. Passage possible.

**Park Men to Decide Method of Wages**

It's up to the Park Department employees themselves whether or not they're to be paid by the day or by the year. The Board of Estimate, the Budget Director and the Council are all in favor of the idea of yearly pay—per annum status. Even Mayor LaGuardia could very likely be won over to the plan.

This, briefly, was the view of Minority Leader Joseph T. Sharkey, of the City Council, this week.

Mr. Sharkey, who is generally regarded as a good sounding board for future action by the Council, told the LEADER that "Commissioner Robert Moses' plan which I introduced in the

Council recently is the best deal the park employees can expect to get if they have any intentions of insisting on per annum status."

**Thinks They Favor Per Annum**

Stating it as his belief that most Park Department workers favor the per annum idea, Councilman Sharkey added that "as yet they have not expressed themselves to the fullest extent. When they do, I think we can get this bill put through for them. Certainly, in times such as these, they would be far better off under the per annum plan submitted than under the per diem system. I think they would be wise to go along with this bill

now up for consideration. It can be passed without much trouble."

Councilman John P. Nugent also was practically certain the per annum status could be made legal for Park Department workers "if they wanted it." He could not understand Councilman William M. McCarthy's pessimism that accompanied his assertion that "the bill has been laid over."

**Two Views**

There were two schools of opinion at the Park Department itself. Several officials preferred to believe the majority of workers would ask for per annum status under the Moses arrange-

**File By Tuesday For City Tests**

Last call for applications! Real estate men, plumbers, telephone operators—men and women who can file and classify fingerprints according to the Henry System—Tuesday, April 21 is the deadline for filing your applications for the current series of city exams.

Applications for property manager, \$2,400 to \$3,500 a year; inspector of plumbing, grade 3, \$2,400 to \$3,000 a year; telephone operator, grade one (women), \$1,200 to \$1,800 a year, and fingerprint technician, \$1,200 to \$2,100 a year must be deposited in the application bureau of the Civil Service Commission, 96 Duane Street by 4 p.m. Tuesday.

Other tests open to the general public are the exams for junior electrical engineer, \$2,160 to \$3,120 a year; life-guard, \$5 a day; marine oiler, \$115 a month, and medical social worker, grade one, \$1,500 to \$1,800 a year.

City employees in the clerical service who will have completed their probationary period by July 15, can file for the promotion exam for clerk, grade 2. This is the first time that employees with such a short period of service in the city can file for a clerk, grade 2, promotion test.

Other promotion tests open to qualified employees include captain, Police Department, \$5,000 to \$5,500 a year; examiner, grade 4, office of the comptroller, \$2,400 to \$3,000 a year; deputy warden, Department of Correction, \$3,000 to \$3,600 a year; property manager, \$2,400 to \$3,600 a year, and stock assistant, \$1,200 to \$1,800 a year.

**Supervisors Study Supervision**

An in-service training course for supervisors of the New York City Housing Authority has been arranged. In charge of the course—it's really a conference—is Dr. Joseph Rechetnick, chief of the Personnel Division, of the authority. Subject matter deals largely with the problems of supervision rather than the problems of housing.

The class will meet for 1½ hours weekly, from 4 to 5:30 p.m., for a period of 9 weeks, beginning Wednesday, April 8. The meeting place is at Room 1141, 122 East 42nd Street.

Those participating will be required to take an examination at the termination of the course; and their performance will become part of their service rating report.

shown to have any evidences, past or present, of mental illness, alcoholism and other addictions, psychopathic personality, or other conditions affecting judgment and self-control. Diabetics who may require insulin will be similarly excluded in view of the possible threat of insulin reaction which may affect consciousness. All persons with any history of epilepsy of insanity will be barred from any position of this character.

Previous Health: The Bureau of Investigation will make an appropriate inquiry into a candidate's previous medical background to the extent that the requirements of a position in the civil service make such inquiry desirable.

**PATROLMAN**  
(Applications Expected to Open in May)

**SIX FEATURES OF OUR COURSE**

<ul style="list-style-type: none"> <li>● 1. Free Medical Examination.</li> <li>● 2. Outdoor Running Track on Roof of Gymnasium.</li> <li>● 3. Agility Test Equipment.</li> </ul>	<ul style="list-style-type: none"> <li>● 4. Coordination Machines.</li> <li>● 5. Lectures and homestudy material prepared by experienced and expert instructors.</li> <li>● 6. Physical and Mental Classes at hours to suit the convenience of the student.</li> </ul>
--	--

Attend a lecture as our guest and take a free physical trial exam.

**CONDUCTOR**

Candidates who pass the written exam April 25 must pass this rigid competitive physical test . . .

<ul style="list-style-type: none"> <li>● DUMBBELL LIFT—60 pounds each hand separately.</li> <li>● ABDOMINAL MUSCLE LIFT—Raising 50-pound barbell behind neck from reclining position.</li> <li>● AGILITY (HIGH-JUMP)—Must clear rope at 4 feet.</li> </ul>	<ul style="list-style-type: none"> <li>● PECTORAL SQUEEZE—Press two levers across chest on a machine which records percentage.</li> <li>● SHOULDER PULL—Pull apart two levers on machine which records percentage.</li> <li>● BAR CHINNING—10 times merits 100%.</li> </ul>
--	---

The above stunts count 50% of the test, and only those who avail themselves of **PROPER SPECIALIZED PREPARATION** can hope to place high enough on the eligible list to secure an appointment.

We invite you to visit our gymnasiums and inspect our training facilities. Be convinced of our ability to help you!

**Free Medical Examination** Our doctors are in attendance daily, including Saturdays.

**TAX COLLECTOR**

Exam May 23. Class forms Wednesday, April 15 at 8:30 P.M. Wednesday, Friday at same hour thereafter.

**FINGERPRINT TECHNICIAN**

Applications now open. Class forms THURSDAY, APRIL 16 at 8 P.M.

**TELEPHONE OPERATOR**

<p style="text-align: center;">Applications now open for city exam. Class forms WEDNESDAY, APRIL 15 at 8:30 P.M. MONDAY and WEDNESDAY thereafter at same hour.</p>	<p style="text-align: center;">State exam May 23. Class forms WEDNESDAY, APRIL 15 at 8:30 P.M. MONDAY and WEDNESDAY thereafter at same hour.</p>
--	--

**INSPECTOR OF PLUMBING, GR. 3**

Class forms THURSDAY, APRIL 16 at 8:30 P.M.

CARD PUNCH OPERATOR—Classes meet day and evening.  
CLERK, GR. 1—TYPIST, GR. 1—Tuesday and Thursday at 1:15, 6:15 and 8:30 P.M.  
JR. TYPIST AND STENOGRAPHER—Applications Now Being Issued for Washington, D.C., and New York.

**OFFICE HOURS: Open Daily — 9 A.M. to 10 P.M. — Saturday 9 A.M. to 6 P.M.**

Attend the school with a background of over 350,000 satisfied students over a period of 30 years.

**The DELEHANTY INSTITUTE**

● 115 East 15th Street, N. Y. C., STuyvesant 9-6900 ●

# These Jobs Killed by City Budget Are in Addition To 3,500 Unfilled Vacancies Already Existing

(Continued from Page Three)

day), \$1,518; 6 Park Foremen (96 days, \$6 a day), \$580; 10 Auto Enginemen (110 days), \$860; 4 Attendants (120 days, \$4 a day), \$1,600; 1 Foreman (Field Maintenance, 200 days, \$8 a day), \$1,600; 9 Licensed Firemen, \$2,559; 2 Stationary Enginemen, \$3,285.

**Borough President of Richmond**  
1 Messenger, \$2,399; 1 Clerk, \$3,180; 1 Messenger, \$2,580; 1 Foreman, \$2,399; 14 Laborers, \$1,500; 2 Asphalt Steam Roller Enginemen, \$2,664.99.

**Borough President of the Bronx**  
1 Clerk, \$1,000; 6 Attendants, \$2,399.99; 3 Auto Enginemen, \$2,100; 2 Auto Enginemen, \$1,500; 2 Laborers, \$1,500; 72 Laborers, \$1,500; 2 Auto Enginemen, \$1,500; 1 Letterer, \$2,937.50; 2 Stationary Enginemen, \$2,567; 2 Licensed Firemen, \$3,570.

**Borough President of Queens**  
1 Chief Clerk, \$3,600; 1 Messenger, \$3,120; 4 Auto Enginemen, \$2,280; 1 Principal Chemist, \$4,250; 1 Assistant Engineer, \$3,480; 1 General Mechanic, \$4,000; 1 Auto Engineman, \$2,280; 3 Auto Enginemen, \$2,220; 1 Attendant (Male), \$1,799; 1 Attendant (Female), \$1,799; 1 Attendant (Female), \$1,560; 1 Asst. Engineer, \$6,000; 1 Foreman, \$2,399; 1 Superintendent of Garage and Repairs, \$3,240; 1 Auto Engineman, \$1,500; 6 Auto Enginemen, \$1,620; 1 Clerk, \$3,240; 2 Laborers, \$1,500; 1 Senior Civil Engineer, \$8,000; 1 Messenger, \$2,399; 6 Laborers, \$1,500; 5 House Painters, \$2,265; 1 Stationary Engineman, \$2,817; 1 Licensed Fireman, \$2,191; 1 Keystone Shovel Engineer, \$3,250; 3 Steam Roller Enginemen, \$2,664.99; 2 Pavers, \$2,772; 1 Rammer, \$2,310.

**Department of Public Works**  
29 Cleaners (Female), \$860; 6 Cleaners (Female), \$960; 37 Bridge-men and Riveters. (The annual salary of each Bridgeman and Riveter cannot be determined).

**Borough President of Manhattan**  
2 Messengers, \$2,760; 1 Manhatter, \$2,400; 2 Chemists, \$2,940; 1 Chemist, \$2,500; 1 Junior Chemist, \$1,620; 1 Attendant, \$2,760; 2 Auto Enginemen, \$1,740; 4 Auto Enginemen, \$1,620; 4 Watchmen, \$1,200; 2 At-

tendants (Male), \$2,359; 1 Attendant (Male), \$1,799; 1 Attendant (Female), \$1,320; 2 Attendants (Female), \$1,680; 2 Attendants (Female), \$1,560; Inspector of Comfort Stations, \$2,620; 4 Auto Enginemen, \$1,500; 3 Stationary Enginemen, \$2,817.30; 5 Licensed Firemen, \$2,350; 1 Rammer, \$2,310; 2 Stationary Firemen, \$3,285; 1 Licensed Fireman, \$2,555; 34 Laborers, \$1,500; 5 Bridge Painters, \$2,375; 1 Foreman of Bridge Painters, \$2,625.

**Borough President of Brooklyn**  
4 Auto Enginemen, \$2,280; 1 Messenger, \$2,399; 1 Principal Chemist, \$5,000; 1 Messenger, \$2,399; 36 Laborers, \$1,500; 5 Stationary Enginemen, \$3,285; 9 Licensed Firemen, \$2,555; 4 Attendants, \$4 a day; 2 Attendants, \$1,200; 5 Attendants, \$1,320; 6 Auto Enginemen, \$2,220; 2 Auto Enginemen, \$2,220; 2 Auto Enginemen, \$1,620; 3 Auto Enginemen, \$1,500; 2 Attendants, \$1,200; 3 Attendants, \$1,799.99; 1 Attendant, \$1,799.99; 3 Attendants, \$1,500; 1 Attendant, \$1,200; 1 Attendant, \$1,440.

**Department of Water Supply Gas and Electricity**  
1 Clerk, \$1,199.99; 16 Clerks, \$1,080; 4 Clerks, \$840; 7 Clerks, \$960; 5 Auto Enginemen, \$2,800; 1 Auto Engineman, \$2,200; 1 Auto Engineman, \$1,500; 1 Clerk, \$1,199.99; 1 Inspector of Water Consumption, \$2,399.99; 1 Stenographer, \$1,800; 2 Typists, \$1,199.99; 1 Typist, \$1,080; 1 Typist, \$960; 2 Inspectors of Pipe Laying, \$2,120; 8 Inspectors of Pipe Laying, \$2,100; 26 Stationary Enginemen, \$2,516; 10 Oilers, \$2,191; 15 Licensed Firemen, \$2,191.

**Law Department**  
1 Deputy Assistant Corporation Counsel, \$3,000; 1 Stenographer, \$2,580; 1 Stenographer, \$2,520; 2 Stenographers, \$2,460; 1 Stenographer, \$2,400; 1 Messenger, \$2,640; 1 Messenger, \$2,500; 1 Deputy Assistant Corporation Counsel, \$3,420; 1 Deputy Assistant Corporation Counsel, \$3,300; 20 Title Examiners, \$2,160; 3 Title Examiners, \$1,300; 3 Topographical Draftsmen, \$3,240; 4 Clerks, \$1,990; 1 Clerk, \$1,080; 2 Clerks, \$840; 1 Stenographer, \$2,575; 1 Stenographer, \$2,399; 1 Typewriter-Accountant, \$2,399; 2 Junior Accountants, \$1,920; 2 Stenographers, \$2,399.99; 1 Attendant, \$2,580; 1 Junior Topographical Draftsman, \$2,400; 3 Messengers, \$2,366.66.



Pat Harnedy, president of the Patrolmen's Benevolent Association, has protested against the Mayor's proposal to start patrolmen at a \$1,200 salary. The men have just fought the issue in the courts, won one decision, which the city is appealing. The police line organizations and the administration became evident over the week-end, as the employee groups decided to fight the city on pensions. A third factor in the cleavage is resentment at Commissioner Valentine's demand that men off duty refrain from attending race tracks.

## Fire Eligibles Meet April 20

Efforts are being made to have Councilman Hugh Quinn and U.F.A. President Vincent J. Kane speak at the next meeting of the Fire Eligibles Association in Washington Irving High School, Monday, April 20, Phil Levy, president of the organization announced this week.

The current Fire Department budget will be analyzed at the meeting by officers of the association. A campaign will be started to fill existing vacancies before the present budget expires. The assistance of every eligible on the list is requested to spur this campaign. All members are urged to attend the meeting. It will be called to order at 8 p.m. sharp.

## Windels to Act Against Kern

Ousted Civil Service Commissioner Paul J. Kern's court fight with Mayor Fiorello LaGuardia, this week was climaxed by the Mayor's retention of Paul Windels, former Corporation Counsel and current head of the Committee of Fifteen, as special counsel.

Mr. Windels promptly went ahead with preparation of the case for the benefit of the Appellate Division. He asked for the transfer in Supreme Court before Justice Peter Schmuick, and proceeded to prepare papers.

Requests were made by civic groups to file briefs as amicus curiae in Mr. Kern's behalf as the latter continued his bombardment upon the Mayor, following up his contentions that the Mayor is no friend of civil service.

## Delay Session On Long Week

The hearing on the long week slated for last Thursday and then Friday by the Rules Committee of the City Council will now be held sometime this week, according to an announcement Friday by Councilman John P. Nugent, chairman of the committee.

The hearing was postponed, said Councilman A. Clayton Powell, whose resolution to re-

scind the six-day week was up for discussion, in order to enable the councilmen to concentrate more fully on the budget situation. This week's hearing will be open to the public.

## No Special Cop Test for Agents

The Civil Service Commission, at its meeting last week denied the request of the Transport Workers' Union to admit collecting agents in the Board of Transportation to the promotion exam for special patrolman, grade 2. The Commission ruled that there is no similarity to the positions of special patrolman grade one and collecting agent, as maintained by the Transport men. In support of its opinion the Commission pointed out three facts:

1. Special patrolmen are uniformed and identified with the Police Department.
2. The physical requirements for special patrolman are far higher than those of collecting agents.
3. Special patrolmen, grade 1, have only one line of promotion to special patrolman, grade 2. Collecting agents have three promotion possibilities, to assistant station supervisor, conductor and assistant train dispatcher.

## 1,250 Getting Pay Difference

There's no interruption of pay for 1,250 pre-Brees Act city employees ordered on active duty as reserve officers in the National Guard or Naval Militia provided they have filed the required documents with the Comptroller's office. The LEADER was informed this week.

The 1,250 municipal workers are now receiving the difference between their city pay and the present army scale, with the city making up the difference.

The Brees Act, prohibiting differential pay for public employees entering the reserve forces, was signed by Governor Lehman and became effective at midnight, April 1.

## Grade 2 Clerks Take \$2,400 Test

Grade 2 clerks in the Bureau of Real Estate will be admitted to the promotion examination for property manager, a \$2,400 to \$3,000 title, the Civil Service Commission ruled at its meeting last week.

The relaxation of the rules to permit grade 2 employees to skip an entire grade and participate in an examination usually open only to grade 3 employees was made on the recommendation of the director of the bureau of real estate and the examining staff of the Civil Service Commission. It was pointed out that grade 2 clerks in this department, as well as other employees, have been working out of title, actually performing the duties of property man-

ager. The clerks affected have until Tuesday, April 21, to file applications.

## Fire Eligible's Mark Raised

The Civil Service Commission, at its meeting last week, granted the claim of Fred P. Hessdorfer, 1480 Rosedale Avenue, the Bronx, that an error had been made in computing his average on the fireman test. As a result, Hessdorfer's average is raised from 82 percent to 83.8 and his standing on the list changed from 1423 to 1167A.

## Watchman List Used for Guards

The watchman attendant eligible list, which expires in less than one month was again certified by the Board of Water Supply for jobs as guards on the reservoirs in upstate New York. The names of 79 eligibles, up to 3,288, were sent to the Water Board for appointment. Altogether, a total of 3,292 eligibles were originally on this list, which terminates May 11.

The guard posts in the Board of Water Supply are temporary. The salary is \$125 a month.

# Opinions About the Mayor's Budget

(Continued from Page Three)

charged the Mayor with destroying municipal morale.

"If this is a matter of patriotism for city employees asked to forfeit 2,100 jobs and 3,500 vacancies and untold amounts of money," declared Mr. Feinstein, "then it is also a matter of patriotism for the tax exempt city security holders; they ought to accept lower interest rates. I insist Mayor LaGuardia is sabotaging the livelihoods of his thousands of employees by refusing to consider this step. It's this crowd and the real estate people who have hogtied the Mayor." Mr. Feinstein warned that, because of the draft and monetary inducements to employees from other industries, the city will find itself "handicapped by a shortage of experienced personnel.

In a letter addressed to the city's chief executive, Feinstein stated:

"The thousands of city employees dropped from the budget, other thousands denied a decent living wage, and still more thousands who obtained prevailing hourly rates of pay through years of struggle, only to find under this budget their per annum pay will be lower than before their rights were established, will gain little comfort from your preachments on patriotism."

Indefinite leaves of absence for

the duration would inspire thousands of "stalled workers" to request job leaves to enter defense industries and more profitable work, thereby relieving the city's financial tension, according to George Torre, president of the Association of Competitive Employees.

"What would happen if the city granted indefinite leaves of absence for the duration?" asked Mr. Torre. "Thousands of stalled workers would ask for leaves and there is no question but that defense industries would absorb these men at two or three times more money than they now earn. The public should know why city employees do not leave their jobs and seek others paying a higher wage: the basic reason is that they would lose all that they have worked for down through the years."

He called for a "round table discussion among leaders of the administration and civil service groups," holding that this "would go a long way toward establishing harmony in our ranks."

### Proposes War Plan

Martin Cooper, president of Chapter 23, Federation of Architects, Engineers, Chemists and Technicians, suggested a war conversion plan to take many municipal workers into defense jobs. He also proposed leaves of absence

"I'm in sympathy in some respects with the Mayor's position as to this being a war budget," he said, "but there is no point in making needless sacrifices."

### Other Groups Act

Meanwhile, the Patrolmen's Benevolent Association was set to battle the Mayor on the \$1,200 minimum which the Mayor wished to place on cops, instead of the \$2,000 starting salary to which they feel they're entitled. The SCMWA has presented the Mayor with a 5-point program on his budget.

Two civic organizations, the Citizens' Union and the Community Council, indicated they would act in opposition to the budget. The Citizens' Union was meeting early this week to determine its stand. The Community Council indicated it would have much to say in opposition to the budget.

## Athletic Activities For Civil Employees

The von Dohlen Playground, at 13 th Street and 91st Avenue, Jamaica, L. I., invites civil service employees to participate in its athletic activities. Free boxing instruction is available Mondays, Wednesdays, and Fridays, 7 to 9 p.m.; wrestling and jiu jitsu is on the program for Tuesday evenings; folk dancing is available on Thursday evenings. Playground director is Irving Elson.

TAILORED \$36.50 to YOUR MEASURE

SUPERBLY TAILORED  
Styled as you like it... your pet features added at no extra cost. A fitting before garment is completed.

MUST FIT YOU OR YOUR MONEY BACK!  
Thousands of fine fabrics, ALL 100% PURE WOOL, from which to choose. Imported Worsteds \$42.50 Imported Tropicals \$29.50

"I'll be suiting you"  
Anthony B. CARBONE  
900 Broadway (20th St.)  
Entire 2d Floor. ALg. 4-9292

RENT YOUR TYPEWRITERS For Civil Service Examinations  
From Tytell Typewriter Co., 125 Fulton Street, N.Y.C., (Betw. William & Nassau Sts.)  
BRekman 3 - 5335

Transfer  
WAR DEPARTMENT Auditor in Buffalo, N. Y., CAF-9, \$3,200 (plus overtime pay), permanent civil service appointment, immediate promotion opportunity, vicinity transfer to New York City or vicinity, C.P.A. has diversified accounting experience, Buffalo position requires cost accounting experience. Box 112, 87 Duane St., N. Y. C.

For "ALL OUT" STUDY  
Arco BOOKS for JOBS  
CONDUCTOR ..... \$1.50  
PATROLMAN ..... \$1.50  
INTERVIEWER ..... \$1.50  
CLERK, Grade 1 ..... \$1.25  
CLERK, Grades 2 & 3 .. \$1.50  
Also: TITLES FOR ALL TESTS  
SOLD AT: Barnes & Noble, Macy's, Loeser's A. & S., Municipal Bldg., Gimbels, and  
ARCO PUBLISHING CO.  
480 Lexington Ave. PL. 3-7063

Use Check-O-Matic  
THE CONVENIENT NO-MINIMUM-BALANCE CHECKING ACCOUNT  
FOLEY SQUARE OFFICE

Empire Trust Company  
50 LAFAYETTE STREET near WORTH STREET  
Member Federal Deposit Insurance Corporation

# CIVIL SERVICE IN NEW YORK STATE

## NEW BILLS

## State Bill Hits Local Residence Laws

## New Upstate USES Office

### Lehman Vetoes Probation Bill

ALBANY.—The opposition of Mayor LaGuardia was quoted by Governor Lehman in vetoing the sweeping Kreinheder bill last week which would have abolished probationary periods in promotion jobs filled after competitive examination. The measure would have made such promotions permanent, without the interval of the probationary period.

Here is what the Governor said in his veto memorandum:

"This bill provides that a civil service employee who is promoted shall not be required to serve a probationary period in the position to which he is appointed.

"The Mayor of the City of New York has written to me in opposition to this bill. In part, as follows: "The above bill has passed the Legislature and is now before you for executive action.

"The bill would abolish the probationary period for any one promoted in the competitive class. This seems to me to be an unwarranted interference with orderly procedure for promotion and the control of their employees by the various city departments. Many men in city service may be quite satisfactory in junior positions but do not succeed in positions of greater responsibility. Again, in many instances promotion means different duties, in addition to greater responsibility. This is particularly true in the Department of Welfare. The actual test of a probationary period is essential in order to determine the fitness of the employee for the new position which he is to fill. As a matter of administration, the employees who do not prove satisfactory in their promoted positions are restored to their previous jobs. "Not only does this hamper the city departments in the proper handling of their personnel but I am afraid it will prove a deterrent to the advancement of employees in competitive positions. Every department head will be most hesitant to make promotions when he knows that each promoted employee will be immediately and permanently frozen into the higher position by operation of law.

"I respectfully request your disapproval of the bill.

"The bill is also opposed by the Association of State Civil Service Employees and the Conference of Mayors and other Municipal Officials of the State of New York.

"The bill is disapproved.

"(Signed) Herbert H. Lehman."

ALBANY.—State Senator Seymour Halpern, chairman of the State Committee on Civil Service, has introduced a bill in the legislature which would exempt State employees from the restrictions of local residence laws. In addition, the bill would also exempt workers in public and private defense industries.

In a statement explaining the bill, Senator Halpern pointed to the Lyons Law in New York City, which rules that public employees must have lived in New York City for three years immediately preceding appointment before they may be given a job in the city service.

### New 'Lyons' Laws

He also pointed out that under the terms of the Fite-Bechtold bill of 1941, which establishes Civil Service throughout the entire State by the end of 1942, residence requirements probably will be set up in many upstate communities. Senator Halpern continued:

"For some years now, we have heard of the plight of eligibles on the city lists who took low-paying State jobs, only to find themselves ineligible for public employment in their home towns.

"Today, many men and women are accepting jobs in vital defense industries in various parts of the State and nation. Many of these jobs are temporary and the men and women will want to assume their rightful positions on local civil service lists. This bill would protect them from losing our merely because they happen to be helping the nation to arm itself."



No more of this if State Senator Seymour Halpern's bill becomes law. City employees, or eligibles who are offered better jobs out of town could accept them without fear of being barred from future city employment under the new bill. As it is today, you must be a resident of this city for three years immediately preceding appointment. Tough on some.

## Status of State-Transferred Employees

ALBANY.—The future status of 2,000 former State employees who were transferred to the Federal service January 1, when the government took over the employment section of the State DPUI, has been virtually settled, it was indicated here after a conference this week.

Representatives of the State Civil Service Commission conferred with Richard Brockway,

State director of the USES, and J. Park Harman, regional director of the Social Security Board. The Federal people wanted the assistance of the State in working out a program that would be to the utmost advantage to the transferred employees.

The upshot appears to be that the transferred employees will get just about everything they desired. The operation of the USES in this State will be conducted almost as if it were still under State supervision so far as civil service is concerned. Examinations now under way, for instance, will be processed through to conclusion with the lists, to be established probably by July or a little later, to be used by the Federal Government.

In the matter of appointments the Federal regulation providing five points added rating for veterans, 10 points for disabled veterans will be invoked. The State's provision putting disabled veterans at the top will be stopped so far as the USES lists are concerned.

Feld-Hamilton increments are

assured the transferred employees. Persons appointed under the "war service - indefinite basis" category will be named from eligible lists but will not have permanent civil service status. They will be eligible for increments, however. A six months probationary period will be considered as part of the entrance examination. There will be another category—"war service-temporary" for those employed for less than one year. Promotions for jobs over \$2,000 will be State-wide; for jobs under that figure they will be limited in the New York area to residents of eight counties in metropolitan district; elsewhere, to all upstate state.

Legislation to permit the transfer of employees back and forth from the State to the Federal retirement systems, and vice versa, is in the works. Nothing much can be done this year since both Congressional and legislative action in this State will be necessary.

It is expected that formal notice of all these points will be issued to the USES employees shortly.

### State Job Forms Finally Arrive

The long-awaited applications for tax collector, damages evaluator, office appliance operator, telephone operator and public relations assistant are being issued in the New York offices of the State Civil Service Commission, 80 Center Street, this week. In one of the largest series of varied examinations opened by New York State in many months, applications are available for 25 written tests, 3 unwritten and 9 county exams.

Deadline for the filing of applications for the written tests is May 1. The unwritten test applications, which include the public relations assistant exam, can be filed until May 21. County applications must be filed by May 1.

Chief attraction of these examinations is the absence of age limits and the automatic salary increases.

Tax collectors are wanted in such State departments as the Department of Placement and Unemployment Insurance, and the Department of Taxation and Finance. Damages evaluators will be employed in the new Safety Responsibility Unit of the Bureau of Motor Vehicles. Persons experienced as claims adjusters, insurance investigators and appraisers can apply for this exam.

Now turn to page 16 for complete requirements of all these tests.

### V.F.W. Retirement Beneficiary

ALBANY.—An unidentified State employee startled officials of the State Department of Audit and Control last week when he designated the Veterans of Foreign Wars of Ogdensburg as his retirement fund beneficiary.

In an opinion to Deputy Comptroller A. L. Doris this week, Attorney General Bennett ruled that the employee was fully within his rights and that the designation is fully valid.

### Lehman Vetoes Pay-Rise Bill

ALBANY.—Last weekend Governor Lehman vetoed the Hampton-Pillion Bill, which provided for a cost-of-living pay increase to State employees under \$2,000 and for an outright \$100 bonus for low-paid institution workers.

Mr. Lehman stated that he had no objection to that portion of the bill providing for the \$100 increment for some 20,000 institution employees getting under \$1,500 a year. But he is opposed to the second feature of the measure—the cost-of-living pay increase, on several grounds, one of them that it might be inflationary in effect.

It was reported, as The LEADER went to press, that the legislators who jointly introduced this bill will immediately sponsor two alternative proposals. One of these would incorporate all of the details and the appropriation, about \$1,800,000, for the \$100 bonus for institutional employees; while the other would include the cost-of-living pay increase plan.

ALBANY.—Creation of an additional upstate office, making six instead of five, in the United States Employment Service, was announced this week by Richard C. Brockway, director for the State. The redistricting and reorganization will make for more efficient supervision in the task of supplying wartime labor and brings the State set-up into line with federal standards limiting the size of administrative districts, Mr. Brockway said.

The reorganization provides for one entirely new district, with headquarters at Poughkeepsie, and for the revision of jurisdictional boundaries in the already established districts having headquarters at Albany, Utica, Syracuse, Rochester and Buffalo. Frederick H. Evans, former superintendent of the Albany District, has been assigned to organize the new Poughkeepsie district as superintendent.

**BARGAIN IN BEVERAGES**



**BEAUTY IN A BOTTLE!—MILK!**

**Do you drink enough milk?** You'd look far to find a more tempting, more inexpensive refresher. And every glassful brings you a goodly supply of calcium—which skin specialists prescribe for clear complexions. When thirst calls—*drink milk!* Bureau of Milk Publicity, Albany, N. Y.

**The State of New York Says:**  
**SATISFY THIRST**  
**FORTIFY HEALTH**  
**DRINK MILK!**

The Great Seal of the State of New York

*To Relieve Misery of*  
**COLDS**  
*Take* **666**  
LIQUID, TABLETS, SALVE, NOSE DROPS

**HEAT YOUR TYPEWRITERS**  
**For Civil Service Examination**  
From Tytell Typewriter Co.,  
125 Fulton Street, N.Y.C.,  
(Betw. William & Nassau Sts)  
REkman 3 - 5335

# U.S. GOVERNMENT JOBS

★ **START \$105 to \$175 MONTH** ★  
MEN - WOMEN  
**PREPARE IMMEDIATELY**  
IN YOUR OWN HOME

## FOR NEW YORK, BROOKLYN AND VICINITY EXAMINATIONS

**Victory Program Bringing Thousands of Appointments**

**Full Particulars and 32-Page Civil Service Book FREE**

**Call or Mail Coupon Today Sure—**

This may result in your getting a big-paid U. S. Government Job. Open until 9 P.M.—Saturday until 6.

**FRANKLIN INSTITUTE**

Dept. L-248, 139 W. 42nd St. (near B'way), N. Y. C.

Rush to me, entirely free of charge (1) a full description of U. S. Government Jobs; (2) Free copy of illustrated 32-page book "How To Get a U. S. Government Job"; (3) List of U. S. Government Jobs; (4) Tell me how to qualify for one of these jobs.

Name .....

Address ..... Age....

Use This Coupon Before You Mislay It—Write or Print Painly

**UGLY HAIR** Removed Forever  
BY REGISTERED NURSE  
Safe, Hygienic! Method Endorsed by Physicians. Consultation Free.  
Reasonable Rates

**BELLA GALSKEY, R.N.**

Flatiron Building, 5th Ave. (at 23d St.)  
GRamercy 7-6449. Suite 401.  
233 W. 7th St. • Circle 6-1326

# DEFENSE NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

## More Courses Set for C.C.N.Y.

Additional tuition-free evening courses in engineering, science and management defense training are to be offered the latter part of May by the College of the City of New York under a program administered by the U. S. Office of Education, to supplement those starting about April 20 and already closed to about 450 applicants.

Enrollees must have at least high school background or its equivalent. Applicants are asked to send their names to the Defense Training Section of the College at Convent Avenue and 139th Street, Manhattan. In turn, they will be notified when the new series of courses will be started, and invited for a personal interview. They will be selected if they have the technical qualifications and are employable in a defense industry.

The courses are being offered to meet the shortage of engineers by training persons of college level.

## Halt Construction At Wright School

The Wilbur Wright High School of Aviation Trades, which was begun at the Government's request as a training center necessary in the war production program, will not be completed, it was announced this week by the Board of Education. Construction has been halted as a result of federal priorities on building materials and equipment.

## NYA Trains Men, Women for War Work; Even 1-A Boys in Draft Are Acceptable

Though Congress at the moment is considering elimination of the National Youth Administration as a defense training agency, the N. Y. A. in the metropolitan area is inch by inch helping to whip the Axis. It is, as a matter of fact, currently training 6,000 youths for and contributing about 1,000 skilled and semi-skilled persons a month to war industry jobs. And it is asking for an unlimited number of additional young men and women applicants. Training will be given to men even if they're in the 1-A draft classification.

In all, the metropolitan N.Y.A. setup is currently geared to train 20,000 youths this year. Last year it trained 23,000 of which 17,500 have been placed in defense jobs. This figure must be contrasted with the entire total of 13,000 made ready for industry during the preceding five years.

So swiftly is the N.Y.A. moving, Stanley L. Stevens, publicity director, told the LEADER this week, that even young men with 1-A draft classifications may obtain a defense training job less than three months after starting N.Y.A. training.

Indeed, the U. S. Navy considers three months of N.Y.A. training equivalent to one year of active work in industry, in judging civil service applicants, he said.

N.Y.A. students advance according to aptitude; some make themselves ready for graduation into defense industries in less than three months, others require any-

where from three months to a year.

"The whole setup can be divided into defense and regular courses," pointed out Mr. Stevens. "There are 2,900 persons engaged in the machine shop work program, 500 in the army locations, 1,100 in the operated regular division, and 1,435 in the agency operated section."

### The Requirements

Those between 17 and 24 who are citizens and not attending a full time school are eligible for the courses. High school graduation is required in the cases of the 17-year-olds. Such educational background is merely preferred for the others. Actually, there are no minimum requirements. Those seeking to register for the courses are urged to apply at 145 East 32nd Street, Manhattan, the administrative offices of the N.Y.A., for a preliminary interview. A three-decker written test is offered only those seeking radio work.

### Quick Service

If eligible, an applicant is instructed to fill out an application form and mail it in to the same office. Meanwhile, he's automatically registered with the U. S. Employment Service. In about a week, he is given an occupational interview at the same place. When his type of work comes along—very shortly thereafter, in the average case—he is slipped into a defense job averaging \$50 a week, said Mr. Stevens. Precisely, U. S. Employment Service counsellors at the various work centers chart a trainee's progress and refer the youth to an employer as soon as there's an

opening for which he or she is fitted.

The machine shop program calls for 160 hours of training, and pays \$25 a month. The army location work is 80 hours monthly at \$26 a month, and the remaining two divisions call for 90 hours a month at \$22.50 a month.

Beginning April 1, the N.Y.A. geared its work-experience training (students actually learn while at work) mainly for government defense needs. It still retains its student aid program.

The metal trades units are in Brooklyn, Astoria, and Manhattan, as well as in Greenport and Oyster Bay, L. I. Flushing has the auto repair center.

### Call from Connecticut

The army locations are in Camp Upton, Mitchel Field and Forts Wadsworth, Hamilton, Jay, Totten and Tilden. General categories are included here, from auto repairing to messenger service and laboratory assistants' work.

The operated regular section in the administration building consists of such items as cabinet making, finishing and upholstering—falling under the heading of shops supplementary to the actual defense work.

The agency operated divisions consists of Federal, State and municipal agencies capable of handling part time workers.

So effective has been the placement of local N.Y.A. youths that even Connecticut has been calling for its trained personnel. About 40 to 50 a month have been placed in N.Y.A. resident centers up there, according to Mr. Stevens.

## Plan to Develop Finer Leadership

Plans to develop more profound qualities of personal leadership among graduates primed to help guide America's defense workers are to be discussed at a meeting of the faculty of the College of the City of New York School of Business and Civic Administration, 23d Street and Lexington Avenue, Manhattan, next Thursday afternoon.

"Conditions are such," said Dean Herman Feldman this week, "that young persons just out of college and with special abilities are being appointed to posts which they would normally be unable to attain in a decade. In many instances, especially in the Army and Navy, individuals with excellent technical ability are placed over a large group of men with much wider training and experience than their own. As a result, higher education must give greater emphasis than in the past to developing in college graduates qualities of personal leadership, commanding presence, character and the ability to get things done and to get along with people."

The LEADER keeps you up on Federal, State, and City Civil Service News.

**MEN & WOMEN EARN GOOD PAY IN DEFENSE WORK**  
Short Training Qualifies You. VISIT, PHONE OR WRITE  
**NEW YORK INSTITUTE OF MECHANICS**  
MODERN TRAINING CENTER FOR WAR INDUSTRIES  
248 West 55th St. Circle 7-5180 Under N. Y. State License.

**AIRLINES NEED MEN AND WOMEN TRAINED IN COMMUNICATIONS (NOT FACTORY WORK!)**  
Investigate our courses, recommended by major airlines and taught under actual working conditions by instructors from the airlines. Open to 10 p.m.  
**DRAFT AGE MEN!**  
Radio licenses qualify you for Army, Navy Specialist rating or a defense job.  
**MELVILLE AERONAUTICAL RADIO SCHOOL**  
45 WEST 45TH STREET

**WELDING JOBS OPEN NOW!**  
Enroll for intensive Defense training courses. Gas, Electric, Naval, Aircraft. Low Tuition. Placement Service. Easy Terms. State Licensed. Booklet 'L'  
**SMITH SCHOOL OF WELDING**  
[Established 1927]  
250 W. 54th St., N. Y. • Open 10-10

## Defense Nutrition Classes Open

A ten-week "defense-nutrition" course to provide housewives with the skill to meet wartime rationing and price control was launched this week in Queens College.

The course is open to Queens residents without charge, as well as undergraduate students and faculty members. It is to be held on Wednesdays from 4 to 6 p.m., in Room 202 of Building E, off the college campus, at 65-30 Kissena Boulevard, Flushing.

Subjects on the program are adequate essentials for both individuals and the family unit,

food selection from the standpoint of nutritive value and cost, preservation of the nutritive value of food through correct preparation, and possibilities of food substitutes during wartime. Applicants for the course need not register.

## Panama Canal Positions

Position	Wage Rate
Armature Winder	\$1.48
Boatbuilder	\$1.48
Boilermaker, Marine	\$1.48
Blacksmith	\$1.48
Carman	\$1.48
Coppersmith, Marine	\$1.52
Instrument Repairmen, Electrical	\$277.00*
Machinist, Marine	\$1.48
Machinist, Diesel En.	\$1.48
Machinist, General	\$1.48
Molders	\$1.51
Pipefitter, Marine	\$1.48
Joiner-Cabinetmaker	\$1.48
Riveters	\$1.48
Riggers	\$1.48
Sailmakers	\$1.48
Shipfitters	\$1.48
Shipwrights	\$1.48
Sheetmetal Workers	\$1.48
Toolmaker	\$1.56
Welder, Electric	\$1.48
Wiremen	\$1.48
Asso. Marine Engineer	\$333.33*
Asst. Naval Architect	\$270.83*
Chief Engineering Draftsman, Ship-Hull	\$270.83*
Chief Engineering Draftsman, Ship Machinery	\$270.83*
* Professional engineers, draftsmen, and designers are paid on a basis of an annual salary for a 44-hour week and they are not paid overtime. Monthly wage rates are shown.	
** Instrument repairmen, electrical, are paid on a monthly basis of a 40-hour week, and all time worked in excess of 40 hours is compensated at the rate of 1/240th of the annual salary for each day of the overtime worked. Monthly wage rate is shown.	

Top age limit on Panama Canal Jobs is 55. Apply at the Federal Civil Service Commission, 641 Washington Street, New York City. If you have one of these skills, Uncle Sam wants you. If you know anyone who has, speak to him about it. The need in all these trades is urgent—most urgent in the positions of Shipfitter, Marine Machinist, and Machinist General. See last week's LEADER for complete details.

## Polytech Has Aircraft Course

Sponsored by the U. S. Office of Education, a ten-week defense training course, tuition-free, was opened last week in the Polytechnic Institute of Brooklyn for those possessing three years of engineering college credit or equivalent practical experience.

The course, which is devoted to specific methods of aircraft analysis, will be held each Tuesday and Friday night. Because more registrants appeared than expected, and because there is a desire to hold the class down to about 50 students, those now registering for the course will most likely have to look forward to launching of a second and similar course in about ten weeks. Applicants may obtain registration forms in the Aerodynamics Laboratory of the Institute at 94 Livingston Street, Brooklyn, or in the registrar's office and mail the forms to Professors R. P. Harrington or N. J. Hoff.

## Become a Draftsman—Help Win the War

Thousands of young men and women are urgently needed in all branches of national defense—Civil Service, shipyards, aeroplane factories, industrial plants.

The work is clean and fascinating, the pay exceptionally high. No prospect of unemployment after victory has been achieved because draftsmen will then be required to help restore our nation to a peace-time basis.

A post card with your name and address plainly written will bring you full information about how we train you quickly for the interesting and lucrative profession of drafting.

## National Training Corp.

Dept. L, 800, McCarter Highway, Newark, N. J.

## DEFENSE INDUSTRIES NEED

## DRAFTSMEN

Prepare Now for All Types of Drafting Positions  
Courses Open for Men and Women Free Placement Service  
APTITUDE TRIAL WEEK FOR BEGINNERS  
**MANHATTAN TECH**  
1823 BROADWAY, N. Y. (AT 59th ST.) Circle 5-7857 N.Y. State Licensed



In War and Peace, DIESEL ENGINE Production Making Phenomenal Gains Replacing Many Other Forms of Power Learn Repair, Testing, Installation VISIT DIESEL ENGINE EXHIBIT

**LEARN NEW PRODUCTION WELDING AND NAVY WELDING**  
TECHNIQUE and PROCEDURE Navy Qualification Test No. 1 Given to All Qualified Students OUR GRADUATES ARE IN DEMAND LOW RATES: Pay As You Learn Free Active Placement Service Write, phone, or call for free booklet.  
**MECHANICAL INDUSTRIES TECHNICAL INSTITUTE**  
31-09 QUEENS BLVD., L. I. City 15 min Times Sq. All subs Queens Plaza LICENSED BY N. Y. STATE Visit Daily 9 to 9; Sunday 10 to 4

**WELDERS NEEDED TO HELP U. S. WIN**  
Get into Defense Training NOW and do your share for National Defense. Our intensive individual training qualifies you for private or Government welding jobs in AIRCRAFT-SHIPYARDS-TANK BUILDING-MACHINE SHOPS-PLANT CONSTRUCTION! GAS AND ELECTRIC WELDING under Supervision of WELDING EXPERTS. • TERMS ARRANGED. You can have as long as 12 months to Pay! Phone, write, visit TODAY. Come in for free Aptitude Test.  
**CITIZENS PREP CENTER**  
9 W. 61st St., N.Y.C. Clr. 6-4970 (IRT-BMT-IND)  
Licensed by the State of New York  
Open Daily 9 a.m. to 10 p.m. & Sunday 10 a.m. to 5 p.m.

**MILLIONS for DEFENSE**  
Trained Welders Are Urgently Needed in

**DEFENSE JOBS**  
Bay Ridge's only Welding School will train you to Acetylene Welding. • Complete course in Electric Arc and Oxy Acetylene Welding. • Individualized day and evening instruction. • Placement service. REASONABLE FEE. TERMS ARRANGED.  
**RELIABLE WELDING SCHOOL**  
859 60TH STREET, BROOKLYN, N. Y. WI. 8-1766



# '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 local U. S. Employment Service office. Applications from those employed in essential defense industries will not be considered

## Technical

10 East 40th Street—LExington 2-0160

**Building Construction Inspectors**—At least three years recent experience in supervisory capacity in general construction. Work within 100 miles of New York. (Ask for Mr. Stahl.)

**Draftsman**—For Panama Canal Zone. Men with at least 5 years' recent experience—in architectural design, structural steel or reinforced concrete drafting work for private contractor. Experience must have been on heavy industrial work. Under 40 years of age, preferably single. (Ask for Mr. Alexander.)

**Electrical Draftsman**—Recent experience on apparatus, electric device, power and light circuits. (Ask for Mr. Moore.)

**Industrial Specialist**—At least ten years experience on tool production methods and practices. Must have had practical experience. (Ask for Mr. Pope.)

**Plant Superintendent**—For a tool and gauge manufacturer in the Middle West, to take complete charge of 750 employees with full responsibility for the production and output of deep drawing dies, heading tools, trimming tools, working gauges, inspection gauges and special machine parts used for the production of 30 and 50 caliber ammunition. Must be an experienced tool room supervisor, accustomed to mass production of machine parts of close tolerances. He must be familiar with present production methods and equipment... able to maintain good relations with labor production staff, co-ordinating committees and the public. A man with a college background and pertinent experience is desired but additional experience may be substituted for professional training. Interviews will be held in New York City. (Ask for Mr. Moore.)

**Piping Draftsmen**—Experienced on drafting and detailing of piping sections 2 to 10 inches. All low-pressure work. (Ask for Mr. Pope.)

**Radio Inspector**—To enforce rulings of the F.C.C., inspect radio equipment on ships, aircraft and shore stations making frequency runs, harmonic analysis, field intensity measurements, etc. Must have professional education and pertinent experience. Radio serviceman experience will not be considered. Interviews and employment in Washington (United States Civil Service Commission). (Ask for Mr. Moore.)

**Radio Operators**—With a second class radio telegrapher's license or better. To work outside continental United States and on ship-board. (Ask for Mr. Moore.)

**Recording Engineers**—With commercial experience on disc recordings. Willing to travel. Salary basis plus maintenance. (Ask for Mr. Moore.)

## Industrial

87 Madison Avenue, Phone LExington 2-8910

**Automatic Screw Machine Set-up Men**—At least five years experience in set-up work only. To set up Browne and Sharpe screw machine and also Acme automatic screw machine; also supervise plant operation. Good salary. Lots of overtime. (Ask for Mr. Dean.)

**Assemblers—Female**—Must be experienced on fine mechanical and electrical instruments. Must be under 30 years of age. Able to handle tools. Some blueprint reading preferred. Apply in person. (Ask for Mr. Burnham.)

**Automatic Screw Machine Operator**—Experienced man able to set up and operate; to take charge of department as night foreman. (Ask for Mrs. Rafter.)

**Bench Molders**—Experienced on alloy or bronze casting. Top wage for men who have recently worked in foundry. (Ask for Mr. Cauldwell.)

**Blacksmith**—All-around forge man. Able to repair road construction equipment. Job out of country. Top salary. Insurance liability on each employee. (Ask for Mr. Cauldwell.)

**Boiler Makers**—Able to do all types of plate work including riveting, caulking, acetylene burning and welding, building up and making repairs on all types of tanks, pressure vessels, stacks, structural steel work, marine repairs and the replacement of high pressure tubes in stills and steam boilers. Should be able to do layout. (Ask for Mr. Brae.)

**Coil Winders (Male or Female)**—Experienced on single and multiple wire-winding machines. Apply in person only. (Ask for Mr. Burnham.)

**Die Sinker**—First class custom die work. Machinery and hand finishing, forging dies. Five years' minimum experience. Defense work. Good salary and overtime. (Ask for Mrs. Rafter.)

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

**Foreman and Foundryman**—Must know iron foundry practice, including molding, core making, melting, pouring, and cleaning castings. Good salary. (Ask for Mr. Nelson.)

**Foreman—Tool and Die Maker**—First class men only, to supervise tool and die room in machine shop making tools, dies, jigs and fixtures for company use. Must have recent checkable references and must operate all machine tools. Good salary and lots of overtime. (Ask for Mr. Dean.)

**Gauge Makers, Tool and Die Makers, Machinists**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits. Machine wide variety of material. Will consider non-citizens not employed in defense work. Good pay; lots of overtime. (Ask for Mr. Dean.)

**Grinders**—External and internal grinding. Universal machine, precision work. Must have at least five years' similar experience. Must be citizens. (Ask for Mrs. Rafter.)

**Hand Filers**—Experienced on aluminum or alloy castings, able to use inside and outside calipers and read drawings. (Ask for Mr. Cauldwell.)

**Hand Screw Machine-Turret Lathe Set Up Men**—Must be experienced setting up and working with Warner and Swazey, Gridley or similar machines. To take charge of day or night shifts. Good pay and lots of overtime. (Ask for Mr. Dean.)

**Machinists, Tool and Die Makers**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Will consider non-citizens not employed in defense work. (Ask for Mr. Dean.)

**Machine Shop Foreman**—To supervise, instruct, and take complete charge of machine shop employing 100 men. (Ask for Mrs. Rafter.)

**Metal Pattern Maker**—First class man only. Must be citizen. (Ask for Mr. Cauldwell.)

**Radio Laboratory Technicians**—Must have heavy manufacturing experience on URF transmitters. Apply in person only. (Ask for Mr. Burnham.)

**Radio Wires (Male or Female)**—Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Mr. Burnham.)

**Set-up Men**—On Brown and Sharp automatic screw machines,

# U. S. Opens Tests for College Seniors, Graduates, Student Nurses, Others

The Federal Government this week announced a new series of tests which will have wide appeal to several categories of candidates. The new tests are these positions:

**Junior professional assistant**, \$2,000 a year.

**Student nurse**, \$288 a year (including room, board, laundry, etc.)

**Junior calculating machine operator**, \$2,000 to \$3,200 a year.

**Junior stenographer**, \$1,440 a year (positions at \$1,620 will also be filled from this list).

**Junior typist**, \$1,260 a year.

**Architect**, \$2,000 to \$3,200 a year.

The examination for junior professional assistant is open to college graduates, and to seniors in their last semester. Employment opportunities exist throughout the United States. The official announcement, while not making it one of the requirements, states that "eligibles are particularly desired in the fields of Public Administration, Business Analysis, Economics, Home Economics, and Mathematics through Calculus.

The duties of the position include the performance of professional, sub-professional, technical, or semi-technical, or clerical work.

Competitors will be given a written examination which will consist of questions designed to test their general knowledge and their aptitude for learning and adjusting themselves to the duties of the position.

If you're interested, ask for announcement 221 (assembled) at the Federal building, 641 Washington Street, New York City. You've got to file by April 27.

## The Nurse Job

Girls who wish to become nurses should ask for announcement No. 223 (assembled). You

may file for this exam until May 13. Positions exist at the School of Nursing, St. Elizabeth's Hospital, Washington, D. C.

The only requirements are that you must be a high school graduate, (academic course) or senior. Whether or not you can hold down the position will be decided on a written test upon which you must make a grade of 70 or better. Age limits: 18 to 30. The government wants girls in sound physical health.

Approximately 50 student nurses are to be enrolled about September 15, and another 50 in March, 1943.

## Calculating Machine Operator

Competitors for this position will be pated on a practical test. They'll be asked to perform directly on a calculating machine. The test consists of exercises in addition, subtraction, multiplication, and division. The rating will be based on speed and accuracy. Positions exist both in Washington and elsewhere. Lower age limit is 18. There is no upper age limit. You'll have to furnish your own machine for the exam. Number of the announcement, if you're intending to apply, is 220 (assembled).

## Steno, Typist

A new announcement has been issued for the filling of stenographer and typist positions in Washington, D. C. Applications will be accepted until further notice. Lower age limit is 18. There is no upper age limit.

## Architect

The positions for architects carry three optional branches:

- 1. Design.
- 2. Specifications.
- 3. Estimating.

The position has several grades: junior architect, paying \$2,000 a year; assistant, \$2,600; associate, \$3,200. For the junior position, requirements call for completion of a 4-year college course in archi-

ture (applications will be accepted from senior students).

Applicants must show experience in the field, and certain substitutions are allowed in this respect. There are no age limits. The positions exist both in Washington and in the field. If you feel you can qualify, ask for announcement No. 222 (unassembled).

Application forms for all these exams may be obtained at the Federal Building, 641 Washington Street, New York City.

There is no experience requirement for Junior Stenographer or Typist; but the Junior Stenographer list resulting from the examination may be used to fill Senior Stenographer positions at \$1,620 by selecting the names of those eligibles who have had at least 2 years of paid experience in which the duties performed were principally those of a stenographer or secretary-stenographer.

Competitors will be tested on the subjects listed below, which will have the relative weights indicated.

Subjects	Weights
*1. Copying from Plain Copy (typewriting)	.100 50
2. General Test	— —
3. Stenography	— 50
Totals	100 100

On the Copying from Plain Copy Test, each 5 strokes is considered one net word. To pass, each competitor must type an average of 35 correct net words per minute. Each error results in a deduction of approximately one net word per minute. The maximum number of errors permitted will be not more than 15.

\*The General Test will be for qualifying purposes only and will not affect the final numerical rating of those who attain the required rating in subjects 1 and 2. Those who fail the qualifying test will not be rated on subjects 1 and 3.

# Mental Hygiene Notes

## By JOHN F. MONTGOMERY Says the Governor

State employees have been invited by Governor Lehman to give their all for civilian defense—in a volunteer way, of course.

Here's what the Governor has to say to State employees about their desired participation:

"I would like very much to have the heads of State departments, Divisions and Agencies advise the personnel under their jurisdiction of the importance of volunteer service in civilian defense.

"Volunteering should be done at the volunteer office of the local defense council of the community in which the State employee resides. The volunteer office is the official agency for the enrollment of volunteers for community services and also for civilian protection services, such as air raid wardens, auxiliary firemen, police, emergency medical units, rescue squads, etc.

"During the period of the war, it will be necessary for us to use to the full the available manpower. Therefore, I hope that as many employees of the State as possible will give of their time to volunteer services. Of course, employees who are engaged in activities which fall within the

scope of the work of civilian defense and which keep them fully occupied will not wish to handicap themselves by volunteering for service in some additional capacity."

## That Card Party

The 12th annual Victory Card party of the Hudson River State Hospital Employees Association is to be held May 26 in the amusement hall of the hospital, with G. Carelton Nuhn in charge of festivities.

## In the Navy Now

Chester Woodin has resigned his position in the Harlem Valley State Hospital to accept a post in the Navy, where he previously served for 14 years, no less.

## Wassaichatter

Joseph Wofford, of the Boys' group, has been spending his semi-annual vacation with relatives in Lockhart, Fla. . . . Henry Pettit, of Wells, has taken a job in the Boys' division. . . . Mr. and Mrs. Jacob Proper have been having fun with relatives (yes, it can be done) in Freeland, Pa. . . . Charlotte Hinsie has memories of her Easter Sunday visit home with her parents in

hand screw machines and Warner and Swazey turret lathe. To set up and operate machines on various size parts and various metals, to close tolerances. (Ask for Mrs. Rafter.)

**Sheet Metal Workers**—Must read blueprints and do layout work on heavy gauge metal. Must be able to operate power brake, shears and rollers. Also men with experience on stainless steel kitchen equipment or radio chassis experience. (Ask for Mr. Brae.)

**Squeeze or Jarring Machine Molder**—Must be experienced on bronze and aluminum castings. (Ask for Mr. Cauldwell.)

**Tool and Die Makers**—Experienced on jig and fixture work. Combination blanking, forming and small progressive dies. Must be citizens. First class men only. (Ask for Mrs. Rafter.)

**Welders**—First class arc and acetylene welders, light and heavy gauge metal including stainless steel. Must be able to work in all positions. At least two years' experience required. (Ask for Mr. Carr.)

**Wires and Electric Hand Iron Solderers (Female)**—Must be experienced in radio set manufacture or similar field. Apply in person only. (Ask for Mr. Burnham.)

**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.)

Schenectady... Mrs. Mary Barnish has resigned from her job in the Girls' section to take employment in Schenectady (o. k., Mr. Linotyper, the next time we say Schenectady you can quit). . . . Leona Gessnes, West Shokan, has taken a job in the Girls' group. . . . Augusta and Lillian Heinmann, of the school, spent the Easter holidays at their home in Clarence Center (whoever he is).

## Kings Park Session

A meeting of the Kings Park State Hospital chapter of the Association of State Civil Service Employees was held in York Hall March 26, at which time a grievance committee was named for the group. The committee consists of Kenneth Boney, Michael Long and Emanuel Goldberg. Nominated for election in the chapter were Michael Long, president; Emanuel Goldberg, vice-president; Addison Johnson, secretary; Mrs. Eleanor Boney, assistant secretary; Kenneth Boney, treasurer, and Alvin Horton, sergeant-at-arms.

## ST. GEORGE ASSOCIATION, PARKS, BREAKFAST

First annual Communion Breakfast of the St. George Association, Department of Parks, composed of Protestant members of the department, will be held Sunday, May 10. Holy Communion will be held at the St. Thomas Church, Manhattan, at 8 a. m. Breakfast will follow at the St. Moritz Hotel, 50 Central Park South.



**ELECTRIC & GAS**  
Free Trial Lesson. Ask for Booklet 'L'. Reasonable Fees. Payment Plan Day - Evening  
**HALLER WELDING SCHOOL**  
522 BERGEN ST., BKLYN, N.E. 8-8947  
Near Flatbush Ave.



**MACHINIST**  
TOOL and DIE MAKING  
INSTRUMENT MAKING  
Courses 3 to 12 Wk.  
Write, Phone or Call 9 a.m.-9 p.m.  
— We employ no solicitors —  
**METROPOLITAN TECHNICAL SCHOOL**  
260 W. 41st St., LONgacre 3-2180  
Licensed by State of New York

# Civil Service LEADER

Independent Weekly of Civil Service and Defense News

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway), New York, N.Y. Phone: COrtlandt 7-5665 Copyright, 1942, by Civil Service Publications, Inc.

## —Subscription Rates—

In New York State (by mail).....\$2 a Year  
Elsewhere in the United States.....\$2 a Year  
Canada and Foreign Countries.....\$3 a Year  
Individual Copies.....5 Cents

Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, April 14, 1942

## The Little People vs. the Budget

ON Thursday morning, April 16, there will assemble on the second floor of City Hall a host of civil service employees. Facing them will be the members of the Board of Estimate. The Mayor, who should be there, won't, if he follows his practice of previous years.

Then there will ensue a battle the like of which New York City has rarely seen. It will be a fight for life by people who perform the city's work, by messengers, bridge painters, attendants, auto enginemen, clerks, investigators, teachers, custodians, typists, stenographers, licensed firemen, bricklayers, park foremen, steam engineers.

These are what we have learned to call the little people, the ones who keep things running, who don't talk much, but live their lives in a useful manner. They are the ones whose jobs are to be chopped away, they are the victims of a budget, they are the ones who came into civil service with high hopes of security and seniority and tenure.

But Mayor La Guardia says there is a war, and because there is a war, he has to lop down his budget and lop down the workers, because he can't do anything else.

If the war has compelled the Mayor to ask sacrifices, it has not compelled him to ask that those sacrifices be made only by the civil employees. Burdens of war should be evenly distributed, not placed upon the shoulders of one group.

Thursday's meeting of the Board of Estimate must impress upon the city's officials a number of points:

There must be security—an end of the threat of 2,100 layoffs.

Wartime is as good a time as any to establish a minimum wage; there are still too many workers earning less than a subsistence wage in New York City.

There must be wage increases in line with those received by workers in private industry, in line with the rising cost of living.

There must be a fair deal for those employees who have recently been accorded the prevailing rate of pay, only to lose it by being compelled to work less hours.

## 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. All letters should be signed, but names will be kept confidential if requested.

### Two of Our Washington Readers Have Opposite Opinions On the Moving of Federal Agencies to New York

He Says, 'Yes!'  
She Says, 'No!'

Sirs: Why Federal Bureaus do not want to move to New York:

Washington himself deliberately selected this as the capital of the United States, and had it laid out to serve that purpose.

We'd miss our trees — those green things with trunks that grow along our curbs.

"Southern man curses black man and takes care of him; Northern man just curses him"—and pretends to be "crazy" about him.

Your surrealist windows would give us bad dreams.

Your soot would break up the Government trying to keep the buildings clean.

It would make us groggy to have to watch the sunset at 8 p. m.—bad enough in wartime.

New Yorkers all tell us the summer heat is much worse up

there, and that Washington is mild compared to it.

Culture? My word, how do you ever find time for it, rushing around like that constantly?

Yours sincerely,  
VIRGINIA LEE GRIMES.

### Federal Agencies To New York

Sirs: I am a Brooklyn boy who is now working for the Federal Security Agency—Social Security Board—Old Age and Survivors Insurance Department in Washington, D. C. We were told that all of the Social Security Board units will be moved out of Washington. To date the following Federal agencies have been moved to these places: Patent Office, Richmond; Wage and Hour, New York; Employees Compensation, New York; Securities and Exchange Commission,

Don't

## Repeat This!



U. S. Gets 'Em

FEDERAL agencies are making such attractive offers to President Marsh's subordinates on the Civil Service Commission staff that at least three are slated to leave shortly for U. S. jobs . . . Orchids to Grace Reavy for the masterful manner in which she established good humor at that big meeting last Thursday by telling a Mae West joke . . . Where was George Hitchcock, sec of the State Commission, when the city promotion resolution was okayed? . . . Hometown romance is the chief obstacle to the Federal government's recruitment of girls for Washington, and not such economic factors as the cost of living or lack of housing facilities, say Federal representatives . . . Ellis Ranen, Hodson's buffer in Welfare, says he's not the "R" in those Kern-La Guardia letters . . . Rosalie Manning, old friend of the Mayor's, will file an affidavit this week saying they wouldn't let her into Hizzoner's public hearing on the Kern ouster . . .

### Question Department

Why does Collector of Customs Harry M. Durning refuse to answer questions about those custom guard appointments? . . . Maury Maverick, former Congressman now with the War Production Board, cooks his own lunch in his office . . . A series of unpleasant incidents is creating strained relations between Negroes and Whites at Creedmoor Hospital. . . All those recent exposes about goings on in the city government aren't at an end yet. More coming. . . One of the reasons why Fire Chief and Commissioner Patrick Walsh is so well liked by headquarters staff is that he uses the emergency municipal elevator only for emergencies. More snobbish predecessors rang for the car every time they entered and left the building. . .

## Merit Men



Mrs. Swofford is content to remain very much the administrator. Nothing else. Along these lines, Mrs. Swofford's ambition is to see to "the development of greater safety among workers in Government agencies and in private employment under the Federal Commission laws."

### She Loves Details

"I love details," added Mrs. Swofford, just by way of stressing the studiousness she capitalized upon to become a school teacher.

The mother of three grown children and four grandchildren, Mrs. Swofford was born April 5, 1880, in Atchison, Kan., a tiny town near Kansas City, Mo., was schooled in France and Germany from the age of six (her dad had to go abroad for his health) and learned both French and German. Back in America, she attended school in Kansas City, where she lived, and then it was back again to the Continent at 12.

### Marries Schoolmate

Returning to America once more, she taught high school Latin for two years in Kansas City, then married Ralph Swofford, who was engaged in the dry goods business. They had fallen in love as schoolmates (they'll be celebrating their 38th anniversary next Saturday.)

Mrs. Swofford wasn't content only to tend her family. She became president of the Women's City Club, the Women's Jefferson Democratic Club and the Visiting Nurses Association, a leader among social hygiene groups and director of the Y. W. C. A., all in Kansas City. During World War I she kept the hospital files for the Bureau of Communication of the American Red Cross.

In 1929, she was engaged by the Kansas Democratic State Committee to prepare the educational program for young voters, was elected full time secretary of the committee for two terms and was then chosen for her current post. "I figured if my predecessor, a home town Republican, could do the job, so could I," she reasoned.

A lover of the theatre (now that she's in New York, her big chance is here though she's still too busy to avail herself of it), of detective stories, music and long walks, Mrs. Swofford hates all sorts of games and positively loathes parsnips.

"CAN YOU IMAGINE me going to high school several years after my grandchildren were born?" laughed chatty, cordial, school-teacherish Mrs. Jewell Wood Swofford, motherly chairman of the United States Employees' Compensation Commission.

Seated in her restful office at 285 Madison Avenue, Manhattan, new Gotham home of the Federal organization, Mrs. Swofford's large brown eyes beamed and her mouth opened wide in pleasant laughter while she recalled a mistake about her in the 1937 edition of Who's Who.

"My secretary was getting up information which has since been corrected," she explained. "It seems the dates were twisted and the book had me pursuing a high school education after my grandchildren were born. That's really funny."

That's one side of Mr. Swofford's nature. There's another.

### Strictly the Administrator

"I don't want to be interfering with anybody in the legislative channel," she said. "But it has been my ambition for some years now, since taking over this job in June, 1933, to shorten the period during which unfortunate individuals have to wait for official approval of their compensation claims." As much as possible,

## QUESTION, PLEASE

### No Transfer from Competitive List

D. O.: As an eligible in the open-competitive list for watchman-attendant, you cannot be transferred to the preferred list for attendant. Only permanently appointed employees, who were dismissed from the city service through no fault of their own after more than six months employment, are entitled to be placed on a preferred list. Whenever a vacancy comes up in that title, the preferred list must be used before eligibles can be hired from the open-competitive list. The preferred list is used for permanent jobs. Acceptance of a temporary job by an eligible on a preferred list will not remove his name from the preferred list. The preferred list is good for a period of four years.

### Provisional Can't Become Permanent

S. P.: If you are employed as a provisional trackman in the Board of Transportation, you cannot be automatically classified as a permanent trackman. You must take the trackman examination if you wish to get a permanent appointment as trackman. You will not be given any preferences on this examination because of your provisional experience as a trackman. When the eligible list for trackman is promulgated by the Civil Service Commission as a result of the forthcoming examination the Board of Transportation will be required to dismiss all provisional trackmen.

### Declining An Appointment

R. A. B.: If you decline an offer of temporary appointment as a guard on the aqueduct from the sanitation man list solely because of the location of the position, your name will not be removed from the list. Your standing will not be affected in any manner. You will be certified for both temporary and permanent positions in the Board of Transportation when you are reached in the order of your standing on the list.

### Want a Transfer?

M. G.: If you wish to obtain a transfer to another city department in your title of dictaphone operator, we suggest you notify the Bureau of Information, Civil Service Commission, in writing. At periodical intervals throughout the year, this agency of the Commission forwards names of employees who wish to transfer to department heads.

### Old Tests

J. G.: Write to the State Civil Service Department, Albany, N. Y., for information concerning past examinations for lieutenant in various county police departments. We doubt very much if you will be able to obtain actual questions asked on previous examinations. Past examinations for lieutenant in the New York City Police Department may be obtained in the Record Room of the Municipal Civil Service Commission, 96 Duane Street, New York, for a nominal fee.

Editor's Note: Thanks. We will continue our efforts to have federal agencies come to New York.

# What Every Young Patrolman Should Know

The material which follows is the second in a series of questions designed to aid candidates in their preparation for the forthcoming New York City test for Patrolman. These questions have been prepared exclusively for the LEADER by an authority on civil service techniques and procedures, and are made up from the point of view of testing for good judgment, alertness and comprehension. These are the principal factors which are expected to be tested on the next examination. The candidate is advised to give this material most serious consideration since it will no doubt be very valuable in helping to pass the test. Each series should be studied, clipped out and placed in a scrap book, with the answers, since when the series is completed, it will be an excellent method of review just before the test is held. The plan of this study series is to cover every phase of the expected examination. In the questions which follow, read the paragraph and indicate at the right of each question the one of the five choices which is most nearly in accord with the facts outlined in each passage.

### Question 7

"When one speaks of evidence beyond a reasonable doubt, this refers to evidence which is sufficient to cause the court or jury to believe that the accused is guilty beyond a reasonable doubt. That is, the court or jury must weigh the evidence introduced against the defendant, and the evidence which the defendant introduces in his own defense; then if the court or jury entertains a reasonable doubt as to the guilt of the person, they must return a verdict of not guilty." According to this information, it follows most nearly that (A) if the defendant in a criminal trial introduces evidence which is favorable to him, the court or jury must declare him not guilty; (B) a person deemed not guilty of having committed a crime would not necessarily be required to produce evidence in his own defense during the jury trial; (C) due consideration must be given court

testimony presented by the defense in favor of the accused, by the members of the jury; (D) evidence which is introduced against the defendant is generally considered as being more valid than the personal testimony of the defendant; (E) if a doubt exists in the mind of an individual juror in regard to the innocence of the defendant in a court trial, the verdict is necessarily guilty.

### Question 8

"In the case where a patrolman receives a warrant for the arrest of a person charged with an offense and he knows that the person named did not commit the crime as charged, he should at once notify the issuing court or magistrate as to the innocence of the person. Then he must thereafter proceed with the serving if so directed by the court." The most valid of the following inferences which may be drawn from this passage is (A) it is illegal to serve a warrant on a person who is alleged to be innocent; (B)

in all cases where the court issues a warrant of arrest, it must be notified as to the purported guilt or innocence of the person involved; (C) it is understood implicitly that patrolmen, prior to the service of an arrest warrant, should make some attempt to ascertain the innocence of the person being served; (D) arbitrary discretion in the service of an arrest warrant rests with the court; (E) where a patrolman has evidence that an innocent man is being served with an arrest warrant, it is discretionary with him as to its service.

### Question 9

"According to statute, Federal authorities have and take sole jurisdiction over all cases involving crimes committed on Federal property, or in violation of a Federal statute." According to this statement it follows most nearly that (A) the Federal law takes invariable precedence over city and State statutes; (B) no crime may be committed on property belonging to the U. S. Post Office; (C) persons arrested on a narcotics charge are liable to prosecution by the Federal government; (D) where a crime has been committed in violation of a

state law, which is also punishable under Federal law, prosecution is undertaken by the latter jurisdiction; (E) the Federal government will never undertake to prosecute a criminal who has violated a city or State law or ordinance.

Answers to these questions and those which appeared in a preceding issue will be carried in next week's LEADER.

## POLICE CALLS

By MIKE SULLIVAN

### Newsnotes

The big news in the Police Department for the past week is bad. It is that all policemen who have had "influence" working on their "contracts" for details and desirable berths in the P.D. are simply out of luck. They can kiss their details good-bye for the duration...The reason for this is that priorities have earmarked the next 150 available details. These priorities are held by those members of the JAB who are slated to get the skids right back into uniform by order of the Mayor.

The transfer of these 150 patrolmen back to the uniformed service should be accomplished by July 1, the date that the new budget goes into effect. By that time the duties of the JAB will probably be in the hands of the Civilian Defense volunteers. Although the Mayor did not mention it, it is unlikely that the superior officers in the JAB will be affected. They will be needed even more urgently for supervision purposes under the new set-up.

### Sponsors Still Rate

These 150 patrolmen hold pretty good details. They are white-collar jobs, mostly day tours, no Sundays or holidays or late tours, and no shoe-flies. To get and hold these details against the fierce competition for them in the department these patrolmen have had to have influential sponsors or "power-houses." They are now losing their details but they have not lost their sponsors. And their sponsors still have influence. For the Mayor can abolish 150 details but he cannot abolish the prestige, friends and influence that these sponsors possess.

It is for this reason that the pressure for details for these 150 patrolmen will eliminate every other candidate for a detail who has been waiting his turn. This has already happened in a few bureaus where the retirement ax has lopped off some details. Patrolmen who were squeezed out of a detail in this manner have usually managed to have another found for them, to the exclusion of other candidates for the detail. But up to now the total number of details abolished has been relatively small.

But 150 candidates for details, each with a "power-house" tried and tested, will constitute such a drug on the retail market that any outsider who has had hopes for a detail might just as well forget about it. Well, there's always the Sergeant's exam.

### Not the Only Case

Patrolman George A. Daly, who attracted some attention by turning in his shield and gun together with an application for a leave of absence and then just went off to the Navy, will have to face departmental charges when he returns. But his case is not by itself.

There have been other patrolmen who were interviewed by Commissioner Valentine relative to their application for permission to join the armed forces. All such applicants were denied such permission, but were told in effect, that if they nevertheless did join they would



Published at last! **THE AIR RAID WARDEN** in America--A MANUAL  
A tested, simplified, authoritative manual. The instruction guide to Warden Organization and Warden Duties. By Chief Air Raid Warden J. W. Lambert. At all bookstores, \$1. Or direct from Hastings House, Dept. N, 67 W. 44th St., N.Y.C. On sale at the Leader Bookshop

## Study Material for NYC Conductor Test

### Part IX

Each week, until the date of the exam itself, The LEADER carries questions which will help all who are taking the forthcoming conductor test. Some of the questions in this series were asked on previous examinations for conductor. Other questions are based on the duties of the position and the geography of New York, with which all conductors must be familiar.

Do not answer these questions rapidly. Think carefully. When you have arrived at your answer, place the approximate letter in the space provided and save until next week. The answers to these questions will appear in next Tuesday's LEADER, in addition to ten more questions.

### Question 67

Newtown Creek separates the boroughs of (a) Manhattan and the Bronx, (b) Manhattan and Brooklyn, (c) Queens and the Bronx, (d) Queens and Brooklyn.

### Question 68

During the rush hour you are assigned to duty as a platform man. A passenger approaches you with an address written on a piece of paper and asks you the best way to get there. Since you are not acquainted with the locality nor the street you should most properly (a) tell him that you are very busy and to get the information from one of the porters, (b) frankly tell him that you don't know, (c) tell him you were sorry you didn't know and would help him if you had the time, (d) get a directory of train lines and addresses in the various boroughs from the station agent and politely indicate the best way for the passenger to get to his destination.

### Question 69

As a competent conductor who is entirely familiar with railroad procedure you would naturally be expected to know that when a STOP indication is given by a dwarf or home signal, the train should most properly (a) continue at a slow speed for a distance of no more than 100 yards, (b) proceed to a point up to but not beyond the signal, (c) stop at a point no less than 300 yards before the signal until the come-on signal is indicated, (d) continue beyond the signal but remain

within the point of vision until the signal changes.

### Question 70

If a passenger asked you which subway line to use to get to City Hall, you would tell him to use the (a) Sixth Avenue Line, (b) Eighth Avenue Line, (c) Lexington Avenue, I.R.T., (d) Seventh Avenue I.R.T.

### Question 71

The 110th Street station on the Broadway, Seventh Avenue, I.R.T. Line is also known under the name of (a) Columbia University (b) Medical Center, (c) Cathedral Parkway, (d) Lewisohn Stadium.

### Question 72

The one of the following B.M.T. subway lines which does not have a station at Fort Hamilton Parkway is the (a) Culver Line, (b) Brighton Beach Line, (c) Sixth Avenue Line, (d) West End Line.

### Question 73

Where a passenger persists in smoking after you have already called his attention to its prohibition, you should properly feel that it is your duty to (a) remove the cigarette from his mouth forcibly if he refuses to follow your suggestions, (b) summon other subway employees and make a full report as in accidents, after getting the name and address of the passenger and witnesses, (c) arrest the man and make a full report, (d) give him a final warning and then summon a patrolman and prefer charges against the man.

### Question 74

In the course of your duties on platform you notice a passenger drop a wallet. You hurry after him and return the wallet. To show his appreciation for your honesty he offers you a five dollar bill. Under these circumstances you should most properly (a) tell him to send it to your home since it is against rules and regulations to accept remuneration from subway passengers, (b) refuse the offer, (c) ask the consent of your immediate superior before accepting the offer, (d) accept the offer and buy U. S. Defense Stamps with the money.

### Answers to Last Week's Questions

60, A; 61, B; 62, C; 63, D; 64, C; 65, B; 66, A.

## Civil Service LEADER

### Home Study Preparation

#### 'HOME STUDY GUIDE FOR PATROLMAN'

By LIEUT. BERTRAND P. WRAY  
NEW YORK CITY POLICE DEPARTMENT (RETIRED)

AND  
EUGENE B. SCHWARTZ, ESQ.  
CIVIL SERVICE AUTHOR AND LECTURER

**\$1.50**

144 PRINTED PAGES

Multiple Choice Questions, Rules and Regulations, Police Methods and Operations, Law, Government, Mathematics

Half Your Mark Is Your Rating  
on the PHYSICAL Test

Start Training NOW With

#### 'HOME TRAINING FOR CIVIL SERVICE PHYSICAL EXAMS'

By FRANCIS P. WALL  
ASSOCIATE PROFESSOR OF PHYSICAL EDUCATION,  
NEW YORK UNIVERSITY  
SPECIAL CONSULTANT, NEW YORK CITY  
CIVIL SERVICE COMMISSION

**\$1.00**

THE CHAPTERS

Weight Control and Diet, General Body Building Exercises, Training for the Agility Test, Training for the Strength Test, Training for the Coordination Test, Competitive Physical Exam

#### CLERK (GRADE 1 STUDY MANUAL)

With Practical Material for Typist Qualifying Test  
1,001 Questions — 3 Previous Exams

**\$1.00**

AT THE

## Civil Service LEADER Bookshop

97 DUANE STREET, NEW YORK CITY

CIVIL SERVICE LEADER, 97 Duane St., N. Y. C.  
Gentlemen: Please send me the books checked below. I enclose.....

OR BY MAIL AT NO EXTRA CHARGE

Home Training for Civil Ser. Physical Exams  
 Home Study Guide for Patrolman  
 Clerk, Grade 1, Study Manual

NAME .....

ADDRESS .....

# Examination Requirements

## 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 5:30 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.

## City Tests

### Fingerprint Technician Grade 1

Salary: \$1,200 up to but not including \$2,100 per annum.

Vacancies: 1 at \$1,200 per annum in the Municipal Civil Service Commission.

Duties: Under close supervision, to take, classify, search, verify and file fingerprint records, entirely in accordance with the Henry System; perform related work as required. Candidates should equip themselves with magnifying glasses and bring the same to the Practical Classification Test.

Requirements: While no minimum requirements as to experience are set for this examination, candidates are expected to have sufficient training or experience to pass the Practical Classification Test.

Subjects and Weights: Practical

Classification Test, weight 100, 75% required. The practical classification test will be designed to test the candidates ability to classify rapidly and accurately, fingerprints in accordance with the Henry System.

Fee: \$1. File by April 21.

### Inspector of Plumbing Grade 3

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

Vacancies: Occur from time to time.

Duties: Under general supervision to inspect plumbing systems for compliance with various laws, rules and regulations governing them, and conformity with the approved plans; at times to examine plans of plumbing layouts; make investigations and prepare reports; perform related work.

Requirements: In accordance with Chapter 26, paragraph 642 of the Charter, Inspectors of Plumbing must have had at least 5 years' experience as a plumber.

Subjects and Weights: Written, weight 40; Training, experience and personal qualifications, weight 40; Practical, weight 20. 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: \$1. File by April 21.

### Junior Electrical Engineer

Salary: \$2,160 up to but not including \$3,120 per annum.

Vacancies: 2 in the Department of Hospitals.

Duties: Under direct supervision with little opportunity for independent or unreviewed action or decision, to perform elementary electrical engineering work in the investigation or development of electrical engineering projects, the design, layout, construction, inspection, testing operation, or maintenance of electrical engineering equipment for tunnels, movable bridges, school buildings, public buildings, parks and parkways, rapid transit railroads, etc.; or in scientific electrical engineering research; keep records and make reports; perform related work.

Requirements: An engineering degree recognized by the University of the State of New York except that 1942 graduates are eligible; or graduation from a four-year day high school and four years' satisfactory practical experience in electrical engineering; or a satisfactory equivalent; general knowledge of the fundamental principles of electrical engineering, or physics and mathematics, and of the ordinary sources of electrical 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 electrical engineering work. Candidates who believe they meet these minimum requirements on the basis of their training and experience are requested to file applications. If their applications are not accepted the fees will be refunded.

Subjects and Weights: Written, weight 80, 75% required; Training and experience, weight 20 75% required.

Fee: \$1. File by April 21.

### Life Guard (Men) Temporary Service

Amended Advertisement

(Open to all citizens of the United States regardless of residence) 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.

Candidates who filed between the dates of December 9 and 29, 1941, need not file again.

Salary: Presently paid \$5 per day. Vacancies: 300 anticipated.

Ages: 18 through 30 on July 1, 1942. This position requires extraordinary physical ability.

Duties: To perform the usual duties of life guard on the ocean bathing beaches under the jurisdiction of the Department of Parks of the City of New York.

Requirements: Open to all high school graduates or persons having a manifest equivalent who are able to pass a qualifying non-competitive swim test, free-style, 50 yards in 35 seconds. The manifest equivalent will be evaluated on a combination of education and evidence of performance in water activities. Candidates will be placed on an all-standing on the competitive practical test.

A severe qualifying medical physical test will also be given. Minimum height 5 feet 7 inches.

At the time of filing, candidate will find medical physical requirements posted on the bulletin board.

In the practical test, candidates will be expected to demonstrate ability to swim in surf, break holds, dive for bodies, and demonstrate technique in land carry and in approved methods of resuscitation, make free rescues, and make rescues with apparatus.

As posted on the Commission's bulletin board, physical and medical requirements 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 hearing, 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.

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

Subjects and Weights: Practical, weight 100, 75% required.

Fee: \$1. File by April 21.

### Marine Oiler

Salary: Presently paid \$115 per month.

Vacancies: 8 in Department of Public Works.

Duties: Under direct supervision, to oil the machinery and be of general assistance to the watch engineer below deck on steam, Diesel, and Diesel-electric powered boats; perform related work.

Requirements: At least six months' practical experience below decks on harbor or sea-going, self-propelled boats of more than 300 tons; or a satisfactory equivalent. Prior to taking the practical examination, candidates must present an Oiler's Certificate issued by the United States Department of Commerce, Bureau of Marine Inspection and Navigation.

Subjects and Weights: Written, weight 30, 70% required; Practical, weight 50, 70% required; Physical, weight 20, 70% required; Experience, qualifying.

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

Fee: \$1. File by April 21.

### Medical Social Worker Grade 1

(Open to all citizens of the United States regardless of residence)

Salary: Present range \$1,500 to but not including \$1,800, and proposed range \$1,500 to but not including \$2,100 per annum.

Vacancies: 13.

Duties: Under supervision to cooperate with the physician in the treatment of sick people by aiding patients in the adjustment of the personal and social problems incident to their illness; to provide for sick persons material and other services that may be available in the department and in the community; to perform related services.

Requirements: (a) Graduation from an approved college with a

### TRAINING FOR CIVIL SERVICE PHYSICAL EXAMS FOR PATROLMAN

Facilities Include Three Gyms, Pool, Running Track, Weights, Conditioning Classes.

### CENTRAL BRANCH Y. M. C. A.

55 Hanson Place, B'klyn, N.Y.

One Minute from Flatbush Avenue, L. I. R. Station

For Information Phone STerling 3-7000

baccalaureate degree plus one year of full-time experience of acceptable character within the past 5 years, in medical social care work or, (b) Graduation from an approved nurses' training course plus 2 years of acceptable medical social case work as defined above or, (c) An acceptable equivalent combination of education and experience. One-half year (15-16 credits) in an acceptable graduate school of social work may be substituted for one-half year of experience. In every case, 6 months of acceptable experience will be required. Credit will be given for courses successfully completed at the end of the term during which applications are filed.

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

Subjects and Weights: Written, weight 40; Training, experience and personal qualifications, weight 40. 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: \$1. File by April 21.

### Property Manager

Simultaneously with the holding of this examination, a promotion examination will be held. The names appearing on the eligible list resulting from this promotion examination will be used first to fill vacancies.

Salary: \$2,400 up to but not including \$3,600 per annum.

Vacancies: 6; others may occur from time to time.

Duties: To assist in the leasing and acquisition of property for public use; inspect and examine properties under the jurisdiction of the Board of Estimate; assist in the operation and maintenance of such properties; negotiate and make recommendations regarding the sale, rental, or leasing of such properties; assemble pertinent information from other City departments, submit appropriate reports; perform related duties.

Requirements: Candidate must have had either (a) at least five years of full-time, paid experience in one or more of the following branches of real estate: Valuation, Brokerage, Renting Management, Maintenance, Insurance Engineering (at least three years of this experience must have been devoted to the active management, including both renting and operating, of real estate properties); or (b) a baccalaureate degree from an institution or university accredited by the University of the State of New York, and at least three years of full-time paid experience in the active management, including both renting and operating, of real estate properties; or (c) an equivalent combination of education and experience. (Candidates who believe they meet these minimum requirements on the basis of the quality of their training and experience are requested to file applications. If their applications are not accepted the fees will be refunded.)

Candidates will be expected to be familiar with all branches of real estate related to the duties of this position and to display a knowledge of the laws affecting real estate, particularly the Multiple Dwelling Law, the Labor Law and the Building Code.

Subjects and Weights: Written, weight 60, 70% required; training, experience and personal qualifications, weight 40, 70% required. 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.

Fee: \$1. File by April 21.

### Telephone Operator Grade 1 (Women)

Amended Notice

Candidates who filed under the advertisement of February 2 to February 14, 1942, need not file again.

Salary: \$1,200 up to but not including \$1,800 per annum. Appointments may be made at salaries below \$1,200 per annum.

Vacancies: Occur from time to time.

Duties: To operate a telephone switchboard; keep records of telephone calls; perform clerical and other incidental work.

Requirements: Applicants must have had at least one year's full-time experience as telephone attendant or operator with operating telephone companies, public utilities or large industrial, commercial or

governmental organizations; high school graduation and an additional year of education will be accepted in place of the one year's experience requirement. Candidates who believe they meet these minimum requirements on the basis of the quality of their training and experience are requested to file applications. If their applications are not accepted the fees will be refunded.

Subjects and Weights: Written, weight 40; Experience, weight 60. Qualifying practical tests will be given to those who pass the written test as the needs of the service require.

Fee: \$2. File by April 21.

### Promotion to Captain, P. D.

This examination is open to employees of the Police Department.

Salary: \$5,000 up to \$5,500 per annum. Appointments are made at the minimum salary of the grade.

Vacancies: Occur from time to time.

Date of Test: The written examination will be held July 16 and July 17, 1942.

Eligibility Requirements: Open to all Lieutenants or Assistant Superintendents of Telegraph in the Police Department. However, no person on the eligible list resulting from this examination will be certified for appointment to the position of Captain unless and until such person shall have served at least one year as a Lieutenant, (Section 434a-13.0 of the Administrative Code).

Scope of Written Test: Will be (Continued on page thirteen)

**TYPEWRITERS RENTED FOR CIVIL SERVICE EXAMS**  
Thousands of Typewriters Ready At a Moments Notice  
ALL MAKES - ALL MODELS  
Delivered and Called For  
Also Rentals for Home Use  
**J.S. MORSE**  
CO rtlandt 7-0405-6  
296 BROADWAY  
One Block Above Chambers St.

**HELP WANTED**  
● MAIDS  
● DAY WORKERS  
● MOTHERS' HELPERS  
● GARAGE MEN  
● RESTAURANT AND LAUNDRY WORKERS  
**Castle Hill**  
**Employment Agency**  
2215 WESTCHESTER AVENUE  
(Nr. Castle Hill Ave.) UNDERHILL 3-3334

**LEG AILMENTS**  
Varicose Veins, Open Leg Sores  
Phlebitis • Rheumatism  
Arthritis • Eczema  
TREATED WITHOUT OPERATIONS  
BY LATEST METHODS  
EXAMINATION FREE  
LEGS AND ANKLES REDUCED  
Daily 1-6 P.M.  
Monday and Thursday 1-8:30 P.M.  
NO OFFICE HOURS ON SUNDAYS  
L. A. BEHLA, M.D.  
320 West 89th Street, New York City

**DR. H. B. CAINE**  
**Surgeon Dentist**  
779 Lexington Avenue  
New York  
(Between 60th-61st Streets)  
Phone REgent 4-3446  
X-RAY  
GAS EXTRACTIONS

**"NEW YORK'S LARGEST AUTO LAUNDRY"**  
**CARS WASHED, 59c**  
Davis Auto Laundry Corp.  
720 Southern Blvd., Bronx, N. Y.  
(2 Blocks North of 149th Street)

**Thomas M. Quinn & Sons**  
INC.  
LONG ISLAND'S LARGEST FUNERAL DIRECTORS  
**65**  
Services With Every Funeral Regardless of Cost  
**COMPLETE QUALITY FUNERAL \$150**  
Including Casket Illustrated and 65 services  
Long Island City: 36-10 BROADWAY  
Phone AStoria 8-0700  
Jamaica: 168-31 HILLSIDE AVENUE  
Phone REpublic 9-8117  
Lynbrook - Queens Village - Astoria  
Flushing - Corona  
**46 YEARS OF KNOWING HOW**

Special Courtesy to Civil Service Employees  
CHAPEL WITHOUT CHARGE  
Interment in All Cemeteries  
**NICHOLAS COPPOLA**  
Established 1912  
FUNERAL DIRECTOR  
4901 104th St., Corona, L. I.  
NExtown 3-3400  
508 E. Main St., Patchogue PA. 350

**Dr. D. G. POLLOCK**  
**Surgeon Dentist**  
Brooklyn Paramount Theatre Bldg  
One Flight Up  
Brooklyn, N. Y., TRiangle 3-8620  
Hours: Daily 9-9, Sunday, 10-1  
15 W. F. DeKath Av., Subway Station  
L. M. T. Nevins St., Subway Station

**Cord**  
**Conductor and Trackman . . . . . 1.50**  
Including sample trial examination, places of interest, conductor judgment problems, official rules and regulations governing conductors, instructions for guidance service, first aid, accident rules.  
**Promotion Clerk (Grade 2) . . . . . 1.00**  
**Telephone Operator . . . . . 1.00**  
**CORD GETS RESULTS**  
ASK FOR CORD BOOKS AT:  
Abraham & Straus - Barnes & Noble - Macy's - Municipal Building  
Abrahams, 141 4th Ave. - National Bookstores, 11 University Place  
American Book Exchange at 1 Willoughby St. (Boro Hall) - LEADER  
Bookstore, 97 Duane St., N. Y. C., and all other leading book stores.

# City Tests

(Continued from Page Twelve)

designed to determine, as an integrated whole, the candidate's knowledge of police administration, practice and procedure, including the interpretation and application of pertinent laws, ordinances, rules and regulations, and also to demonstrate the candidate's fitness to straddle the position of Captain or hold the higher assignment, up to and including that of Chief Inspector.

**Subjects and Weights:** Record and Seniority, weight 50; 70 percent required; written test, weight 50, 70 percent required.

**Fee:** \$1. File by April 21.

**Added Points:** (Credit given in one successful examination only).

(A) Official awards of the Police Department:

Departmental Medal of Honor	Pct. 2.0
Police Combat Cross	1.75
Honorable Mention and Medal	1.50
Honorable Mention or Exceptional Merit	.50
Excellent Police Duty or Meritorious Police Service	.25

(B) War Service:

For every month of honorable service in the U. S. Army, Navy, Marine or Nurses' Corps during a war, 1 percent up to a maximum of 1 percent.	Pct. 1.5
For participation in battle	1.5
Medal of Honor (Army or Navy)	1.5
Distinguished Service Cross (Army)	1.0
Naval Cross	1.0
Distinguished Service Medal (Army or Navy)	.5
Citation Star	.25

Note: War service will be credited under the following terms and conditions only: (a) service of less than 30 days will not be counted (b) service will be credited for the following periods only:

Spanish War—April 23 to and including August 12, 1898.

Philippine Insurrection—April 11, 1899, to and including July 4, 1902.

Boxer Uprising—June 20, 1900, to and including May 12, 1901.

First World War—April 6, 1917, to and including November 11, 1918.

Second World War—Dec. 7, 1941, to the day of written test.

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

Deducted Points: For each day's fine, .5 percent; for each reprimand, .25 percent; fines or reprimands prior to December 23, 1935, will not be counted.

**Fee:** \$1. File by April 21.

**Promotion to Clerk, Grade 2**

**Amended Notice**

This examination is open to all departments. In departments for which there is an eligible list in existence, the list resulting from this examination will not be promulgated until the expiration of the existing eligible list.

Candidates who have filed for this position need not file again.

Note: Suspension for the duration of the operation of the present rule with respect to length of time required for eligibility for promotion in the clerical service will enable additional candidates to file applications. They will then be given conditional notices to appear for the written test on July 24, 1942, providing they have served at least six months in the salary range indicated and in the department as of that date. However, the suspension of the rule referred to requires approval of the Mayor and the State Civil Service Commission before becoming effective. In the event that such suspension of the rule is not approved, applications will be void, and fees will be returned to the candidates affected.

Applications will also be accepted from candidates who met the requirements as advertised, but who failed to file during the previous filing period.

**Salary:** \$1,200 to \$1,799.99 per annum.

**Vacancies:** Occur from time to time.

**Date of Test:** The written examination will be held on July 24, 1942.

**Eligibility Requirements:** Open to all persons in the competitive class whose salaries range up to but not including \$1,800 per annum, who have served continuously for six months in the City service next preceding the date of the written examination; and who are otherwise eligible. Eligibility is also extended to persons formerly employed in the IRT and BMT who have been classified in the City service and have not actually been employed by the City for the period required by the Commission's rules, if they are otherwise eligible. Such persons are permitted to enter the examination on the strength of their service with the above-named companies, prior to unification. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by the Commission.

**Scope of Examination:** The written examination will comprise tests of capacity to follow written directions, mental alertness, reasoning ability, spelling, grammar vocabulary, numerical relations, office practice, knowledge of the principles of departmental organization, civic affairs and other appropriate information and abilities.

**Subjects and Weights:** Record and Seniority, weight 50, 70 percent required; written test, weight 50, 70 percent required.

**Fee:** \$1. File by April 21.

**Promotion to Property Manager**

**Amended Notice**

This examination is open only to employees of the Bureau of Real Estate of the Board of Estimate.

**Salary:** \$2,400 up to but not including \$3,600 per annum.

**Vacancies:** 6; others may occur from time to time.

**Date of Test:** The written examination will be held June 13, 1942.

**Eligibility Requirements:** Open to all permanent employees of the Bureau of Real Estate who have served for a period of not less than one year next preceding the date of the written test in the title of Searcher, Title Examiner, Examiner, or Clerk, Grades 3 or 4, and who are otherwise eligible. (It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.)

**Duties:** To assist in the leasing and acquisition of property for public use; inspect and examine properties under the jurisdiction of the Board of Estimate; assist in the operation and maintenance of such properties; negotiate, and make recommendations regarding the sale, rental or leasing of such properties; assemble pertinent information from other city departments; submit appropriate reports; perform related duties.

**Subjects and Weights:** Record and Seniority, weight 50, 70 percent required; Written weight 50, 70 percent required.

**Fee:** \$2. File by April 21.

**Promotion to Deputy Warden**

**Amended Notice**

Candidates who filed under the advertisement of February 2 to February 14, 1942, need not file again.

**Salary:** \$3,000 to but not including \$3,600. Deputy Wardens are now being paid from \$2,520 to \$2,760 without maintenance, and from \$2,400 to \$2,700 with maintenance.

**Vacancies:** 2 at present. Two more anticipated in the near future.

**Date of Test:** The written examination will be held October 14, 1942.

**Eligibility Requirements:** Open to captains in the Department of Correction who have served continuously for a period of not less than two years on the date of the written test and who are otherwise eligible according to the rules of the Commission. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

**Scope of Examination:** The examination will be designed to test the fitness of candidates to act as the executive officer of a correctional institution under the direction of the warden and to take his place in his absence, or to act as the head of a smaller institution.

**Subjects and Weights:** Record and Seniority, weight 50; 70 percent required; written test, weight 30, 70 percent required; oral test, weight 20, 70 percent required.

**Fee:** \$2. File by April 21.

**Promotion to Examiner, Grade 4 The Comptroller**

This examination is open only to employees of the Office of the Comptroller.

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

**Vacancies:** Occur from time to time.

**Date of Test:** The written examination will be held May 12, 1942.

**Eligibility Requirements:** Open to all permanent employees of the Office of the Comptroller who have served continuously in the following service or services for the period of time designated, next preceding the date of the written examination and who are otherwise eligible; all persons in Grade 3 of the clerical service who have served for one year in the grade and in grade 4 of the clerical service who have served for six months in the grade, except Examiners, Grade 4; also persons in the accounting service receiving \$1,800 up to but not including \$2,400 who have served for one year at that salary and to persons in the accounting service received \$2,400 up to but not including \$3,000 who have served for not less than six months at that salary; also to persons in the personnel examining service with the title of examining assistant receiving \$1,800 up to but not including \$2,400, who have served for not less than one year at that salary. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

**Scope of Examination:** The examination will cover the duties of the position, which require a good knowledge of the legal provisions governing contracts and vouchers. Examiners must be able to verify the correctness of vouchers for payments of contract and open market orders prepared by city departments; examine construction and supply contracts, and service contracts for conformity to requirements; examine miscellaneous vouchers such as those issued in connection with personnel expenses, special payrolls, fees, refunds, etc.

**Subjects and Weights:** Record and Seniority, weight 50, 70 percent required; Written test, weight 50, 70 percent required.

**Fee:** \$2. File by April 21.

**Promotion to Stock Assistant**

**Amended Notice**

This examination is open only to employees of city departments where the title Stock Assistant presently appears in the budget, and where are two existing lists.

**Amended Notice**

Candidates who filed under the advertisements of November 5 to November 26, 1941 and December 9 to December 29, 1941, need not file again.

**Salary:** \$1,200 up to but not including \$1,800 per annum.

**Vacancies:** 3.

**Date of Test:** The written examination will be held July 25, 1942.

**Eligibility Requirements:** Open to all employees in the clerical and attendance service who have served continuously for at least one year and to all employees in the labor class who served continuously for at least three years. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

**Scope of Examination:** The examination will be designed to test candidates' ability to keep necessary records and to make pertinent reports; familiarity with proper methods of storing various commodities; general civic information.

**Medical and Physical Requirements:** Competitive physical, fairly severe medical.

**Subjects and Weights:** Record and Seniority, weight 50, 70 percent required; Written weight 30, 70 percent required; Physical weight 20, 70 percent required.

**Fee:** \$1. File by April 21.

**Promotion to U. S. Tests**

**Senior Inspector, Electrical, \$2,600 a Year**

**Inspector, Electrical, \$2,300 a Year**

**Associate Inspector, Electrical, \$2,000 a Year**

**Assistant Inspector, Electrical, \$1,800 a Year**

Closing date: Applications will be received until the needs of the service have been met.

4. Duties: To make layouts, and supervise or inspect for compliance with plans and specifications of electrical construction work, including aerial and transformer work and all phases of internal electrical construction; to make reports of progress of work, and to perform related work as required. The difficulty and responsibility of the work will vary with the grade of the position.

5. Requirements: Senior inspector and inspector—Applicants for Senior inspector must have had at least 5 years' experience, and applicants for inspector 4 years of experience in electrical construction work. This experience must have included at least one year as foreman, superintendent, or inspector of electrical construction work, including the items described in the above statement of duties. All applicants must have a thorough understanding of plans, specifications, and blueprints. Associate inspector and assistant inspector—Applicants for associate inspector must have had at least 3 years' experience, and applicants for assistant inspector 2 years of experience as an inspector or in a supervisory capacity on electrical construction work or as a journeyman in the electrical trade. If experience as a journeyman is used to qualify, there must be shown, in addition thereto, at least six months of experience in a supervisory or inspectional capacity on construction projects indicating a breadth of experience fairly comparable to that described in the above statement of duties.

6. Basis of ratings: No written test. Candidates will be rated on their experience, education, and fitness for the duties as outlined by sworn statements in the applications.

**Aircraft Sheet Metal Worker, \$2,200 a Year**

**Junior Aircraft Sheet Metal Worker, \$1,860 a Year**

2. Nature of appointments: Appointments will be known as War Service Appointments. Such appointments generally will be for the duration of the war and in no case will extend more than six months beyond the end of the war.

3. Place of employment: Air Corps, War Department, Rome Air Depot, Rome, New York.

4. Duties: Aircraft sheet metal worker; under general supervision to perform aircraft sheet metal working tasks of average difficulty involved in the fabrication, installation, and repair of aircraft sheet metal parts and fittings; and to perform related duties as assigned.

5. Qualifications required: For sheet metal worker, applicants must have had not less than 4 years' experience, and for junior aircraft sheet metal worker, not less than 2 years of progressive training and/or experience, which may include apprenticeship, as a sheet metal worker in a first-class shop. In lieu of each year of the experience required above, substitution will be accepted as follows: (a) Six months of experience in the fabrication, installation, and repair of aircraft sheet metal parts and fittings; (b) Six months of training or experience on aircraft mechanical work at a school or repair station approved by the Civil Aeronautics Authority; or (c) Com-

**U. S. Tests**

**Senior Inspector, Electrical, \$2,600 a Year**

**Inspector, Electrical, \$2,300 a Year**

**Associate Inspector, Electrical, \$2,000 a Year**

**Assistant Inspector, Electrical, \$1,800 a Year**

Closing date: Applications will be received until the needs of the service have been met.

4. Duties: To make layouts, and supervise or inspect for compliance with plans and specifications of electrical construction work, including aerial and transformer work and all phases of internal electrical construction; to make reports of progress of work, and to perform related work as required. The difficulty and responsibility of the work will vary with the grade of the position.

5. Requirements: Senior inspector and inspector—Applicants for Senior inspector must have had at least 5 years' experience, and applicants for inspector 4 years of experience in electrical construction work. This experience must have included at least one year as foreman, superintendent, or inspector of electrical construction work, including the items described in the above statement of duties. All applicants must have a thorough understanding of plans, specifications, and blueprints. Associate inspector and assistant inspector—Applicants for associate inspector must have had at least 3 years' experience, and applicants for assistant inspector 2 years of experience as an inspector or in a supervisory capacity on electrical construction work or as a journeyman in the electrical trade. If experience as a journeyman is used to qualify, there must be shown, in addition thereto, at least six months of experience in a supervisory or inspectional capacity on construction projects indicating a breadth of experience fairly comparable to that described in the above statement of duties.

6. Basis of ratings: No written test. Candidates will be rated on their experience, education, and fitness for the duties as outlined by sworn statements in the applications.

**Promotion to Stock Assistant**

**Amended Notice**

This examination is open only to employees of city departments where the title Stock Assistant presently appears in the budget, and where are two existing lists.

**Amended Notice**

Candidates who filed under the advertisements of November 5 to November 26, 1941 and December 9 to December 29, 1941, need not file again.

**Salary:** \$1,200 up to but not including \$1,800 per annum.

**Vacancies:** 3.

**Date of Test:** The written examination will be held July 25, 1942.

**Eligibility Requirements:** Open to all employees in the clerical and attendance service who have served continuously for at least one year and to all employees in the labor class who served continuously for at least three years. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

**Scope of Examination:** The examination will be designed to test candidates' ability to keep necessary records and to make pertinent reports; familiarity with proper methods of storing various commodities; general civic information.

**Medical and Physical Requirements:** Competitive physical, fairly severe medical.

**Subjects and Weights:** Record and Seniority, weight 50, 70 percent required; Written weight 30, 70 percent required; Physical weight 20, 70 percent required.

**Fee:** \$1. File by April 21.



**Come Down to Earth and Let's Talk About That Job Problem Today!**

**Vocational Guidance Service**

**Absolutely FREE to anyone who subscribes to the LEADER at the regular \$2.00 rate for 52 issues.**

- \* You register with us in person, by phone or mail and we try to keep you fully informed by mail for a period of one year of any examination we think your qualifications permit you to take.
- \* We tell you about courses that may fit you for government or defense jobs.
- \* We study your personal problems and we help you find the jobs open for you.
- \* We answer queries in relation to lists, departments, working conditions, transfer possibilities and promotion exams.
- \* We prefer to see you personally but you may phone or write.
- \* We try to keep you informed which jobs are open with governmental agencies which are not under civil service.
- \* We advise registrants eligible to take an examination of the proper manner of proceeding and the best way to study for the test.

**REMEMBER! UNLESS YOU KNOW WHEN TO FILE AND FOR WHAT, YOU ARE GROPING IN THE DARK. LET US GUIDE YOU TOWARD THAT CIVIL SERVICE JOB IMMEDIATELY! BY TELLING YOU WHETHER OR NOT YOU ARE ELIGIBLE FOR WHAT JOB, WE ARE SOLVING YOUR PROBLEMS AND AT NO COST TO YOU!**

**CLIP THIS COUPON NOW!**

**Civil Service LEADER**

97 Duane Street, N. Y. C.

Enclosed is \$2.00 to cover cost of annual subscription to The LEADER and the Vocational Guidance Service. Send me training and experience blanks immediately.

Name .....

Address .....

Check here if this is a renewal of your subscription.

**Mr., Miss, and Mrs. Civil Employee:—**

**Your job is threatened by the New City Budget; no pay rise is in view; thousands will lose their jobs, and all City employees are in danger of a payless furlough.**

## What are you going to do about it?

**I**N HIS 15,000-word message on the 1942-43 Budget, the Mayor offers to the average home-owners a tax-reduction that's less than the price of admission to the circus.

To the citizens of New York, the Mayor offers jeopardy to their safety by eliminating all appropriations for the National Guard armories.

To private charity organizations entitled to city aid in their work of mercy, the Mayor offers the pruning knife and misery to needy who will suffer thereby.

To the potential juvenile delinquent, he offers the road to crime through elimination of the Juvenile Aid Bureau in the Police Department and the substitution therefor of volunteer workers.

To the rookie cop he offers a demoralizing wage which subjects the young man to temptations that have always haunted honest policemen.

To low-paid hospital workers and others whose pay is disgraceful, he offers the continuation of a below-subsistence pay; he throws them a pittance.

To school children, he offers classes swollen to abnormal size, and to teachers he offers the breadline. Auxiliary education activities he places in the hands of volunteers.

To judges, lawyers, and juries, he offers the demagogic thought that their actions and decisions favoring the civil employee constitute a regrettable interference with the Mayor's right to interpret constitutions and statutes as he sees fit.

To organized labor, which befriended him on more than one occasion, he offers to challenge the well-established principle that prevailing rates of pay must be paid to city workers... and he denounces labor leaders who hold that principal.

To those workers who are entitled to the prevailing rate of pay, and who have won their cases in the courts, he offers retaliation by reducing their working time, so that they actually earn a lower per annum pay than formerly.

To loyal employee's he offers the prospect of a payless furlough.

This is the friendship which the Mayor offers to loyal employees... this and the loss of jobs, curtailment of vacations, lengthening of the work-week.

But to the bankers and to the holders of tax-exempt securities, the Mayor offers 28% of this budget, \$110,000,000 of which is untaxable interest. To them no cuts, no layoffs, no patriotic appeal to forfeit some of their huge returns on city investments.

The Mayor's budget is a challenge not only to the people of New York City whose services are curtailed, and to those whose jobs are cut out of the budget; but also to you who may at any moment become the next victim of the pruning knife.

## What Can You Do About It?

Lay aside your organization differences and jealousies. Don't be frightened by the charge that any opposition to this budget is an unpatriotic act. Let us unite in a concerted fight to uphold the high standards of Civil Service which you have won after years of heart-breaking struggle. It is your patriotic duty to fight against any encroachment on your rights as Americans.

Write and telegraph your views to the following:

Mayor LaGuardia

Comptroller McGoldrick

President of the City Council, Newbold Morris

Your Borough President

Ask them to restore the dropped salary lines.

Have your friends and relatives write to these officials.

Go to your church, ask your spiritual leader to intercede in your behalf with the city administration.

Appeal for aid not only to restore the budget to its former status, but to increase the salaries of civil employees in line with the rising cost of living.

If you are a member of the AFL, CIO, or any other labor group, ask the labor delegates to be present in your behalf at the budget hearing before the Board of Estimate on THURSDAY, APRIL 16.

Remember there is no reason why Civil Service employees should be the suckers!

**ACT NOW! — and let's act together.**

Henry Feinstein, *President*

**FEDERATION OF MUNICIPAL EMPLOYEES.**

261 BROADWAY, NEW YORK

REctor 2-6968



# U. S. Tests

Persons appointed from these or other examinations subsequent to March 16, 1942, will be given "War Service Appointments" and will not thereby acquire a classified (competitive) civil service status. Appointments will generally be for the duration of the war and, in no case, will extend more than six months beyond the end of the war. Applications for the following positions will be received (at the places indicated below) until the needs of the service have been met.

(Continued from Page Fifteen)

Address: Recorder, Labor Board, U. S. Navy Yard, Brooklyn, N. Y.  
**Announcement Number and Title**  
 2-474—Forger, Drop, Machinist, Toolmaker.  
 2-475—Anglesmith, Heavy Fires, Anglesmith, Other Fires, Blacksmith, Chipper and Caulker, Iron, Coppersmith, Diesinker.  
 2-476—Flange Turner, Frame Bender, Loftsmen, Sailmaker, Shipfitter, Shipwright, Welder, Electric (specially skilled), Welder, Gas.  
 2-476—Ordnanceman.

Address: Secretary, Board of U. S. Civil Service Examiners, Air Corps Eastern Procurement District, 90 Church Street, New York.  
**Announcement Number and Title**  
 2-480—Junior Administrative Procurement Inspector, Senior Procurement Inspector, Procurement Inspector.  
 2-480—Associate Procurement Inspector, Assistant Procurement Inspector, Junior Procurement Inspector (12 optional branches, each grade).

Address: Secretary, Board of U. S. Civil Service Examiners, Pine Camp, Great Bend, New York.  
**Announcement Number and Title**  
 2-501—Automotive Mechanic.

Address: Secretary, Board of U. S. Civil Service Examiners, Seneca Ordnance Depot, Romulus, New York.  
**Announcement Number and Title**  
 2-8—Senior Guard.  
 2-9—Firefighter (motor equipment).

Address: Secretary, Board of U. S. Civil Service Examiners, Syracuse Engineer District, Syracuse, New York.  
**Announcement Number and Title**  
 2-349—Assistant Inspector (general construction), Inspector (general construction).  
 2-349—Inspector, Engineering Materials (construction), Inspector, Engineering Materials (mechanical).

Address: Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal, Watervliet, New York.  
**Announcement Number and Title**  
 2-441—Machinist.  
 2-443—Benchman.  
 2-444—Gauge Checker.

2-20—Senior Guard.  
 2-35—Toolkeeper.  
 2-48—Machine Operator (boring mill), Machine Operator (engine lathe), Machine Operator (horizontal boring mill), Machine Operator (milling machine), Machine Operator (planer), Machine Operator (shaper), Machine Operator (slotter), Machine Operator (surface grinder), Machine Operator (turret lathe).

Address: Secretary, Board of U. S. Civil Service Examiners, United States Military Academy, West Point, New York.  
**Announcement Number and Title**  
 2-23—Attendant (mess attendant).

Address: Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York.

**Announcement Number, Title and Place of Employment**  
 2-194—Boilermaker, A. T. S. Brooklyn, N. Y.  
 2-196—Deck Engineer, A. T. S., Brooklyn, N. Y.  
 2-292—Second Assistant Engineer (marine), A. T. S., Brooklyn, N. Y.

2-392—Senior Inspector Engineering Materials, Inspector Engineering Materials, Associate Inspector Engineering Materials, Assistant Inspector Engineering Materials, Junior Inspector Engineering Materials (4 options), New York Naval Inspection District and Schenectady Naval Inspection District.

2-393—Senior Inspection Ship Construction, Inspector Ship Construction, Associate Inspector Ship Construction, Navy Department (N. J. and New York as assigned).

2-420—Under Inspector Ordnance Materials, Minor Inspector Ordnance Materials, Rochester Ordnance District.

2-449—Mechanic Learner, Watervliet Arsenal, Watervliet, N. Y.  
 2-452—Junior Stenographer (male), Junior Typist (male), State of New York.

2-459—Machinist, Picatinny Arsenal, Raritan Arsenal, Watervliet Arsenal, Brooklyn Navy Yard, Lakehurst Naval Air Station.

2-496—Senior Inspector Naval Ordnance Materials, Inspector Naval Ordnance Materials, Associate Inspector Naval Ordnance Materials, Assistant Inspector Naval Ordnance Materials, Junior Inspector Naval Ordnance Materials, (all 4 options), New York Naval Inspection District and Schenectady Naval Inspection District.

2-497—Junior Communications Operator (H.S.R.E.), States of Delaware, New Jersey, and New York.  
 2-498—Junior Stenographer (female), Junior Typist (female), State of New York (except the five boroughs of New York, and Westchester County).  
 2-503—Chief Engineering Aid, Principal Engineering Aid, Senior Engineering Aid, Engineering Aid, Assistant Engineering Aid, (all 8 options), States of New Jersey and New York.  
 2-504—Under Communications Operator (H.S.R.E.), States of Delaware, New Jersey and New York.  
 2-508—Junior Inspector Trainee, Ordnance Materials, Rochester Ordnance District.  
 2-512—Junior Inspector Trainee, Ordnance Materials, New York Ordnance District.  
 2-11—Attendant (ward-rop and mess), Canandaigua, N. Y.  
 2-12—Attendant (ward-rop and mess), Northport, N. Y.  
 2-13—Attendant (hospital and mess), Batavia, N. Y.  
 2-14—Attendant (hospital and mess), Sunmount, N. Y.  
 2-15—Attendant (hospital and mess), Castle Point, N. Y.  
 2-16—Attendant (hospital and mess), Pine Camp and Madison Barracks, N. Y.

2-17—Attendant (hospital and mess), Fort Niagara, N. Y.  
 2-18—Attendant (hospital and mess), Fort Slocum, N. Y.  
 2-26—Chief Tool and Gauge Designer, Principal Tool and Gauge Designer, Senior Tool and Gauge Designer, Tool and Gauge Designer, Picatinny Arsenal, Dover, N. J., and Watervliet Arsenal, Watervliet, N. Y.  
 2-27—Toolmaker, Picatinny Arsenal, Raritan Arsenal, Watervliet Arsenal, Brooklyn Navy Yard.  
 2-30—Assistant Communications Operator, Junior Communications Operator, C. A. A., Region 1.  
 2-33—Instrument Maker, Fort Monmouth, N. J.  
 2-37—Attendant (hospital and mess), Bath, N. Y.  
 2-39—Senior Inspector Ordnance Materials, Inspector Ordnance Materials, Associate Inspector Ordnance Materials, Assistant Inspector Ordnance Materials, Junior Inspector Ordnance Material, New York Ordnance District and Rochester Ordnance District.  
 2-54—Trainee-Repairman (Signal Corps equipment), States of New Jersey and New York.  
 2-62—Senior Fireman (high pressure), Mitchel Field, N. Y. (Closing date for receipt of applications: March 19, 1942.)

of that make of machine but this will not preclude his qualifying to operate other models of the same machine. Before each qualifying test, the candidates to be examined will be notified of the exact type and model of machine to be used.

4082. Assistant Principal School of Nursing, Department of Mental Hygiene. Several appointments expected at \$1,500 and maintenance. Application fee \$2.

**Minimum Qualifications:** Candidates must be graduates of an accredited school of nursing and be licensed to practice as registered professional nurses in New York State, or eligible for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) In addition, they must meet the requirements of one of the following groups: Either (a) five years of satisfactory nursing experience, of which two years must have been in a supervisory or teaching capacity and one year of which must have been in a mental hygiene hospital or in the psychiatric division of a general hospital having in such division not less than 50 beds, and satisfactory completion of six credit hours of work in the field of nursing education at a college or university of recognized standing; or (b) one year of supervisory or teaching experience in a mental hygiene hospital, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with courses in teaching methods and supervision in the field of nursing education; or (c) a satisfactory equivalent combination of the foregoing training and experience. Each additional six credit hours in the field of nursing education will be accepted in lieu of three months of the required general experience or two months of the required supervisory or teaching experience, but all candidates must have at least one year of supervisory or nurse instructor experience and one year in a mental hygiene hospital or division as described under (a). Candidates must have a thorough knowledge of modern nursing and hospital ward practice and of methods of teaching and educational supervision. College transcript required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

4083. Assistant State Geologist, Education Department. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,120. This examination is open to residents and non-residents of New York State, but preference in certification will be given to residents.

(Continued on Page Seventeen)

# State Tests

(Applications should be filed by May 1)

4080. Assistant Canteen Roentgenologist, State Institute for the Study of Malignant Diseases, Department of Health. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,120.

**Minimum Qualifications:** Candidates must be graduates of an approved medical school, and must be licensed to practice medicine in New York State or be eligible to enter the examination for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) They must have completed one year of rotating internship in an approved general hospital. In addition they must have had six months of satisfactory experience as senior interne or resident in radiology or one year of satisfactory postgraduate training in radiology involving the X-ray and radium treatment of malignant diseases at an institution approved for such postgraduate training. Candidates must have a knowledge of radio physics, radio sensitivity, and radio resistance and of tumor pathology.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

Assistant Office Appliance Operator, State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,200. Appointments as Junior Office Appliance Operator may also be made from this list.

Assistant Office Appliance Operators, State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,200. Appointments to positions of Junior Office Appliance Operator, usual salary range \$900 to \$1,200 may also be made from these lists.

In order to meet the needs for operations for various machines, this examination has been planned to cover four different kinds of office appliances and a separate eligible list for each kind will be established: No. 4112 Assistant Office Appliance Operator (Addressograph), No. 4113 Assistant Office Appliance Operator (Graphotype), No. 4114 Assistant Office Appliance Operator (Mimeograph), No. 4115 Assistant Office Appliance Operator (Multilith). Candidates who meet the requirements for more than one of these examinations may compete in as many as they wish, however, a separate applications and fee must be filed for each.

**No. 4112 Addressograph.**  
**Duties:** Under immediate supervision, to operate one or more types of addressograph machines; and to do related work as required.

**Examples:** Operating and addressograph machine in the addressing of all types of office forms, charts, checks, mailing lists, and other material; making simple operating repairs and adjustments to addressograph machines; filing addressograph plates or maintaining addressograph plate files.

**Minimum Qualification:** Candidates must meet the requirements of one of the following groups: Either (a) four years of satisfactory office experience, of which six months must have been in the operation of an addressograph machine; or (b) six months of satisfactory experience in the operation of an addressograph machine and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**No. 4113 Graphotype.**  
**Duties:** Under immediate supervision, to operate a key-board graphotype machine in the embossing of addressograph plates; and to do related work as required.

**Examples:** Embossing plates from various types of information or listings; verifying and correcting information on plates; filing and interfiling plates; preparing and maintaining production and work control reports; assisting in the supervision of a group of graphotype operators.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) four years of satisfactory office experience, of which six

months must have been in the operation of a key-board graphotype machine; or (b) six months of satisfactory experience in the operation of a key-board graphotype machine, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Six months of satisfactory typing experience can be substituted in lieu of three months of the required experience in the operation of a key-board graphotype machine.

**No. 4114. Mimeograph.**

**Duties:** Under immediate supervision, to operate a power-driven mimeograph duplicator on office work of some difficulty calling for limited judgment and responsibility; and to do related work as required.

**Examples:** Operating a power-driven mimeograph machine in the duplicating of all types of office forms, charts, letters, reports, and other material; making minor operating repairs and adjustments to mimeograph machines; keeping records of supplies and materials required and used.

**Minimum qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) four years of satisfactory office experience, of which six months must have been in the operation of a power-driven mimeograph machine; or (b) six months of satisfactory experience in operating a power-driven mimeograph machine, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**No. 4115. Multilith.**

**Duties:** Under immediate supervision, to operate a multilith machine on office work of some difficulty calling for limited judgment and responsibility; and to do related work as required.

**Examples:** Operating a multilith machine in the duplicating of all types of office forms, charts, and other material; making minor operating repairs and adjustments to multilith machines; keeping records of supplies and materials required and used.

**Minimum qualification:** Candidates must meet the requirements of one of the following groups: Either (a) four years of satisfactory office experience, of which six months must have been in the operation of a multilith machine; or (b) six months of satisfactory experience in operating a multilith machine, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Applications of these persons who do not meet the specialized experience requirements may be accepted upon the basis of satisfactory training or experience of equal or greater value than that specified under the minimum qualifications.

**Subjects of examination:** Written examination on general intelligence, or mechanical aptitudes, or both, relative weight 6; training and experience, relative weight 4.

Before certification for appointment from any of these lists, qualifying performance tests will be given on the particular model of machine to be operated in the position to be filled. If a candidate fails to pass the qualifying test, his name will not be certified for position involving the operation

## A HOME for YOU

At Jamaica, Flushing, Forest Hills and Brooklyn. Any size, any type, \$300 and up down, balance like rent. My buyers become my friends.  
**RALPH VARRICCHIO**  
 111-40 Lefferts Boulevard  
 Richmond Hill, N. Y.

## CHOICE APARTMENTS FOR RENT

Address	Rooms & Rent	Description of Property
Mount Vernon, N.Y.	6 Rooms FURNISHED Single Home \$115	Exclusive restricted neighborhood, one block from Columbus Ave. Station. New Haven R. R. 3 bedrooms, living room (fireplace), dining, kitchen, lot, 1-car garage, landscaped, fully equipped. Immediate occupancy. Fully furnished. Call Anderson Realty, 34 East First St., Mount Vernon, phone FAtrbanks 4-1097. Ask to see "433."

## Unfurnished Apartments

RIVERSIDE DR., 530 (opp. Grant's Tomb)—Recently remodeled, elevator apartments, 2 rooms, \$45. Supt. of CRTIN & HUMPHRIES, Inc. 51 East 42nd St. VA. 6-6757.

## 79th Street—315 West

**THE OLIVER HASTINGS**  
 "A Residence of the Better Type"  
 Here you will find an atmosphere of sociability and friendliness.  
 A Room for One—from \$5 Weekly  
 A Room for Two—from \$8 Weekly

## 103d Street—202 West

**HOTEL CLENDENING**  
 "A FRIENDLY ATMOSPHERE"  
 Known as one of the most reasonable Apartment Hotels in the neighborhood.  
 A ROOM FOR TWO—\$8 Weekly  
 Also Two Rooms, bath, \$14 Weekly  
 Three Rooms, bath, \$18 Weekly

## Unfurnished Apartments

1 room Studio Apt. .... \$45.00  
 CB 65th St. bet. Madison and Park  
 3 1/2 Room Apt. .... \$62.50  
 (Mod. elev. apt. Gramercy Park Section)  
 Mark Groskin Company (Real Estate Board Bldg.), 12 E. 41st St., N. Y. C. LEXington 2-6476.

# All Aboard!! CONDUCTORS

Make It  
A Pleasant  
Trip  
To Test  
Success  
And a  
Good City  
Job!



Start  
Now With  
This  
Latest,  
Greatest,  
Simplest,  
ARCO  
Study  
Guide

## IT GIVES YOU

- FIVE FORMER TESTS
- ALL THE ANSWERS
- KNOWLEDGE TO ANSWER TEST QUESTIONS YOURSELF

## Contents:

New York City's Subway System, First Aid, Duties and Responsibilities of Conductors, Rules Guiding Conduct, Operation of Trains, Relations With Passengers, Civil Service Arithmetic, Signals and Signaling, Municipal Geography, Hundreds of Questions From Previous Examinations Arranged and Classified For Quick, Easy, Study.

115 Pages Illustrations Price, \$1.50

### FOR MAIL ORDERS

CIVIL SERVICE LEADER  
 97 Duane Street, New York City  
 Please rush the ARCO "Conductor."  
 I am enclosing \$1.50 (check-money order).  
 NAME .....  
 ADDRESS .....

at the  
**LEADER**  
**BOOKSHOP**  
97 Duane Street  
New York City



# State Wants Insurance and Law Investigators

## State Tests

(Continued from Page Sixteen)  
given to legal residents of New York State.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) two years of satisfactory field experience in Pre-Cambrian geology, and graduation from a recognized institution from a course for which a doctor of philosophy degree has been granted with specialization in geology with special reference to petrology and mineralogy in relation to Pre-Cambrian geology; or (b) three years of satisfactory field experience as described under (a) and graduation from a recognized institution with a master's degree with special studies as described under (a). Candidates must have a thorough knowledge of the Pre-Cambrian geology of New York State, mineralogy, geo-chemistry, and identification of minerals by physical and chemical means, and familiarity with the use of the petrographic microscope. They must be cooperative and have good address. An interview may be required. College transcript required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

**4084. Assistant Superintendent of Tuberculosis Nurses, Division of Tuberculosis, Department of Health.** Appointment expected at Herman M. Biggs Memorial Hospital, Ithaca, at \$1,800 and maintenance. Application fee \$2.

**Minimum Qualifications:** Candidates must be licensed as registered professional nurses in New York State or be eligible for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) They must be graduates of a standard senior high school or have equivalent education. In addition, they must meet the requirements of one of the following groups: Either (a) four years of satisfactory nursing experience, of which two years must have been in a supervisory capacity, and of which one year must have been in tuberculosis nursing, and graduation from an accredited school of nursing, supplemented by sixty credit hours of college work obtained in subjects which prepare for teaching and administrative work in schools of nursing; or (b) a satisfactory equivalent combination of the foregoing training and experience. Transcript of college education beyond nurse training school required.

**Subjects of Examination:** Written examination on the duties of

the position, relative weight 4; training and experience, relative weight 6.

**4085. Associate Economist, Division of Housing, Executive Department.** Usual salary range \$3,900 to \$4,900. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,900.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in sociology or economics including statistics, and either (1) six years of satisfactory experience in social or economic research including one year of work in a responsible supervisory capacity, or (2) three years of work directly concerned with low cost housing or city planning with a recognized agency or university including one year of work in a responsible supervisory capacity; or (b) postgraduate work in one of the above-mentioned fields equivalent to a Ph.D. degree, and either (1) four years of the above experience including one year of work in a responsible supervisory capacity, or (2) two years of housing experience as defined above, including one year in a responsible supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates may substitute fifteen semester hours of training in the economic and social aspects of housing or city planning for one year of housing experience. In order to receive credit for courses in economics, statistics, or housing, official transcripts should be submitted. Candidates must have a comprehensive knowledge of research methods, economics, advanced statistics, administrative planning, and supervisory techniques; a thorough knowledge of history, principles, and economic aspects of low-cost housing, land use, and city planning; must be familiar with the organization and work of governmental and private organizations in the field of housing and with housing legislation. They must have proven ability to plan and direct important research, a high degree of critical judgment as to the value, soundness, and completeness of research projects and the ability to coordinate the various investigations to serve the needs of the Division.

**Subjects of Examination:** Written ten examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

**4086. Damages Evaluator, Bureau of Motor Vehicles, Safety Responsibility Unit, Department of Taxation and Finance.** Usual salary range \$2,100 to \$2,600. Application fee \$2. Several appointments expected. If eligible, candidates may compete also in No. 4094, Senior Damages Evaluator. A separate application and fee must be filed for each.

**Duties:** Under supervision, to examine reports of motor vehicle accidents filed pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act, and from these reports to evaluate property and personal injury damages and to do related work as required. Examples: Apply trained judgment to the facts reported in motor vehicle accident reports for the purpose of estimating the amount of property damages and personal injuries involved; making investigations to determine the accuracy of damage (property or personal injury) reported; interviewing owners and operators of motor vehicles involved; testifying before a Motor Vehicle Responsibility Adjudicator as to the extent of damage involved in motor vehicle accidents.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) three years of full-time experience either as an appraiser, claim adjuster, or investigator employed by an insurance carrier, claims bureau of a large industrial or business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damage, negligence, or compensation cases, which experience must have included the making of estimates on property and personal injury damages, or other satisfactory experience of equal value in preparing the candidate to apply trained judgment in estimating property or personal injury

damages, and graduation from a standard senior high school; or (b) two years of full time study of law or medicine at a recognized college or university and one year of satisfactory full time experience as described in (a); or (c) a satisfactory equivalent combinations of the foregoing training and experience. Candidates who include claims adjustment experience while in the employment of an insurance agent or broker must demonstrate beyond any reasonable doubt that such experience was responsible and was of quality and volume equivalent to that required of an insurance adjuster employed by a casualty insurance company. Candidates may also substitute, year for year, satisfactory office experience for the required high school education. Candidates must have a good knowledge of the New York Motor Vehicle Safety-Responsibility Act and the Motor Vehicle Law, and must be familiar with the construction and assembly of motor vehicles and accessories and have a knowledge of human anatomy and the meaning of medical terms. Candidates must be familiar with the terms of the various types of casualty policy issued in the State of New York.

**Subject of Examination:** Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

**4087. Home Economist, Department of Social Welfare.** Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400. Candidates who are eligible for and desire to compete also in No. 4091, Nutritionist, State Department of Health and No. 4104, Nutritionist, Suffolk County may do so. A separate application and fee of \$2 must be filed for each.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory, full-time, paid experience in home economics teaching, social work, public health work or agricultural extension service, of which one year must have been in work which involved preparation of relief budget standards and nutrition education in the field of social work, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with a major in home economics, including courses in foods, nutrition, home management, and the economic and social aspects of family life; or (b) a satisfactory equivalent combination of the foregoing training and experience, credit will be granted for the satisfactory completion of a course in dietetics approved by the American Dietetic Association or for graduate work in home economics, including such courses as nutrition, child development, public health education and social work. Candidates must have tact; good personality; leadership; ability to formulate sound programs in the field of home economics and to interpret them to local welfare agencies and secure cooperation in putting them into effect. College transcript not required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

**4089. Institutional Vocational Instructor (Electrical), Department of Correction.** Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. One appointment expected at Walkill Prison.

**Minimum Qualifications:** Candidates must either possess a New York State certificate for teaching the trade of electricity and/or electrical installation, or be eligible for such certificate. Candidates must state on their applications whether they have a certificate for teaching the trade of electricity or electrical installation. Candidates who lack complete eligibility for a teacher certificate may be allowed to compete in this examination, but if successful in appointment, will be expected to avail themselves of the opportunity to be offered for obtaining professional teacher training and to complete the requirements for teacher certification within a reasonable time. In addition, candidates must have completed the ninth grade or have equivalent education, and must meet the requirements of one of the following group: Either (a) five years of satisfactory maintenance experience in an electrical generating station; or (b) five years of satisfactory full-time paid journeyman experience in the trade of electrical installation, maintenance, operation, and/or repair of electrical machinery; or (c) a satisfactory equivalent combination of the foregoing types of experience. In rating training and experience, credit in vocational teacher training will be given for courses completed methods and for satisfactory teaching of the trade. Candidates may be given a practical performance test and an interview may be held if considered necessary. Candidates must be in good physical condition. A physical examination will be required. Candidates must have a working knowledge of the National Electrical Code Regulations, fundamental principles of A.C. and D.C. electricity and equipment, physical properties and working characteristics of materials and supplies used by electrical workers, and of electrical calculations, principles of testing, measuring, and recording instruments.

**Subjects of Examination:** Written examination on the duties of the position, or performance test, or both, relative weight 7; training and experience, relative weight 3. The performance test, if given, will be held at a date other than May 23. Candidates will be notified when and where to appear for the tests.

**4116. Junior Librarian (Institutional), Department of Social Welfare.** Usual salary range \$1,800 to \$2,500. Application fee \$1. Appointment expected at the New York State Training School for Boys, at Warwick, at \$1,600 and maintenance and at the State Agricultural and Industrial School, at Industry, at \$1,200 and maintenance.

**Minimum Qualifications:** Candidates must hold or be eligible for a certificate to teach academic subjects and have satisfactorily completed thirty-six credit hours in library science at an approved library school. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) Candidates must have a knowledge of library science and modern library methods and procedures especially as applied to an institution library of secondary school level. They must have teaching ability and be willing to live in the institution. College transcript not required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

**4090. Junior Librarian (Medicine), State Library, Department of Education.** Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory professional library experience, preferably in a medical or scientific library, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, supplemented by satisfactory completion of one year of training in an approved library school; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be eligible to obtain a New York State Personnel Grade III Library Certificate or higher. They must have a knowledge of modern library science and administration, especially as applied to a medical, and be thoroughly familiar with approved medical library practice and possess the ability to assist others in the use of the library facilities, both personally and by correspondence. College transcript not required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

**4091. Nutritionist, Division of Maternity, Infancy, and Child Hygiene, Department of Health.** Usual salary range \$2,400 to \$3,000. Application fee \$2. Candidates who are eligible for and desire to compete also in No. 4087, Home Economist and in No. 4104, Nutritionist, Suffolk County, may do so. A separate application and fee of \$2 must be filed for each.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience in public health or community nutrition service work, and graduation from a college or university of recognized standing from a four-year course for which a bachelor's degree is granted with specialization in foods and nutrition; or (b) two years of satisfactory experience in public health or community nutrition service work, and graduation from a college or university of recognized standing from a four-year course for which a bachelor's degree is granted with specialization in foods and nutrition, supplemented by one year of graduate work in nutrition; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a knowledge of the fundamentals of nutrition and their application in public health; they must have ability to organize and develop community nutrition consultant service; ability to write and speak effectively and with authority; ability to gain the confidence of fellow-workers and the public; skill in the analysis of situations and in presentation of material; initiative, good judgment; resourcefulness; good address. College transcript not required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

**4117. Parole Employment Officer, Division of Parole, Executive Department.** Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400. Appointment of a male Parole Employment Officer is expected.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory full-time paid experience as a placement interviewer or vocational guidance counselor for adults in a position involving a considerable amount of field work,

(Continued on Page Eighteen)

FREE PRACTICE  
TYPEWRITERS  
RENTED FOR EXAMS

**Abalon**  
140 WEST 42nd STREET  
(at Broadway) BRyant 9-7755

**WINS**

**LEADING SHOWS OF THE WEEK**

**MUSICAL**

Featuring Hank Sylvern's Orchestra and Vocalists

**Monday Through Saturday**

10:00 A.M.—Musicolorama  
11:45 A.M.—Sing and Swing (excl. Sat.)  
1:00 P.M.—On the Beam (Sat. only)  
1:15 P.M.—Sylvern Presents—  
1:45 P.M.—Winstrumentalists

**SPORTS**

Don Dunphy, Popular Sportscaster

Keeps Sports Fans Posted on Latest Events

12:45 P.M.—Friday—Sports—Personalities  
1:15 P.M.—Saturday—Between Rounds  
3:30 P.M.—Thursday—Highlights of Sports  
6:15 P.M.—Monday Through Saturday—Sports News

**NEWS**

8:15 A.M.—Tuesday, Wednesday and Thursday  
Civil Service Leader News

11:45 A.M.—Jo Ranson—Travel News (Sat. only)  
1:00 P.M.—"Copydesk"—Monday Through Friday  
News Commentators—Maurice C. Dreicer & Frank Engle  
Book Reviewer—Charles A. Wagner (Monday)  
6:30 P.M.—Waverley Root—Monday Through Saturday.  
6:30 P.M.—Selwyn James (Sundays only)

**Scheduled Newscasts—Monday Through Saturday**

8:30, 8:55 and 9:45 A.M.—12 Noon, 2, 3, 5 and 7 P.M.

**Sunday**

10:00 A.M.—12 Noon, 2:15, 4:30, and 5:30 P.M.

News Bulletins Broadcast Throughout the Day as Received

**1000**

**"On Your Dial"**

**LIQUOR LICENSES**

Notice is hereby given that License No. RL 342, has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law, at 1076 Third Avenue, City and County of New York, for on-premises consumption. Joseph McDonald, 1076 Third Avenue.

Notice is hereby given that License No. C4 has been issued to the undersigned to sell beer at wholesale under the Alcoholic Beverage Control Law at 10 Rockefeller Plaza, Room 1215, City and County of New York, for off-premises consumption. W. A. Taylor & Co., Inc., 10 Rockefeller Plaza, Room 1215.

Notice is hereby given that License No. EB 2952 has been issued to the undersigned to sell beer at retail, in a restaurant under the Alcoholic Beverage Control Law at 4179 Broadway, City and County of New York, for on-premises consumption. Raymond Reingold and Jack Reingold, 4179 Broadway.

Notice is hereby given that License No. LL 67 has been issued to the undersigned to sell liquor at wholesale under the Alcoholic Beverage Control Law at 350 Fifth Avenue, City and County of New York, Schenley International Corporation, 350 Fifth Avenue.



# Follow the Leader

## Bargain Buys for Leader Readers

The following concerns have pledged themselves to give special service to Civil Service workers and eligibles. For further information about the products and services advertised, write to Marion Allen, Civil Service LEADER, 97 Duane Street, N. Y. C.

### Apparel

#### CLOTHES for SPRING

SAMPLES FROM RECENT FASHION SHOWS  
Esquisite Fur Jackets and Furs Scarfs.....\$25-\$35  
Sample Spring Coats  
Some dressy, others beautifully tailored, \$17.95  
Suits—One-of-a-Kind, \$14.95  
Cute Frocks, all sizes, \$7.95  
Dorothy Frances Studio  
22 East 41st Street, N.Y.C.  
1 Flight Up - Nr. Madison Ave.  
Open till 7 P.M.—Thursday 9

### Furs

#### FURRIER PAUL

407 Madison Ave., N. Y. City  
Telephone Plaza 3-2230  
Custom Made Fur Coats  
Repairs - Remodeling - Storage  
"IF YOU DON'T KNOW YOUR FURS  
KNOW YOUR FURRIER"

### Money to Loan

## MONEY For Spring Needs

Are You in Need of Money For Spring Expenses If So

### CASH UP TO \$300

Will Be Granted to You At Any Time You Are in Need of It  
Prompt Confidential Service Is Our Policy

#### Saratoga Credit Corp.

PERSONAL LOAN CO.  
Last Stop 8th Ave. Subway  
Fulton St. and Rockaway Ave.  
Brooklyn, N.Y.

### Moving

#### Shamrock Moving Co.

Edward McCabe, Prop.  
LOCAL and LONG DISTANCE  
MOVING  
MODERN PADDED VANS  
593 East 138th St. New York  
MElrose 5-1854

### Records

Nine Different Selections ON  
Victor Red Seal Records  
Reg. Price \$1—Special 50c

#### GERFIX, Inc.

931 Flatbush Ave., Brooklyn  
BUckminster 7-2000 - 2001

### Riding

#### Prospect Park Riding Academy

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

### Silver

#### New England Silversmiths

HANDMADE SILVER  
Mrs. M. Fine Reproductions  
Expert Repairing of Silver, Pewter  
Objects of Art, Etc.  
Gold and Silver Plating  
Refinishing-Engraving  
304 East 59th Street  
New York City PLaza 8-0473

### Typewriters

#### RENT YOUR TYPEWRITERS

For Civil Service Examinations  
From Tytell Typewriter Co.,  
123 Fulton Street, N.Y.C.,  
(Betw. William & Nassau Sts.)  
BElkman 3 - 5335  
Vacuum Cleaners

### 2 WEEK SPECIAL

Have your VACUUM CLEANER made like new  
Special New Bag - New Rubber \$3.95  
Wire - New Brush .....  
Free Estimates  
Free Pick Up and Delivery  
United Vacuum Cleaner Co.  
559 East Tremont Ave., Bronx  
Phone Tremont 8-3952

# BARGAIN BUYS

By Prudence Shopper

### Golf in Manhattan

TOO far to the nearest Golf Course? Why not drop over to Minerva Carlisle's Outdoor Golf School at 142 West 78th Street, New York City. After an hour's practice on your tee and fairway shots, in the fresh air and sunshine, you'll feel like a new person and forget all your troubles! Mrs. Carlisle is a cheery individual with a keen sense of humor and knows her golf game and how to teach it. Trial lesson of an hour, \$2, or a series of six lessons for \$10 is cheap at the price. Drop her a card, or call for your appointment, SU 7-9129, between 9 a. m. and 1 p. m. Mrs. Carlisle has been giving lessons for many years at various schools and colleges and is an expert instructor.

### Beg Pardon

Please excuse error in last week's issue. "Gene" McGuire happens to be Miss Ann Florence McGuire's father instead of brother as mentioned in this

column. Mistakes can happen in the best of families!

### Suits, Suits . . .

Easter Sunday is over, but the Easter styles are only just beginning to sprout! Flowered bonnets, print dresses, vendors on every street corner selling violets, all signs of Spring and warm weather! Nice to think about! From all indications, the suit season promises to be the biggest ever . . . suits, Suits, SUITS everywhere, on everyone! Suits of all kinds! Trim, slim ones tailored to a T; softly draped feminine ones; everyone of them "prettied" in some way or another! The most tailored suits this season are softened with jabots or ruffles of lingerie, even a jaunty flower on the lapel does the trick. Running neck to neck in the suit race is the classic model with slim-fitted waist and longish jacket, and the dress-maker type, with easy fullness over the hips. Waistlength jackets are buttoned snugly in double or single rows, while trim slim skirts add bright belts for accents.

Tweeds, of course, are always popular, particularly among the younger set. Spectator pumps, made up in the identical tweed as your suit, and very good-looking at that, is a new stunt. Gabardine proves to be a favorite suit material in a wide variety of colors, my favorites being the tans and the blues. Grey flannel is sophisticated as well as practical for town wear, with sables or under short fur capes or jackets. There is a vast

amount of detailing in the new suits . . . in the pockets, the trimmings, the skirt fullness, the pleatings or gathers in front or in back. The "tulip" silhouette with bloused hemline, and the side drape with a deep overlapping front panel are two newcomers to the 1942 fashion picture.

### . . . and Coats

In coats, the easy-to-wear reefer wins by a mile, followed by the fitted tweed princess models with wide reefer, saddle shoulders and big pockets. Many coats are belted and swing from the shoulders. The boxy model promises to be a favorite with the young girl as it fits so easy over suits and packets. In the dressy models, the prettiest are the town coats with flaring skirts, in navy or black, some with a wide graceful swing that comes from the waist line, others with bands of shirring.

In shoes, the serviceable lightweight shoes, designed with an eye to service and practicality as well as smartness, are being shown by leading designers. The scene has also been considerably brightened by the advent of rainbow-colored shoes, in the belief, I suppose, that bright colors help the morale. These brilliant shoes help to tone up an otherwise conservative costume. Red, pink, blue, and even the attractive "Kelly" green are among the shoe tones recommended for wear with navy, grey, and black town clothes. Bows and buckles still dress up pumps and sandals, with addition of shells, beads and even small clusters of bright colored flowers for toe decoration on afternoon and evening shoes. Navy blue calf and kid remain Spring favorites, with patent leather still holding its own. Some blue pumps this season have glove stitching in contrasting color or cuffs of gabardine. Quite smart, too.

## State Tests

(Continued from Page Seventeen)

In an organized employment, placement or personnel office handling a considerable volume of diversified types of placements, or as a personnel manager in a large commercial or industrial organization, and graduation from a standard senior high school; or (b) two years of satisfactory full-time paid experience as a prison guard or as an instructor in a correctional institution for adults, including or supplemented by one year of satisfactory experience as described under (a), and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have thorough familiarity with modern placement practices and techniques and a general knowledge of penology and criminology with particular reference to those phases dealing with the problems involved in the placement of parolees. Candidates must also have tact; initiative; good judgment; ability to meet with employers and to interest them in employing parolees; ability to speak in public.

Subjects of Examination: Written examination on the duties of the position, relative weight 5; training and experience, relative weight 5.

4092. Psychiatric Social Worker, Department of Social Welfare. Usual salary range \$1,800 to \$2,400. Application fee \$1. Appointment expected at \$1,500 and maintenance. One appointment expected at the State Agricultural and Industrial School of Industry. If eligible, candidates may compete also in No. 4096, Senior Psychiatric Social Worker, State Department of Social Welfare.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups; either (a) graduation from a recognized college or university for a four-year course for which a bachelor's degree is granted, supplemented by graduation from a two-year course in an approved school of social work, in which the emphasis of academic and field work must have been in psychiatric social work; or (b) college graduation as described under (a), supplemented by graduation from a two-year course in an approved school of social work, and one year of satisfactory full-time paid experience in psychiatric social work in a hospital for mental diseases, or in a school for the mentally deficient, or in a psychiatric or child guidance clinic; or (c) a satisfactory equivalent combination of the foregoing training and experience which, by reason of the duties of the position, must include graduation from the two-year course in an approved school of social work. Candidates must have a knowledge of modern social institutions; of the field, aims, and methods of public and private social agencies; of case work technique; of the nature and causes of mental maladjustment; familiarity with the more common forms of neurotic and psychotic disturbances; understanding for the principles and practice of mental hygiene; understanding of social problems; ability to work with people and to interpret personality problems; tact; initiative; resourcefulness; judgment; good address transcripts of college and postgraduate work required.

Subjects of Examination: Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

4093. Radiographer, Hermann M. Biggs Memorial Hospital, Department of Health. Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,650. Salary range \$1,150 to \$1,650 when maintenance is allowed.

4094. Senior Damages Evaluator,

Bureau of Motor Vehicles, Safety Responsibility Unit, Department of Taxation and Finance. Usual salary range \$2,500 to \$3,125. Application fee \$2. Several appointments expected. If eligible, candidates may compete also in No. 4086, Damages Evaluator. A separate application and fee must be filed for each.

Duties: Under general supervision, to supervise several employees engaged in examination of motor vehicle accident reports filed pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act and from these reports to evaluate the property and personal injury damages; and to do related work as required. Examples: Assigning, overseeing, reviewing, and correcting errors in the work of a small group of Damages Evaluators engaged in estimating from motor vehicle accident reports the amounts of property and personal injury damages sustained applying trained judgment to and making investigations of and decisions in the more difficult cases; interviewing owners, operators, and other interested parties for the purpose of discussing and determining the accuracy of damages reported, and making revisions of estimates thereof, testifying before a Motor Vehicle Responsibility Adjudicator as to the extent of damages involved in motor vehicle accidents.

Minimum Qualifications: Candidates must meet the requirements of one of the following groups: Either (a) five years of satisfactory full-time experience either as

an appraiser, claim adjuster, or investigator employed by an insurance carrier, claims bureau of a large industrial business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damage, negligence, or compensation cases including the making of estimates on property and personal injury damages of which either two years must have been in a responsible capacity making the final determination in important cases or one year must have been in a supervisory or executive capacity, and graduation from a standard senior high school; or (b) a satisfactory equivalent combination of the foregoing training and experience. Graduation from college with a degree in medicine or law (or admission to the Bar) may be substituted for two years of the general claim experience required under (a). Candidates may also substitute year for year, satisfactory office experience for the required high school education. Candidates must have a good knowledge of the New York Motor Vehicle Safety Responsibility Act and the Motor Vehicle Law, and must be familiar with the construction and assembly of motor vehicles and accessories and have a good knowledge of human anatomy and the meaning of medical terms. Candidates must be familiar with the terms of the various types of casualty policies issued in the State of New York. College transcript not required.

Subjects of Examination: Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

4095. Senior Medical Social Worker, Cardiac Bureau, Department of Health. Usual salary range \$2,700

(Continued on Page Twenty)

## NO BLACKOUT FOR YOU IF YOU SAVE!

Thousands of Government employees, eligibles and their friends save up to 50% on guaranteed nationally advertised merchandise at Municipal Employees Service.

### Events Dictate That You Should Buy TODAY:

Immediate delivery on hundreds of items now in demand such as Furniture, Pressure Cookers, Mazda Lamps, Radios, Nylon Stockings, Watches, Vacuum Cleaners and Practically All Items in Electrical Appliances.

LADIES, SAVE YOUR STOCKINGS!!  
SILK - NYLON - RAYON, Etc. • MARVELOUS - NEW - COLORLESS  
EASY TO APPLY

\$1.00 VITA PRESERVER \$1.00  
ONLY one dip necessary. Gives you 3 to 10 times longer wear. Sheds water-arrests run and catches. Mud or water will leave no stain. Comes in handy dip jar—enough for 10 stockings. Sold only at Municipal Employees Service.

# MUNICIPAL EMPLOYEES SERVICE

41 PARK ROW (Opposite City Hall Park) N.Y.C.  
PHONE CORTLANDT 7-5390

## SPRING CLEANING! SPECIAL

New Bag New Cord New Brush New Motor Reg. Brushes \$7.50 \$3.95

### OILING, CLEANING AND ADJUSTING

REPAIRS, PARTS Guaranteed 1 Year Free Pickup, Delivery



New, Rebuilt \$6.95 & Repossessed Cleaners from

BRONX STORES: 1570 BOSTON RD. (Near 172nd St.) DA. 3-4057-7854

962 E. 180th ST. (Near Vyse Ave.)

MT. VERNON: 16 W. FIRST ST. (Near 4th Ave.) MT. VERNON 8-7605

All Stores Open till 10

## METROPOLITAN VACUUM CLEANER COMPANY

Prices Up Will Go Higher BUY NOW Direct from the Factory  
SPORT COATS \$10  
SLACKS \$4.75  
100% Wool PURE WORSTED SUITS \$18.90  
HANK EPSTEIN  
9th Floor—57 W. 23d St. GRamercy 5-5454  
Open Sun., 9-5; Mon., Fri., 9-6  
CLOSED SATURDAY  
WED., and THURS., APRIL 8 and 9  
VALUED OVER \$25

Auto Service  
For General AUTO REPAIRS  
CALL REGENT 7-1720  
Fenders, Radiators, Woodwork, Tops Recovered, Coachwork, Upholstering, Simonizing Welding  
SPECIALISTS IN COLLISION WORK  
Quality Auto Body Works Co.  
430 E. 75th St., NEW YORK CITY

Discount Houses  
IF YOU CAN'T GET IT ELSEWHERE!—CALL US!  
WE HAVE IT!!  
Ranges, Refrigerators, Washers, Hanover Sun Lamps and Other Electrical Appliances!  
ROSE DISTRIBUTING CO.  
1775 B'way (57th) • Circle 7-2780

Fabrics  
Yorkville's Leading Hatter  
BRODY  
FEATURING  
STETSON HATS  
OTHERS FROM \$3.25  
1500 3rd Ave., Bet 34th & 85th Sts.

Furniture  
Bed Room, Living Room, Dining Room  
Factory Distributors  
Wing Furniture Co., Inc.  
185 CANAL STREET N. Y. CITY  
CAAnal 6-4090

Liquor Stores  
ANN FLORENCE MCGUIRE  
PARKCHESTER'S LEADING LIQUOR STORE  
Opposite Macy's  
A Complete Line of Imported and Domestic Wines and Liquors  
PROMPT DELIVERY SERVICE  
1475 West Avenue  
Telephone UNderhill 3-1998

CASEY'S Liquor Store  
MARGARET CASEY, Prop.  
Full line of IMPORTED & DOMESTIC WINES & LIQUORS  
"Everything from Gin to Champagne"  
WE DELIVER AT ALL TIMES  
263 Cypress Ave. (near 138th St.)  
MElrose 5-1955

# HOLLYWOOD Facts Between Acts

Margie Hart, burlesque star and strip tease artist, has been engaged for the leading role of "Lure of the Islands," a Monogram picture under the supervision of Lindsley Parsons. The story is by Scott Littleton . . . Sarah Churchill, daughter of England's prime minister, makes her American screen debut in "Three Smart Brides," an Associated British production which will be distributed in the United States by Monogram . . . Ginger Rogers and Cary Grant will be co-starred in RKO Radio's "International Honeymoon," first picture to be produced and directed by Leo McCarey under his new contract with this company . . . "America's New Army," latest March of Time film released by RKO, gives U. S. citizens a glimpse of some of the striking changes introduced into their fighting forces . . . Rando'ph Scott, Jackie Cooper and Pat O'Brien are cast in "Battle Stations," RKO story of three U. S. Navy gunners assigned to guard a U-boat-haunted merchant ship on its perilous voyage to England . . . Edward G. Robinson's next film is to be a story of newspaper work, "Deadline." Ben Stoloff will produce the film for Warner Bros., with Jo Graham directing . . . John Loder and Bonita Granville will appear in Warner Bros. "Now, Voyager," the new Bette Davis film in which Paul Henreid has the co-starring role . . . Robert Young's next film assignment is opposite Jeannette MacDonald in "The Shadow Of A Lady" . . . One of screen's favorite juvenile teams, Mickey Rooney and Freddie Bartholomew, will be reunited in "Yank at Eton." These two appeared together last in "Lord Jeff" . . .

## Copake Reunion and Dance at Commodore Saturday

The Annual Reunion and Dance of Copake Country Club will be held Saturday in the grand ballroom of the Hotel Commodore. A gala program of entertainment has been arranged and dance music will be furnished by Bob Fridkin and his orchestra.

### Resorts

## When in NEW ENGLAND STOP at GLENDALE CABINS

On Lake Winnepesaukee  
LACONIA NEW HAMPSHIRE  
ROUTE II GLENDALE  
Here You Can Enjoy America's  
Loveliest Country  
BATHING BOATING FISHING  
TENNIS GOLF RIDING

Modern, Comfortable Cabins  
At Low Cost to Tourists  
P.O. R.F.D. No. 4 Laconia Glendale 45

### Restaurants

"ASK THOSE WHO EAT HERE"  
The Old Reliable  
Greenstein's Dairy & Vegetarian  
RESTAURANT  
We Serve a Full Course DeLux Dinner  
from 4 P.M. to 8 P.M.—55c  
We Bake on Premises  
Orders Delivered from 10 to 12 A.M.  
and 2 P.M. to 6 P.M.  
332 Broadway (near Worth St.)  
WO 2-9061 New York City

ENROLL NOW for . . .  
MINERVA CARLISLE'S  
OPEN AIR GOLF SCHOOL  
"In the Heart of the City"  
A TRIAL LESSON will convince  
you of this wonderful scientific  
game for health and relaxation.  
Mail a postal card for appointment  
and further information.  
MINERVA CARLISLE  
142 West 78th St. SU. 7-9129

MAKE EVERY  
PAY DAY  
BOND DAY

# Amusement Parade

By Joseph Burstin



**CHITA CRISTIANI**  
one of the feature performers  
at the Ringling Bros. and Barnum & Bailey Circus, now  
playing at Madison Square  
Garden.

## Tid-Bits

Patty Andrews, of the singing Andrews Sisters, observes that when you start getting dirty looks, it's time to use a little soft soap . . . Songstress Linda Ware says she never bothers to explain a mistake. "Friends don't require it; enemies don't believe it," she says . . . Paul Hartman's definition of a Broadway shylock: "The Loan Ranger" . . . Phil Baker, the "Take It Or Leave It" quizmaster, tells the story of the traffic cop who pushed his way through a crowd of bystanders to find a man lying in the street in front of an automobile. "How did you knock him down?" the cop asked the car's driver. "I didn't," protested the driver. "I stopped to let him cross and he fainted!" . . . Guy Lombardo claims that Broadway would have more harmony if there weren't so many people there blowing their own horns . . . Beatrice Kay, the lark, says that one swell thing about the 90's is that no one tried to go that fast in their autos . . . Belle Baker claims she was given a Broadway wrist watch last week. It had two faces.

## Movie of the Week

**"DANGEROUSLY THEY LIVE,"** at the New York Strand Theatre, starring John Garfield, Nancy Coleman and Raymond Massey. It's a story about the adventures of a pair of everyday young Americans who defy danger to track down Uncle Sam's secret enemies. The girl, who is employed by a British export company, is kidnapped by the spy ring, but is injured in a traffic accident. Taken to a hospital she confides her plight to the interne and persuades him to help her. When a man appears and claims her as his daughter, she agrees to go home with him. The interne goes with her, and the two find themselves virtual prisoners on a big country estate. The interne makes a daring escape from his captors, comes to her rescue, and together the two of them get information to the British forces at Halifax in time to have the enemy submarine flotilla blown to bits. Garfield and Miss Coleman play the young pair, Raymond Massey and Moroni Olsen the leaders of the spy ring. Robert Florey directed the production from the screen play by Marion Parsonnet. The "In Person" show is headed by John Garfield and Dick Stable and his orchestra.

## Nite Life

Irv Carroll and his orchestra, who have been dispensing dance rhythms at **JACK DEMESEY'S** Broadway Restaurant for the past 16 months, have just been signed to a new contract assuring their continued presence on the bandstand at this eatery until Labor Day.

The **EPICURE**, a new French restaurant at 52 East 52nd St., has just recently been opened under the management of Jean Maurice Giroux, formerly of Hotel Pierre, and Ciro's in London. An authentic French cuisine is featured.

Thursday nights, April 16 and April 23, will be the last of the April Formal Bond Dance Nghts in the Terrace Room of the **HOTEL NEW YORKER**. The women judged the "best dressed in formal evening or dinner gown" on these nights in the Terrace Room will be awarded a \$25 Defense Savings Bond.

Al Bernie, now at **LA CONGA**, has been chosen by the Sophomore Class of N. Y. U. as "The Outstanding Comedian of 1942." . . . The **GREENWICH VILLAGE INN** in the Village has become quite the place for Civil Service Banquets and Parties, says Lou Selden, manager of the large night spot . . . Joe Rosen has renewed Irving Berke's contract for the balance of the season. Berke M. C.'s the show at the **RAINBOW INN** . . . Paula Laurence brings her hat-box of props and inimitable song-satires back to the **RUBAN BLEU**, Thursday evening. In addition to her work at Ruban Bleu, she plays eight performances a week in "Junior Miss."



**OLIVE DEERING**  
in "Nathan the Wise," at the  
Belasco Theatre.

## "Jungle Book" at The Rivoli Theatre

The Kordas three have pooled their respective talents in the production of "Jungle Book," taken from the story by Rudyard Kipling. Exotic jungle scenes filmed in the magic of technicolor provide the mystic background for the story. Sabu excels as the legendary boy raised by a family of friendly wolves who find him lost in the jungle. As Mowgli, the wolf boy, he masters the jungle lore, living in peaceful harmony with its inhabitants. His single sworn enemy is the vicious, snarling, destructive tiger, who disrupts the peace and serenity of the jungle folk. In his eventual outwitting and destruction of this jungle menace young Mowgli encounters and lives with the tribal group at the jungle's periphery. The Kipling philosophy is expounded in the resulting human interlude. And through the wise, faithful old cobra, Kipling moralizes on the greed of humans, predicting correctly their ultimate fate. Truly remarkable and outstanding are the vivid jungle scenes with the fascinating closeups of jungle life in its mystic, exciting and extremely enchanting environment. Engrossing entertainment for the young in heart.



**TEDDY POWELL**  
whose "Surprise Band of the Year" broadcasts four times weekly over WEAJ from the Log Cabin Farms, Armonk, N.Y.

### Movies

**RADIO CITY MUSIC HALL**  
50th STREET and 6th AVENUE  
**"Reap the Wild Wind"**  
RAY JOHN PAULETTE  
MILLAND WAYNE GODDARD  
A Paramount Picture  
Produced and directed by  
Cecil B. De Mille  
**ON THE GREAT STAGE**  
**"TO THE COLORS"**  
A brilliant new revue produced by Leonidoff, with the Music Hall Rockettes, Corps de Ballet and Glee Club, Symphony Orchestra, under the direction of Erno Rapee.  
First Mezz. Seats Reserved. CI. 6-4690

**NOW PLAYING**  
**JOHN GARFIELD**  
**NANCY COLEMAN**  
in  
**"DANGEROUSLY THEY LIVE"**  
A New Warner Bros. Hit  
in Person  
**JOHN GARFIELD**  
**DICK STABLE**  
AND HIS ORCHESTRA  
**STRAND** Broadway & 47th St.

## MADISON SQ. GARDEN



**NOW TWICE DAILY**  
Including SUNDAY  
2.15 and 8.15 P. M.  
Doors Open 1 and 7  
**Glorious NEW 1942 Edition**  
PRODUCED BY  
**JOHN RINGLING NORTH**  
Staged by **JOHN MURRAY ANDERSON**  
Designed by **NORMAN BEL GEDDES**  
Inconceivably Impressive Array of  
Fabulous Features Including **The**  
**RADIANT NEW SUPER SPECTACLE**  
**"HOLIDAYS"**

50 Elephants and 50 Beautiful Girls in  
**"BALLET of the ELEPHANTS"**  
Directed by **GEORGE BALANCHINE**  
MUSIC by **IGOR STRAVINSKY**



**Mr. & Mrs. GARGANTUA The Great**  
**"FIESTA DEL TORRES"**  
Starring **ROBERTO de VASCONCELLOS**, King of Horsemen  
**New 100-GIRL AERIAL BALLET**  
**Alfred COURT'S** Great Wild Animal Acts  
**Terrific New FUN Productions**  
**ALL-OUT PATRIOTIC GRAND FINALE**  
800 Renowned Circus Stars—100 Clowns—  
Hundreds of Purebred Horses—Mammoth  
Restyled Menagerie—New Congress of Freaks  
Tickets Admitting to everything (incl. Seats)  
\$1.10 to \$4.40, Incl. tax. Children under 12  
Half Price Every Alt'n Except Sat. & Sund.  
**Tickets Now On Sale at**  
**Madison Sq. Garden Agencies**

### Movies

**"TO THE SHORES OF TRIPOLI"**  
Starring  
John Maureen Randolph  
**Payne - O'Hara - Scott**  
A 20th Century-Fox Picture  
Plus a Big **ROXY**  
Stage Show 7th Ave. & 50th St.

## LEADER'S BEST PLACES TO DINE AND DANCE

**GREENWICH VILLAGE INN** FIVE ARRANGEMENTS for Banquets & Office Parties  
HERIDAN SQUARE SPECIAL INDUCEMENTS TO ORGANIZATIONS THAT CAN USE OUR FACILITIES ON SUNDAYS.  
CH. 2-6165

**PASTOR'S** ★★★ **THELMA NEVINS** ★★★  
3RD ST. AT 6TH AVE. Pat Rossi and All Star Show  
Dinner 6-10 P.M., \$1. Wingy Carpenter's Or. GR. 3-8839

**RAINBOW INN** Elaborate New Gille Revue, Featuring IRVING BERKE, M.C. Betty BLAINE - Shelmer DENE Doris La Verne - Sid Saunders Orch. Aamon Torres Rumba Bd. No Cover  
82 EAST 4th STREET GR. 7-9263

**ZIMMERMAN'S HUNGARIA** Famous for its Food. DINNER FROM \$1. Lively Floor Show Nightly at 7:30, 10:30, 12:30. Gypsy and Dance Orchestras. Continuous Music and Dancing from 6 P.M. to Closing. No Cover. No Minimum. LO. 3-0115.  
AMERICAN - HUNGARIAN  
168 W. 46th St., East of Broadway

**\$10** PER WEEK, beautiful outside single room with private bath, radio, Simmons Beautyrest mattress, all rooms both tub and shower. A 24-story fireproof hotel with every comfort, convenience and luxury at moderate rates. Ten minutes to Times Square, one short block to subway and bus lines. Broadway street cars pass our door. Daily rates: \$2 single, private bath; \$3 double, private bath. Weekly: double with private bath, \$12.50. Singles with connecting bath, \$8.50 1'er Wk. A new hotel. Phone SU. 7-1900.

**SPECIAL MONTHLY RATES**

**HOTEL MANHATTAN TOWERS**  
BROADWAY AT 76th ST., NEW YORK

# State Tests

(Continued from Page Eighteen)  
to \$3,360. Application fee \$2. One appointment expected.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) nine years of recent satisfactory full-time paid experience in social case work with a social agency adhering to acceptable standards, of which four years may have been in general case work, and five years must have been in supervised medical social work including a minimum of two years of pediatric medical social work, preferably in a cardiac clinic or hospital; or (b) five years of supervised medical social work including the specialized experience as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (c) two years of supervised pediatric medical social work, preferably in a cardiac clinic or hospital, and college graduation as described under (b), supplemented either by graduation from an accredited school of nursing or graduation from a two-year course in an approved school of social work with the emphasis of academic and field work in medical social work; or (d) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a knowledge of modern case work technique, especially as it applies to medical social work; thorough understanding of medical social problems; familiarity with the field, aims, and procedure of public and private social agencies with particular reference to medical social work; demonstrated ability to work with people; initiative; resourcefulness; judgment; good address. Transcripts of college and post graduate work required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

**4096. Senior Psychiatric Social Worker, Department of Social Welfare.** Usual salary range \$2,400 to \$3,000. Application fee \$2.00. Appointment expected at the minimum but may be made at less than \$2,500. One appointment expected at the State Agricultural and Industrial School at Industry. If eligible candidates may compete also in No. 4092, Psychiatric Social Welfare. A separate application and fee must be filed for each.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, supplemented by graduation from a two-year course in an approved school of social work, in which the emphasis of academic and field work must have been in psychiatric social work, and two years of satisfactory full-time paid experience in social case work with a social agency adhering to acceptable standards, of which one year must have been in a supervisory capacity and one year must have been in psychiatric social work in a hospital for mental diseases, or in a school for the mentally deficient, or in a psychiatric or child guidance clinic; or (b) college education as described under (a), supplemented by graduation from a two-year course in an approved school of social work, and three years of satisfactory full-time paid experience in social case work with a social agency adhering to acceptable standards, of which one year must have been in a supervisory capacity and two years must have been in psychiatric social work as described under (a); or (c) a satisfactory equivalent combination of the foregoing training and experience, which, by reason of the duties of the position, must include graduation from the two-year course in an approved school of social work. Candidates must have a thorough knowledge of modern social institutions; of the field, aims, and methods of public and private social agencies; of case work technique; of the nature and causes of mental maladjustment; familiarity with the more common forms of neurotic and psychotic disturbances; understanding of the principles and practice of mental hy-

giene; understanding of social problems; ability to teach and supervise; tact; initiative; resourcefulness; judgment; good address. Transcripts of college and post-graduate work required.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

**4097. Senior Supervisor of Nursing Education, Board of Nurse Examiners, State Education Department.** Usual salary range \$3,120 to \$3,870. Application fee \$3.00. Appointment expected at the minimum but may be made at less than \$3,120. One appointment expected at \$2,950.

**4098. Tax Collector, State Departments.** Usual salary range \$1,800 to \$2,300. Application fee \$1.00. Appointment expected at the minimum but may be made at less than \$1,800. Immediate appointments expected in the Department of Taxation and Finance and the Division of Placement and Unemployment Insurance.

**Duties:** Under general supervision to collect delinquent tax payments; and to do related work as required. Example: Working primarily out in the field, collecting delinquent taxes, both before and after tax warrants have been issued; locating taxpayers and tracing those who have moved from last known address; personally meeting taxpayers and either collecting taxes due or arranging installment payments; following up payments until the tax is completely paid; explaining the basis for tax due and the computation of penalties and interest; making levies on assets of taxpayers and assisting in the sale of seized assets; occasionally assisting taxpayers in the filling out of tax returns; preparing reports.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory business experience in an office responsible for collections, of which one year must have been as a collector engaged in field collection work; or (b) one year of specialized experience as described under (a), and graduation from a recognized college or university preferably with specialization in business administration accounting; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be diplomatically aggressive, and possess integrity, reliability, and good judgment. They must have a good knowledge of collection methods and procedures; and of such legal proceedings as judgments, sales, and levies.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

**4099. Telephone Operator, State and County Departments and Institutions.** Usual salary range \$1,200 to \$1,700. Application fee \$1.00. Appointment expected at the minimum but may be made at less than \$1,200. Several appointments expected at various salaries.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience as a telephone operator; or (b) one year of satisfactory experience as a telephone operator, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates should possess mental alertness, clear enunciation, pleasing voice, good hearing, pleasant and courteous manner, tact in dealing with others, and good memory. In rating training and experience, credit will be given for telephone operating experience in a large commercial telephone company and for supervisory operating experience. Candidates must note on their applications whether they have operated a cord board or a cordless (Monitor) type for each position they have held and give the size of switchboard (number of trunks and extensions).

**Subjects of Examination:** Written examination on the duties of the position, relative weight 5;

training and experience, relative weight 5.

**4081. Welfare Training Assistant, Bureau of Child Welfare, Department of Social Welfare.** Usual salary range \$3,120 to \$3,870. Application fee \$3.00. Appointment expected at the minimum but may be made at less than \$3,120.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) six years of satisfactory full-time paid experience in social case work with a social agency adhering to acceptable standards, of which three years must have been in a supervisory capacity in a child placing agency which included at least one year of experience in teaching either in in-service training under the direction of an agency sponsoring a well defined training program, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (b) four years of satisfactory full-time paid experience in social case work with a social agency adhering to acceptable standards, of which three years must have been in a supervisory capacity in a child placing agency including the one year of experience in teaching as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, supplemented by graduation from an approved school of social work; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of child welfare; of the field, aims, and procedure of public and private social agencies; of case work technique; and of the technique, methods, procedures, and devices used in training programs. They must have tact, initiative, resourcefulness, judgment, pleasing personality, and a demonstrated ability to meet and deal with the public and with fellow-employees.

**Subjects of Examination:** Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

**State Unwritten Examinations Later Than May 23, 1942**  
(Applications should be filed by May 22)

**Unwritten Examination forms may not be issued by mail after May 21, and to be accepted should be delivered personally or bear a postmark not later than May 22.**

For the following positions no written examination or appearance of candidates will be required May 23, but candidates will be rated on training and experience. Ratings may be affected by information furnished in the applications and it is essential that candidates show in detail in their applications all experience that may be of value. Failure to furnish sufficient information may result in low marks or failure to pass the examination.

**4088. Housing Control Administrative Supervisor, Division of Housing, Executive Department.** Usual salary range \$4,000 to \$5,000. Application fee \$3.00. Appointment expected at the minimum but may be made at less than \$4,000.

**Minimum Qualifications:** Candidates must have had eight years of administrative experience in a government agency, business or welfare organization in an executive or responsible supervisory capacity, of which three years must have been in a supervisory position with a government agency responsible for the planning and operation of major projects employing a large number of personnel, connected with the studies of housing for large scale housing developments. Education will receive credit in proportion to its value, graduation from a regular four-year college course for which a degree is granted being credited as two years of the general experience. Experience in the field of private, detached, or semi-detached housing or multiple dwellings of projects for less than one hundred families will not be considered satisfactory housing experience. College transcript not required.

**4100. Institution Education Supervisor (Home Economics), Department of Correction.** Usual salary range \$1,800 to \$2,300 and maintenance. Application fee \$2.00. Appointment expected at the minimum but may be made at less than \$1,800. One appointment expected at Westfield State Farm.

**4101. Public Relations Assistant, State Department.** Usual salary range \$2,600 to \$3,225. Application fee \$2.00. Appointment expected at the minimum but may be made at less than \$2,600. Immediate appointment expected in the Department of Civil Service.

**Minimum Qualifications:** Candidates must meet the requirements of one of the following groups: Either (a) four years of satisfactory experience in promotion or publicity work, of which two years must have been in public relations, including some experience in radio and other public speaking programs, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (b) six years of satisfactory experience in promotion or publicity work, of which three years must have been in public relations as described under (a), and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have ability to write clearly and forcibly; ability to originate and carry out effective methods of presenting publicity to the public; demonstrated skill in maintaining public relations; ability to speak effectively in public and over the radio; tact; initiative; judgment; good address; pleasing personality and voice. Satisfactory completion of thirty graduate credit hours in the field of journalism, government or political science may be substituted for the required experience in proportion to its value but not to exceed either two years of the general promotion experience or one year of the pub-

# Debate Raise In Welfare

Last Thursday the State Civil Service Commission and the Municipal Civil Service Commission sat together. They were assembled to hear arguments on a resolution reclassifying the social services in New York City.

Miss Grace Reavy, presiding, said that for the new N.Y.C. Commissioners, Harry Marsh and Mrs. Bruce Bromley, "this will be an educational experience." It was. They saw two employee organizations, the SCMWA and the Civil Service Forum, clash with diametrically-opposed views on whether the ceiling of employees in the Welfare Department should be raised by \$300. "Yes," said SCMWA representatives. "No, it's not sufficient, and the resolution jeopardizes the jobs of older employees," said Forum representatives. "Let's be practical and get what we can now," retorted the SCMWA. "Besides, most of the employees want this resolution OK'd." (It had received the previous OK of the Municipal Civil Service Commission and Mayor LaGuardia).

At the end of the meeting, it appeared that a factor might control the decision which hadn't come up in the arguments at all—the factor, of promotion lines.

# GREATER NEW YORK PARK EMPLOYEES

A meeting of the Greater New York Park Employees Association was held in the Royal Club, 2017 Grand Concourse, Friday, April 10.

# ST. GEORGE ASSOCIATION COMMUNION BREAKFAST

The St. George Association, Fire Department, will hold its fifth annual Communion breakfast at 10 a. m., Sunday, April 26, in the Hotel St. George, Brooklyn. Prior to the breakfast, Communion services will take place in the Holy Trinity Church at 9 a. m. Rev. Dr. John Howard Melisch will preside. Assisting will be Fire Chaplain Rev. Robert Brown and Dean James Parnet DeWolf of St. John's Cathedral.

Speakers at the breakfast will include Mayor F. H. LaGuardia, Fire Commissioner Patrick Walsh, Attorney General John J. Bennett, Dr. Clarence C. Stoughton, and Rev. Dr. E. C. Russell of St. Ann's Church. Deputy Chief George Schulz, assisted by Battalion Chief George Ryan will be in charge of the parade. Lieutenant Reuben Timmins is president of the St. George Association.

istic relations experience. Journalistic experience of a high quality may be accepted in lieu of the required experience in promotion or publicity work in proportion to its value but may not be substituted for the required public relations experience. Public relations experience, in order to be acceptable, must have included the formulation and interpretation of policies involving contact with the public, either in private enterprise or government, through the normal channels of such communication including the press, radio, platform, conference groups, and direct mail. In rating training and experience, credit will be given for related experience in the field of government. Training and experience will be rated after an examination of the candidate's application and an interview to determine the extent to which such experience has qualified the candidate for this position and the extent that such experience has

# County Written Examinations of May 23, 1942

(Application should be filed by May 1)

Unless otherwise stated, these examinations are open only to residents of the county specified, and four months' legal residence in the county immediately preceding the date of examination is required. The examinations will be held May 23.

# Chautauque County

(Open only to residents of Chautauque County)  
**4102. Probation Officer, Probation Department, Chautauque County.** Appointment expected at \$1,800. Application fee \$1.00. One appointment expected. Age limits 21st to 55th birthday.

# Columbia County

(Open only to residents of Columbia County)  
**4103. Typist-Clerk, Department of Public Welfare, Columbia County.** Appointment expected at \$1,200. Application fee \$1.00.

# Suffolk County

(Open only to residents of Suffolk County)  
**4104. Nutritionist, Suffolk County, Department of Health.** Usual salary range \$2,101 to \$2,640. Application fee \$2.00. Appointment expected at \$2,250. Candidates who are eligible for and desire to compete also in No. 4087, Home Economist, State Department of Social Welfare, and in No. 4091, Nutri-

# COMMUNION BREAKFAST OF OZANAM GUILD

Rev. Francis X. Shea of St. Joseph's Seminary will be the principal speaker at the Seventh Annual Communion Breakfast of the Ozanam Guild, Department of Welfare, in the Grand Ballroom of the Waldorf-Astoria Hotel, Sunday, April 26.

Prior to the breakfast, Mass will be celebrated by Rev. Henry J. Pregenser at 9 a. m., in St. Patrick's Cathedral. Reservations made thus far indicate the largest attendance in the history of the Guild. Michael Girecia is the chairman of the committee in charge of the arrangements. Assisting him are: Sylvia Barkhoff, John Burke, Eunice Cartwright, Esther Catalaso, Charlotte Cotter, Jane Cunningham, Camille De Borello, Norman Doonan, Joseph Hellmann, Thomas Herlihy, Mary Horohoe, Ann Hritz, Dorothy Lamb, Eva Rose Le Tourneau, Margaret McCabe, Mary McEntegart, Rita McGuire, Vincent Marcellino, Kathleen Melliday, William Mulcahy, Marion Newman, Marcella O'Rourke, Mary O'Rourke, Mary Owens, Ann Patrella, Virginia Staudt, Clarence Timony, Helene Vincent, Iris Wallace, and William Zingraf.

# STATE INSURANCE FUND COMMUNION BREAKFAST

The Fifth Annual Corporate Holy Communion and Breakfast of the Catholic employees of the New York State Insurance Fund will be held on Sunday morning, April 19. Employees and their families have been invited to attend. Those attending will receive Holy Communion at the 9 o'clock Mass in St. Malachy's R.C. Church, Actors' Chapel, 49th Street, west of Broadway, New York City. Breakfast will be served immediately after the Mass. Speakers will be announced later.

# DRAFTING SCHOOL EXPANDS

The demand for draftsmen, both male and female still continues insistently. Mr. Kaplan, registrar of the Manhattan Technical Institute, 1823 Broadway, New York, informs us that twice in the last four months the school has been obliged to increase their quarters and augment their staff of instructors. The school occupies 2 complete floors at 1823 Broadway, overlooking Central Park. Courses in Aeronautical, Mechanical, Piping, Ship and Structural drafting are still available to beginners and advanced students.

tionist, State Department of Health may do so. A separate application and fee of \$2.00 must be filed for each.

**4105. Psychiatric Social Worker, Department of Health, Suffolk County.** Usual salary range \$1,800 to \$2,400. Application fee \$1.00. One appointment expected at \$1,950.

# Westchester County

(Unless otherwise specified, open only to residents of Westchester County)

**4106. Assistant Superintendent, Westchester County Home, Department of Public Welfare, Westchester County.** Usual salary range \$2,040 to \$2,400. Application fee \$2.00. Appointment expected at \$1,440 with family maintenance.

**4107. Clinic Clerk, Department of Public Welfare, Westchester County.** Usual salary range \$1,080 to \$1,320. Application fee 50 cents. Two appointments expected at \$1,080.

**4108. Guard-Gardener, Westchester County Penitentiary, Department of Public Welfare, Westchester County.** Usual salary range \$1,740 to \$1,980. Application fee \$1.00. Age limits 21st to 45th birthday.

**4109. Resident Physician (Psychiatry), Department of Public Welfare, Westchester County.** Usual salary range \$2,460 to \$2,820. Application fee \$2.00. One appointment expected at \$2,010 and individual maintenance. The examination is open to residents of any county in New York State, but preference will be given to legal residents of Westchester County.

**4110. Supervisor of Case Work, Division of Public Assistance, Department of Family and Child Welfare, Department of Public Welfare, Westchester County.** Usual salary range \$2,520 to \$3,060. Application fee \$2.00.

Written Examination application forms may not be issued after April 30, 1942, and to be accepted should be delivered personally or bear a postmark not later than May 1, 1942.

Unwritten Examination application forms may not be issued after May 21, and to be accepted should be delivered personally or bear a postmark not later than May 22, 1942.

Examinations Division, State Department of Civil Service, Albany, N. Y.

PREPARE FOR

**JUNIOR STENOGRAPHER** JUNIOR TYPIST  
**I. B. M. CARD PUNCH** BUSINESS MACHINES  
**Burroughs Bookkeeping and Billing** Machines No. 7800 & 7200



**NEW YORK BUSINESS SCHOOL**

A Select Secretarial School

**SECRETARIAL ACCOUNTING**  
**ALL OFFICE MACHINES**  
FRENCH and SPANISH • STENOGRAPHY

Intensive 3-MONTH Short-hand Course

"WE HAVE PLACED EVERY GRADUATE"

Call, Write or Phone for Catalogue

11 West 42nd St. Wisconsin 7-9757  
Corner 5th Ave. New York City

**OPEN ALL YEAR - DAY AND EVENING**