

NEW YORK
JUL-9 1940

Civil Service **LEADER**

Full Requirements

22 NEW
CITY EXAMS

Vol. 1 No. 42

New York, July 2, 1940

Price Five Cents

ANSWERS to Saturday's HOSPITAL ATTENDANT TEST

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750 MORE JOBS

From Customs Inspector List

—Stories on Page 2, 5

Full Details

COORDINATION TEST FOR SANITATION MEN

—See Page 3

Maintainer's Helper STUDY MATERIAL

—Page 20

Subway Men Must Answer for Disorderly Conduct, Non-Support, Dishonesty

—Details on Page 3

Big Variety of New U. S. Exams

—See Page 16

Good Opportunities For Factory Inspectors

Appointment and promotion opportunities for those who pass the July 27th Factory Inspector test are rich.

The number of Factory Inspector jobs is 150; all are filled by men, except for a few women in the Mercantile Inspection Bureau.

Entering salary is \$1,680, with salary increases up to the \$3,000 maximum. From then on, promotion is allowed to Assistant Supervisor of Industrial Inspection, nine jobs at \$3,000-\$3,750; Supervisor of Industrial Inspection, nine jobs starting at \$4,000; one Assistant Chief Factory Inspector, \$3,600-\$4,500; one Chief Factory Inspector, \$4,200-\$5,200.

Factory Inspectors work out of five offices: New York, Albany, Utica, Rochester, Buffalo. The Chief Factory Inspector supervises the New York office, the Assistant does the same for upstate offices.

List Expires

The previous list, established June 23, 1936, expired last Saturday. Of the 363 on this list, more than 75 appointments were made.

Inspectors see to it that factories and mercantile establishments comply with the State Labor Law and the Industrial Code. They investigate the construction of buildings, exits, machinery, safeguards, sanitary arrangements, elevators, and hoistways, and report on violators in court.

The written test will probably cover modern industrial machinery, processes, and safeguards, and those parts of the Labor Law and Code dealing with factories and mercantile establishments. Among the pertinent sections of the Law and Code are those relating to child labor, day of rest, hours and labor of women, and Sunday work.

Requirements for this exam appear on page 13.

For the First News—

Of all City, State and Federal examinations, read *The Leader*. Full official requirements, filing dates, and other important information appear first in *The Leader*.

Clerk, Grade 2 Eligible Ass'n

Many eligibles on the newly-published promotion list for Clerk, Grade 2, have written to *The Leader* stating that they are anxious to form an eligible association. As soon as a sufficient number of such requests have been received, *The Leader* will notify the various eligibles of the place and date of an organizational meeting. Meantime, others on the list who are interested in forming such a group should write to Box 1000, Civil Service Leader, 97 Duane St.

New Uses For Eligible Lists

New uses for eight competitive and promotion eligible lists were found last week by the Municipal Civil Service Commission which declared them appropriate for similar positions. The list for Watchman-Attendant was declared appropriate for Mortuary Caretaker. Other lists and the positions for which they will be used are:

- 1) Automobile Engineman (promotion) for Surface Heater Operator;
- 2) Electrician for Thermostat Repairer;
- 3) Dentist (full-time) for Dental Laboratory Technician;
- 4) X-Ray Technician for Radium Technician;
- 5) Automobile Engineman (competitive) for Automobile Lawnmower Engineman;
- 6) Automobile Engineman (promotion) for Chauffeur-Attendant; and
- 7) Physicist (Spectroscopy) for Technician X-Ray.

Loyalty Resolution

Two resolutions banning State employment to persons advocating the violent overthrow of the United States government were passed Tuesday by the State Commission; they now go to Governor Lehman for signature.

Resolution number 1 refuses examination or certification to those who advocate violent overthrow. Resolution number 2 calls upon every applicant for competitive, non-competitive, or exempt jobs to sign an oath stating that he:

- 1) does not and will not advocate the violent overthrow of the United States Government by word of mouth or writing;
- 2) has not and will not print, publish, edit, issue, or sell written or printed matter advocating such action, and that he does not and will not teach such action;
- 3) is not a member of any group which advocates violence.

U. S. Opens New Hospital Attendant Exam

Filing Date Ends This Week; No Written Test

While prospective State Hospital Attendants were busy last week in final preparation for Saturday's test, the Commission opened filing for two similar titles: Hospital Attendant and Mess Attendant. Friday, July 5 is the deadline. Applications are available at 641 Washington St., Christopher St., Manhattan. Men and women between 18 and 45 are eligible.

The jobs to be filled are all in New York City, and they pay \$1,020-\$1,380. The Mess Attendant register will be used to fill jobs as Waiter, Waitress, and Kitchen Helper as well.

No written exam is to be given, applicants being rated on experience and fitness only.

In both titles, candidates are expected to have at least three months experience: Hospital Attendants as institutional attendant or orderly, attendant in a doctor's or dentist's office, practical

nurse or student nurse, stewardess, matron, janitor or maid; Mess Attendant as mess attendant, cook, or assistant steward, waitress, pantryman, kitchen helper, or in relations in the kitchen, dining room.

Candidates living outside New York City are eligible for certification, however, will to those living in the metropolitan area.

Hospital Attendants take patients in hospitals and maintaining cleanliness and Mess Attendants take care mess hall and kitchen in and veterans' homes.

750 New Patrol Jobs From General Investigator List; 1,500 NEEDED FOR ALIEN CONTROL

(Exclusive to The Leader)

WASHINGTON.—The U. S. Civil Service Commission is supplying Immigration & Naturalization Service with approximately 750 border patrolmen from the General Investigator test, the results of which haven't been announced as yet, but will be soon. The commission was put on a spot by the urgent demand for border patrolmen and it had to grade the exam papers in sort of piecemeal fashion.

Immigration & Naturalization Service will be hiring several hundred employees in New York City soon. Their job will be to register and fingerprint aliens. Congress ordered the Service to do the job just before it recessed for the Republican National Convention.

Congress also voted the service \$3,100,000 to finance the job which will mean the hiring of at least 1,500 employees, it is estimated here. Several hundred of these employees will be assigned to New York, where tens of thousands of aliens live.

Federal Bureau of Investigation will check all fingerprints in a move to detect criminals and the bureau will file a copy of each set of fingerprints in its library where there are now more than 10,000,000 sets. This will mean that FBI will have to hire around 400 additional employees in its fingerprint section.

All the estimated 1,500 employees to register and fingerprint aliens won't come from Civil Service rolls, though the great bulk of them will. Nor will they all be hired by Immigration & Naturalization. The registering will be done by the Post Office Department, and the service is turning over a considerable amount of the funds to Post Office to buy supplies and other necessary equipment. Congress appropriated \$60,000 to hire non-Civil Service employees. (See also U. S. Civil Service Front, Page 5.)

15 Coming City Tests

A series of 15 new competitive promotion and licensing tests were ordered last week by the Municipal Civil Service Commission.

Among the competitive tests are exams for Gasoline Refiner; Marine Engineer; Inspector, Grade 1 (Optics); Assistant Director of Public Assistance (Care of Home and Transit); Junior Engineer (Mechanical), Grade 3; Assistant Engineer (Design), Grade 4; Board of Water Supply; Bridge Captain (Triborough Authority); Matron (Department of Hospitals); Assistant Engineer (Designer), Grade 4, Board of Water Supply; Assistant Director of Public Assistance (Public Health and Board of Child Welfare); Marine Engineer.

Licensing examinations have been ordered for Structural Engineer; Special Electrical License; Oil Burner Installer.

The dates when applications will be received for these positions have not yet been set. As soon as filing dates, requirements, ranges and other information about these tests are announced by the Commission, they will be published in *The Leader*.

New Book Provides Good Description Of U. S. Civil Service

"Your Federal Civil Service" by Philip Marenberg and John O'Brien offers to the reader a clear, complete picture of the Federal Civil Service as it actually operates. Strangely enough, until this book was published there has been no one where an individual seeks information about the largest employment agency in the country. The Federal Civil Service Commission could find the answers. This book gives the answers, and in the average individual can understand.

In this comprehensive book the authors have provided a description of the way Civil Service examinations are actually conducted from the time the applicant fills out his preliminary application to the time he is certified for appointment. Particularly interesting is the description of the Commission's new method of conducting oral examinations. The potential applicant is given actual samples of questions in many of the examinations conducted by the Federal Commission as well as typical schemes which examinations are

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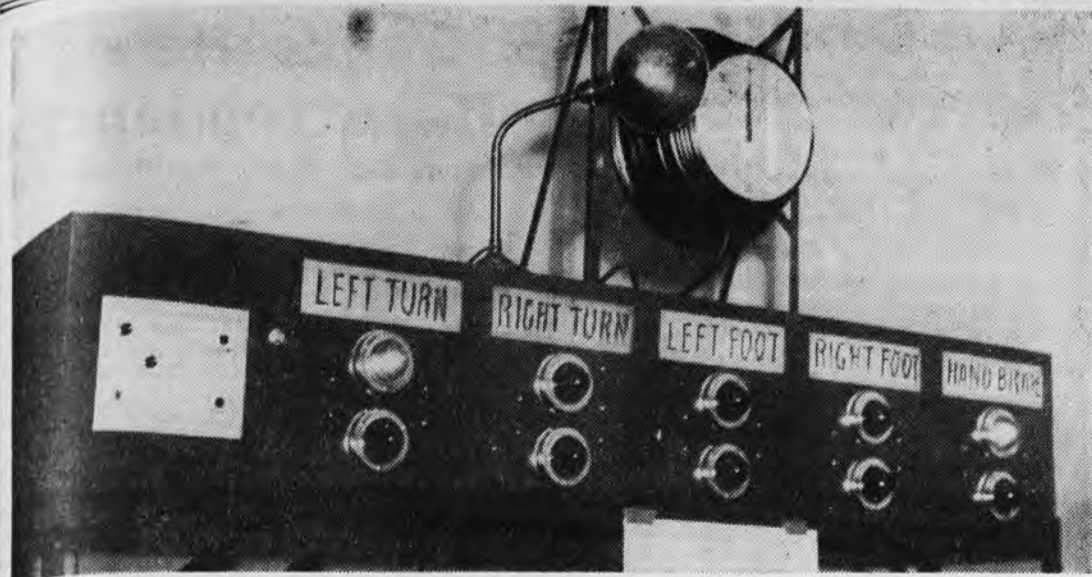
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PREVIEW OF COORDINATION TEST

for Sanitation men. On the left is a signal box, with lights that flash on and give the candidate the signal for the movement he is to make, with hand or foot. Above is a clock which records his time to the tenth of a second. A group of volunteers are now taking the coordination test, and the average of the time they make will be the passing grade for Sanitation men. The gadgets on the dashboard inside the cab don't mean a thing



INSTRUCTIONS



THE TEST STARTS

Details of Coordination Test for Sanitation Men

Last week, officials high up in Civil Service played around with a gadget that Sanitation candidates have been talking about for the past three months—the apparatus for the coordination test. Scheduled to be given at the same time as the physical exams, the coordination test had to be held up while the mechanism for giving it was being built. Now it's finished, and will soon be set up in Tompkinsville, Staten Island, where the physicals are being held. The men who take the physical exam in the future, will take the coordination test at the same time. Those who have already taken the physical will be called to take the coordination test sometime during the months of July and August.

A Leader reporter who saw the machine last week tried it out, and reports that it's much easier than he had thought—in fact, "nothing to it."

The purpose of the coordination test is to find out the speed between eye-hand and eye-foot action. Right now 1000 volunteers are taking the test at Engine Company 31, at 87 Lafayette Street, Manhattan. The average grade made by these volunteers will be the passing mark for Sanitation men.

The Works

Here's how the coordination test works:

The candidate sits in the driver's seat of an ordinary cab such as is attached to a sanitation truck. Twenty feet in front of

him is the "signal box." This consists of a panel which contains five signs, reading: LEFT TURN, RIGHT TURN, LEFT FOOT, RIGHT FOOT, HAND BRAKE. Under each of these signs are two lights. The upper row of lights is green, the lower row red. When the candidate is ready to take the test, he finds the green lights illuminated. This needn't concern him. He is concerned only with one row of lights—the red. Only one light goes on at a time. If a red light goes on under LEFT TURN, the candidate immediately turns the steering wheel to the left. If the red light goes on under RIGHT FOOT, he shoves in his right foot.

When the candidate enters to take the test, he is given a complete set of instructions.

Clock

Above the signal box is a clock which records the speed between the time the candidate receives his signal and the time he performs the action. Candidates are urged not to watch the clock, because it will only distract their attention. The first hundred volunteers who took the test made grades between 1.72 and 9.90 seconds. Two seconds is considered especially good.

It is not necessary to have a driver's license to take the coordination test. It is admitted, however, that men who know how to drive will probably make slightly better grades than those who do not.

The Leader will keep Sanitation candidates thoroughly informed of progress on their exam.

Rules Set Up for Handling Subway Men With Records

(Exclusive to The Leader)

The first definition of policy in regard to character investigations of subway employees was outlined by the Municipal Civil Service Commission last week in an exclusive statement to The Leader. The rules will be followed in checking the character records of 30,000 subway employees who eventually will be transferred to the competitive Civil Service of New York City.

Up till now, no one has known what procedure the Commission would use in these investigations or what offenses it considered serious enough to justify dismissal. The Commission has complete discretion in all cases and can decide finally whether a subway worker qualifies to become a Civil Service employee.

In general, minor offenses such as disorderly conduct records, will not be viewed seriously, unless an employee failed to admit arrests on the Commission's questionnaire.

Must Be Citizens

All employees who are not citizens will be summoned to the Commission's office to explain why they did not file first papers by December 30, 1939—the deadline set by the Wicks law. It is expected that those who have not filed their first papers will be ineligible for transfer to Civil Service.

Arrests

Any employee who has a record of arrests, no matter how trivial the offense, will be summoned if he did not admit such arrests on his original questionnaire. Other

main parts of the Commission's newly-adopted policy are: 1) no summons will be issued for offenses of any kind which were admitted, if they occurred before 1920, as long as a person has had a clean record since that time; 2) no summons will be issued for misdemeanors which occurred more than five years ago, if the record for the last five years is unblemished; 3) employees will be summoned for all felonies which have occurred since 1920, no matter how excellent their subsequent records have been; 4) employees will be summoned if there is evidence that they have failed to support their minor children; 5) they will be called if their employment record shows any willful neglect of duty, or theft within the last five years.

After members of the Commission have heard a personal explanation of an employee's previous record, they will decide whether or not he qualifies for a Civil Service job.

Dismissal Policy

No flat policy of dismissals for certain offenses has been adopted,

and the Commission will weigh the evidence in every case. Repeatedly, the Commission has stated that it will be liberal in deciding on all cases and that it will give employees the "benefit of the doubt."

Maintainer's Helper Exam Schedule

The following schedule for the written tests for Maintainer's Helper has been adopted, according to an announcement last week by the Municipal Civil Service Commission. The first of the series—for group A candidates—will be given at 1 p.m., July 11, at Washington Irving High School and James Madison High School. The schedule for the other tests follows: Group B—July 18, 1 p.m., Abraham Lincoln and Evander Childs High Schools; Group C, July 25, 1 p.m., Seward Park High School; Group D, July 30, 1 p.m., Samuel J. Tilden, George Washington and Grover Cleveland High Schools.

State Commission to Give Verdict On Reclassification in City Service

Within the next few days, the State Civil Service Commission is expected to make known its verdict on 12 resolutions adopted in recent months by the Municipal Civil Service Commission and approved by Mayor LaGuardia. These resolutions, among other things, would set \$600 as the gap between the minimum and maximum salaries in various grades. Employee groups are united in labelling this "a budget cut."

Representatives of such groups took advantage of Wednesday's public hearing of the State Commission on the Bridge Operation Service resolution to denounce all the resolutions. This supplements a petition campaign directed at the Albany offices of the Commission during the past few weeks.

The resolutions would:

- reclassify the Engineering and Architectural Service;
- change the titles of all persons in the Statistical and Actuarial Service receiving salaries of less than \$1,800 to Statistical Assistant or Actuarial Assistant;
- change the compensation in the Bridge Operation Service to Bridge Operator—\$1,800 to but not including \$2,400; Supervisor of Bridge Operation—\$2,400 and up;
- move the Third Deputy Welfare Commissioner from the exempt class to the competitive class in the Administrative Service, under the title Assistant to the Commissioner;
- move the exempt title Director of Housing from the Mayor's Office to the New York City Housing Authority;
- move the title Airport Inspector from the Ungraded Service to the graded Inspectional Service;
- strike from the Ungraded Service these obsolete titles: Superintendent of Final Disposition; Assistant Superintendent of Final Disposition; Superintendent of Equipment and Inspection; Superintendent (Barren Island By-Products Plant);
- classify in the non-competitive class in the Hospitals Department the title of Dentist Resident (maximum tenure two years) at \$1,200 plus maintenance;
- include in the Miscellaneous Service the title Core Drill Operator's Helper—maximum and minimum \$1,500;
- move the title Typewriter Repairman from the Labor Class to the Miscellaneous Service as Typewriter Repairman, maximum and minimum \$1,380;
- include in the competitive class the new Scientific Service, with

ogy; geology)—to but not including \$1,500. Junior Biologist; Junior Physiologist; Junior Geologist—\$1,500 to but not including \$2,100. Assistant Biologist; Assistant Physiologist; Assistant Geologist—\$2,100 to but not including \$2,700. Biologist; Physiologist; Geologist—\$2,700 to but not including \$3,300. Senior Biologist; Senior Physiologist; Senior Geologist—\$3,300 to but not including \$3,900. Principal Biologist; Principal Physiologist; Principal Geologist—\$3,900 and over.

l) reclassify from the non-competitive to the competitive class Richard L. Minetti, a BMT employee, prior to transfer to the city service, title Assistant Engineer (Track). This is the first action of its kind.

FURIA ELECTED

Dr. John J. Furia, Director of Training for the Municipal Civil



Service Commission, was elected president of the eastern regional conference of the Civil Service Assembly of the United States and Canada at the Hotel Commodore last week. Dr. Furia succeeds James C. O'Brien, promotion director for the U. S. Civil Service Commission.

Laboratory Assistant (biology; physiol-

Civil Service LEADER

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Tuesday, July 2, 1940

Improve This Service!

THE Municipal Civil Service Commission this week began a service modelled on Job Xchange, an idea originated by the Civil Service Leader eight months ago.

The decision of the Commission to initiate a service identical with Job Xchange is no coincidence. It demonstrates that the Commission finally recognizes that a problem exists which must be solved. It also demonstrates that the Commission, with its enormous facilities for tackling this problem properly, is making little use of these facilities.

THE LEADER, as a private newspaper, offered the greatest service within its power when it sought to bring together persons willing to make a mutual exchange of jobs. For eight months, free space was offered to readers who wanted transfers. The results have not been so fruitful as we could wish.

The trouble is not that there exists a lack of people who desire exchanges. The large volume of mail which comes into THE LEADER office proves that hundreds, if not thousands, of people want transfers. The trouble lies deeper. It ought to be easy to arrange an exchange of jobs when two people with similar jobs get together and decide they'd each like the other's. This thought motivated the column originally. When THE LEADER started the column, we stated the steps that would be necessary before the actual exchange could take place. Experience has shown it is precisely at this point that red tape begins.

A plan vastly larger, and enjoying the full official cooperation of every department in New York City, must be worked out. Without such cooperation, the plan must remain picayune as compared to the size of the problem, because the red tape acts effectively to block most transfers. The plan must be so devised as to provide for the easy transfer of individuals from department to department, as well as within the confines of single departments.

THE LEADER is now working on such a plan. In a future issue, we shall present our conclusions, based on our experience with the Job Xchange column. Until the time that a workable plan is accepted by the Civil Service Commission, THE LEADER intends to continue its Job Xchange column.

Merit Men

Arthur Flemming



"... every hour is precious ..."

Today the United States is engaged in a vast new program to expand this country's defenses. Most Americans don't know the feverish pitch at which this work is progressing.

One man who does is Arthur Sherwood Flemming, youngest (he's 35) member of the U. S. Civil Service Commission. The Commission is now conducting the greatest recruiting drive in its history; and Flemming and his colleagues are working long hours to see that the program functions smoothly.

Graphically, one day last week in Manhattan, Arthur Flemming described the Commission's crucial responsibilities to members of the Civil Service Assembly of the United States and Canada who were assembled for their annual convention.

"In the process of this defense program, every hour is precious," Flemming declared. But he was quick to add that the long-established processes for selecting personnel by the merit system wouldn't be shelved. "Emergency or no emergency, there is a definite tendency to keep the Commission the central recruiting agency of the federal government. The White House and Congress insist on the utilization of the Civil Service Commission in the defense program. Not only do we want to do part of the job; we want to do all of the job!"

Speed

The Commission is determined, said Flemming, to prove once and for all that it can meet the demands of the defense agencies, no matter how great they become. Red tape is being eliminated. High-ranking officials of the Commission are streamlining their procedures, delegating responsibilities, and giving employees all along the line the right to make decisions and act fast.

Announcements of new exam-

inations, for example, are no longer carefully initiated by the members of the Commission. Instead, whenever a district manager knows a list is needed, he goes ahead and announces an exam, notifying the Commission later.

Five fundamental objectives must be faced, said Flemming: 1) all deadlines set by defense agencies must be met, without question; 2) the Commission must "go on the job and stay on the job" until the recruiting drive is finished; 3) the best available personnel must be provided; 4) the loyalty of new personnel must be above reproach; 5) the Commission must prevent politics from being mixed up in any way with defense.

Personal History

Arthur Flemming is a native of Kingston, N. Y., where his father is a Judge of the Surrogate's Court. For five years before he was appointed the Republican member of the Commission by President Roosevelt last summer, Flemming was Director of the School of Public Affairs, American University. Before that he was a member of the fourth estate, working on David Lawrence's United States News.

As director of the School of Public Affairs and as a newspaperman, Flemming got an inside look on the structure and functioning of the federal government. Much of his work at the American University was in connection with an in-service training program for federal employees. At one time as many as 1,500 were enrolled in these afternoon and evening sessions.

Flemming is one of those men whose hobby is his work. He has little time nowadays to himself. In less than a year he has visited seven of the 13 Civil Service Districts. He plans to get to the other six this summer, if he has time. He brings to his present job a tremendous amount of energy, enthusiasm, and foresight.

Don't Repeat This



LABOR NEWS

SOME unions are arguing against the apprentice system of recruiting skilled general employees... Civil Service Forumites at Kings Park barking up the wrong tree accusing ASCSE officials of perpetrating an alleged insurance racket... The former city editor of a Hearst daily in New York is the publicity power behind the Wilkie boom... Seven of the eight federal employees work on the side of Washington.

BON MOT

Quote Mayor LaGuardia at Civil Service Assembly pointed "I never argue with my commissioners — only with ex-commissioners" ... Murry Bergtraum will be married within a fortnight... The wiser among the Commission's employees to be out July 15 took their vacation in advance... Marty Goldstein will serve a third year as Judge Lehman's secretary... Burke Printing Co. calendars still behind the walls of many State offices... Meritman John Higgins finally been given the title Deputy Commissioner of Standards and Purchase.

TIMELY WORDS

From page 5 of the 26th annual report of the Municipal Civil Service Commission: "One of the most important steps taken by the board was a general reclassification of the exempt positions. Many hearings were held, at which the heads of the various departments appeared, also representatives of the Civil Service Reform Association and certain civic societies... Local Commission employees are sore about the resolution promoting Bill Murray to Junior Administrative Assistant... The State Commission met in New York last week so that employees might attend the Civil Service Assembly conclave without extra expense."

Letters

Correction Officers Hit Pay

Sirs: The Correction Officers Benevolent Association, the line organization representing the 689 men in the entrance grade of the Uniformed Force of the City Prison Service, held its last meeting before the Summer recess on June 18.

At this meeting the members were informed that the amendment to the Three Platoon Law for the Department of Correction which had been introduced in the City Council by Councilman Charles Keegan had been unanimously passed by the Council and now awaits the signature of Mayor La Guardia. The amendment removes the exemption extended to certain officers by the original law, which did not require the rotation of the tours of duty for these officers.

The Grievance Committee reported that it had requested a conference with Commissioner of Correction David Marcus and was anxiously awaiting a reply.

The Legislative Committee reported on the progress of its sur-

vey of the salaries of Prison Officers in the United States, which has continued to reveal the poor pay of Correction Officers, by comparison in New York. It also reported that it was drawing up a bill to provide for a fair sick leave for Officers. The committee, by vote of the members, was authorized to protect the rights of its members in the promotion examination for Captain, in regard to the protests already made to the Civil Service Commission concerning the failure to give full weight to seniority in computing percentages, as well as the failure to exclude every person from the examination who did not possess the required number of years experience as Correction Officer.

RICHARD J. WALSH,

Secretary

Correction Officers Benevolent Assn.

P. S.—The Association would deeply appreciate your recognition of its importance as the representative of the third important Public Safety Force in the City of New

York and as the sole representative of the second largest body of Peace Officers in our city. By state law the officers of the City's Prison Service are Peace Officers of the state.

R.J.W.

Ed. Note. Such recognition THE LEADER gladly extends.

THANKS

Sirs: The Society of Physicians and Dentists of the Department of Health desire to convey to you, through me, its president, the thanks and appreciation of the entire staff for your valuable advice, aid, and suggestions in the fight that was carried on to force the city authorities to replace the staff of their former per annum status, instead of a per diem status.

While the battle is not yet won, we have the brightest of hopes, and we want you to know that all the help rendered by you is appreciated greatly.

MARK VLOCH, D.D.S.

PRESIDENT

Fire Bells

By JAMES DENNIS

This Fourth of July will be the last in which fireworks in New York State will be permitted. A law adopted by the last Legislature and signed by the Governor prohibits the use of any sort of fire works by individuals after August 1. The prohibitions of the new law are extremely severe. Governor Lehman noted this fact when he signed the bill, but he observed that it might be amended later to soften the restrictions. Under the new law, anyone who uses fire works—even sparklers or toy pistols—is subject to a \$100 fine or 90 days in jail.

Two weekend fires knocked out a total of 13 Firemen. A blaze at 1770 Union St., Brooklyn, felled Lt. John J. McDonald and Fireman Frank Andrews, with four of their companions. McDonald and Andrews were sent to a hospital. A cellar fire in the Whelan Drug Store at 4018 Broadway overcame Fireman William Soden, who was taken to a hospital, and six men who were treated on the spot.

During this month and August, the office hours of Commissioner

McElligott will be from 9 a.m. to 4 p.m. daily, and 9 a.m. to 12 Saturdays.

The Fire Department School was discontinued last week without further notice.

Effective July 1, Dr. HARRY ARCHER was appointed Second Deputy Commissioner. At the same time his appointment as Honorary Medical Officer with the rank of Honorary Deputy Chief was revoked. Dr. Archer's headquarters will be in the Brooklyn Fire Department.

Leaves of absence will be granted on Thursday, July 4 to four members of the National Guard Naval Militia, or Reserve Corps.

The appointment of a batch of probationary Firemen became effective on Monday, July 1. They will be assigned to duty this week.

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

Police Calls

By BURNETT MURPHEY

Retirement Bill

The bill to provide for a 60-year mandatory retirement age for members of the force is still in committee in the City Council, Councilman Joseph Clark Baldwin introduced the measure.

Reception

The Traffic Squad Benevolent Association will hold its first annual entertainment and reception on October 5 at Manhattan Center. Patrolman William Gould, Traffic Precinct C, is in charge of ticket distribution.

Convention

The State Police Conference will hold its annual convention in Manhattan August 13 to 16. Convention headquarters will be at the Commodore Hotel. Delegates from all over the State have signified their intention of attending. Many important matters in connection with the State Legislative program will be discussed at the convention.

PBA Host

The Patrolmen's Benevolent Association will play host to the Visiting Chiefs of Police at the Hotel Astor on July 23 when a luncheon will be given in their honor. The Association of the Police Chiefs of New York are to hold their convention at the Hotel Astor from July 23 to 25.

Lieutenant Papers Rated

Seventy-five percent of the examination papers for Police Lieutenant have now been rated by the Municipal Civil Service Commission. The new eligible list will be published the third week in August, as this column revealed exclusively last week.

PBA Notes

Joseph J. Burkard will be installed—for the third time—as president of the Patrolmen's Benevolent Association at a meeting on Tuesday, July 9. Other officers who will also be installed include: 2nd vice-president John Carton, 44th Precinct; Patrolman John Burns, 90th Precinct and Vincent Butler, Midtown Squad, as financial secretaries; and William Raphael, Bronx Telegraph Bureau, as Bronx Trustee.

Other PBA items: the association will continue its fight to obtain the 11 Squad Chart which will provide a 48-hour excusal after each set of tours, instead of the 32-hour excusal now in effect. Patrolman Patrick Harnedy re-

cently addressed the new class of recruits on the new pension laws . . . the next important fight of Joseph Burkard and the PBA will be for Full Pay in Three Years . . . they'll try to put police on the same footing as Firemen . . . and they'll argue that a cop's first three years are very costly in expenditures for uniforms, equipment, etc.

Members of American Legion Police Post 460 will hold an annual moonlight sail, on Thursday, July 16. They will be permitted to take a day off for the event.

The William E. Sheridan Police Post and the Kings County American Legion Mountain Camp Committee will sail on the annual County Convention moonlight sail on Tuesday night, July 9. The sail will be the preliminary event of the Kings County American Legion Convention which will be held at the Columbus Club on July 11 and 12.

The show boat "Bear Mountain" will leave the battery at 8:30 p. m. carrying county commander Michael V. Mirande, his unopposed successor, James V. McCabe, and many Brooklyn legionnaires and their friends. Representatives of all Brooklyn's 70 legion posts and police precincts intend to start campaigning for State delegates and numerous county legion offices as soon as they board the Bear Mountain.

Edward J. Tracy and James J. Olliffe of the William E. Sheridan Police Post are co-chairmen of the County Convention Moonlight Sail.

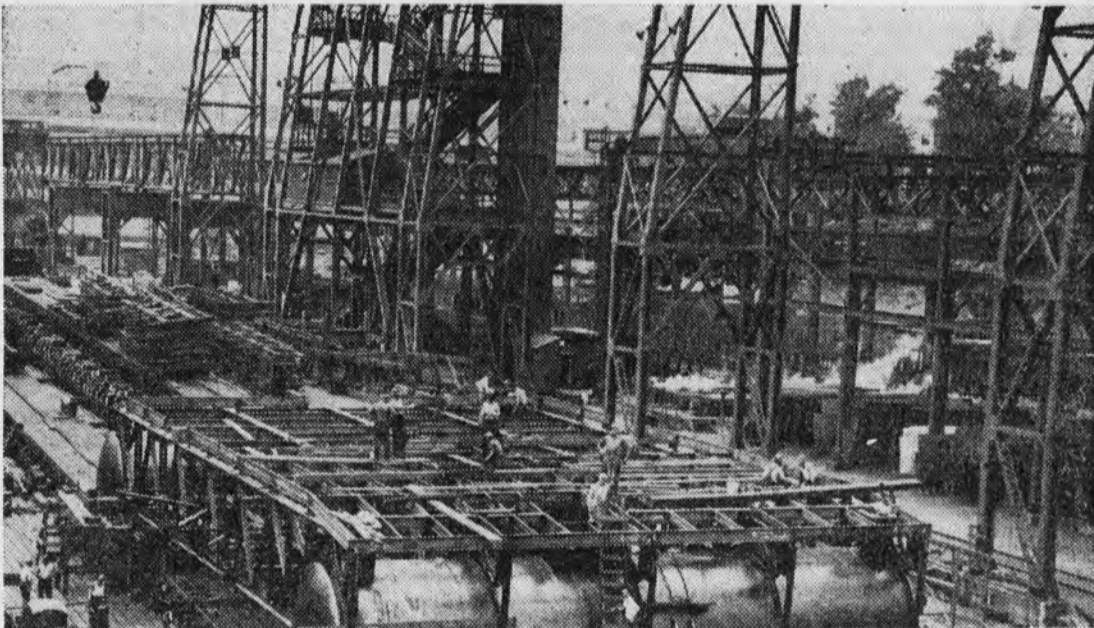
The annual entertainment of the Holy Name Society of Manhattan, Bronx and Richmond will be held on November 8 at the Hotel Astor.

An entertainment and dance of the Police Square Club will be given on November 30 at the Hotel Riverside Plaza.

Joseph J. Burkard, PBA president and Commander of the First District, Department of New York, American Legion, last week withdrew from the race for State Commander of the American Legion. Burkard gave as his reason the work associated with his position in the PBA. Burkard was conceded an excellent chance of winning the high legion post if he ran for it, and a preliminary campaign throughout the State was already underway.

ON THE U.S. CIVIL SERVICE FRONT

By Charles Sullivan



BROOKLYN'S FAMED NAVY YARD

is humming. Many skilled workers are being taken on in accordance with the demands of the national defence program. All, however, face Civil Service requirements before being put to work.

Full Details for Those Receiving Wires About Customs Inspector Test

The U. S. Civil Service Commission has sent wires to more than 1,000 persons to find out whether they will accept appointments as Border Patrol Inspectors under the Immigration & Naturalization Service.

The persons receiving wires participated in the General Investigator Examination that was given by the Commission more than a year and a half ago. It was revealed exclusively in The Leader several weeks ago that the commission would be forced to appoint a great many border patrol inspectors from persons who took the General Investigator Examination before the test had been completed. The Commission received a rush call for the additional men and it has to supply them the best way it can.

However, these following facts should be kept in mind by the more than 100,000 New Yorkers who took the test:

1. If you didn't receive one of the wires, it doesn't mean you didn't pass the test. And if you received one of the wires it doesn't mean you'll get a job. Many more people were sent wires than there are jobs available, because many people refuse the job.
2. Also, each person who received a wire will be subjected to a rigid physical test and character investigation and an oral test will be given in some cases.
3. No ratings will be sent out by the Commission until all the registers have been set up. Several registers will be established from the General Investigator Examination, different jobs under Immigration & Naturalization Service and the Customs Bureau. It will be several weeks yet before the registers are set up.
4. The examination had three different optionals, law, accounting, and pharmacy. Some of the persons who applied for one of the optionals and who were successful in the General Investigator Test will now be given a separate examination in the optional applied for. Blanks have been sent out and the tests will be given July 2 and 3.

5. Now if you applied for one of the optionals and didn't receive a blank to take the second written examination, it doesn't mean you failed the General Investigator Test. It may mean that the Commission decided you didn't have sufficient experience in the optional to take the second exam.

The whole point is that the Commission has to hire more than 750 additional employees for Immigration & Naturalization and it

is calling persons who passed the General Investigator Test before the register of that test is established. It is a very unusual situation created by the rush to build up our national defenses.

Quota System

After months of wrangling, Rep. Tarver, the soft-spoken Georgian, finally succeeded in getting approval for his rider that will compel a dozen agencies to select their non-Civil Service employees here on a quota system based on population.

Rep. Tarver told the House that only seven states are now in excess of their quotas and New York is one of these. Among the others are Maryland, Virginia, Massachusetts and the District of Columbia.

The Georgian based his fight on the fact that 21 of the 66 lawyers in the legal section of the National Labor Relations Board here are New Yorkers. "Many states," Representative Tarver said, "haven't got a single employee in the legal division."

House members, getting a whiff of patronage, stood by the Georgian and his rider was approved with only seven dissenting votes.

Chairman Glass of the Senate Appropriations Committee blocked the rider in the Senate but finally he had to give in when the House threatened to block all appropriations for the affected agencies.

Agencies here where New Yorkers stand small chance of getting

a non-Civil Service jobs are Railroad Retirement Board, National Mediation Board, National Labor Relations Board, Employees Compensation Commission, Labor Department, and the Federal Security Agency which includes National Youth Administration, Public Health Service, Office of Education and Social Security Board.

G-Men, Lawyers, Scientists May Come Under Civil Service

Inside word is that the Reed Committee will make its report to President Roosevelt some time soon. The report is expected to recommend sweeping changes in the operation of the U. S. Civil Service Commission.

It is taken for granted here that the report will recommend the President cover under Civil Service lawyers, scientists, administrators, G-Men and all other professional employees. Suggestions in Civil Service examining technique also are expected.

President Roosevelt appointed the committee headed by Supreme Court Justice Stanley Reed nearly a year and a half ago to study Civil Service improvements. The committee has now drafted its final report and is awaiting a chance to submit it to the President.

The President is said to have made two appointments with committee members to discuss the recommendations but was forced to break the appointments due to pressure from the European War.

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

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



complaint corner

upon the Federal Government how important it is that we get more definite information? We have jobs and families here in fore definite information? We must be careful of our commitments.

ELIGIBLE.

The U. S. Civil Service Commission has been working under severe handicaps: small staff, small budget, increasing load. This accounts, in part, for the paucity of information. The Commission has done the best it could under the circumstances. The resources of the Commission are now being enlarged, and there is every reason to believe that the difficulties mentioned by "Eligible" are being rapidly alleviated. In this respect, THE LEADER is pleased to inform its readers that it has increased its news-sources in Washington, and will hereafter be able to present the most thorough coverage of U. S. Civil Service news in America.—EDITOR'S NOTE.

MORE INFORMATION, PLEASE!

I am one of the 100,000 persons who took the Customs Inspector test more than a year ago. Last week I received a telegram from the Federal Civil Service Commission in Washington asking whether I would accept a job in "the northeast area." I was asked to reply by telegram immediately.

Of all the vague job offers I have ever heard of, this is the worst. I didn't know where the job would be, what it would be, how long it would last. I didn't even know the salary. And yet the Government asks me to reply immediately whether I would accept such a job.

What makes it more puzzling is the fact that nowhere in New York can I get any information. The local New York office of the U. S. Civil Service Commission is non-committal.

Can your paper help to change this situation? Can you impress

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Case Histories

A weekly column devoted to the interests of employees in the Welfare Department.

By HENRY TRAVERS

Clang, clang! Sylvia Greenberg, typist in the service section, Division of Statistics, hitched to Harry Sendrow . . . Mary Dolan, assistant Statistical Clerk at D.O. 84, housekeeping for Joseph Cody . . . Ruth Hockman, typist D.O. 60, marches to the merrie music on July 3 . . . Reports have it that the boys and gals of D.O. 67 have gone June-crazy: much marriage.

Sara (call me Syd) Garelick, razor-wit of Bill Hodson's office, leaves the humdrum on July 4 for Calif. First the movie colony, then a trek through Yosemite, then Mexico and Grand Canyon . . . And Syd's clothes . . . ah-h.

Quotes from Ed Corsi, who really knows what Americanism means: . . . "I am a son of Italy . . . I am now an American . . . The sons and daughters of Italy, peasants and artisans and artists, are the workers of America. They are the flesh and blood that sweat in your factories and constitute the backbone of your great union . . . The very essence of Americanism: freedom, democracy, and social justice . . . We want these



liberties preserved . . . The innuendoes and insinuations levelled at whole minorities of law-abiding citizens by holier-than-thou super-patriots in this country are dastardly un-American . . . I resent the hysterical drive on aliens by Congressmen who would ape the methods of Hitler while pretending to save the country from Hitlerism!"

Jack Schlossman, formerly a clerk in the Statistical Division, has resigned to join the United

States Navy—Civilian Corps. Jack is now in charge of the Supply Division . . . Frank J. Farrell, purchasing agent in Building Management and Procurement, who has been critically ill for the past two months at St. Vincent's Hospital, is reported on the road to recovery . . . Superintendent Ed Cunningham of Camp LaGuardia, who is growing vegetables and flowers for display at the Department's exhibit at the World's Fair, is having a tough time of it—what with the recent floods—the late Spring, etc. He promises, however, that he will have some choice spe-



cimens ready in another fortnight or so . . . Edith Alexander, Assistant Director of Community Relations, has just returned from a vacation at her country home near Saratoga, New York, where she busied herself planting a large vegetable garden . . . Isaac Seligson, field representative for the Division of Statistics, is taking a leave of absence from his job to attend the New York School of Social Work.

Surplus food commodities being distributed by the Department this week at retail stores and food depots include: dry milk, butter, eggs, raisins, lard and cabbage.

MICRO-BIOGRAPHY: Irving Babbitt—better known as Ike—Statistical Clerk and one of the best graph artists in the business, counts friends by the thousands in the entertainment field and among radio audiences. Ike is a "One-Man Sym-Phoney Band" and has appeared with Major Bowes, Col. Flippen, the Jimmy Walker Hour at Loew's State and Pic Magazine.

Ike fell into his One-Man Band by accident. About three years ago he became the father of a baby girl. As Ike tells it, the baby was soon bored with the noise of one rattle, demanded more when he added a string of musical bells, still more when to the rattle and bells he added the tunes from a toy harmonica. It wasn't long before Ike realized that in entertaining the new baby he had found himself a new hobby.

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

Job Xchange

If you wish to exchange your present job for another in the Civil Service, send your requests to Xchange Positions Editor, Civil Service Leader, 97 Duane St., New York City. Include all necessary details. Service is free.

Your ad will be run a minimum of four weeks.

When answering an ad, send letters to appropriate box number, c/o The Leader. They will be forwarded to the proper party.

Exchanging jobs is permissible under Civil Service rules if the department heads of the transferees give their approval.

ASSISTANT GARDENER, \$5.50 per day, temporary, Dept. of Parks, Manhattan. Transfer with Asst. Gardener, Brooklyn. Box 169.

AUTO ENGINEMAN, \$1,860, Police Dept. Transfer with Auto Engineman in Dept. of Water Supply at any of the water sheds, outside city. Box 158.

CLERK, Grade 1 (CAF-1), \$1,260, Navy Dept., Washington, D. C. Permanent status May 23. Transfer with Grade 1 Clerk in any Federal dept. in New York City. Box 165.

CLERK, Grade 1, \$1,260, Treasury Dept., Washington, D.C. Transfer to any Federal Dept. in New York City. Will accept lower salary. Box 170.

CLERK, Grade 1 (CAF 1), \$1,260, U.S. Patent Office, Washington, D. C. Permanent. Transfer with Clerk Grade 1 in any Federal dept. in New York City. Box 159.

CLERK, Grade 2, \$1,200, 151st St. Traffic Court, Manhattan. Hours: 8 to 4. Transfer to Bd. of Transportation, preferably 250 Hudson St., hours 9 to 5. Box 185.

CLERK, Grade 1, \$960-\$1,080, Municipal Bldg., Dept. of Public Works. Hours 9 to 5. Transfer to Bronx, night work, preferably 4 p.m. to 12 midnight. Box 178.

CLERK, Grade 2, \$1,200, Police Dept. Transfer to any city dept. in Manhattan. Box 179.

JUNIOR CLERK, \$900, State Dept. of Taxation and Finance, Albany. Transfer to any State dept. in New York City. Box 168.

JUNIOR CLERK, \$900, DPUI offices, Albany. Promotion exams to be given soon. Transfer to any State dept. in New York City. Box 154.

JUNIOR CLERK TYPIST (CAF-2), \$1,440, Brooklyn Navy Yard. Promotion opportunity for engineering graduate. Transfer with Substitute Post Office Clerk or Substitute Railway Mail Clerk inside or outside New York City. Box 156.

JUNIOR CLERK (CAF 2), Div. of Disbursements, Treasury Dept., Washington, D. C. Transfer to Federal agency in New York. Box 175.

LABORATORY ASSISTANT, \$960, Bellevue Hospital. Transfer to either Morrisania or Fordham hospital in similar category. Box 172.

MIMEOGRAPH OPERATOR (CAF-1), \$1,260, Tariff Commission, Washington, D. C. Transfer to any Federal dept. in New York City. Box 167.

MOTOR GRADER OPERATOR, \$7.50 per day, Bureau of Highways, Queens. Transfer to Brooklyn with same title or Auto Engineman, which is appropriate title. Box 174.

PLAYGROUND DIRECTOR, \$1,260, Parks Dept., Bway at 78th St., Elmhurst, L. I. Hours: 10 a.m. to 5 p.m., 6 day week. Transfer to Brooklyn or Manhattan. Box 187.

P. O. CLERK, \$2,000, G.P.O. Transfer with P. O. Clerk in Brooklyn P. O. Box 164.

P. O. LABORER, \$1,600, Brooklyn. Transfer to any Federal position. Box 176.

SANITATION MAN CLASS B, \$1,920, Dept. of Sanitation, Brooklyn. Transfer to same position in Queens, preferable in 63-64-65 district. Box 168.

STENOGRAPHER, Grade 2, \$1,320, Home Relief Div., Dept. of Welfare, Brooklyn. Transfer to Dept. of Hospitals, Brooklyn or Manhattan. Box 173.

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Mental Hygiene Notes

By JOHN F. MONTGOMERY

Specific rules on leaves of absence with pay for veterans and National Guardsmen on certain holidays were handed down this week by the department. In brief, they hold that:

- 1) honorably discharged members of the National Guard, naval militia or reserve corps who were members when the United States was at war are granted, as far as practicable, leave of absence on July 4;
- 2) veterans get leave of absence on Memorial Day.

General Order 4 provides that all employees enjoy a total of 76 days leave during the year, including vacations and holidays. The veterans and National Guardsmen do not get additional days, but merely take their holidays on the patriotic occasions. Employees whose pass days fall on holidays may have the pass day changed, so that they get the holiday too.

W. Hugh Smith, president of the New York State Hospitals Employees' Association, Council 323, is now a member of the executive committee of the Civil Service Association. He was picked at the 32nd annual convention of the Association last week at Kingston. Smith works at Kings Park State Hospital . . . The many resolutions to better working and living conditions in the institutions were approved by the convention, and will be part of the Association's 1941 legislative program. A membership drive by Council 323 has been set for the early fall . . . The Association formed a State Civil Service Forum, to hold monthly meetings in all upstate cities. This should facilitate matters for institution employees.

In addition to his job as president of the Central Islip Credit Union, Eddie Holland has just been elected vice president and

Board of Council member of the newly-formed Nassau-Suffolk Credit Union chapter . . . One one run has been scored thus far on Paddy Gould's baseball squad. Cynics who used to say that the opposition was weak are now admitting that Paddy's really got something there . . . Veterans in Suffolk County are mourning the death of Andrew Carr, who served at Central Islip for 18 years. He served with the 77th Division in World War I.

While the educational division of Wassaic State School is closed down, the summer will be an active season for the industrial division . . . Best wishes to Stan Lynk, recovering from a sudden appendicitis operation at Rhinebeck . . . Resigned: Mrs. Katherine Davis . . . New arrivals: Ann Noulton, Mr. and Mrs. Marshall Kinney, Mrs. Gladys Oles.

The organization of the National Federation of Federal Employees at the Veterans Administration, Northport, held a card party and bingo Thursday night with proceeds earmarked for the Red Cross . . . A committee of employees has applied for a charter to organize, under the Federal Farm Credit Administration, for the operation of a credit union.

Mrs. Margaret Buck, who used to work in Building 28, Harlem Valley State Hospital, was guest at a surprise party recently, given by her former associates . . . Returned vacationists: Helen Ahner from Dover Plains; Mrs. A. White from Paterson; Mr. and Mrs. Paul Wittemund, from New York; Mrs. R. Heiser, from Paterson.

Left the service at Gowanda State Homeopathic: Attendant Caroline Paddock . . . Appointed Attendants John F. Murphy and Doris Murphy.

ABC List Expected

The long-awaited list for Investigator, Alcoholic Beverage Control Board, will be published in about two weeks, The Leader learns.

Establishment of the list, which will contain some 1,900 names, was held up pending decision of the State Civil Service Commission on the matter of disabled veterans: shall a special list be established at first, made up only of the two dozen disabled veterans who have passed?

At its meeting last week, the Commission voted no. Employees have already started to enter eligible in the Commission's files. Because of the holiday on Thursday, the job will run over to next week.

2,100 candidates took the exam, which was held October 7, 1939.

Junior Engineers Appointed

The eligible list for Junior Engineer (Mechanical) Grade 3, will be certified to the Board of Education to fill vacancies for Junior Mechanical Draftsman (heating and ventilating), Grade 3. One appointment will be made each month from this list until all provisionals have been replaced. The lists for Junior Engineer (Mechanical) and Junior Engineer (electrical) Grade 3, have also been certified to fill vacancies for Junior Assessor (engineering valuation) in the Tax Department.

Quarterly

The third issue of the Public Personnel Quarterly, published by the Municipal Civil Service Commission, appeared last week.

Captain Grade Set

The rating received by the 20th candidate in order of standing will be the passing mark in the promotion examination for Captain in the Department of Correction, the Municipal Civil Service Commission announced last week.

Asphalt Laborers

A public hearing will be held Thursday, July 11, on the proposal of the Municipal Civil Service Commission to transfer the title of Asphalt Worker into the competitive class. The job is now in the labor group.

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Index TO EXAMS

Table listing various exam categories (Open Competitive, Promotion, STATE, FEDERAL) and their corresponding page numbers.

Examination Requirements

NEW CITY TESTS

Airport Assistant

Salary: \$1,200. Also appropriate for Junior Airport Assistant at \$960. 10 vacancies at \$1,200; 21 vacancies at \$960. Age limit: 18-29 when appointed. Fee \$1. File by July 23.

Duties: Assist in repair, maintenance and operation of runways, buildings and grounds; assist in tying down planes, parking planes and cars, directing traffic, collecting fees and conducting tours through airport, and do related work.

Requirements: Graduation from a four-year day aviation or aeronautical trade school or other recognized vocational or technical high school; or graduation from an academic or commercial high school, plus 6 months experience in performing airport duties; or an engineering school degree; or graduation from an elementary school plus 4 years experience; or a satisfactory equivalent.

Weights: Written, 70; physical, 30.

Assistant to the Commissioner

(Director of Bureau of Finance and Statistics)

Salary: Now paid \$6,000. One vacancy. Fee \$5. File by July 23.

Duties: To administer the Bureau of Finance and Statistics.

Requirements: Must have a B. A. degree, 6 years administrative statistical or social research experience or equivalent. Educational substitutions granted. Specialized experience required.

Weights: Written, 30; training and experience, 70.

Dietitian

Salary: To but not including \$1,140 with maintenance, or \$1,500 without maintenance. 16 vacancies. Fee \$1. File by July 23.

Duties: To requisition and inspect all foods in city hospitals and institutions; to plan menus both general and special; to supervise the preparation and serving of all dietaries; do related work.

Requirements: Must be high school graduate and have had 2 years training or experience along lines described under duties; or equivalent.

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

Junior Administrative Assistant

(Director of Division of Commodities Distribution)

Salary: \$3,000 entrance. One vacancy. Fee \$3. File by July 23.

(Exam may be cancelled if the Commodities Distribution in the Dept. of Welfare ceases. In this event fees will be returned).

Duties: Administration and control of the operation of the Commodities Distribution Division.

Requirements: Must have a B.A. degree or equivalent training. Also 4 years experience in a large public or private organization of a nature required under duties; or equivalent combination of education and experience.

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

Section Stockman (Welfare)

Salary: \$1,800-\$2,400. 13 vacancies in Welfare Dept. Fee \$1. File by July 23. Separate lists will be established for Clothing and for Foods.

Candidates may select either or both. (Exam may be cancelled if Commodities Distribution in the Dept. of Welfare ceases. In this event, fees will be returned).

Duties: Take charge of distribution of food and clothing to relief clients; control shipments of commodities; direct processing, packaging, and storing of

food and clothing; and do related work.

Requirements: Must have 4 years experience in distribution or storing of large quantities of food or clothing, 2 years of which was in a managerial capacity. Must have at least two years experience in specialty selected. Education in fields such as food, clothing or business administration may be substituted for experience up to 2 years.

Weights: Written, 60; training, experience and personal qualifications, 40.

Senior Administrative Assistant

(Asso. Director of Bureau of Public Assistance—Director of Division of Methods, Procedures and Office Management)

Salary: \$4,000. List may be appropriate for lower grade positions. Fee \$4. File by July 23.

Duties: To plan and supervise specific systems, methods and procedures for every phase of the operations of the divisions of the Bureau of Public Assistance.

Requirements: Must have a B.A. degree or equivalent training; 5 years administrative experience or equivalent. Education substitutions granted. Specialized experience required.

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

Towerman

(New York City Transit System)

Salary: 80 cents per hour, at present, on Independent Division of NYC Transit System. 3 vacancies at present, 15 expected during year. Age limit 45 on date of appointment. Fee \$2. File by July 23. Position requires extraordinary physical effort. Promotion exam under this title also to be held at the same time, and promotion list will be used first to fill vacancies.

Duties: To operate electric or electro-pneumatic interlocking machines; be responsible for the safe passage of trains over tracks and switches in assigned territory; make reports; perform other duties.

Requirements: Must have 3 years general railroad experience as motorman, conductor, towerman or signal maintainer, one year of which was in the operation of mechanical, electric or electro-pneumatic interlocking machines or in testing or maintenance of interlocking equipment; or its equivalent. Applicants must have no disease, injury or abnormality that tends to impair health or usefulness. Must be at least 5' 4".

Weights: Written, 40; training, experience and personal qualifications, 30; practical, 30.

Promotion to Assistant Counsel, Grade 4

Open only to Employees of the Board of Transportation.

Salary: \$3,000. Vacancies occur from time to time. Fee \$2. File by July 4. Test will be held Sept. 21.

Duties: To write opinions, draft contracts, prepare memoranda of law and do related legal work.

Requirements: Must have been a permanent employee of Board of Transportation for one year prior to the date of the written test as a Law Clerk, Grade 2 or 3. Must have a license to practice law at time of certification.

Weights: Record and seniority, 50; written, 40; training, experience and personal qualifications, 10.

Promotion to Assistant Station Supervisor

Open only to employees of Independent Division of NYC Transit System.

Salary: \$1,800-\$2,400. 10 vacancies at present. Fee \$2. File by July 24. Test to be held Dec. 4.

Duties: To assist Station Supervisor in work of the station section.

Requirements: Must have been a Collecting Agent or Station Agent at least one year on date of written test.

Weights: Record and seniority, 50; written, 30; practical-oral, 20 (practical-oral to include experience, technical competence and judgment).

Promotion to Assistant Train Dispatcher

Open only to employees of Independent Division of NYC Transit System.

Salary: 75 cents per hour at present. 4 vacancies at present, 20 expected during year. Fee \$1. File by July 24. Test to be held Nov. 13.

Duties: To check time of arrival and departure of all trains and keep certain records.

Requirements: Must have been a Collecting Agent or Station Agent at least one year on date of written test.

Weights: Record and seniority, 50; written, 50.

Promotion to Foreman of Mechanics (Men)

Open only to employees of Dept. of Hospitals.

Salary: \$1,800. One vacancy at Otisville. Fee \$1. File by July 24. Test be held Oct. 15.

Duties: To maintain and inspect buildings and grounds, and supervise 50 laborers at Otisville; maintain laws, roads, walks and do related work.

Requirements: Must have served 3 years in the labor and/or non-competitive classes or one year in the competitive class on date of written test and be otherwise eligible. Must have at least 1 year experience of a character to qualify for duties of position.

Weights: Record and seniority, 50; written, 40; training, experience and personal qualifications, 10.

Promotion to Head Dietitian

Open only to employees of Dept. of Hospitals.

Salary: \$1,440-\$2,040 with maintenance, or \$1,800-\$2,400 without maintenance. Fee \$1. File by July 24. Test to be held Oct. 10.

Duties: To be in charge of a dietary division in the Dept. of Hospitals.

Requirements: Must have been a Senior Dietitian for at least 6 months on date of the written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 35; training, experience and personal qualifications, 15.

Promotion to Inspector of Elevators, Grade 3

Exam open only to employees of the Dept. of Housing & Buildings.

Salary: \$2,400-\$3,000. 6 vacancies. Fee \$2. File by July 24. Test to be held Oct. 24.

Duties: To inspect and test the construction, condition and safety of elevators.

Requirements: Must have served at least one year as Inspector of Elevators, Grade 2, and be otherwise eligible.

Weights: Record and seniority, 50; written, 50.

Promotion to Junior Counsel, Grade 3

Open only to employees of the NYC Housing Authority and the Division of Franchises in the Board of Estimate.

Salary: \$2,400-\$3,000. Fee \$2. File by July 24. Test to be held Oct. 19.

Duties: To perform such duties as are required of a Junior Counsel in a large law office or of an attorney in a city department with intra-departmental legal work to perform.

Requirements: Must have served at least one year on date of written exam in the NYC Housing Authority or the Division of Franchises in the Board of Estimate under the following titles: Law Clerk, Grade 2 and 3; Law Assistant, Grade 2 and 3.

Employment Counselor

D.P.U.I., State Department of Labor Salary, \$1,800 to \$2,300 per annum Classes given Monday, Wednesday and Friday Evenings 6-8 p.m.

Junior Administrative Ass't. Promotion - City Wide Salary \$3,000 to \$4,000 per annum Registration now open

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CITY EXAMS

(Continued from Page 7)

3; Title Examiner, Grade 2 and 3; Examiner, Law Dept., Grade 2 and 3; and must be otherwise eligible. Must also possess license to practice law in New York at time of certification.

Weights: Record and seniority, 50; written, 40; training, experience and personal qualifications, 10.

Promotion to Motorman-Conductor

Open only to employees of Independent Division of NYC Transit System.

Salary: 80 to 95 cents per hour at present. 47 vacancies at present; more than 100 expected during year. Fee \$2. File by July 24. Test to be held Sept. 25 and 26.

Duties: To be responsible for the protection of passengers and the safety, regularity, proper care and operation of cars and trains, in accordance with the rules, regulations, and Special Instructions Governing Employees Engaged in Operation, in the performance of the following work depending on assignment:

1) Operate trains in revenue service and between yards and terminals.

2) In yard or terminal service, switch cars, prepare trains for road service, and operate trains between yards and terminals.

3) When acting as conductors to be responsible for all the duties prescribed for.

4) Perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Requirements: Open to all permanent employees serving in the title of conductor who have served continuously at least one year in the title on the date of the written test, and who are otherwise eligible. Candidates seeking credit for courses of study completed since November 15, 1939 will be required to file a school study form with the promotion application.

Weights: Record and seniority, 50; written, 25; practical, 25. In the practical test, candidates must demonstrate their ability to operate a train.

Promotion to Motorman-Instructor

Open only to employees of Independent Division of NYC Transit System.

Salary: \$2,401-\$3,000. Vacancies expected at \$2,900. 4 vacancies at present. Fee \$2. File by July 24. Test to be held Oct. 16.

Duties: To instruct, examine, and qualify Motormen, Motorman-Conductors, and Conductors in the use of equipment and in the operation of trains; check regular operating performance of train crews; assist and supervise train crews when necessary; make reports and recommendations; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Requirements: Open to all permanent employees serving in the titles of Motorman and Motorman-Conductor who have served continuously at least one year in the title or titles, on the date of the written test, and who are otherwise eligible. All candidates must have had at least one year of road revenue service in the capacity of Motorman with the Independent Division. Candidates seeking credit for courses of study completed since November 15, 1939 will be required to file a school study form with the promotion application.

Weights: Record and seniority, 50; written, 30; practical-oral, 20. The practical-oral test will include the following factors: experience, technical competence and judgment.

Promotion to Seamstress (Women)

Open only to employees of Dept. of Hospitals.

Salary: \$840, subject to budget. 3 vacancies. Fee 50 cents. File by July 24. Test to be held Sept. 21.

Duties: Under supervision, to operate electric or foot power machines and be familiar with their parts and attachments and

their proper maintenance; cut, fit, and assemble any new articles required in a hospital, such as binders, doctors' uniforms, restraining jackets; mend, alter and repair all hospital linens and wearing apparel; do related work.

Requirements: Open to all permanent employees of the Department of Hospitals who have served continuously for a period of not less than 3 years in the labor and/or non-competitive class or who have served for a period of not less than 1 year in the competitive class on the date of the written examination, and who are otherwise eligible. Candidates seeking credit for courses of study completed since November 15, 1939 will be required to file a school study form with the promotion application.

Weights: Record and seniority, 50; written, 20; practical, 30.

Promotion to Senior Dietitian

Open only to employees of Dept. of Hospitals.

Salary: \$1,140-\$1,440 with maintenance, or \$1,500-\$1,800 without maintenance. Fee \$1. File by July 24. Test to be held Oct. 10.

Duties: To make requisitions and inspect all food supplies for patients and personnel; plan menus; do related work.

Requirements: Must have served as a Dietitian in the Dept. of Hospitals at least 6 months on the date of the exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 35; training, experience and personal qualifications, 15.

Promotion to Station Supervisor

Open only to employees of Independent Division of NYC Transit System.

Salary: \$3,001-\$3,599. 3 vacancies. Fee \$3. File by July 24. Test to be held Dec. 4.

Duties: To supervise the work of the station section employees.

Requirements: Must have been an Assistant Station Supervisor at least one year on the date of the written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 30; practical-oral, 20.

Promotion to Tailor (Men)

Open only to employees of Dept. of Hospitals.

Salary: Subject to budget. One vacancy. Fee \$1. File by July 24.

Duties: To make patterns for garments and other hospital equipment in accordance with standard samples and specifications; to supervise the making, cutting, sewing of all materials and garments; to examine finished products; to adjust and repair sewing machines; do related work.

Requirements: Must have served at least 3 years in the labor and/or non-competitive class or one year in the competitive class on the date of the written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 20; practical, 30.

Promotion to Towerman

Open only to employees of Independent Division of NYC Transit System.

Salary: 80 cents per hour at present. 3 vacancies at present. 15 expected during year. Fee \$2. File by July 24. Test to be held Nov. 20.

Duties: To operate electric or electro-pneumatic interlocking machines; be responsible for the safe passage of trains over tracks and switches; do related work.

Requirements: Must have served one year as Conductor on date of written exam and be otherwise eligible.

Weights: Record and seniority, 50; written, 25; practical, 25. In the practical test, candidates must operate an interlocking machine.

Promotion to Train Dispatcher

Open only to employees of Independent Division of NYC Transit System.

Salary: \$2,401-\$3,000. 3 vacancies at present. 10 expected during year. Fee \$2. Test to be held Oct. 30.

Duties: To direct the dispatch and movement of all trains; have supervision of transportation department employees; do related work.

Requirements: Must have served as Assistant Train Dispatcher, Motorman, Motorman-Conductor or Towerman at least one year on the date of the written test and be otherwise eligible.

Weights: Record and seniority, 50; written, 30; practical-oral, 20. Practical-oral will include experience, technical competence and judgment.

COUNTY EXAMS

Open Only to County Residents Unless Otherwise Stated

Cattaraugus County

SUPERVISING PUBLIC HEALTH NURSE, Dept. of Health. Usual range \$1,800-\$2,000. Fee \$1. Appointment expected at \$1,900 plus transportation. Exam is open to residents and non-residents of New York State, but preference in certification will be given to residents of New York State.

Chautauqua County

TITLE SEARCHER, Office of County Clerk. Salary varies, appointment expected at \$1,380. Fee \$1. File by July 9.

STENOGRAPHER - CLERK, Division of Old Age Assistance, Dept. of Public Welfare. Usual range \$720-\$840. Fee 50 cents. File by July 9.

JANITOR, County Court House. Usual range \$1,200-\$1,800. Fee \$1. File by July 9.

Franklin County

PROBATION OFFICER. Salary varies. Appointment expected at \$1,500. Fee \$1. Age limits: 21st to 55th birthday. Appointment of a woman is expected.

Onondaga County

ANALYST, Ley Creek Sewage Treatment Plant, Onondaga Public Works Commission. Appointment expected at \$1,800. Fee \$1. File by July 9.

BUSINESS MANAGER, Onondaga County Sanatorium. One appointment expected at \$3,000 plus maintenance. Fee \$4. File by July 9.

STATISTICIAN OF EQUIPMENT AND MATERIALS, Purchasing Department, Onondaga

County. Usual salary \$1,500. Fee \$1.

DEPUTY COUNTY CLERK, SPECIAL (Supreme and County Courts), Office of the County Clerk. Two immediate appointments expected at \$2,000. Fee \$1. File by July 9.

OPERATOR, ASSISTANT, Ley Creek Sewage Treatment Plant, Onondaga Public Works Commission. Appointments expected at \$2,000. Fee \$1. File by July 9.

OPERATOR, CHIEF, Ley Creek Sewage Treatment Plant, Onondaga Public Works Commission. Appointment expected at \$3,600. Fee \$3. File by July 9.

Ulster County

LAW LIBRARIAN, Third Judicial District Law Library at Kingston. Salary varies. Appointment expected at \$1,500. Fee \$1. File by July 9.

Westchester County

GUARD BUTCHER, Dept. of Public Welfare. Salary range \$1,740-\$1,980 with deduction for maintenance. Appointment expected at \$1,290. Fee \$1. Age maximum 45. File by July 9.

City and Town of Newburgh

INVESTIGATOR, Dept. of Public Welfare. Usual range \$1,000-\$1,800. Appointments expected at \$1,040. Fee 50c. File by July 9.

Village of Springville

PATROLMAN. Appointment expected at \$100 per month. Fee \$1. File by July 9.

Coming Next Week! Vacations in Civil Service

Is your vacation period too short?

Do similar Civil Service jobs get similar vacations?

How is your vacation determined?

What happens to your vacation if you switch jobs?

Beginning next Tuesday, THE LEADER will carry a series of lively, timely articles answering all your vacation problems.

Don't miss it!

STATE TESTS

Assistant Accountant

Public Service Commission. Usual range \$2,400-\$3,000. Fee \$2. Appointment expected at \$9 per day. File by July 9.

Duties: To conduct investigations into the accounts and records of public utilities and do related work.

Requirements: Candidates must comply with a, b or c. a) five years accounting or auditing experience, two years of which must have been with a regulatory commission or a public utility, or with a public accounting, consulting or service company engaged in public utility accounting or auditing; b) two years of utility accounting or auditing as under a), and a bachelor's degree; c) a satisfactory equivalent combination of the foregoing experience and education.

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

Senior Accountant

Public Service Commission. Usual range \$3,120-\$3,870. Fee \$3. Candidates may also file for Assistant Accountant exam. File by July 9.

Duties: To have charge of minor cases of investigation into the accounts and records of public utilities for the Public Service Commission and do related work.

Requirements: Candidates must comply with a, b or c. a) 6 years high-grade accounting or auditing experience, including 4 years with a regulatory commission or public utility, or with a public accounting or consulting or service company engaged in public utility accounting or auditing. One year of specialized experience also is required. b) 4 years of experience outlined under a), and a bachelor's degree. c) an equivalent combination of education and experience.

Weights: Written, 5; training and experience, 5.

Boiler Inspector

Bureau of Boiler Inspection, Department of Labor. (Salary varies; appointments expected at \$1,680). Fee, \$1. Preferred age—under 40 years. Waist measurement must not be over 36 inches, and measurement must be written at top of application blank. File by July 9.

Duties: To make examinations of high pressure steam boilers and do related work.

Requirements: Candidates must comply with a, b, c, or d. a) 5 years experience in the manufacture or installation of high pressure steam boilers; b) three years experience as a boiler inspector; c) 5 years experience as operating engineer of a high pressure stationary or marine steam boiler plan or more than 50 horsepower capacity; d) a satisfactory equivalent combination of this experience and education. Technical education and a mechanical engineering bachelor's degree will count for part of experience.

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

Bridge Superintendent

New York State Bridge Authority. (Appointment expected at \$5,000). Fee, \$4. Maxi-

mum age: 40 years. File by July 9.

Duties: To have charge of the operation, maintenance and repairs of the long span toll bridges over the Hudson River and the physical property controlled by the State Bridge Authority, including the collection of revenue and supervision of 30 employees.

Requirements: Must have license to practice professional engineering in New York. Must have 9 years experience in maintenance and either design or construction of large steel bridges or truss or suspension type. A bachelor's degree in civil engineering is required. Candidates lacking the degree may substitute one additional year of the experience for each year of education lacking.

Weights: Written, 4; training and experience, 6.

Junior Comp Sanitarian

Division of Sanitation, Department of Health. Fee, \$1. (Several seasonal appointments expected at \$150 a month.) File by July 9.

Duties: To assist in carrying out a public health engineering program of camp, hotel, lodging house and boarding house sanitation in the State and do related work.

Requirements: Must have a bachelor's degree in engineering, including courses in sanitation. Candidates may substitute 6 months of experience in sanitary engineering in a federal, state or city health department or in an organization doing work of similar nature.

Weights: Written, 5; training, experience, general qualifications, 5.

Chief, Bureau of Research for Women in Industry

Division of Women in Industry and Minimum Wage, Dept. of Labor. Usual range \$3,500-\$4,375. Fee \$3. If eligible, may compete for Chief, Bureau of Enforcement of Women and Child Labor Laws. File by July 9.

Duties: To plan and direct research activities of the Division and do related work.

Requirements: Candidates must comply with a, b or c. a) 5 years research experience in problems of employed women and minors in regard to working conditions, wages, hours or living costs, including 2 years in a supervisory capacity; and bachelor's degree in economics or political science, including courses in statistics. b) 4 years research experience, including 2 years in a supervisory capacity; and post-graduate work in an appropriate field equivalent to a Ph.D. degree. c) an equivalent combination of experience and education.

Weights: Written, 4; training and experience, 6.

Dentist

Department of Mental Hygiene. (Usual salary range, \$2,000-\$2,400 and maintenance, with an increase from minimum to maximum at the rate of \$200 at the end of each year of continuous service.) Fee, \$2. File by July 9.

Duties: To be responsible for

(Continued on Page 13)

Hospital Attendant Test

(With Unofficial Answers)

The Leader Exclusively Presents Answers to the Hospital Attendant Examination, Prepared by Its Own Board of Examiners. These Answers Are Unofficial. At the Same Time, The Leader Wishes to Call Attention to the New U. S. Hospital Attendant Test Described On Page 2.

SECTION ONE—True and False
 The best way to remove the plug from an iron is to pull on the cord instead of the plug.
 Dresses should be pressed with a hotter iron than cotton uniforms.
 One of the main reasons for keeping food covered in a refrigerator is to prevent it from drying out.
 The temperature of a hospital ward should be higher when patients are sitting still than when they are exercising.
 Heating pads may be doubled over and placed into any convenient shape without injuring the pad.
 The best way to tell whether a vein or an artery has been cut is to notice the color of the blood.
 A adhesive tape should be placed directly over the wound.
 It is generally better to take the pulse of a patient when he is sitting down than when he is standing up.
 When carrying a patient on a stretcher, the hospital attendant should keep in touch with each other.
 A hospital attendant should be allowed to administer medicine ordered for one patient to another patient, if he thinks the two cases are equally alike.
 Instead of tub baths, patients with slight fever should be given sponge baths in the hospital ward.
 If a hospital attendant forgets to give medicine to a patient as instructed, the attendant should double the dose the next time.
 If a hospital attendant is able to stop a patient from escaping, it is unnecessary for the attendant to make a report of the attempted escape.
 Talking and whistling by hospital attendants on duty is desirable to keep the patients interested.
 A person's intelligence can be correctly measured by looking at his face.
 People with greenish eyes are likely to be as trustworthy as those with blue or brown eyes.
 A square jaw is a definite sign of strong character.
 A person will usually try to do a better job if he is praised for his work from time to time.
 A hospital attendant who is efficient in caring for the physical welfare of his patients does not need to pay attention to their personal likes and dislikes.
 Messages mailed by relatives to mental patients in a hospital should be delivered unopened to the patients.
 Mental patients who like to "show off" may be allowed to do so if the "showing off" is harmless and disturbs no one.
 Hospital attendants should keep in mind that mental patients are not responsible for their own actions.
 Hospital attendants should help mental patients to have a neat appearance.
 A hospital attendant accompanies a group of mental patients to or from walks, he should lead himself at the head of the line so that he leads the way.
 As a general rule, it is easier to supervise mental patients when they are at work than when they are at leisure.
 A hospital has a party for its mental patients, the hospital attendants, rather than the patients, should mingle with the patients.
 A fun of a mental patient who thinks that he is a famous person will help him to overcome this belief.
 A number divided by 3 equals 1 times 7.
 A number divided by 5 equals the sum of 4, 6, 3, and 2.
 A number 22 equals 4 times 44.
 A number divided by 3 is equal to 3 plus 10.
 A number 8 is one-half of 34.
 The sum of 23 and 22 equals 2 times 25.
 A number 7 is ten less than 8 times 8.
 A number 40 is equal to 190 minus 25.
 The sum of 10, 20, and 30 is one-third of 60.
 A number 12 is ten less than 30 plus 4.

As a hospital attendant, one of your duties might be to sort the laundry. In order to identify the clothing of patients, assume that the hospital uses the system explained below which you must follow in order to sort the clothes properly.
 I The laundry of female patients is marked with small letters and the laundry of male patients is marked with capital letters.
 II Each piece of clothing of each patient is marked with two initials. These two initials are the first letter of his first name and of his last name. The laundry of John Monroe is marked, for example:
 John Monroe—JM
 III If there are two patients of the same sex whose first and last names begin with the same letter, the middle initial is used. For example:
 Helen E. Meyer — hem
 Hilda F. Mullen — hfm

Assume that you are given forty articles of clothing which are marked as follows:

NT	AFB	ARK
ct	fr	ct
AMB	amb	lw
AEB	AEB	cr
ct	ct	QL
CT	aeb	KO
cr	LA	amb
AK	FA	AEB
fr	KO	CT
lw	AEB	TB
LB	AR	ct
ka	AEB	ak
CT	BA	LB
	AEB	

Answer the questions numbered 46 through 50 using the above information. You are to decide whether the statements are true or false.

- Arthur E. Bolton has seven pieces of clothing in the laundry.
- Anna Kremkau has no laundry.
- Charles Thomas has three pieces of laundry.
- Arnold M. Bodkin has one piece of laundry.
- Clara Tate has no more than three pieces of laundry.
- Moths are most likely to harm: (A) Linens. (B) Cottons. (C) Silks. (D) Woolens.
- In rooms in which there are bed patients, rugs should be cleaned with vacuum cleaners mainly because this method is: (A) Noiseless. (B) Dustless. (C) Quick. (D) Modern.
- Tile floors should be cleaned with: (A) An oil mop. (B) A duster. (C) Soap and water. (D) Polish.
- Which one of the following, if left piled in a closet, is likely to catch on fire of its own accord? (A) Oily rags. (B) Clean clothing. (C) Bed sheets. (D) Polished shoes.
- Which one of the following should not be used to clean varnished furniture? (A) Ammonia and water. (B) Soap and water. (C) Alcohol and water. (D) Vinegar and water.
- Of the following, it is most important for hospital attendants assigned to kitchen duty to be: (A) Neat and clean. (B) Experienced in baking. (C) Experienced in planning menus. (D) Physically strong.
- Exposure to the air will cause which one of the following foods to "go bad" most quickly? (A) Cocoa. (B) Carrots. (C) Butter. (D) Oranges.
- If all the lights go out in one section of the hospital, it is most likely that: (A) The light bulbs need replacing. (B) The electric power has been cut off. (C) Lightning has struck the wires. (D) A fuse has "blown."
- In the dining room of a hospital, it is most desirable that chipped drinking glasses should: (A) Be used only by the older patients. (B) Not be used because of possible injury to the patients. (C) Be reserved for use by the employees of the hospital. (D) Be used but placed on the table with the chipped side away from the patients.
- Oil or lard is a good first-aid treatment for: (A) Slight burns. (B) Bruises. (C) Bad burns (3rd degree). (D) Non-bleeding scratches.
- When a person faints, it is best to: (A) Raise his head and rub his wrists. (B) Give him a drink of water. (C) Put him in bed and take his temperature. (D) Lower his head and loosen his clothing.
- If a patient swallows some poison, which one of the following should a hospital attendant do first, after having called the doctor? (A) Try to make him vomit. (B) Put him to bed. (C) Take his temperature. (D) Take his pulse.
- If a patient falls and seems to have broken his leg, a hospital attendant should: (A) Move the patient to the x-ray room before calling the doctor. (B) See if the patient can walk before calling the doctor. (C) Call the doctor and not move the patient. (D) Bandage the patient's leg and then call the doctor.
- The main reason why a person should not stand on a wet floor when turning on an electric switch, is because he: (A) Might slip and fall. (B) Is thereby exposed to electric shock. (C) Might blow an electric fuse. (D) May harm the electric-light switch.
- Which one of the following is likely to prevent a patient from going to sleep? (A) Rubbing his back with alcohol. (B) Playing soft music. (C) Giving him a drink of warm milk. (D) Reading him an exciting story.

HERE THEY ARE:

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

- If a hospital attendant entered a patient's room and found the patient hanging with a rope around his neck but still breathing, the attendant should first: (A) Remove the rope, pull out the patient's tongue, and give artificial respiration. (B) Leave the room and go to find a doctor. (C) Throw water on the patient, loosen his clothing, and put him to bed. (D) Try to find out where he got the rope in the first place.
- With regard to sickness of the patients in his ward, of the following, the main duty of a hospital attendant is to: (A) Prescribe for the patients. (B) Report to the nurse any unusual symptoms of patients. (C) Entertain the patients. (D) Carry out the wishes of sick patients.
- Flies should be kept out of a hospital primarily because they: (A) Are noisy. (B) Annoy patients. (C) Carry germs. (D) Breed rapidly.
- A person who remains outdoors after outdoor exercise should put on a sweater or wrap in order to avoid: (A) Getting a headache. (B) Fainting. (C) Nosebleed. (D) Catching cold.
- In a hospital, the main reason why meat and vegetables should be covered when carried from the kitchen to a bed-ridden patient is so that: (A) The food will not spill over the tray. (B) The food will keep warm. (C) Other patients will not see what is on the tray. (D) It will look neat.
- Dishes used by patients who have infectious diseases should be: (A) Boiled or exposed to live steam. (B) Washed with hard soap. (C) Destroyed. (D) Washed and rinsed in warm water several times.
- In a hospital, it is most important that daily records concerning patients be: (A) Neat. (B) Correctly spelled. (C) Accurate. (D) Brief.
- When a day hospital attendant comes on duty, the first thing he should do is to: (A) Bring in soap, towels, and combs. (B) See that all patients use their toothbrushes. (C) Open the windows of the ward. (D) Make sure that all patients are present or accounted for.
- Hospital attendants on night duty should: (A) Be permitted to sleep if their patients are not disturbed or violent types. (B) Be allowed to sleep unless there is an emergency. (C) Not be required to stay awake if all their patients are sleeping quietly. (D) Not be permitted to sleep.
- It is desirable for hospital attendants on duty to wear shoes with rubber heels mainly because they: (A) Are cheaper than other shoes. (B) Lessen wear on the floors. (C) Reduce noise that might disturb patients. (D) Are more comfortable than other shoes.
- Of the following, the best way to keep discipline among mental patients who are not violent or disturbed is to: (A) Keep them busy. (B) Be strict in enforcing the regulations. (C) Threaten them. (D) Keep them in their rooms.
- Of the following mental patients, the one who should not be allowed to set the tables in the dining room is a: (A) Dull-witted patient. (B) Patient who prefers to work alone. (C) Patient who thinks he is a high official. (D) Patient who has frequently attempted suicide.
- Of the following, which one is an improper method of treating mental patients? (A) Use of strait-jackets or restraint sheets. (B) Isolation. (C) Whipping. (D) Prolonged warm baths.
- Attempts at suicide are most frequent among mental patients who are: (A) Elderly. (B) Talkative. (C) Industrious. (D) Depressed.
- The best way to judge whether or not a patient is receiving enough to eat is by: (A) Observing how much he eats. (B) Keeping a record of his weight. (C) Asking him whether he has enough to eat. (D) Counting up the number of calories he eats.
- Which one of the following is considered the most desirable form of treatment for a feeble-minded person who is otherwise healthy? (A) Rest cure. (B) Simple routine work. (C) Arithmetical exercises. (D) Brain-building food.

- If a hospital attendant entered a patient's room and found the patient hanging with a rope around his neck but still breathing, the attendant should first: (A) Continue without comment to do what you were doing. (B) Apologize for the way you are doing the work. (C) Ask the supervisor if he would care to take charge of the work. (D) Stop working and ask if there is anything else you should do.
- If your supervisor gives you instructions about your work which you do not completely understand, you should: (A) Do the job the best you can and apologize if it isn't right. (B) Do nothing until you get a chance to ask another attendant about the instructions. (C) Ask the supervisor immediately for an explanation of the part you don't understand. (D) Tell the other attendants that the supervisor doesn't explain things and makes your work difficult.
- If a patient offers you a bribe to give him a drug, you should: (A) Take the bribe and refuse to give the patient the drug. (B) Refuse the bribe but give the drug to the patient. (C) Scold the patient for asking for the drug. (D) Make a report of the incident to your supervisor.
- In case of fire in your ward in the hospital, the first thing you should do is to: (A) Help put out the fire. (B) See if you can locate the source of the fire. (C) Take the patients out of the ward. (D) Have the patients help put out the fire.
- If a visitor asks you questions about the mental condition of a patient, you should tell the visitor: (A) That you do not know the patient, whether or not you do. (B) Whatever facts you know about the patient. (C) That he should inquire at the office. (D) That he shouldn't ask such questions about patients, as no information is given to visitors.
- While accompanying a group of mental patients for a walk, if one complains of feeling ill and starts to fall, you should: (A) Continue the walk with the rest of the group but have two of the best patients carry the ill patient back to the hospital. (B) Return with the whole group having two of the best patients carry the ill patient. (C) Let the ill patient lie down until he feels better and then continue the walk. (D) Take the ill patient back to the hospital and leave the rest of the group in charge of one of the best patients.
- If a mental patient becomes ill during the night, you should: (A) Give him some medicine you took yourself for a similar illness. (B) Call the physician who is on duty. (C) Tell the patient to go back to sleep. (D) Stay in the room with him until morning.
- If you saw one of the mental patients throwing food on the floor during a meal, you should first: (A) Take the patient out of the dining room. (B) Try to interest the patient in something else. (C) Shame the patient by laughing at him. (D) Punish the patient.
- If you discovered a shattered window pane in a mental hospital ward, the first thing you should do is to: (A) Stuff the opening with cloth or paper. (B) Call the janitor and the nurse. (C) Find out who broke the window pane. (D) Search patients for injury and concealed pieces of glass.
- In a mental hospital, if you lose your hospital keys, the best thing for you to do is to: (A) Wait for a day as they may "turn up." (B) Be more careful than usual in watching the patients. (C) Borrow keys from another attendant who is off duty. (D) Report the loss to your supervisor immediately.
- In a mental hospital, if a patient says insulting things to you, you should: (A) Not become annoyed or angry at him. (B) Swear at the patient so that he sees what it sounds like. (C) Tell him to be quiet. (D) Put him in his room for a few hours.
- If you find that a mental patient has hidden a knife in his clothing, you should: (A) Pretend you do not know it, but watch the patient very carefully. (B) Take the knife from him and report the matter to the supervisor. (C) Take

(Continued on Page 17)

In answer the following questions numbered 82 through 95, assume that you are a hospital attendant.

- If your supervisor should come to the ward



You and I

by May Andres Healy

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

STATE Aid for Kindergartens will be the slogan of the numerous Parent and Teacher groups at the next session of the Legislature.

The value of Kindergartens and the need for maintaining them as an integral part of the child's education is not only admitted by educators and parents, but by laymen, economy minded budget-makers, and political officials, social workers and business men.

The threat to close Kindergartens aroused such public protest that people in all walks of life banded together to insist that the little child who could not speak for himself be protected from the onslaught of false economy.

Kindergartens were established in this city fifty years ago and they have been the model that has been copied by cities all over the nation.

In New York State each city has financed Kindergartens without help from the state. There had never been a question about refusing to appropriate the necessary funds to maintain them until a year ago. I doubt if such an attempt will be made again. The public knows now, if it did not realize it before, that the habits and character training developed in the environment of the Kindergarten are those which the child carries through life.

In Europe, They Know

The totalitarian dictators of Europe were keen enough to recognize that the preconceptions which hold the mind most firmly are those received in early youth. They have organized young children of Kindergarten age into clubs and semi-military bands. The opportunity which they have seized, we must be vigilant to protect for more wholesome purposes.

There were those who argued that the five year old child could enter the 1-A grade and thus obtain additional State Aid for the City's educational budget. It seemed more important to them to count the attendant figures for State Aid purposes, than to start the child right on his road through life.

At five years of age the child's mental, physical and nervous equipment is not fitted for the work of the first year. The visual apparatus is still immature. The brain structure concerned with vision has to grow and become more complex in order to discriminate between word forms.

While these physical elements are gaining strength and growth, the Kindergarten forms the bridge between the life in the home and that in the school. His awakened consciousness of the world around him, his mental, visual and aural training and his language experiences help to build a good foundation for beginning reading. Eyesight, hearing and muscular co-

ordination are checked. Proper measures are taken to safe-guard and improve them.

I could go on and on relating the value of the Kindergarten to the child fortunate to have such training and will write an article in a later issue of this newspaper elaborating on what is accomplished by Kindergarten training and its value to the future education of the child.

Last year, during the time the very existence of Kindergartens were in the balance, a group of us went to see former Governor Alfred E. Smith, who was the one person responsible for the Friedson Formula which is now used to compute State Aid. We asked him why Kindergartens were not included at the time of the Dick-Rice bill, which was the name of the Friedson Commission Act.

What Smith Said

Governor Smith told us very plainly that in order to make the formula less cumbersome, special groups not be named as such. The members of the Commission were most generous with the allotment to the elementary schools in order that Kindergartens, and any other necessary classes like Kindergartens, could be financed. He insisted that the amount allotted included Kindergartens even though the same basic computation was not used.

You will recall that the reason given for dropping Kindergartens was that the city received no State Aid for them, and that as State Aid had been cut upon the advice of financial wizard Abbot Low Moffet some activities of the Board of Education would have to be eliminated.

Governor Smith went on to say that if State Aid money was not recognized as helping the Kindergarten, the formula should be revised so that they be included—and at once!

I have not heard a single legislator say that he was opposed to State Aid for Kindergartens. Even our friend, Mr. Moffet, says that the Kindergartens must be continued, and that as soon as is possible that State Aid be provided.

Let us hope that this will be the year!

If State Aid is provided the little child will never be in danger of losing the most valuable training of his educational career—that of starting his school life at the foundation—the Kindergarten.

Background Of The Week's News

Code Change

To get a license to teach in New York's schools, a candidate must meet a rigid set of requirements, contained in an "eligibility code." Last week, the Board of Education announced that one of its committees had revised the code, after working on it for five years. Important revisions:

1. Eligible lists for elementary school principals die after five years. At present, there's no time limit.
2. Fifty is established as the compulsory retirement age for teachers in playground, community service centers, and other recreational-athletic activities.
3. To teach in a given position, the teacher must hold a license for that subject or an appropriate higher license.
4. If a teacher accepts an assignment of lower status than the license he holds, it would mean that he automatically loses right to the higher position.
5. Those who twice decline appointments, are to be stricken from the eligible registers.

First, Second, Third

Quiet, dignified Joseph Jablonower, whose name on a one-man eligible list for examiner caused a furor that shook the Civil Service Commission, has again appeared on the revised list. This time the register contained three names, Jablonower third. His grade: 78.48. Above him: Harold Fields, acting assistant director of evening schools, with 81.43; and Samuel D. Moskowitz, principal of Junior High School 10, Queens, with 82.61.

What happens now? Two jobs are available with the Board of Examiners. One of them is held by Dr. Jablonower as a provisional. Will the Board retain him? Or will it select one of the men higher on the list? According to Civil Service law, the Board is entitled to select one out of three. But if Jablonower is chosen, the Board will be met with a wave of protest that it is biased in the incumbent's favor.

There is talk that another examiner plans to retire within six months. This, of course, would resolve the difficulty to everybody's satisfaction—in six months.

But the Board must make up its mind this week.

Pickett Trial

Before a trial committee consisting of President James Marshall and Vice-President Ellsworth B. Buck of the Board of Education, three persons last week began their defense against serious charges. The three are Charles J. Pickett, Principal of Samuel J. Gompers High School; Fred Siegel, administrative assistant; and Mrs. Florence C. Fisher, clerk.

The charges are that 19 unnecessary substitutes had been employed in Samuel Gompers.

The first few days of the defense indicate that it has been prepared with care, and is stronger than had been anticipated. Substitutes involved testified that they had really done work in the classes to which they were assigned, that those assignments were in subjects close to their own, that they were getting actual teaching experience.

Mrs. Fisher, the clerk who is accused in the charges of having made false entries, pointed out that she carried an enormous burden of work, that her husband protested against making their

home "an annex" of the high school, that it was physically impossible to perform her work, and therefore she kept falling behind.

At the week's end, the trial was still continuing.

Oath

Following the lead of various Federal and State agencies, the Board of Examiners last week disclosed that all applicants for teaching licenses must swear to an affidavit whose words are these:

"Are you willing to give sincere support in and out of the classroom to the doctrine that political or economic changes in this country are properly to be effected by orderly constitutional processes, expressing the will of the majority and not by violence?"

"Do you subscribe to the principle that a teacher should not use the classroom for the purpose of propaganda of ideas or policies that are inconsistent with the constitutional doctrine stated in the first question?"

"If your answer to question 1 or question 2 is in the negative, state here your position on the point or points in question."

Waiting

There has been much talk about the necessity of enlarged vocational education, in view of the requirement of the national defense program. School authorities express their willingness to go ahead. They are waiting for Washington to give the go-signal, to provide the cash. Washington is waiting because the federal authorities aren't quite sure of what's to be done, or how.

Brooklyn Move

During the week, teachers who attempted to communicate with the Board of Education had to make several telephone calls, take more than one subway ride, or wade their way through mountains of files, office supplies, books and papers.

The Board was on its last lap of removal to Brooklyn. And while the moving was taking place, the regular functions of the Board had to continue. With term's end approaching, those functions kept the staff furiously at work.

Behind the removal of the Board of Education to Brooklyn, this is the story: In Manhattan, the offices of the Board have been widely scattered. The Bureau of Attendance was on 68th Street; the Division of Recreation and Community Activities was located on West Houston Street. Headquarters were at 59th Street and Park Avenue. There had been a demand for consolidation of these disparate units under a single roof.

At the same time, the Borough of Brooklyn had been complaining that very little of the city administration is located there, even though Brooklyn is the city's most populous borough. So, when it appeared that all was in readiness for moving the Board, Brooklyn's clamor was satisfied.

Officials looked over the terrain, and expressed a liking for the old Elks Building on Livingston Street. That's how it happened.

Brooklyn teachers are satisfied to have headquarters in their borough. Teachers in Manhattan, Bronx, Queens are grumbling because "59th Street" is now so much harder to reach.

New Super

Last week, the Board of Education, in one of its most acrimonious sessions, selected a new Associate Superintendent of the New York City school system: Dr. Elias Lieberman, principal of Thomas Jefferson High School.

The Board had long been in disagreement concerning the right man for the post. Many in the school system had expected that the job would go, finally, to Dr. Abraham Lefkowitz, principal of Samuel J. Tilden High School. It was because of this expectation that fiery Johanna Lindlof precipitated an unusual exchange of words.

There were three nominations in all, and they came hesitantly. Mrs. Lindlof, apparently totally unprepared for any nominations other than that of Dr. Lefkowitz, arose in wrath to accuse her colleagues of unfair procedure. The colleagues continued calmly to elect Dr. Lieberman.

There is rumor in circles close to the Board of Education that one reason for the long delay in filling in the \$12,500 job is that the Board of Education is somewhat desirous of having under it a weak Board of Superintendents. Dr. Lefkowitz is known to be a strong, forceful personality who speaks his mind, stands strongly for his point of view, and has a brilliant knack at initiating and organizing.

If the rumor is true that the Board wanted a weak man for the job, then it has made a mistake in Dr. Lieberman. He is a man who knows how to fight.

Dr. Lieberman writes poetry. He is tall, dignified, grey-haired, handsome, wears jazz-bow ties, and makes speeches on patriotism to his students.

A Correction

Last week's issue of The LEADER carried a story concerning the case of David C. Liebler, an elementary school teacher who had appealed to the State Commission of Education a ruling of the New York City Board of Examiners. More recently, Mr. Liebler has been represented by Charles Barasch.

Due to no fault of its own, THE LEADER's story was not accurate in every respect, and THE LEADER feels in justice to those involved that its unintentional errors be now corrected.

When THE LEADER stated that Mr. Barasch had made certain statements in behalf of his client refuting the Board of Examiners, it did not then know that Mr. Barasch had entered the case only recently. The original papers had been filed by Mr. Liebler himself, who is an attorney-at-law as well as a teacher. Any possible reflections upon Mr. Barasch's action in relation to his client were therefore unintentional. THE LEADER learns that Mr. Barasch has represented and now represents many teachers and organizations, and his reputation is of the highest.

With regard to Mr. Liebler: the reporter who wrote the story was unaware that Mr. Liebler too is an attorney. Thus, when the writer questioned Mr. Liebler's knowledge of legal terminology, his statement was made because of this then ignorance. As an attorney, Mr. Liebler is of course thoroughly acquainted with the meaning of the words utilized in his plea, and of the terms used in the specifications appended to the charges.

In fairness to Mr. Barasch and to Mr. Liebler, THE LEADER is glad to take this opportunity of clarifying its previous story.

For News and Information

Of Vital Interest to You

Teachers Newsweekly

Every Week

Fire Hazard

The City Council has passed a bill making it a fire hazard to have rooms in buildings under the control of the Board of Education occupied by more than 35 pupils at one time.

Warning

"The primary motive" of the state aid investigating committee "is how to cut down the amount of money New York City gets in state aid for education," the Joint Committee of Teachers Organizations charges.

The findings of the committee investigating state aid will be greatly influenced by the choice of the person to serve as director of investigations, the Joint Committee believes. "A number of such persons have been employed by past investigating committees," the Joint Committee points out. "They all belong to, or are connected with, the teaching profession, and have definite views. For the committee to employ such an experienced director would give it the advantage of having some one experienced in conducting surveys and knowing school finance. A committee bent on cutting down state aid needs a director of the opposite sort. Yet he must understand the education law as it affects cities, especially if he is to recommend changes and write the text of amendments. Apparently he must also understand educational objectives and theories, and have access to the classroom. A lay committee which really intends to go into the matter must spend more time and energy than the members are usually able to give, and cover much ground that they may not be able to understand.

"To do a real piece of work in six months—the report must be in by February 1—with \$30,000, part of which must go for an investigation of subversive activities which re-

quires field workers—is a task, the doing of which rather strains the imagination. There is the possibility that the whole thing may turn out to be a ghastly fake. And legislative committee or no legislative committee, a weak, inadequate, partisan report means a fight not confined to New York

City. The results of the 1940 session in enacted educational legislation should point a warning. The Regents Inquiry had half a million dollars and two years to work in—and the Regents Inquiry Report has not yet stirred up a great deal of dust."

Organization News Briefs

Principals Club Election

Principal George W. Patterson, of P. S. 145, Brooklyn, heads the Principals Club for the coming year. Johanna M. Hopkins, of P. S. 148, Queens, is vice president; Sara L. Rhodes, of P. S. 160, Brooklyn, is secretary; August D. Lodato, of P. S. 167, Brooklyn, is treasurer; Joseph Schroff, of P. S. 34, Bronx, handles publicity.

A tea party in the fall will honor Associate Superintendent Lieberman and new members of the Board of Examiners.

Boat Ride

The annual boat ride of the Mandl School for Medical Office Assistants was held on Monday.

Cheston Honored

Dr. Henry C. Cheston, retiring first assistant at the High School of Commerce, was guest of honor Tuesday at a luncheon tendered by his colleagues. The affair took place at the Hotel Empire.

High School Teachers On National Defense

The High School Teachers Association supports the national defense program, wired president Frank J. Arnold to President Roosevelt.

United Parents Talk On Americanism

"Today—and the America of Tomorrow," was the topic of author William Margolis Friday afternoon in a radio talk sponsored over WNYC by the United Parents Association. He quoted Lyman Abbott's description of a true American:

"He who looks with pride upon this history which his fathers have written by their historic deeds, who accepts with gratitude the inheritance which they have bequeathed to him, and who highly resolves to preserve this inheritance, unimpaired and to pass it on to his descendants enlarged and enriched, is a true American, be his birthplace or his parentage what it may."

Teachers and Principals

Next year's joint luncheon of the High School Teachers Association and the High School Principals Association is already scheduled for March 8, 1941, at the Hotel Astor. General luncheon committee chairman Rachel Evans Anderson said that the early announcement was made to prevent conflicting events.

Flag Presentation

An American flag made by students at the Yorkville High School for Women's Service Trades will



LEARNING TO DO

There's more to elementary education in New York City schools than the three R's. Here's a child learning how to make things—important in the modern world.

hang outside the new Brooklyn building of the Board of Education. Presentation of the flag was made to president James Marshall by Christopher M. Ryan, president of the Vocational High School Teachers Association.

New Officers of General Science Association

New officers of the General Science Association are president, Alexander Joseph, of the Bronx High School of Science; vice-president, Morris Nelson Sachs, of the High School of Music and Art; secretary, Mrs. May V. V. Cordes, of the Brooklyn High School of Homemaking; treasurer, Joseph Heymant, of Franklin K. Lane H. S.; chairman of the executive committee, Dr. Charles Gramet, of Franklin K. Lane H. S.; members, Bernard Jaffe, of Bushwick H. S., Harvey Smith, of Walton H. S.,

and Harry M. Wright, of J. H. S. 40, Bronx.

Teachers Guild Election

New offices of the New York Teachers Guild, headed by Mrs. Rebecca C. Simonson, were announced several weeks ago. This week the members of the executive board were listed: Morris Gall, Stuyvesant H.S.; Marion D. Jewell, Washington Irving H.S.; Daniel G. Krane, P.S. 194, Manhattan; Herbert M. Newman, Brooklyn College; Pauline M. Papke, Tilden H.S.; Lloyd A. Rider, Abraham Lincoln H.S.; Elizabeth Sheridan, J.H.S. 82, Bronx; Albert Lee Smallheiser, Boys H.S.; Dorothea Tenrosen, P.S. 173, Brooklyn; Edward Wellen, Textile H.S.; Alice Colvin Wright, Abraham Lincoln H.S.; Jennie Sokoloff, J.H.S. 52, Bronx; Arthur A. Schneider, Thomas Jefferson H.S.

Profile



Frank Daniel Whalen

TAKE it away from the schools." That's what they used to say in Albany.

Dr. Frank D. Whalen has been working to change that attitude, and if you point to the advances made in the Joint Committee of Teachers Organizations in the past few years, you can see he's not been wasting his time.

Whalen is a deliberate Irishman who can laugh spontaneously. He never retraces words. What is more important, he talks frankly.

This is the man the Joint Committee chose as its chairman in 1938. He is principal of Junior High 37 in the Bronx, has been a principal in city schools for ten years.

Tough Spots

Whalen is aware of the tough spot schools are in today when they face the Albany legislators.

There are new and powerful pressure groups that never existed before—like health, social service, highways.

If the schools don't fight for their rights, they'll "come out in the little end of the horn," Whalen aptly puts it. "Even an interest so paramount as education needs public defenders."

In his official capacity, Whalen sees that the schools are defended. He has seen to it, for instance, that the high education standards are maintained for teachers, that salaries are protected from the Budget Director's knife and that teacher eligibles have been given greater opportunities for appointment to jobs.

Functional English

Before taking over his present duties, Whalen had more academic extra-curricular interests, such as making the study of Eng-

lish more functional than formal. There was a time, if you remember back that far, when grammar was a cut and dried subject that you learned one day and promptly forgot the next.

If you look further into the academic interests of Dr. Whalen you would find he was once a potential Dr. I.Q., because the "Dr." on his name was acquired at Fordham through the study of Educational Measurements—I.Q. to the layman. Dr. Whalen found out that intelligence tests which schools used to give students weren't what they were cracked up to be. For instance, they would ask a pupil: "Would you steal money from your mother's pocket-book?" When the pupil answered no, he was pronounced honest by the intelligence test.

"That didn't test his honesty," says Whalen. "It tested what he said he would do."

Dr. Whalen has devoted much time and thought to make intelligence tests more intelligent.

Not just a student and organization man, Dr. Whalen spends a good many hours in his dark room, developing and enlarging pictures. Also he tries to sandwich in a game of golf occasionally but doesn't advertise his score.

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Psychology Guild

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Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

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

SALARIES—WHO DECIDES THEM

F.B.—I regret that you misunderstand my article on "Who Fixes Your Salary" in a recent issue. The point is that the Civil Service Commission can fix the minimum and maximum salary level for any grade or position, and so long as the fiscal authorities do not fix any other grade levels, they are bound by the Commission's grading as are the department heads. Thus, while the budget may attempt to fix a salary above the maximum of the grade involved, the incumbent could not be paid any salary above his grade. Only after competitive examination could some one in that grade get the higher salary after actual promotion from an eligible list. Now, if the budget authorities lifted the maximum of the grade for all incumbents, then any person could be increased in salary up to the maximum of the grade.

APPRENTICES BEING RATED

A.V.F.—I believe the test papers in the exam for apprentice mechanical trades are being rated by the Federal commission, and the registers will be established just as soon as possible. The commission has put a large staff of extra examiners on the job to speed the lists. It is quite probable that candidates on the new register for apprentice mechanical trades may be assigned to repair shops of the aviation units of the Navy and War departments; I doubt whether they will be appointed directly by the private aircraft builders, but my guess is that the private companies will be glad to get many of them and may ask the Commission to use them privately. I am sure that if the private contractors desired to do this the Federal Commission would gladly cooperate.

SENIORITY RATINGS

T.E.R.—Seniority is given due weight in promotion examinations and is determined by a fixed scale established by the State Commission on a relative basis, substantially as follows, the spread being among 5 different candidates serving from two to ten years: 10 years service, 95.90; 8 years service, 93.84; 6 years service, 91.22; 4 years service, 87.45; 2 years service, 82.23.

APPOINTMENTS FROM PATROLMAN (P.D.) SPECIAL LIST

M.E.H.—There is no way of knowing whether or not any appointments will be made from the patrolman (P.D.) special list. I realize that many appointments from the other two lists of patrolman and special patrolman established at the same time have already been made, and that it is rather unfair to have held out false hopes to so many persons who aspired to the special police department positions, but the Commission cannot force the P.D. to make appointments from the special list until the P.D. wishes to fill vacancies requiring certification from the special list. The idea had potentialities all right, but apparently there is not too much enthusiasm about putting it into practical application.

WHEN RETIRE?

E.J.—Whether one who last year chose the regular 30 year service retirement plan should change it to retirement upon reaching age 55 is a matter of opinion. You are under 30 now and whether you retire at 55 or 58 is really not a serious problem, as I see it. Like all service retirement plans, you generally get only what you pay for. Similarly, the only thing you save

is the three years of service before retirement, but you have to pay the additional cost by a larger monthly contribution to the pension fund. Many employees believe it a distinct advantage to be able to retire at age 55 if they should choose to do so, even if they should choose later to continue in the service beyond that age. They wish to have the assurance that they can voluntarily retire any time after they reach 55 should anything occur thereafter to warrant their getting out of the service. Of course, the larger the contribution to the pension fund by the employee the larger the contribution by the City to match it.

FEDERAL LISTS

W.E.—If you received a letter from the U. S. Civil Service Commission informing you that your name has been certified to a department, it would indicate that your name was reached on the eligible register for possible appointment. Often more names are certified than the actual number necessary to fill the vacancies, because some eligibles may decline for one reason or another, some may not be available under the quota rule (where departmental service appointments at Washington are involved), and the Commission wants to be sure that the department seeking eligible appointees is able to make a selection from among the three highest eligibles available and willing to accept appointment. You must not mistake a request for information as to your availability or willingness to accept appointment when offered, with an actual offer of appointment. There is a vast difference between the two. There may be many offers and only one ap-

pointment actually.

(2) Sometimes certification of a register may be under consideration by a department for as much as thirty days in the Federal service. Another department may request certification from the same register at about the same time. In that case it is possible that your name may be certified to the first department and not to the second one, and it is also possible that someone among those certified on the second list might be appointed even though he were lower than you on the register, while you may not have been appointed from the first list certified. The Federal Commission, however, endeavors to avoid any such duplications. Through cooperation among the departmental personnel representatives such overlapping of certifications and possible loss of opportunity for consideration by another department is sought to be avoided.

(3) If more than one vacancy is to be filled, the Commission certifies two names over the number of vacancies to be filled (leaving out of consideration, of course, the quota rule). The department head may then choose from among any of those so certified.

(4) Appointing officials having the prerogative of selecting any one among three certified eligibles need not give any reason for passing over any eligible. The Commission will not know any more about it than you, and for that reason cannot give you the information concerning the reasons for selection of any eligible.

(5) Unlike the New York State and Municipal Commissions practices, the U. S. Commission may hold additional ex-

aminations from time to time, particularly for the benefit of disabled veterans (as provided by the civil service rules) and consolidate the list resulting from a later examination with the former. This may help explain why your name is now so much lower on the register than a year ago.

EARLE-BALDWIN BILL

J.C.—It is my understanding that the new Earle-Baldwin bill amending the McCarthy increment law will not affect increments already payable, and will apply only to annual salary increments falling due after the adoption of the new law by the Mayor on May 21, 1940.

PRESENT HOSPITAL ATTENDANTS

J.O.T.—Hospital attendants now serving in the Mental Hygiene Department will not be required to take either a competitive or non-competitive position for the purpose of continuing in their positions after January 1, 1941. They will automatically continue with competitive classification. Only new appointees will have to be taken from eligible lists after January 1, 1941.

TEMPORARY APPOINTMENTS WITHOUT EXAMS

H.E.—Where there is no eligible register in existence from which to make certifications for appointment, the Federal Commission permits the departments or agencies to appoint as temporary employees persons who have filed applications for the examination, particularly so for the field service. Generally they are selected for temporary assignments in order of filing applications. There is no discrimination against New Yorkers in the selections for temporary or permanent appointment.

STATE CIVIL SERVICE BRIEFS AND LISTS

Future State Tests

The State law says that titles on open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

- July 2 Erie—County Clerk's Office—Deputy County Clerk (Legal Deputy).
- July 2—Erie County Highway Department—Junior Engineering Aide (\$1,400).
- July 3—Transit Commission—Senior Engineering Aide.
- July 3—Labor—Compensation Examining Physician.

Promotions

Candidates who applied originally for the Assistant Civil Engineer (General), Division of Engineering, Department of Public Works, need not file another application for the revised announcement. Deadline is now July 5. . . . File by July 8 for the following tests: Principal Editorial Clerk, Department of Social Welfare; Estate Tax Investigator, Brooklyn Transfer and Estate Tax Bureau, Department of Taxation and Finance; Associate Education Supervisor (School Health Education), Division of Health and Physical Education, Department of Education; Insurance Solicitor, Upstate Offices, State Insurance Fund; Executive Assistant, State Liquor Authority; Assistant Stenographer, New York District, Department of Parole, Executive Department; Assistant Account Clerk, Department of Civil Service.

With the Commissions

Schenectady's commissioners don't like to work too late during the Summer months. In July and August, they'll meet Mondays from 4 to 6 p.m., instead of the regular 7-9 p.m. hours. . . . Binghamton newspapermen are still barred from meetings of the local commission. However, henceforth they'll be allowed to read the official minutes. . . . Mount Vernon's Commission, according to a heated letter from chairman Charles B. Cosse, has only \$20 of its \$750 funds for office expenses. The letter was addressed to Mayor Hussey, accused the Board of Aldermen of being "very inexpedient" when it whittled the \$1,000 originally called for. . . . Recent reappointment: Michael J. Maloney, Commissioner in Troy.

Reappointed

Members of the Fite Commission, to study the extension of Civil Service throughout the State, have been reappointed by Governor Lehman. . . . John H. Griffin has been reappointed postmaster of Delhi. . . . State Civil Service Commissioner Howard P. Jones addressed the State Bar Association's mid-summer meeting Friday at Saranac Inn. . . . Commissioner Howard G. E. Smith is now a member of the board of governors of the Georgetown University Alumni Association, his alma mater back in '08.

GOP Appeal

ASCSE president Charles A. Brind Jr. urged that the Republican platform declare for the greatest use of the merit system. His words were submitted in a wire to the Philadelphia convention. . . . The State Executive Committee of the American Legion seeks the discharge of all Civil Service employees and teachers who are Communists or members of the German-American Bund. . . . Tests for positions in the Binghamton Welfare Department, set for yesterday, have been cancelled until the fall. . . . Yonkers holds three exams today: Record Clerk, Finance Department; Office Assistant, Bureau of Water Extension; Dental Assistant, Health Department.

Addenda

With the addition of only five employees, the State Commission has been able to collect \$51,285 in fees since the fee system was established last summer. . . . Selection of Guy R. Fleming as Head Keeper at the Wende County Penitentiary, has been protested by the Erie County Competitive Civil Service Association. . . . Former movie operator William E. Benton is new president of the Saratoga Springs Commission. . . . Position of Director of the Joint Veterans Relief Bureau, and his secretary, in Yonkers have been placed in the exempt class. . . . Niagara County's Board of Supervisors recommended that the revision of county salaries goes into effect next January 1. . . .

New State Lists

ASSISTANT CLERK
Bureau of Administration, Department of Public Works, Promotion No. 1036. (\$1,200-\$1,700). Exam held March 2, 1940; list established May 24, 1940.

1. William A. Greenauer, 90.17 (Nassau); 2. Victor O. Schenck, 88.38 (Eire); 3. Alice Atcheson, 88.10 (Onondaga); 4. William Slawsky, 87.71 (Albany); 5. John F. Connors, 86.19 (Rensselaer); 6. Florence Fox, 85.59 (Onondaga); 7. Charles Winiker, 85.48 (Albany); 8. Harold J. Audas, 83.34 (Erie); 9. Ethel S. Chapman, 83.93 (Onondaga); 10. Bernice M. Richmeyer, 83.61 (Erie); 11. Anna G. Ferguson, 82.50 (Otsego); 12. Jane M. Kick, 82.18 (Monroe); 13. Alice M. Pelland, 82.07 (Onondaga); 14. Freda Kliman, 81.58 (Onondaga).

Passed—14; Failed—0; Absent—1; Rejected—4; Total—19; Prov—0.

JUNIOR VALUATION ENGINEER
Department of Public Service, Promotion No. 1011. (\$2,400-\$3,000). Exam held February 17, 1940; list established June 3, 1940.

1. Joseph M. Harrer, 86.68 (Suffolk); 2. Harold M. Lonnstrom, 86.52 (Kings); 3. Earl W. Powell, 86.48 (Schenectady); 4. Sidney A. Friedman, 85.92 (Albany); 5. Henry E. Davis, 85.33 (Oneida); 6. Leon Amsel, 84.98 (Albany); 7. Paul J. Baron, 84.57 (Onondaga); 8. William J. Waffner, 84.37 (Rensselaer); 9. Walter E. Coyne, 84.09 (Kings); 10. John G. Wetzel, 83.41 (Kings); 11. Ralph L. Altwater (prov) 83.21 (Schenectady); 12. George E.

13. Elton F. Davis, 82.45 (Schenectady); 14. George J. Gropp, 82.15 (Richmond); 15. James W. Hogan Jr., 81.91 (Chenango); 16. Joseph Basci, 81.91 (Kings); 17. Thomas V. Brennan Jr., 81.57 (Albany); 18. Louis J. Pack, 81.42 (Queens); 19. Maurice W. Groves, 81.30 (Ulster); 20. John F. Irish Jr., 80.08 (Onondaga); 21. Ernest A. Eisemann, 77.79 (Nassau).
- Passed—21; Failed—2; Absent—0; Rejected—0; Total—23; Prov—1.

JUNIOR CIVIL SERVICE RESEARCH ENGINEER

Department of Civil Service. Open competitive No. 76. (\$1,800-\$2,300) Exam held July 15, 1939; list established June 3, 1940.

1. Theodore Becker, 85.36 (Bronx); 2. James F. Wright, (prov) 84.12 (Cayuga); 3. Kenneth N. Clark (prov) 84.04 (Albany); 4. Carroll S. Hinman, 82.08 (Albany); 5. Harry Q. Rosenfeld, 81.76 (Bronx); 6. Robert W. Cox, 81.72 (Onondaga); 7. Ogden W. Fields, 81.64 (Onondaga); 8. Nathan D. Grundstein, 81.44 (Onondaga); 9. High D. Ingersoll, 81.32 (Onondaga); 10. Donald L. Foley, 80.20 (Madison); 11. John A. Sullivan Jr., 78.96 (Onondaga); 12. William E. McCarthy, 77.84 (Queens); 13. Gilbert R. Barnhart, 77.68 (Onondaga); 14. John Daniels Jr., 76.80 (Albany); 15. Berwyn L. Miller, 76.80 (New York); 16. Gerald S. Bushnell, 75.76 (Otsego); 17. John W. Van Lask, 75.60 (Schenectady).

Passed—17; Failed—18; Absent—11; Rejected—214; Total—260; Prov—4.

MORTON YARMON

Details on State Exams

(Continued from Page 8)

the care of the mouths and teeth of inmates of a State institution and related work.

Requirements: Must be licensed to practice dentistry in New York State, in addition to a, b, or c. a) one year of dental experience in a general hospital and 6 months in an institution solely for psychotics, mental defectives or epileptics; b) one year of experience subsequent to graduation from dental school, as dental interne in a State Mental Hygiene hospital; c) a satisfactory equivalent combination of a) and b).

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

Senior Diagnostic Pathologist

Division of Tuberculosis, Dept. of Health. Usual range \$4,000-\$5,000, with deduction for maintenance. Fee \$3. Appointment may be made at less than minimum. File by July 9.

Duties: To have charge of a clinical laboratory in a State tuberculosis hospital, including routine and investigative work, and do related work.

Requirements: Candidates must be medical school graduates and have a State license or be eligible for one. Must also comply with a or b. a) 4 years additional medical experience, of which 2 years was in clinical medicine, including the diagnosis and treatment of tuberculosis; and 2 years of training and/or experience in clinical and research laboratory work and pathology. b) an equivalent combination of training and experience.

Weights: Written, 4; training and experience, 6.

Director of Women in Industry and Minimum Wage

Division of Women in Industry and Minimum Wage, Dept. of Labor. Usual range \$5,200-\$8,450. Fee \$5. File by July 9.

Duties: To plan and supervise the work of the Research, Enforcement and Homework bureaus.

Requirements: Candidates must comply with a, b or c. a) 7 years of experience in research or administration involving study of labor legislation relating to working conditions, wages and hours of employed women and minors, including 4 years in a supervisory capacity. Also must have a bachelor's degree in economics or political science. b) 6 years of experience outlined under a), including 4 years of supervisory experience; and post-graduate work in an appropriate field to a Ph.D. degree. c) an equivalent combination of the above experience and education.

Assistant Director of Women in Industry and Minimum Wage

Division of Women in Industry and Minimum Wage, Dept. of Labor. Usual range \$4,000-\$5,000. Fee-\$3. File by July 9.

Duties: To assist in planning, directing and supervising the work and staff of the Research, Enforcement and Homework bureaus.

Requirements: Candidates must comply with a, b or c. a) 6 years experience of a nature outlined in exam for Director (see above), including 3 years in a supervisory capacity, plus a bachelor's degree in economics or political science. b) 5 years experience, including 3 years in a supervisory capacity, plus post-graduate work in an appropriate field to a Ph.D. degree. c) an equivalent combination of the above experience and education.

Assistant District Health Officer

Department of Health. (Usual salary range, \$4,000-\$5,000; appointment expected at the minimum, but may be made at less.) Fee, \$3. File by July 9.

Duties: To assist a District Health Officer or carry on specific phases of public health work

in the State and do related work.

Requirements: Candidates must be medical school graduates, have a State license to practice medicine or be eligible for license. Also must either a) have 4 years experience in a public health position in the past 6 years or b) 6 months experience as epidemiologist-in-training or in another public health position and have completed a post-graduate course in public health.

Weights: Written, 5; training and experience, 5.

Senior Education Supervisor

(School Health Education) Division of Health and Physical Education, Dept. of Education. Usual range \$3,120-\$3,870. Fee \$3. File by July 9.

Duties: To supervise the health teaching program conducted by the State in the public schools and teaching institutions, develop in-service training programs, prepare courses of study for State and local use, and do related work.

Requirements: Candidates must be eligible to teach in State public schools and comply with a or b. a) 5 years teaching and supervisory experience, including 3 years in health teaching in public schools or in teacher training institutions, two years of which must have been in the supervision of a health teaching program; and a bachelor's degree and master's degree in education with 30 undergraduate and/or graduate credit hours in professional education courses. b) a satisfactory equivalent combination of the foregoing experience and education.

Factory Inspector

Bureau of Factory Inspection, and Bureau of Mercantile Inspection, Department of Labor. (Usual salary range, \$1,680-\$3,000; appointment expected at \$1,680, with automatic increases to a maximum of \$3,000.) Fee, \$1. Preferred age: under 35. File by July 9.

Duties: To inspect factories and mercantile establishments with respect to compliance with provisions of State Labor Law and Industrial Code Rules, and do related work.

Requirements: Candidates must comply with a or b. a) 5 years of experience in factory or mercantile establishments, 3 years of which must have been either as a skilled craftsman, a foreman in a manufacturing plant, or a full-time safety inspector in a manufacturing plant or its equivalent in part-time safety work, and graduation from high school; b) a satisfactory equivalent combination of experience and education. Technical education and engineering courses will receive credit in lieu of experience.

Weights: Written, 5; training, experience, general qualifications, 5.

Foreman, Gypsy Moth Control

Bureau of Forest Pest Control, Dept. of Conservation. Usual range \$5.04-\$7.20 per day. Fee \$2. Age limit, 45. File by July 9.

Duties: Carry out and direct gypsy moth control in an assigned area and do related work.

Requirements: Two years of experience in gypsy moth scouting and control work, including 6 months as a supervisor of a crew of men engaged in gypsy moth control work.

Chief Grade Separation Engineer

Department of Public Service; \$6,700 to \$8,200. Fee, \$5. File by July 9.

Duties: To have charge of the grade separation work of the Department of Public Service, reporting directly to the Chief Engineer of the Department.

Requirements: Candidates must be licensed professional engineers in the State. Must have 11 years professional experience on railroad work highway construction and bridge erection or maintenance, including 4 years of administrative responsibility. Technical

State Promotions

For details of promotion exams in the State service, turn back to "State Civil Service Briefs and Lists" on page 12.

education will receive credit in lieu of experience. A bachelor's civil engineering degree will count as 2 years of the required general experience.

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

Game Research Investigator (Food Habits)

Conservation Department. (Usual salary range, \$2,600-\$3,225; appointment expected at minimum, but may be made at less.) Fee, \$2. Applicants must be prepared to furnish and operate personal car (compensation at 4½ cents a mile.) This exam is open to residents and non-residents of New York State. File by July 9.

Duties: To supervise a game food habit research program and do related work.

Requirements: Candidates must comply with a, b or c. a) 7 years experience in wildlife conservation, including 2 years in game food habit laboratory and field research; and high school graduation, supplemented by courses of college level in three of the following subjects: forestry, game management, vertebrate zoology, general biology, systematic botany, ornithology or mammalogy. b) 3 years experience, including 2 of a professional level; and a bachelor's degree in science, including 4 of the subjects under a). c) an equivalent combination of foregoing experience and education.

Weights: Written, 5; training and experience, 5.

Game Research Investigator

Conservation Department. (Usual salary range, \$2,600-\$3,225; appointment expected at minimum, but may be made at less.) Fee, \$2. Applicants must be prepared to furnish and operate personal car (compensation at 4½ cents a mile.) File by July 9.

Duties: To supervise a game management program, make research investigations in regard to the life history or management of game birds and animals and do related work.

Requirements: Candidates must comply with a, b or c. a) 7 years experience in wildlife conservation, including 2 years of natural game research or management; high school graduation, supplemented by courses of college level in 3 of the following subjects: forestry, game management, vertebrate zoology, general biology, systematic botany, mammalogy or ornithology. b) 3 years experience in wildlife conservation, including 2 years in natural game research or management; a bachelor's degree in science, including courses in four of the subjects listed in a). c) an equivalent combination of foregoing experience and education. Teaching experience may be substituted for general experience.

Weights: Written 5; training and experience, 5.

Assistant Game Research Investigator

Conservation Department. (Usual salary range, \$2,100-\$2,600; appointment expected at minimum, but may be made at less.) Fee, \$2. Applicants must be prepared to furnish and operate personal car (compensation at 4½ cents a mile.)

Duties: To assist the Game Research Investigator in carrying out game management and research investigation studies and do related work.

Requirements: Same as for Game Research Investigator (see above), except that 5 years experience is required under a), and no supervisory experience

is necessary. Under b), one year of experience is necessary. **Weights:** Written, 6; training and experience, 4.

Senior Laboratory Technician (Analytical Chemistry)

Division of Bedding, Department of Labor. (Usual salary range, \$1,650-\$2,150; appointment expected at minimum, but may be made at less.) Fee, \$1. File by July 9.

Duties: Do specialized technical work of advanced or complex character in a laboratory or to perform simpler work, temporarily, with a view to advancement.

Requirements: Must comply with a, b or c. a) one year experience in analytical chemistry and a bachelor's degree with specialization in science and 20 hours of chemistry; b) 4 years experience in analytical chemistry in a chemical laboratory or in a production laboratory in the bedding and upholstery industries, and 30 hours of university training in science, including 20 hours in chemistry; c) a satisfactory equivalent combination of a and b.

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

Assistant Laboratory Worker

Division of Laboratories and Research, Department of Health. (Usual salary range, \$1,150-\$1,650). Fee \$1. File by July 9.

Duties: To do routine work in a scientific laboratory or to assist in the supervision and instruction of helpers; to perform related and more advanced work.

Requirements: Must comply with a or b. a) 2 years practical experience in routine laboratory work in connection with the production of media, and/or sera and/or the injection and bleeding of laboratory animals, in a public health laboratory or in a commercial laboratory engaged in the wholesale manufacture of biologicals, including some supervision over subordinate employees; and graduation from high school with science courses; b) a satisfactory equivalent combination of this experience and education.

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

Medical Director

Division of Savings Bank Life Insurance, Department of In-

urance. (Usual salary range, \$5,200-\$6,450. Appointment expected at \$2,510 for part-time service.) Fee, \$5. File by July 9.

Duties: To be responsible for the medical and physical exams of applicants for savings bank life insurance.

Requirements: Candidates must be medical school graduates and be licensed to practice in New York or meet requirements for license. Must have served as an interne one year. Must also comply with a or b. a) 3 years practice as a physician, including 1 year as medical examiner supervising medical underwriting of risks for a life insurance organization. b) an equivalent of the foregoing and/or additional medical education.

Weights: Written, 4; training and experience, 6.

Senior Medical Social Worker

Bureau of Services for the Blind, Department of Social Welfare. (Usual salary range, \$2,760-\$3,360. Appointment expected at minimum, but may be made at less.) Fee, \$2. This exam is open to residents and non-residents of New York State, but preference in certification will be given to legal residents. File by July 9.

Duties: To carry on field work in the interest of the prevention of blindness.

Requirements: Candidates must have the equivalent of a college level lecture course giving a minimum of 30 lecture periods in eye conditions, including anatomy and physiology of the eye. Must also comply with a, b, c, or d. a) 5 years experience in social case work, including 2 years of medical social case work; and a bachelor's degree. b) 3 years experience in social case work, including 2 years of medical social case work; and graduation from a 2-year course in a school of social work. c) 6 years of supervised public health nursing or medical social case work, including 2 years with a social agency; and graduation from a school of nursing. d) an equivalent combination of the foregoing experience and education.

Weights: Written, 4; training and experience, 6.

Physiotherapy Technician

Department of Mental Hygiene. (Salary varies; one appointment expected at Pilgrim State Hospital at \$1,200 and (Continued on Page 14)

Pension System Begins

New York's far-reaching pension amendment, protecting Civil Service employees from pension reductions, became law Monday. The amendment provides for a "contractual relationship," which stabilizes the rate of interest to be paid after a pension system goes into effect.

This means that once a system is established, it cannot be changed by any official or law-making body.


The amendment is short and is not definitive. Therefore,

much litigation is expected before its full significance can be determined. It reads as follows:

"Article V, Section 7. After July 1, 1940, membership in any pension or retirement system of the State or of a civil division thereof shall be a contractual relationship, the benefits of which shall not be diminished or impaired."

The New York City Employees Retirement System, the new Police and Fire Pension systems, and the Teachers retirement plan all come under the amendment.

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State Tests

(Continued from Page 13) maintenance.) Fee, \$1. File by July 9.

Duties: To give physiotherapeutic treatments to patients such as hydrotherapy, actinotherapy, electrotherapy, mechanotherapy, thermotherapy and massage; and do related work.

Requirements: Must comply with a or b. a) completion of a physiotherapy training course at an approved school, and one year experience, including the forms of treatment indicated in the duties; b) a satisfactory equivalent combination of training and experience.

Weights: written, 5; experience, training, general qualifications, 5.

Assistant Principal

School of Nursing, Department of Mental Hygiene, (Several appointments expected at \$1,500 and maintenance.) Fee, \$2. File by July 9.

Duties: to assist in the instruction and supervision of nurses and attendants and do related work.

Requirements: Must be high school graduate or have acceptable equivalent, and be an accredited school of nursing graduate. Have license for registered professional nurse in State. Must comply with a, b or c. a) 3 years experience, including 6 months in a psychiatric division of a general hospital and one year as instructor in a nursing school, plus 30 college credit hours, including courses in teaching methods; b) 2 years experience in a psychiatric hospital or institution for mental defectives or in the psychiatric division of a general hospital, including one year as nurse instructor in a nursing school; and a bachelor's degree, including courses in teaching methods.

Weights: written, 4; training, experience, general qualifications, 6.

Senior Public Welfare Physician

Department of Social Welfare. (Usual salary range, \$4,000-\$5,000; appointment expected at minimum, but may be made at less.) Fee, \$3. File by July 9.

Duties: To assist with the medical policies of the bureau of the Dept. of Social Welfare and do related work.

Requirements: Candidates must have a medical license for New York. Must also comply with a, b or c. a) 5 years medical experience, including 1 year in public health or public medical administration. b) 3 years medical experience, including 1 year in public health or medical administration, plus a post graduate course in public health. c) an equivalent combination of the foregoing experience and education.

Weights: Written, 4; training and experience, 6.

Senior Sanitary Chemist

Division of Laboratories and Research, Department of Health. (Usual salary range, \$3,120-\$3,870; appointment expected at minimum, but may be made at less.) Fee, \$3. File by July 9.

Duties: Under direction, to supervise the work of a group engaged in routine sanitary chemical examinations; to carry on laboratory and field investigations.

Requirements: Five years of professional laboratory experience in sanitary chemistry, two years of it in charge of important field investigations in stream pollution studies and the operation of water, sewage, and industrial waste treatment plants, and graduation from a college or university, plus one year of graduate work.

Weights: Written, 4; training and experience, 6.

Assistant Steam and Electrical Operating Engineer

(Power Plant Shift Engineer) State and County Hospitals, Departments, and Institutions. (Salary varies; appointment expected from \$900-\$1,500 and maintenance.) Fee, \$1. File by July 9.

Duties: To have charge of the operation of a steam and electrical power plant or of a large

high pressure steam heating plant.

Requirements: Three years experience as fireman, oiler, steam engineer, machinist, steam fitter, electrician, or operator of electrical machinery; one year of this must have been in the operation of steam and electrical machinery. Technical education will receive credit in lieu of experience. A degree in mechanical engineering will count for 2 years of experience.

Weights: Written, 5; experience and fitness, 5.

Head Tuberculosis Hospital Nurse (Type A)

General service, Division of Tuberculosis, Dept. of Health. Salary \$1,300 plus maintenance. Fee, \$2. Open to non-residents.

Duties: Under supervision, to have charge of the professional nursing service of a ward or floor of patients, the out-patient department, the children's building or any other service in a State hospital.

Requirements: High school diploma, and graduation from a school of nursing. Candidates must be licensed to practice as a registered nurse and have four credit hours of college work in ward teaching, ward supervision, etc.

Weights: 4; experience and training, 6.

Tuberculosis Occupational Therapist

Department of Health. (Usual salary range, \$1,650-\$2,150 with suitable deductions for maintenance. Appointments expected at Mt. Morris Tuberculosis Hospital at \$1,150 and maintenance.) Fee, \$1. File by July 9.

Duties: To teach manual arts according to the principles of occupational therapy to patients in State Tuberculosis hospitals.

Requirements: High school graduation, plus one year of experience in occupational therapy, plus graduation from a school of occupational therapy.

Weights: Written, 5; training and experience, 5.

Senior Underwriter (Life)

Division of Savings Bank Life Insurance, Insurance Department. (Usual salary range, \$2,800-\$3,550; appointment expected at minimum, but may be made at less.) Fee, \$2. File by July 9.

Duties: To do difficult and responsible life insurance underwriting work, supervise assistants, judge the proper amounts of life insurance to be placed on the wage earner and dependent members of the family; perform related work.

Requirements: Eight years of experience in the home office of a life insurance company, one of which must have been in underwriting; or 4 years of experience in the home office of an insurance company and graduation from college.

Weights: Written, 4; training and experience, 6.

Chief, Bureau of Enforcement of Women and Child Labor Laws

Division of Women in Industry and Minimum Wage, Dept. of Labor. Usual range \$3,500-\$4,375. Fee \$3. File by July 9.

Duties: To plan and direct the enforcement of wage orders issued under the minimum wage law and of related legislation governing the employment of women and minors.

Requirements: Candidates must comply with a, b or c. a) 5 years experience relating to problems of employed women and minors in regard to working conditions, wages and hours, including 2 years in a supervisory capacity. Must also have a bachelor's degree in economics or political science. b) 4 years experience, plus post graduate work in an appropriate field equivalent to a Ph.D. degree. c) a satisfactory equivalent of the experience and education under a) and b).

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

FEDERAL TESTS

Radio Mechanic

Salary: \$1,800. Place of employment: Brooklyn Navy Yard. File by June 26. Age limit: 48.

Duties: To repair, rebuild and calibrate all types of high, low, and intermediate frequency radio receiving and transmitting sets used by the U. S. Army, both mobile and fixed installations such as, radio receiving and transmitting equipment in the U. S. Army transports, airplanes, trucks, tanks, mobile field radio stations, radio pack equipment transported on the backs of mules and larger radio installations at fixed stations, together with the radio accessory equipment used with such stations, also radio direction finders, radio compasses, air beacon equipment, small power units and accessory equipment. To operate lathes, drill presses, hand tools, soldering irons, etc., and to fabricate and modify small metal parts when necessary to repair radio sets.

Requirements: Three years of experience in electrical work, including at least one year of laboratory and bench work in the construction and assembly or radio communication equipment of modern type; the completion of a radio training course in the active military or naval service of the U. S. will be accepted for one year of the general electrical experience prescribed.

Weights: Applicants will be rated on the quantity and quality of their experience on a scale of 100. No written test will be given.

Junior Farmer

Salary: \$2,000. File by July 22. Optional branches: 1) dairying; 2) truck gardening. Age limits: 25 to 45. Bureau of Prisons, Department of Justice.

Duties

Junior Farmer (Dairying): under direct supervision of the farm manager, to be responsible for the operation and maintenance of the dairy herd; to assist in the organization of this unit to meet the needs of the institution and to provide practical training in this work for inmates.

Junior Farmer (truck gardening): Under direct supervision of the farm manager, to be responsible for all the activities connected with the growing of truck crops to meet the requirements of the institution; to assist in the organization of this unit so that it will become a practical training project for inmates.

Requirements

Applicants must have had certain experience in the management of a large dairy herd or large truck farm. Certain appropriate education may be substituted for part of the experience.

Weights

General test, 50; practical questions, 50.

Graduate Nurse

Optional Branches: 1) General staff duty; 2) psychiatry. File by July 22. For appointment in Panama Canal service only. Entrance salary: \$168.75 a month, less \$40 a month for maintenance.

Duties

To perform general nursing duty in the wards of hospitals.

Requirements

Applicants must have completed certain high-school education (unless they pass a general qualifying written test), and must have completed certain nursing training. The physical requirements are rigid.

Weights

Competitors will be rated on the subject of practical questions on a scale of 100.

Assistant Translator (French, German, Italian, Spanish) (\$2,000)

United States Maritime Commission. File by July 9. Age limit: 18-53.

Duties

To make close idiomatic or literal translations of technical matter from French, German,

Italian and Spanish materials covering a variety of subjects; to abstract and record data or information in these languages requiring a general knowledge of the subject matter involved and a special knowledge of its terminology.

Weights

Each of the four languages has a weight of 25.

Assistant Museum Aide (Assistant Docent), \$1,800

Junior Museum Aide, \$1,620

National Gallery of Art, Smithsonian Institution. File by July 8. Age limit: 53.

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

Assistant Curator (Registrar), \$2,600

Senior Museum Aide (Research Assistant), \$2,300

Senior Museum Aide (Principal Docent), \$2,300

National Gallery of Art, Smithsonian Institution. File by July 8. Age limit: 53.

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

Junior Airway Traffic Controller

Salary: \$2,000. Civil Aeronautics Authority. File by July 9. Age limit: 53.

Duties

To stand regular watches, maintain contact by telephone, interphone and teletype with air carrier, military and other aircraft dispatchers, with airport radio stations and with Civil Aeronautics Authority communications stations, for the purpose of receiving from ground stations information concerning the movement of air traffic within the control area of the airway traffic control center (the control area of each airway traffic control center averages approximately 1,100 miles of civil airways), noting and posting such information in accordance with prescribed procedures; to furnish to the aircraft operator or radio station concerned, instructions, advice, and information as directed as to the conditions under which the flight of an aircraft may be commenced or continued in safety.

Requirements

Applicants must have had,

within the last three years, either: 1) one year of experience as certificated aircraft dispatcher for a scheduled air carrier; or 2) two years of experience as a station manager for a commercial air line, at an airport at which such airline schedules more than two flights daily (experience which has been principally that of a station agent, or traffic agent, selling transportation for aircraft travel will not be accepted as meeting this requirement); or 3) two years of experience in the operations office of a scheduled air carrier in a position requiring duties of a general-operations nature, with a substantial degree of responsibility for aircraft operations; or 4) two years of experience as certificated or military or naval airport traffic-control tower operator (no certificate required prior to July 1, 1938); or 5) two years of experience as a commissioned or noncommissioned officer directly associated with military or naval aircraft operations, with a substantial degree of responsibility for the preparation for, control and supervision of, military or naval aircraft flights; or 6) the applicant must be a certificated pilot (or pilot in the aeronautical branches of the U. S. Government), holding or having held within the last 2 years, an instrument rating (for military or naval pilots, pilot must be rated by his immediate superior as properly qualified for instrument flying); or 7) the applicant must be a certificated pilot (or pilot in the aeronauti-

(Continued on Page 15)

Changed Names

The Board of Transportation has announced that from now on the combined Transit systems will be called the New York City Transit System. In the future all former Independent lines will be styled as the IND Division, the former BMT lines as the BMT Division and former Interborough lines will be placed in the IRT Division. The initials of the former lines are being carried over to avoid confusion.

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

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Civil Service Handbook79
Hospital Attendant Home Study Guide....	.25
Hospital Attendant	\$1.00
Factory Inspector	\$1.00
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Stenographer Typist	\$1.50
Postal Service	25c, \$1.00 and \$1.50
Sanitation Man Physical50
Fire Dep't Manual of Instruction.....	\$1.85
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Police Manual	\$1.00
Guide to the Municipal Govt.	\$1.25
Fire Prevention Code	\$1.50
Penal Law & Code of Criminal Procedure	\$2.50
Police Chapters from Administrative Code	\$1.50
Building Code	\$1.50
Sanitary Code.....	.50
Maintainer's Helper, Group A,B,C,D, 25c &	\$1.00
Engineering Review, Structural Steel, and Reinforced Concrete	\$2.50
Study Text for Firemen	\$1.50
Study Text for Patrolmen	\$1.50
Student Nurse	\$1.00
Your Federal Civil Service	\$2.50

(By Mail—10c extra)

Requirements for U. S. Tests

(Continued from Page 14)
 cal branches of the U. S. Government), with a record of not less than 500 flying hours in the last 5 years, of which not less than 250 hours were in cross-country flying, with not less than 25 hours of cross-country flying accomplished in each of the last 2 years.

Weights

Tests based on duties of position, 30; experience and fitness, 70.

Junior Astronomer (\$2,000)

Naval Observatory, Navy Dept., Washington, D. C. File by July 8. Age limit: 40.

Duties

To assist in making observations, in making computations, and in preparing publications.

Requirements

Applicants must have a bachelor's degree with at least 12 semester-hour credits in astronomy.

Weights

General test, 30; professional questions, 70.

Marine Engineer (\$3,800)

Associate Marine Engineer (\$3,200)

Assistant Marine Engineer (\$2,600)

Optional Branches: Power-plant lay-out and piping, Turbines, Boilers, Diesel engines, Deck machinery, General.

U. S. Maritime Commission and Navy Dept. Applications will be received until June 30, but filing may close before that date if sufficient eligibles are obtained. If so, due notice will be given. Age limit, 70 for Marine Engineer, 60 for other two.

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

Foundry Chipper

Salary: \$5.76; \$6.240; \$6.720 per day. File by July 8. Place of employment: Brooklyn Navy Yard

Duties

To prepare and finish castings by removing the fins, gates, and risers that remain on castings after they are received from the mould.

Requirements

Three months experience as Foundry Chipper.

Weights

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

Patternmaker

Salary: \$9.22 per day. File by July 8. Place of employment: Brooklyn Navy Yard.

Duties

To construct patterns from drawings, sketches, and broken parts of castings, so as to mould properly and economically, and to allow for shrinkage and finishing to suit the metal used. To make templates and various work either repair or new constructions, and rewood shaft tubes with lignum vitae. To operate all wood working machines used in a pattern shop such as band saw, circular saw, jointer, lathe, thickness-planer, core-box machine, and sand papering machine.

Requirements

Completion of a four-year apprenticeship as Patternmaker, or four years of practical experience as Patternmaker, the substantial equivalent of such completed apprenticeship.

Weights

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

Machinist

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

Every week—

Every Exam—

All New York City, New York State, and U. S. exams open to New Yorkers appear every week in The Leader. You need never feel that you are missing an exam—The Leader carries them all. The requirements on these exams are so edited as to give you the information you need.

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

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

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

Tool and Gauge Designer (\$1,800)

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

Toolmaker

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

Junior Graduate Nurse

Open

(\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency and Veterans' Administration.

Shipwright

Salary: \$7.488; \$7.968; and \$8.448 per day. Place of employment: Norfolk Navy Yard, Portsmouth, Virginia. Age limit: 20 to 55. Applications will be received until further notice.

NAVY YARD JOBS

Open

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

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

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

Inspector, Ordnance Material (\$2,300)

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

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

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

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

Baggage-man-Embalmer

Salary \$1,950 less \$450 for maintenance. File by July 10. Place of employment, Army Transport Service, War Department, Brooklyn (Home Port); for duty on transports plying between Brooklyn, New

York, Panama, Puerto Rico, San Francisco, and Hawaii. Age limit 18 to 53.

Duties

To embalm the remains of persons who die on board transports and prepare them for burial or shipment; to be in charge of the baggage room; to be responsible for the maintenance of baggage records, and for baggage room when opened at periodic intervals daily for convenience of passengers; and to perform such duties, including checking of cargo, mail, etc., as may be designated by the commanding officer.

Requirements

A certificate of service issued by a board of local inspectors; and either a continuous discharge book, or a certificate of identification issued by a shipping commissioner, collector or deputy collector of customs, or United States local inspectors of steam vessels before they may be certified for appointment in the army transport service.

Weights

Mental tests, 60; experience, 40.

Chief Instrument Maker (\$2,600)

Principal Instrument Maker (\$2,300)

Senior Instrument Maker (\$2,000)

Instrument Maker (\$1,800)

Various departments; file by July 1; age limit: 50.

Duties

Design, construct, and repair scientific and technical instruments and apparatus of high precision.

Boatswain

Salary: \$1,272 File by July 8 Place of employment: Army Transport Service, War Department, Brooklyn—for duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco, California and Hawaii. Age limit: 50.

Refrigerating Engineer

Salary: \$1,530, less \$330 for quarters and subsistence. File by July 17. Place of employment: Army Transport Service, War Department, Brooklyn; for duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco and Hawaii.

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

Precision Lens, Prism and Test Plate Maker

Salary: \$7.872; \$8.352; \$8.832 per day. Place of employment: U. S. Navy Yard, Brooklyn. Age limits: 20 to 48.

Duties

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

Requirements

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

Weights

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

Assistant Scientific Aid (\$1,620)

Optional subjects: 1) chemistry; 2) physics; 3) Cotton tex-

tile technology; 4) yarn and fabric testing. File by July 8. Age limit: 53.

Duties

To assist in scientific work, conduct elementary laboratory tests, and assist in setting up apparatus used for tests or research in the field of the optional subject chosen.

Requirements

Three years of college study or study in a textile school above high-school level. This must have included courses in chemistry for option 1; physics for option 2; in cotton textile technology or manufacturing for No. 3; in yarn and fabric testing for No. 4.

Substitution: experience in the field of the optional subject may be substituted, year for year, for the prescribed experience.

Weights

Candidates will be rated on practical questions relative to the optional subject, on a scale of 100.

Director of Libraries (Principal Librarian), \$5,600

Assistant Director of Libraries (Librarian)

Department of Agriculture, Washington, D. C. File by July 16. Age limit: 53.

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

Furniture Designer (\$3,800)

Federal Prison Industries, Department of Justice. File by July 15.

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

Advanced Apprentice Engraver

Salary: \$3.85 a day; five-day week. Bureau of Engraving and Printing, Treasury Department, Washington, D. C. Age limit: 17 to 20. File by July 16.

Duties

Under immediate supervision and expert guidance and instruction, to receive training in the progressively skilled phases of the engraving art, on steel plates engraved for the printing of currency, securities, postage stamps, etc.

Requirements

Applicants must have requirements in 1), 2) or 3).

1. They must have completed a full 4-year high-school course or 14 units of high-school study acceptable for college entrance; provided, that persons who do not meet the high-school requirement but who are otherwise qualified will be given a written general test.

2) Completion of at least 1 year of training in a resident art school.

3) Completion of at least 1 year of training or experience in engraving on steel plates for intaglio printing purposes.

Weights

Drawing specimens, 50; experience, 50.

Junior Engineer (\$2,000)

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

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

Duties

To perform such professional work as the testing and inspecting of engineering materials, drawing up plans for projects, assisting in the preparation of specifications for engineering material or apparatus, assisting in the conduct of experimental research, compiling reports, handling technical correspondence, and making estimates of weight and strength.

Requirements

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

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

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

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

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

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

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

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

Weights

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

Construction Cost Auditor, Principal (\$3,800)

Construction Cost Auditor (\$3,200)

Construction Cost Auditor, Junior (\$2,600)

File by July 15. Age limit 53.

Weight

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

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

Senior Rural Sociologist, \$4,600

Rural Sociologist, \$3,800

Associate Rural Sociologist, \$3,200

Assistant Rural Sociologist, \$2,600

Bureau of Agricultural Economics, Division of Farm Population and Rural Welfare, Department of Agriculture. File by July 22. Age limit: 53.

Duties

To plan and conduct research in rural sociology and to be responsible for the preparation of research reports in this field. Such reports will deal with a variety of aspects of rural life such as systems of farming, farm practices, standards of living, community organization, recreation, welfare, education, population trends, rural-urban migration, and rural institutions.

Requirements

Applicants must have completed a four-year course with 20 semester hours' study in sociology, and, in addition, except for certain substitutions, must have had research experience in rural sociology, or graduate study in sociology.

Alphabetic Card-Punch Operator, \$1,260

Under Card-Punch Operator, \$1,260

Age limits: 18 to 53. File by July 15.

Duties

Alphabetic Card-Punch Operator: To operate an alphabetic card-punch machine. This is a machine used to record alphabetic and numerical information by punching holes in cards in such a manner that complete words and names, to-

(Continued on Page 16)

Federal Requirements

(Continued from Page 15) gether with numerical data, can subsequently be printed by the alphabetic tabulating or accounting machine. The alphabetic keyboard is arranged to correspond with that of a typewriter.

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

Requirements

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

Weights

Alphabetic Card-Punch Operator: clerical tests, 50; alphabetic keyboard test, 50.

Under Card-Punch Operator: clerical tests, 100.

Mechanical Engineer (Industrial Production)
\$3,800

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

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

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

Duties

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

Requirements

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

Weights

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

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

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

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

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

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

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

Duties

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

Requirements

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

perience in the optional branch.

Weights

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

Associate Aeronautical Inspector, \$3,500

Assistant Aeronautical Inspector, \$3,200

Civil Aeronautics Authority, Department of Commerce. Applications will be received until further notice. Age limits: 24 to 40 (for Associate); 24 to 35 (for Assistant).

Aeronautical Engineer, \$3,800

Associate Aeronautical Engineer, \$3,200

Assistant Aeronautical Engineer, \$2,600

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

Applications will be received until June 30, 1941. Age limit: 23.

Construction Inspection Coordinator, \$3,800

Optional branches: 1) hull; 2) electrical; 3) machinery. United States Maritime Commission. File by July 23. Age limit: 60.

Senior Interior Decorator, \$4,600

Interior Decorator, \$3,800

Associate Interior Decorator, \$3,200

United States Maritime Commission. File by July 22. Age limit: 53.

Motor Transport Service Manager

Office of the Quartermaster General, War Department, Washington, D. C. File by July 22. Salary: \$2,600. Age limit: 25 to 53.

Property Clerk (Clothing Factory Cutting Room)

Salary: \$1,800. File by July 15. Age limits: 20 to 55. Place of employment: War Dept., Philadelphia.

Sound Recording Technician

Salary: \$2,600. Signal Service at Large, War Dept. File by July 22. Age limit: 53.

Chief Medical Officer, \$6,500

File by July 8. Age limit: 53.

Duties

To act as Chief of the Medical Division of the United States Civil Service Commission.

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

Cooks, Bakers

Transferred

The Municipal Civil Service Commission has approved the transfer of Cook and Baker jobs from the non-competitive and labor classes to the Competitive Skilled Craftsmen and Operative Service. Before becoming effective, the change must be approved by Mayor F. H. LaGuardia and the State Civil Service Commission.

Appliance Test

The practical test for Office Appliance Operator, I.B.M. Alphabetic Punch is being held in Room 401, 590 Madison Avenue, Tuesday, July 2.

Many New Federal Tests

Visual Information Specialist, \$3,800

Associate Visual Information Specialist, \$3,200

Assistant Visual Information Specialist, \$2,600

File by July 30. Age limit: 53.

Duties

With responsibility varying according to the grade of the position, to conceive, develop, and direct a comprehensive program of visual information using all types of visual materials for the presentation and interpretation of facts and ideas.

Requirements

Applicants must have completed a four-year course in a college or university. Substitutions for additional experience will be allowed. In addition, applicants must have had from two to four years experience, according to the grade, in the presentation and interpretation of facts by means of visual materials, such as exhibits, charts, photographs, etc.

Weights

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

Senior Engineering Aide (Topographic)

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

Duties

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

Requirements

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

Weights

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

Marine Surveyor

Salary: \$3,200. United States Maritime Commission. Age limit: 55. File by July 29.

Duties

Under general supervision, to conduct complete independent surveys of ocean-going merchant vessels, including the inspection of hulls, appurtenances, engines, boilers, machinery and equipment, and the preparation of detailed reports covering all defects and requirements as to repair and maintenance, including cost estimates.

Requirements

Applicants must hold a United States license issued by the Dept. of Commerce, either as Chief Engineer or as Master, of ocean vessels of any gross tonnage, and must have had certain appropriate experience.

Weights

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

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

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

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

Engineering Draftsman (Ordnance), \$1,800

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

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

Duties

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

Requirements

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

Weights

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

Inspector, Welding, \$2,600

File by July 29. Age limit: 55.

Duties

To inspect the fabrication of miscellaneous welded structures of massive size and great weight; to observe the welding of such structures with a view to insuring the best weld for the particular problem at hand.

Requirements

Applicants, except for certain substitutions, must have had six years experience in the inspection of welding operations on heavy structures or assemblies.

Weights

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

Associate Aircraft Inspector (Factory)

Associate Air Carrier Maintenance Inspector

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

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

Duties

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

Requirements

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

Weights

General test, 40; experience and fitness, 60.

Bilingual Stenographer, \$1,800

Optional language groups: 1) Spanish and French; 2) Spanish and Portuguese; 3) English and Portuguese.

File by July 29. Age limits: 18 to 53.

Duties

To take and to transcribe dictation in 1) Spanish and French; 2) Spanish and Portuguese; or 3) English and Portuguese. The dictation covers a wide range of subject matter, involving scientific and technical words and expressions.

Weights

General tests, 30; foreign language typing test, 30; shorthand and transcription (foreign language and English), 40.

Subject 2 will consist of a typing test in the optional languages. Subject 3 will consist of a shorthand writing from printed matter in each of the languages in the optional groups and the transcription of the shorthand notes into the original language of the printed matter. No dictation will be given. Any system of making notes, including the use of shorthand writing machines, will be acceptable, provided that the notes are given to the examiner after being transcribed.

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

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

(Continued on Page 17)



SANITATION MEN AT WORK

Scenes such as the above are familiar to New Yorkers. Soon the successful candidates in the current Sanitation Men test will take their places in the Department

More Federal Exams

(Continued from Page 16)
Junior Inspector, Engineering Materials (Aeronautical), \$1,800

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

Duties

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

Requirements

Applicants must have had from two to six years experience, according to the grade of the position, in the inspection and testing of aeronautical engineering materials, including parts, subassemblies, assemblies, instruments, etc., to determine compliance with specifications or standards of manufacture; or in the inspection and testing of aircraft engines and their accessories. From part of this experience requirement, certain substitutions are allowed.

Weights

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

Attendant, Neuro-Psychiatric Hospital

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

Duties

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

Requirements

Applicants must have had either: 1) completion of six months of a resident training course in nursing in a hospital giving thorough practical and

theoretical training; or 2) at least six months of active service in the hospital corps of one of the enlisted services of the United States, performing actual duty in the care of the sick or wounded; or 3) at least three months of experience as Attendant performing ward duty in the care of patients in a hospital or institution for the treatment of mental or nervous diseases, or for the treatment or confinement of drug addicts; or 4) any satisfactory equivalent combination of training and experience.

Weights

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

Machinist

Appointments will be made at salaries ranging from \$6.92 to \$8.82 a day. Positions will be filled in Dover, Metuchen, N. J. and Brooklyn, N. Y. Age limits: 18 to 55.

Duties

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

Requirements

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

Weights

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

CLERK LIST

The Municipal Civil Service Commission has combined the two promotion lists for Clerk, Grade 2, in the Department of Welfare.

Real Estate News for Civil Service Readers

by FRED H. ASHLEY

Fourth of July is only two days off. Real estate owners are expecting large crowds to look over model houses, not only on Independence Day, but all through the week-end as well.

In Brooklyn, at Gerritsen Ave. and Ave. T, another group of Calder Homes has been completed. These attractive 6 and 8 room houses are only a block away from Marine Park.

Guterman Homes, in Kew Gardens, at Main St. and 71st Ave., announce the opening of a new unit. A six room model home is now on display.

Over last week-end, a new model home was opened by Briarwood Garden Homes. This new development is at Queens Blvd. and 86th Ave., Jamaica.

At Bailey Ave. and W. 238th St., Bronx, the Bronx Housing Corp. is now showing a 7 room, air-conditioned home. This group is opposite Van Cortland Park.

STILL IN COURT

The matter of who gets 201 Social Investigator jobs in the Welfare Department's veterans bureau—provisionals or eligibles—is now up to the Appellate Division. On Friday they heard arguments on granting the provisionals leave to appeal to the Court of Appeals; decision is expected in a day or two.

The provisionals have already lost in the Supreme Court and in the Appellate Division. Should they be refused permission by the latter court to take their case in the fall to the Court of Appeals, they may still go directly to any one of the Court of Appeals justices.

Your Chances for Appointment

Eligible Lists Certified to City Agencies During the Week Ending June 25, 1940:

Title	Certified
Able Bodied Seaman (for appropriate appointment) ..	162
Accountant, Grade 2	125*
Architectural Draftsman, Grade 4	17*
Asphalt Foreman, Citywide (Promotion) (for appropriate appointment)	26
Assistant Engineer, Grade 4 (Hospital Equipment Specifications)	3
Assistant Engineer, Grade 4 (Paints, Varnishes, etc., Specifications)	5
Assistant Engineer, Grade 4 (Plan Examiner), Citywide (Promotion)	16
Assistant Gardener	712*
Assistant Supervisor, Grade 2	618*
Attendant-Messenger, Grade 1 (for permanent appointment at \$1,200)	637
Attendant-Messenger, Grade 1 (for permanent appointment at \$1,014)	676
Attendant-Messenger, Grade 1 (for temporary appointment)	4,275
Automobile Engineman, Citywide (Promotion)	124
Auto Machinist	23
Auto Truck Driver (for permanent appointment at \$1,500)	26,535
Auto Truck Driver (for permanent appointment at \$5.50 per day)	26,507
Auto Truck Driver (for permanent appointment at \$5.00 per day)	26,507
Auto Truck Driver (for temporary appointment at \$4.00 per day)	26,799
Blacksmith	7
Bookkeeper, Grade 1 (for temporary appointment) ..	1,024
Cement Mason	3*
Clerk, Grade 2 (for permanent appointment at \$840) ..	3,746
Clerk, Grade 2 (for temporary appointment at \$1200) ..	742
Clerk, Grade 2 (for temporary appointment at \$840) ..	2,836
Clerk, Grade 2, Department of Welfare (Promotion) ..	180
Court Attendant	87*
Dental Hygienist (for appointment at \$900)	64
Dentist (for full time appointment outside the city) ..	18
Deputy Assistant Corporation Counsel, Grade 4—Main Office, Law Department (Promotion)	8
Deputy Assistant Corporation Counsel, Grade 4—Street Openings, Law Department (Promotion)	5
Director of the Bureau of Plant and Structures	3
Elevator Operator (for appointment at \$960)	339
Examiner, Board of Education	3
Fireman, Fire Department (as of July 1st)	3,289*
Foreman of Laborers, Grade 2, President of the Bronx Promotion)	13
Gardener	102*
Inspector of Foods, Grade 2	75*
Inspector of Masonry and Carpentry, Grade 3	30*
Inspector of Masonry and Carpentry, Grade 3 (for appropriate appointment)	50*
Inspector of Plumbing, Grade 3 (for appropriate appointment)	23
Italian Interpreter	27
Junior Assistant Corporation Counsel, Grade 3, Law Department (Promotion)	4
Junior Engineer, Grade 3 (Electrical)	85*
Laboratory Assistant (Bacteriology)	37*
Laboratory Helper (Women) (for appointment at \$960)	33
Laboratory Helper (Women) (for appointment at \$540)	421
Law Clerk, Grade 2—Law Examiner, Grade 2 (for appropriate temporary appointment)	60
Licensed Fireman	36,344
Marine Oiler	9
Mechanical Engineer, Grade 4	15
Paver, Citywide (Promotion)	4
Pharmacist, Citywide (Promotion)	2
Plumber	16
Policewoman	159
Porter (men) (for appointment at \$1200)	343
Principal Chemist (Sanitary)	4
Probation Officer, Domestic Relations Court	48*
Public Health Nurse, Grade 1	177*
Paver (for appropriate appointment)	24
Social Investigator	750
Special Patrolman (for appointment at \$1200)	221
Station Agent	847*
Stenographer and Typewriter, Grade 2	986
Supervisor, Grade 3	76*
Supervisor of Markets, Weights and Measures	42*
Telephone Operator, Grade 1 (for temporary appointment at \$4.00 per day)	338
Typewriting Copyist, Grade 2 (for appointment at \$960)	2,430
Watchman-Attendant, Grade 1 (for appointment at \$1200)	486
Watchman-Attendant, Grade 1 (for appointment at \$840)	600
X-Ray Technician (for appointment at \$1500)	41

*Last eligible permanently appointed.

New Statistician, Steel Inspector Lists

JUNIOR STATISTICIAN

Exam Held Jan. 13, 1940

- 1 Jack Laderman, 90.00
- 2 Ernest Kurnow, 85.00
- 3 Jean H. Chanking, 84.90
- 4 Edward Paulson, 84.75
- 5 Jerome Zauderer, 84.05
- 6 Edwin G. Goldfield, 84.00
- 7 Morton Cohen, 84.00
- 8 Joseph Zucker, 84.00
- 9 Lawrence Neiman, 83.65
- 10 Leslie Kish, 83.55
- 11 Julius Lieblein, 83.50
- 12 Esther Harris, 83.15
- 13 Sidney Tretkoff, 83.00
- 14 Charles Ravitsky, 82.75
- 15 Harriet H. Taplinger, 82.75
- 16 Leonard J. Berman, 82.50
- 17 Stanley L. Eisner, 82.50
- 18 Abraham Cavin, 82.50
- 19 Solomon Hoberman, 82.15
- 20 Herman S. Solomon, 81.90
- 21 Harry Schwartz, 81.75
- 22 Edwin P. Reubens, 81.75
- 23 Claudia N. Cogan, 81.70
- 24 Nathan Newman, 81.30
- 25 Philip Kalish, 81.25
- 26 Matilda M. Persily, 81.25
- 27 Elizabeth Weizenhoffer, 81.15
- 28 Murray Projector, 81.00
- 29 Rhea Sheer, 80.75
- 30 Benjamin Jaffee, 80.50
- 31 Joseph Steinberg, 80.30
- 32 Isidor Newman, 80.30
- 33 Louis Schwartz, 80.25
- 34 Daniel Finkel, 80.15

- 35 Marvin A. Schneiderman, 80.05
- 36 Allen Weiss, 79.90
- 37 Abraham S. Baronowitz, 79.70
- 38 Max Navyasky, 79.65
- 39 David L. Kaplan, 79.65
- 40 Morris L. Isaacs, 79.50
- 41 Gerard Winston, 79.25
- 42 Harry Shulman, 79.25
- 43 Abraham Leisner, 79.20
- 44 Morton L. Barad, 79.10
- 45 Jane M. Bickford, 79.05
- 46 Sidney M. Blumenreich, 79.00
- 47 Edward Beerstein, 79.95
- 48 Melvin A. Brenner, 78.40
- 49 Seymour Schwartz, 78.25
- 50 Irma D. Friedman, 78.25
- 51 Milton S. Skolnik, 78.00
- 52 David Fishman, 78.00
- 53 Arthur Smith, 77.95
- 54 Albert Bookbinder, 77.75
- 55 Samuel W. Greenhouse, 77.50
- 56 Bernard Tagnewitz, 77.25
- 57 Norman Greenberg, 76.75
- 58 Rhoda Sharlot, 76.75
- 59 Morton Meadow, 76.65
- 60 George J. Stoinits, 76.50
- 61 Adele K. Karp, 76.50
- 62 Ruth Sachers, 76.35
- 63 Arthur M. Walter, 76.30
- 64 Melvin S. Cohen, 76.20
- 65 Robert E. Pearl, 76.10
- 66 Charles Elkin, 76.05
- 67 Jesse Cherry, 76.00
- 68 Lawrence Grose, 76.00
- 69 Harold Rosenzweig, 76.00
- 70 Gene Diorio, 75.65
- 71 Jeanne L. Unger, 75.10
- 72 Sidney Pinsker, 75.10

- 73 Irwin Schottland, 75.10
- 74 H. Jacques Dutka, 75.05
- 75 Jerome P. Schuchter, 75.00
- 76 Sidney Schwartz, 74.75
- 77 Gerald Ruderman, 74.65
- 78 Jacob B. Chassan, 74.55
- 79 Nathan Stein, 74.50
- 80 Daniel Dixler, 74.35
- 81 Howard J. Hausman, 74.25
- 82 Samuel S. Agronsky, 73.75
- 83 Jacob A. Krasner, 73.35
- 84 Leon Ginsberg, 73.25
- 85 Hyman Housman, 73.20

INSPECTOR OF STEEL, GRADE 3

Exam Held Jan. 25, 1940

- 1 Alexander Thomson, 88.55
- 2 Frank L. Greenfield, 87.95
- 3 Solomon Sheer, 87.70
- 4 John A. Pastor, 86.25
- 5 Horace V. Grant, 85.75
- 6 Frank Vanek, 85.45
- 7 Francis V. Wagner, 82.75
- 8 Charles F. Moravec, 80.20
- 9 Edward J. Flood, 79.70
- 10 Louis Schenker, 79.65
- 11 Robert Soman, 79.50
- 12 John J. Pmla, 79.25
- 13 Philip P. Malley, 78.30
- 14 Oscar Parenti, 78.05
- 15 Harry Kantrow, 77.65
- 16 Frank A. Herson, 77.55
- 17 William A. Rowan, 75.10
- 18 Cyril C. Coppinger, 74.35
- 19 Christian E. Wichern, 73.20

Saturday's Hospital Attendant Exam: Unofficial Answers

(Continued from Page 9)
the knife from him but say nothing about it. (D) Tell the patient to be careful as it is dangerous to carry a knife.

- 96. If there are six mental patients who are playing a game in the sun parlor, but the seventh is sitting in a corner, you should:
 - (A) Make the others stop playing until you find out what is the matter with the seventh. (B) Go to the patient and tell him he must join the game or be put in his room. (C) Watch the seventh to see whether he is getting too depressed or whether he is going to become violent. (D) Leave the room as the situation seems reasonably normal and under control.
- 97. If a mental patient becomes upset when talking about home conditions, you should:
 - (A) Continue talking on the same subject until the patient is calm. (B) Change the subject of conversation. (C) Tell him that there is nothing more beautiful than a happy home. (D) Tell

- him that other patients like to talk about their homes.
- 96. The "Attendant's Daily Report" (at the right) was made by:
 - (A) Harold Brown. (B) Male. (C) Frank French. (D) Not given.
- 97. The report covered:
 - (A) Eleven hours and fifty-nine minutes. (B) From 12:01 P. M. to 11:59 P. M. (C) Twenty-four hours. (D) An indefinite period.
- 98. The temperature of the ward at 4 P. M. was:
 - (A) 68 degrees. (B) 70 degrees. (C) 71 degrees. (D) Not given.
- 99. Which one of the following patients was in the ward at 11:59 P. M. on May 25th?
 - (A) Leo Price. (B) Frank French. (C) Peter Lower. (D) Elmer White.
- 100. Which one of the following statements is true?
 - (A) More patients were out for exercise than employed. (B) Only one of the number of patients discharged and home on parole equaled the number admitted. (C) The escaped patient was readmitted.

ATTENDANT'S DAILY REPORT

Department — Male	
For the 24 hours ending — 11:59 P. M., May 25, 1940	No. of patients: 20
Admitted	Charles Hoyt, Samuel Leed, Harry Kata
In Bed	Carl Sealer, Elmer White
Out for Exercise	Henry George, Jack Lloyd, James Kaplan, Francis Moffat, Morris Keeler
Employed	George Lock, William Benet, Stanley Cobb, Louis Colles, Lewis Trone, Michael Earl
Home on Parole	Frank French
Escaped	Leo Price
Discharged	Theodore Drum, Peter Lower
Ward temperature: 8 A.M. 68; 10 A.M. 70; 2 P.M. 71; 6 P.M. 67 degrees.	
	Harold Brown
	Attendant's Signature

City Commission's Calendar

Faking at Exams

Don't send "a friend" to take your Civil Service examination, the Municipal Civil Service Commission warned this week. Because if you do, the District Attorney's office will be called into play.

That's just what happened to Joseph McNulty, Sanitation Man candidate who tried to send a paroled convict to take his medical exam. The parolee, Timothy Gannon, was fingerprinted just before the exam—just like everyone else. Officials quickly discovered the prints were not McNulty's and checked up. Gannon and his prison record were discovered. McNulty was summoned and admitted he had asked "a friend" to take the medical for him.

The last person who tried McNulty's trick got 30 days, and the one before him got 60 days.

Other items on the Commission's calendar follow:

Cook and Baker

3051. The Cook and Baker titles were reclassified from the non-competitive and labor classes to the Skilled Craftsmen and Operative Service of the competitive class. Present salaries probably will not be affected.

Captain, Correction Dept.

3053. The mark of the twentieth candidate will be the passing mark for the examination for Captain, Dept. of Correction.

Temporary Title Examiner

3056. The list for Temporary Title Examiner will be canvassed to see how many eligibles will accept positions as Tax Searchers, replacing provisionals now working under the title.

Corporation Inspectors

3063. Positions of Corporation Inspectors who worked on subway lines before unification will be abolished. The inspectors do not come under the Wicks act, and their services are no longer necessary.

Airport Assistant

3064. The Commission explained that the reason for the 29-year maximum age limit for Airport Assistant was set because of the extraordinary physical ability necessary to do the work.

Pipe Caulker

3069. July 1 was set as the last day to compete in the competitive medical and physical exam for Pipe Caulker.

Law Assistants

3072. Law Assistants, Grade 2, in the Dept. of Welfare will not be permitted to compete in the promotion exam for Junior Assistant Corporation Counsel, Grade 3 (Law Dept.). Reason is that the exam is only for the Law Dept., not for Welfare.

Asphalt Worker

3081, 3082. The Commission ordered a public hearing for July 11 to consider reclassifying Asphalt Workers into the Skilled Craftsmen and Operative Service. They are now in the labor class. The prevailing rate of wages will be maintained. At the same time, the Commission cancelled an order for a change of title exam to Asphalt Worker in the Office of the Borough President of Brooklyn.

Promotion to Clerk, Grade 2

3084. The list for Promotion to Clerk, Grade 2 will be published again in the City Record—this time to tell the eligi-

bles where they stand on their respective departmental lists. Code letters will be placed after each name indicating the department.

Playground Director

3085. The Playground Director (male) list was promulgated, subject to the qualifying oral-practical test, investigation and medical and physical tests.

Junior Administrative Assistant

3103. Fourth grade employees who are not receiving the salary which their grade entitles them to receive asked that they be allowed to take the coming promotion exam for Junior Administrative Assistant. The matter was referred to the Examining Division. If the request is granted, filing will have to be reopened.

Clerk Transfer

3106. Arnold Blitzer, a \$1,920 clerk in the Dept. of Finance, was transferred to the Mayor's Office and given a \$180-a-year raise. The Mayor requested the transfer. The Commission stated it was a functional transfer; that is, the job itself, rather than the man, was being switched from one department to another.

New Lists

3127, 3128. Two lists were ordered published, and three were promulgated. Published lists are: District Health Officer, and Playground Director (male), Temporary Service. Promulgated lists are: Junior Landscape Architect, Grade 3; Promotion to Junior Statistician; and Promotion to Resident Physician, Grade 3 (Dept. of Correction)

Is Your Exam Here?

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

COMPETITIVE

Accompanist: The written examination was held on June 22. The key is published this week.

Architectural Assistant, Grade 2: Rating of Part 2 of the written test is about 75% completed.

Administrative Assistant (Welfare): The final key appears this week.

Automobile Engineman: Report on objections to tentative key answers is being prepared for submission to the Commission.

Assistant Engineer, Grade 4: Rating of Part 2 is nearing completion.

Baker: This examination is tentatively scheduled for this month.

Carpenter: The practicals were administered June 24th, 25th, 26th and 27th.

Clerk, Grade 2 (Board of Higher Education): Objections to tentative key answers are being considered.

Cook: This examination is tentatively scheduled for July.

Court Stenographer: Objections to tentative key answers are being considered.

Engineering Assistant (Electrical), Grade 2: Rating of Part 2 of the written test will begin shortly.

Elevator Mechanic: The rating of the written examination is completed. The practicals will be held this month.

Engineering Inspector, Grade 4 (Board of Water Supply): Rating of both parts of the written test has been completed. The experience-interviews began on June 17th.

House Painter: Rating of the written test has been completed. The practicals will begin shortly.

Junior Administrative Assistant (Welfare): The final key appears this week.

Junior Administrative Assistant (Housing): (Same as above).

Housing Architect, Grade 3: The rating of the written test has been completed.

Junior Engineer (Civil) (Housing Construction), Grade 3: Rating of Part I of the written test is completed. Work on Part 2 has begun.

Junior Statistician: All parts of this examination have been completed.

Maintainer's Helper, Group A: The written test will be held on July 11th.

Maintainer's Helper, Group B: The written test will be held on July 18th.

Maintainer's Helper, Group C: The written test will be held on July 25th.

Maintainer's Helper, Group D: The written test will be held on July 30th.

Management Assistant (Housing), Grade 3: Rating of the written test is in progress.

Management Assistant (Housing), Grade 4: Rating of the written test is in progress.

Marine Stoker (Fire Department): Rating of the written examination is in progress.

Office Appliance Operator: The qualifying practical tests will continue this month.

Playground Director (Male): The list has been published. The practicals are scheduled for the last week in June.

Playground Director (Female): Rating of the written test is in progress.

Research Assistant (City Planning): Report on protest to tentative key has been submitted to the Commission.

Sanitation Man, Class A: Rating of the written examination will be completed about June 30. The medical and physical examinations are continuing.

Stenographer (Law), Grade 2: Objections to tentative key answers are being considered.

Structure Maintainer: The written examination was held on June 8th. The tentative key appears this week.

Telephone Operator, Grade 1 (Male): The list will be published shortly.

Title Examiner, Grade 2: The final key has been approved. It will appear in the July issue of the Bulletin. Rating of the written examination has begun.

Trackman: The practical tests were administered from June 12 to 19.

Typewriting Copyist, Grade 1: More than 50% of the written examination has been rated.

PROMOTION

Assistant Engineer, Grade 4 (City-Wide): Rating of the written test is nearing completion.

Assistant Supervisor, Grade 2 (Social Service) (City-Wide): This examination is being held in abeyance pending the outcome of litigation.

Clerk, Grade 3: The final key appears this week.

Clerk, Grade 4: The final key appears this week.

Lieutenant (Fire Department):

Approximately 30% of the written examination has been rated.

Lieutenant (Police): Approximately 75% of the written test has been rated.

Park Foreman (Grade 2), (Men Only): Objections to the tentative key are now being considered by the Commission.

Stenographer-Typewriter, Grade 2 (City-Wide): Rating of the dictation test which was administered on June 1, has begun.

Supervisor, Grade 3 (Social Service) (City-Wide): This examination is being held in abeyance pending the outcome of litigation.

Economy Talk Worries Workers

WASHINGTON, July 1 (Special)—There is a real concern here by employees in non-defense agencies over the sporadic economy talk. Apparently the talk will take some concrete form soon after July 1 as the Budget Bureau is laying plans to recapture some of the money voted non-defense agencies by Congress.

The employees felt somewhat relieved after the Senate turned down flatly all attempts to make horizontal budget cuts ranging from 4 to 10 per cent. None of the sponsors of the cuts, including the conservative Senator Harry Byrd of Virginia, would admit their proposals would reduce employees' salaries, but what they did admit was that certain employees would have to be furloughed indefinitely without pay.

Senator Bankhead of Alabama, who objected to the economy proposals, estimated that 25,000 would have to be laid off without pay for a full year if the 10 per cent cut was approved.

Well, anyway, the Senate knocked out the cuts, but President Roosevelt has ordered the Budget Bureau to make a 10 per cent cut in the appropriations of all the non-defense agencies. And the President doesn't know himself whether it will mean a pay cut for the employees. President Roosevelt said he was "hopeful" that there would be no cut and that the savings could be made by not filling vacancies.

The President admitted the possibility that a considerable number of employees may have to be laid off in non-defense agencies and he said these employees would be given jobs in expanding defense agencies.

USED CAR GUIDE

New York's Leading

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 - '39 BUICK 61 Trg. Sedan. 6-Wheel custom appointed. Heater, Radio, Handshift. Low mileage. \$775 Almost new

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- '38 Chevrolet Trunk Sedan \$445
- '37 La Salle 4-Door Sedan..\$475
- '37 Chrysler Conv. Sedan...\$475
- '37 Buick 4-Door Trunk Sed. \$495
- '38 Chrysler Trunk Sedan...\$525
- '37 Buick '80-G' Conv. Sed. \$545
- '37 Buick '90-L' Limousine \$595
- '38 Buick '47' 5-Pass. Sedan \$595
- '39 Plymouth Trunk Sedan \$595
- '39 Oldsmobile Opera Coupe \$650
- '39 Mercury 5 Pass. Sedan..\$650
- '39 Pontiac Trunk Sedan ...\$650
- '38 Buick 81 4-Dr. Trk. Sed. \$695
- '39 Buick 41 4-Dr. Trk. Sed. \$745

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

BULLETIN BOARD

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

Wage Hour Inspector Eligibles Association

A number of eligibles on the federal register for Inspector, Wage and Hour Division, U. S. Department of Labor, have written The Leader stating that they would like to form an eligible association. Other eligibles on the list who would like to join this group should write to Box 101, Civil Service Leader, 97 Duane St., New York City. An early meeting of the association will be called.

Nurses Organize

The Practical Nurses of New York State recently organized into the Practical Nurses of New York, Inc., headed by Mrs. Lillian E. Kuster, with headquarters at 250 W. 57th St. David Neuwirth is general counsel for the group.

Bronx Council

The next regular meeting of the Bronx Council of the Greater New York Park Employees Association, Inc., will be held on Friday, July 5 at 8:30 p.m. in the Bronx County Building.

Assistant Gardener Eligibles

The assistant gardener eligibles will hold their next general meeting July 15, at 8 p. m. in the auditorium of Washington Irving High School at East 16th Street and Irving Place. All eligibles are urged to attend this last and most

important meeting. There will be election of officers and preparations of plans for the coming year.

L. I. H. I. Luncheon

First anniversary of Long Island City H.S. was marked Thursday at a luncheon Thursday held by the faculty at the Queens Boulevard Howard Johnson's.

Sanitation Men

An annual picnic and carnival for employees of the Sanitation Department will be held on Sunday, July 28 at Kane's Park, Bronx.

Service Three Club

Members of the Service Three Club, DPUI, travel to Clove Lake Park, Staten Island, on Thursday, for a Fourth of July picnic and outing.

Office Appliance Operators

The Office Appliance Operator Eligibles Association will hold its next meeting on Tuesday, July 9 at 6:30 p. m. at 3 Beekman St. The matter of 250 immediate appointments from the list will be discussed at the meeting. All eligibles have been urged to attend by president Franklyn Weslock.

Machinists and Helpers

The next regular meeting of the Brotherhood of Certified Civil Service Machinists and Helpers of the City of New York will be held on Friday, July 5 at 8 p.m. in Germania Hall, 160 3rd Ave., Manhattan.

Many Nurses Graduate

List of graduate nurses at Central Islip School of Nursing (exercises were held Thursday): Winifred Dorothea Armson, Gladys Charlotte Brach, Helen Marie Brzezinsky, Alice Lorraine Cook, June Alice Crump, Goldie Danziger, Mary Persis Davis, Mary Kathryn Doane, Paul Cleary Doane, Dorothy Elizabeth Dugrenier, Hattie Charlotte Gorski, Nathan W. Harrison, Florence Helen Hesse, Ruth Meta Hesse, Florence Louise Lampe, Vera Alexandra Lundquist, John Joseph Reinfurt, Harold Clayton Smith, Elizabeth Anna Marie Steiner, John Joseph Taylor, Marie Catherine Weiss. The Nurses Alumni Association held its second annual dinner last night at Muellers, Northport. Ed Brennan, Suffolk County Commander of the American Legion, was principal speaker.

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

Key Answers: Recent Exams

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

Promotion to Sanitation, Man, Class A: Candidates have until July 15th to file objections to any of these tentative key answers.

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

Promotion to Structure Maintainer (Brick, Tile and Cement) New York City Transit System: Candidates have until July 15th to file objections to any of these tentative key answers.

- (1)D (9)D (17)B (25)D (33)D (41)C (49)B (57)D (65)D (73)C (2)B (10)B (18)D (26)D (34)C (42)D (50)C (58)A (66)B (74)D (3)B (11)C (19)B (27)C (35)C (43)B (51)A (59)C (67)A (75)A (4)A (12)A (20)C (28)C (36)B (44)C (52)D (60)D (68)D (76)B (5)D (13)B (21)D (29)A (37)A (45)A (53)A (61)B (69)A (77)D (6)A (14)C (22)B (30)C (38)D (46)D (54)C (62)A (70)C (78)C (7)C (15)B (23)B (31)D (39)B (47)C (55)B (63)B (71)B (79)A (8)C (16)D (24)A (32)B (40)A (48)D (56)A (64)C (72)A (80)A

Structure Maintainer (Plumbing) New York City Transit System: Candidates have until July 15th to file objections to any of these tentative key answers.

- (1)A (9)C (17)A (25)C (33)D (41)C (49)B (57)B (65)D (73)C (2)D (10)D (18)B (26)B (34)A (42)A (50)A (58)C (66)D (74)D (3)A (11)B (19)C (27)C (35)B (43)A (51)D (59)B (67)A (75)B (4)B (12)C (20)D (28)A (36)B (44)B (52)A (60)C (68)B (76)A (5)D (13)B (21)B (29)B (37)D (45)C (53)A (61)D (69)C (77)A (6)A (14)A (22)D (30)C (38)B (46)A (54)B (62)A (70)D (78)D (7)C (15)D (23)A (31)D (39)D (47)B (55)B (63)B (71)A (79)A (8)B (16)A (24)C (32)B (40)B (48)A (56)D (64)C (72)C (80)C

Structure Maintainer (Sheet Metal Work) New York City Transit System: Candidates have until July 15th to file objections to any of these tentative key answers.

- (1)B (9)A (17)D (25)A (33)B (41)C (49)C (57)C (65)A (73)D (2)A (10)B (18)C (26)B (34)C (42)A (50)B (58)B (66)D (74)T (3)C (11)B (19)B (27)D (35)C (43)B (51)D (59)C (67)B (75)S (4)D (12)A (20)D (28)A (36)C (44)B (52)A (60)C (68)C (76)D (5)C (13)B (21)A (29)A (37)C (45)A (53)A (61)A (69)A (77)M (6)C (14)B (22)C (30)B (38)B (46)C (54)D (62)C (70)B (78)H (7)A (15)C (23)D (31)C (39)A (47)A (55)C (63)B (71)C (79)E (8)B (16)A (24)B (32)B (40)D (48)D (56)C (64)D (72)A (80)B

Structure Maintainer (Wood Work) New York City Transit System: Candidates have until July 15th to file objections to any of these tentative key answers.

- (1)D (9)A (17)D (25)B (33)A (41)D (49)C (57)A (65)G (73)A (2)C (10)D (18)C (26)A (34)D (42)D (50)A (58)D (66)H (74)D (3)A (11)C (19)B (27)C (35)A (43)B (51)D (59)C (67)J (75)E (4)B (12)A (20)B (28)C (36)D (44)A (52)B (60)C (68)D (76)H (5)D (13)A (21)C (29)C (37)B (45)D (53)A (61)B (69)B (77)B (6)C (14)B (22)C (30)A (38)B (46)C (54)A (62)A (70)F (78)K (7)A (15)D (23)D (31)B (39)A (47)B (55)D (63)C (71)F (79)F (8)A (16)C (24)D (32)D (40)D (48)D (56)B (64)B (72)E (80)D

The Commission has modified the tentative keys for the examinations listed below. The following answers are now acceptable for the candidates who selected options published as the tentative key but rejected as the final key provided that such protests are filed on or before July 8th.

- Administrative Assistant (Dept. of Welfare); Junior Administrative Assistant (Dept. of Welfare); Junior Administrative Assistant (Housing Authority): (18) A or B; (19) B or D; (34) A or C; (51) A or C; (54) Stricken out; (56) A or D. Promotion to Clerk, Grade 3 and 4 (Part A): (3) B and C; (6) B and E; (8) A and C; (29) A, C, D, E; (36) Stricken out; (37) Stricken out. Promotion to Lieutenant, F. D.: The key answer for item 37 in the promotion examination for Lieutenant, Fire Department, has been amended from "C" to "C" or "B."

Stationary Engineer (Promotion and Open Competitive): Part I (42) A, C and E. Title Examiner, Grade 2: (8) A or D; (12) B or C; (18) B or blank; (19) C; (21) A; (22) C or D; (26) B or C; (28) A or C; (45) B or blank; (52) A, B, C, D or blank; (53) B; (58) B; (62) B; (65) A or C; (66) B; (74) A or B; (75) C.

Civil Service Relaxed: President Roosevelt has relaxed Civil Service regulations to speed up the hiring in the national defense agencies. His orders will:

- 1. Give national defense agencies the right to choose any person on a Civil Service register, regardless of that person's relative standing. All agencies have been required to fill a vacancy from one of the three highest on the register. 2. Waive the time limit within which former employees of national defense agencies can be reinstated. The order is designed to bring back veteran employees who won't have to be given training.

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RADIO CITY MUSIC HALL 50th Street & 6th Avenue Starts Thursday, July 4 BETTE DAVIS CHARLES BOYER 'ALL THIS, AND HEAVEN TOO' A Warner Bros. Picture ON GREAT STAGE: Sparking scenes filled with melody and dance in Leonidoff's gala revue. Symphony Orchestra. 1st Mezz. Seats Reserved - CL-6-4600

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Amusement Parade By ED MARKEL LEADER LINES . . . The new RCA "pocket radio," which came out the other day and made such a big hit with the press, will soon be outmoded by a model which the Philco people will put on the market . . . F. B. Evers, G-Men, have included in their Vth Column investigations a checkup of several small foreign luggage stations in and around N. Y. . . Shirley Temple's tax exemptions—her mom and pop—have decided

that their breadwinner will return to the screen next February. Most likely for Universal under Joe Pasternak's guidance because of the wonders he has worked for Deanna Durbin . . . Titled refugees from London and Paris are complaining about the top-heavy tariff the local Smart Spots charge . . . Despite an offensive by the weather the World's Fair continues to hold its own. THEATRE TIDBITS . . . If you saw any of the citizens of White Plains, N. Y., wearing gas masks this past week it was due to the odor of a summer stock musical, "Two Weeks With Pay." Loaded with talent and written by such names as Cole Porter, Harold Arlen, Rodgers & Hart, Johnny Green, Ira Gershwin, Johnny Mercer, and Yip Harburg, it smelled in five delicious odors. Yet it was admittedly the best of the new summer offerings to date . . . On the Broadway scene "Louisiana Purchase" set a new house record with more than \$34,000 rolling into the box office. That's better than capacity biz . . . "Life With Father" and "There Shall Be No Night" are now a dead heat for second . . . "Hold On to Your Hats," Al Jolson's musical slated for Broadway boards in the Fall, opened Sunday in Detroit. The critics there were very nice to it . . . The new Boyar Associates

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plan their producing debut in the Fall with "Bangtails," by Henry Misrock and Joe Rosen.

CINEMA CHATTER . . . Summer is here, which means most of the offerings will be "light and fluffy," or "just the thing for hot weather." In other words part of the theatre's cooling system . . . Best of the new entries is "Tom Brown's School Days" at the Music Hall . . . "Man Who Talked Too Much" at the Strand took place money with "Sailor's Lady" at the Roxy in show spot . . . The other entries were also rans at the box office as well as in entertainment.

NITERY NOTES . . . News of the week was that Adelaide Mofett—in private life Mrs. Bill Buckner—started a singing engagement at the Versailles, although the gossip has it that she's enciente . . . Pat Harrington of the 18 Club is one of those featured in "Two Weeks With Pay." Pat continues working at the 18 because he wants a steady job . . . Leon & Eddie's current show isn't half as good as its predecessor. Blame it on the summer . . . Hit of society is Fefe's Cafe Pierre in the hotel of the same name. The tariff there, however, is almost as high as the patron's noses . . . Charlie Buscaglia is redecorating his Place Elegante and will unveil a new Masquerade Room for the Fall . . . If you like good Swedish food and the best Smorgasbord in town try the Queen Mary on E. 58th . . . Dave's Blue Room, which later became Brown's Room got into the Red so deeply it is now totally Black—or shuttered . . . See you next week.

RADIO CITY MUSIC HALL 50th Street & 6th Avenue Starts Thursday, July 4 BETTE DAVIS CHARLES BOYER 'ALL THIS, AND HEAVEN TOO' A Warner Bros. Picture ON GREAT STAGE: Sparking scenes filled with melody and dance in Leonidoff's gala revue. Symphony Orchestra. 1st Mezz. Seats Reserved - CL-6-4600

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Study Material for MAINTAINER'S HELPER

How many cubic feet of composition cement would be required on a floor measuring 70' x 9' x 2"?

A. 70' x 9' equals 630 square feet. 2" is 1/6 of a foot. Therefore 1/6 x 630 equals 105 cubic feet.

Name three types of glass.

A. Plate, frosted, wire, shatter-proof, lettered, corrugated, concave, roundels.

Name three defects on or about a car which might cause injury to passengers.

A. Seats, rough cut or torn; flooring that is uneven cracked, chipped, or protruding; stanchions, hand holds and hand straps that are broken rough or chipped; door sills and buffer plates, bent uneven, loose, or their screws protruding; all doors, their rubbers and screws.

What indicates a leaking roof?

A. Water drips on floor in wet weather; water stains on headlining.

How would you overcome such a defect if there were no outward sign of a leak on the roof?

A. Apply a coat of good waterproof roof paint for small leaks.

In a routine inspection of a car, name five things you would examine.

A. Tail lights and their fixtures; and sign glass; marker light glass; safety gate chains, their brackets and gates; pantagraph gates; anti-climbers; rivets, anti-telescoping plates, storm doors, locks, hangers, rails, back bumpers, front cushions, glass and screws; end route and destination signs, marker semaphores; cab doors and their locks; motorman's seats and their parts; contact shoe slippers; fire extinguishers, and if they are filled; ceiling, headlining, wain-

scoting and bulkheads; cracked floors; strap hangers; stanchions and arm rests; side destination and route signs, their gears, clutches and curtains; swing sash, slide sash, stationary sash, glass and hardware fittings; airbrake emergency cords and handles; whistle cords; emergency door switch cover, hammer and glass; door locks; magnet valves; door gear or rigging; engine bases; guard lights, trainman's light and motorman's indication light.

Define process of lapping.

A. The finishing of a surface by means of a tool called a lap which is charged with an abrasive.

Define carbonizing.

A. The heat treatment of steel so that outer surface will be hard. Surface absorbs carbon from material used such as charcoal, bone meal, charred leather, etc.

What part of a planer or boring mill is the cross rail?

A. That part which the tool heads or slides move and are supported.

Define diametrical pitch of a gear.

A. The number of teeth per inch of gear diameter.

Define circular pitch of a gear.

A. Distance from center of one tooth to center of the next tooth.

What is an angle plate?

A. Cast iron or steel plate with two surfaces at right angles to each other, one side bolted to machine table and the other carries the work.

What is an arbor?

A. A shaft or bar to hold work while it is being turned or otherwise worked on.

What is a bolster, as used in tool work?

A. A block, sometimes called die-block, in which punch press die is held.

Referee Test for Lawyers To Be Held in Fall; Open To Attorneys With 5-Years Practice

31 JOBS AVAILABLE; SALARY GOOD

As exclusively reported last week in The Leader, the Unemployment Insurance Referee test will be held in the early fall, and is to be open to all lawyers who have been in practice five years. 31 jobs, paying \$3,500-\$4,375, are involved.

The State Civil Service Commission so ruled last Thursday, thus making definite information which had been revealed to

The Leader's readers.

The weights for the coming exam, expected in the first fall ser-

ies of the State Commission, will be 50 for the written, and 50 for training and experience. Those

who filed for the March, 1939, exam must refile.

Two other groups will be eligible for the exam: a) high school graduates who have had six years full-time, paid experience (two in a supervisory or administrative capacity) in: 1) the placement or personnel office of a business or labor organization or an employment agency; or 2) a position involving management or direction of a large staff of personnel; or 3) a position in the Workmen's Compensation Bureau; or 4) a position in a public or private agency dealing with compliance with labor laws or labor agreements; or 5) a position involving the settling of insurance claims.

b) college graduates having four

years of such experience, with at least one in a supervisory or administrative capacity.

According to the announcement of the previous exam, the duties of the job are: under the supervision, direction, and administrative control of the appeal board, to hear and decide disputed claims for benefits, to hear and decide cases arising under Section 528, and to conduct other and further hearings in connection with the foregoing as may be required by the appeal board.

The LEADER will run full information regularly concerning the progress on this test.

Police and Sanitation Men In Baseball Game

Harry R. Langdon, vice-president and treasurer of the Welfare Honor Relief Fund of the Department of Sanitation, announced last week that plans are underway for the annual baseball championship game between the teams of the Sanitation Department and the Police Department. The game is slated for Sunday, September 15 at the Yankee Stadium, and, in case of rain, for September 29. Funds from the sale of tickets for the game are used for the Sanitation Departments Welfare Fund, through which officials are planning to buy a summer vacation place for employees.

2 WEEKS \$39

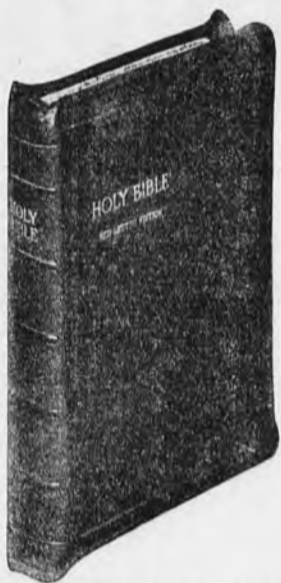
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