

NEW YORK  
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**LEADER**

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**ANSWERS**  
to  
**POLICE**  
**SERGEANT**  
**TEST**  
*See Page 9*

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*Beginning in This Issue*

*Full Page of*

# DEFENSE JOBS

## AND HOW YOU CAN GET ONE

*See Page 8*

## 500 LAWYERS TO BE HIRED

*See Page 7*

**You Can Have a Hospital Job NOW!**

*See Page 5*

**Probe of Abe Kasoff Almost Finished**

*See Page 3*

**Fireman Exam-Helpful Hints**

*See Page 4*

**Civil Servants in N. Y. C. to Report Bomb, Gas Raids**

*See Page 2*

**WHAT'S WRONG IN THE TRANSPORTATION BOARD**

*The Leader Unravels a Puzzle*

*See Page 4*

# TYPIST, STENO TEST

**To Be Given Every Week**

*See Page 7*

DEPARTMENT  
STAFF MAGAZINE SERVICE  
Return to Room 136



# Civil Servants in NYC Defense Setup To Report Fallen Bombs, Gas Raids

## Mayor Places All Male Civil Servants, Many Eligibles, in Defense Program

### A LEADER EXCLUSIVE

Of crucial importance to all New York City Civil Servants are the details of Mayor LaGuardia's defense program. That program revolves around them. The LEADER has been carefully following all the details of the Mayor's program, rounding up the facts in this in an exclusive "continued" story. The LEADER will keep all civil servants fully informed of what goes on, and how it affects them personally.

The city's defense program races forward. Last week, Mayor LaGuardia directed Police Commissioner Lewis J. Valentine to form an Air Raid Warden Service and an Auxiliary Police Force. This action follows the appointment of Fire Commissioner Patrick Walsh as Fire Defense Coordinator.

The Mayor also ordered the heads of the Sanitation, Public Works, Markets, and Water Supply, Gas and Electricity departments to report to the Police Commissioner the names of employees eligible and available for defense work.

Immediately following the Mayor's order, Commissioner Valentine was in action.

Assistant Chief Inspector John J. O'Connell was named Police Coordinator of Civil Defense, and Deputy Chief Inspector Arthur W. Wallender, Assistant Coordinator.

### All Measures Prepared

Proposed defense measures of

the police department are already prepared, including plans for the organization of 60,000 members of the Air Raid Service and 15,000 for the Auxiliary Force.

Hundreds of retired cops have already volunteered their services. The duties of Air Raid Warden, according to present plans, are:

1—To enforce lighting restrictions so as to insure the effectiveness of a blackout.

2—By means of a thorough knowledge of the functions of the Air Raid Protection Service to be able, in the event of an air raid, to determine the need for these services, to communicate with the Report Centers and to direct these Services to the scene of damage.

3—During the air raid, to direct persons in the street to proper shelters; to prevent the formation of crowds in prohibited places.

4—To report immediately all fires.

5—To report fallen bombs so that the area may be isolated.

6—To administer first aid within the limits of his ability.

7—To report the presence of gas.

8—To assist victims in damaged buildings.

9—To endeavor to set an example of controlled activity and cool efficiency to the public.

### Precinct Is Main Unit

The administrative unit of the Air Raid unit will be the police precinct; the controlling head of the unit will be the Commanding Officer of the precinct. Each precinct will be divided topographically into zones, sectors and posts. Zoning will be based on population density.

The precinct population will be divided so that there will be approximately 50,000 persons in each zone, 5,000 persons in each sector

and 500 persons within the boundaries of each post.

There will be four wardens assigned to each post so that one will always be on duty.

The wardens assigned to each post will be under the immediate supervision of a sector warden, who in turn will be under the supervision of a zone warden.

The Commanding Officer of the precinct will see that twenty-four-hour Air Raid Warden service is provided for large buildings, factories, schools and other institutions within a post.

### Who's Who

The personnel of the service will be made up of the following:

1—Employees from city departments except the Police, Fire, Housing and Buildings, Hospitals, Health, Parks and Licenses departments and the Board of Transportation.

2—Retired members of the Police Department.

3—Retired members of municipal departments other than Police and Fire.

4—Retired members of military organizations.

5—Eligibles on the Civil Service lists for the positions of patrolmen and special patrolmen.

6—Candidates unsuccessful in the last Patrolman examination.

7—Eligibles on the Civil Service list for clerk, grade I.

8—Volunteers from all walks of life.

### The Duties

A basic course in the duties of the air raid warden will be given and a series of lectures are also planned.

In general, the auxiliary policemen will be charged with the protection of life and property, preservation of peace and the prevention of crime. Specifically, their duties are:

1—To enforce wartime restrictions such as lighting restrictions and prohibitions to trespassers.

2—To guard special posts such as docks, bridges, factories, etc., for the purpose of preventing sabotage.

3—To perform traffic duty in the facilitation of the movement of vehicles of the essential services.

4—To assist the various Air Raid Protection services in their duties before, during and after a raid.

The Auxiliary force will be organized in the same manner and under the direction of the present police force. That is, the auxiliary policeman will be assigned

to Boroughs, Divisions, Precincts and Posts.

### Basic Group of 15,000

A basic organization of 15,000 will be formed and will be distributed among the precincts, primarily in proportion to the number of key points to be guarded in each precinct.

The sources of personnel for this unit will be:

1—Special officers employed by other city departments.

2—World War veterans.

3—All eligibles for police service on lists promulgated by the Municipal Civil Service Commission.

4—Eligibles certified by the Municipal Civil Service Commission for appointment to the following: Department of Sanitation and Department of Markets.

5—Candidates unsuccessful in the last Patrolman examination.

Meanwhile, work on war emergency preparations continued in the Fire Department.

A list of names of city employees eligible for duty as auxiliary firemen and wardens is being completed.

A course of twenty-five hours of instruction in the fundamentals of fire fighting is scheduled for those accepted for emergency duty.

Fire Commissioner Walsh said that "several hundred" civilians have volunteered for the emergency service.

## Harnedy Wins PBA Election

By EDWARD SCHAEFER

The Patrolmen's Benevolent Association has a new leader.

Delegates of the police society, representing some 16,000 cops, voted 181 to 106 in favor of Patrolman Patrick W. Harnedy to head their organization. He will officially succeed Patrolman Joseph J. Burkard, Traffic E, July 1st. Two other candidates for the leadership of the police association trailed way behind in the voting.

The official tabulation of the balloting of delegates was as follows:

Harnedy	181
Burkard	106
Deegan	40
Donovan	5

Many members of the PBA stated that to them the ousting of Burkard was quite a surprise. It resulted from the most bitter contest in the history of the organization. Burkard led the group since 1938 when Joseph Moran, who had held the post for about 24 years, retired.

Patrolman Harnedy, attached to the East 35th street station, is temporarily assigned to the pension bureau at Police Headquarters.

### Harnedy's Background

The new organization head is 42 years old, a former bricklayer appointed in 1923. He lives at 210-30 Nashville avenue, St. Albans, Queens. He is married and has six children. During the World War he served as a sergeant in the Marine Corps.

In 1932 he won a commendation for rescuing a drowning man from the East River. In August, 1939, he distinguished himself by persuading an inmate of Bellevue Hospital to come in off a ledge from which the inmate threatened to jump.

Patrolman Harnedy has been active in the P. D. Holy Name Society, Police Post 460 of the American Legion and for the last two years or so, has been first vice-president of the PBA. He is also a member of the Honor Legion.

### He's Just Plain "Pat"

If you know the new leader of the PBA you will realize how difficult it is to describe him as "Patrolman Patrick W. Harnedy, etc.," because he is just plain "Pat" to friends and associates.

Police headquarters reporters are—or are supposed to be—hard-



PATROLMAN HARNEDY

boiled. "Living" with the Police Department does this. Yet when "Pat's" name is mentioned, the so-called hard bunch loosens up, and like so many other real people, say nice things like: "He's a great guy—A fine fellow." That's the vote of the reporters.

Careful not to be accused of hunting publicity, Pat leans backward in interviews by newspapermen.

Other officers elected were: John E. Carton, Highbridge station, first vice-president; Vincent L. Butler, Midtown Squad, second vice-president; Charles J. Monahan, telegraph bureau, unopposed, treasurer, and Thomas F. Duggan, Traffic O, recording secretary.

Also elected were five financial secretaries, Robert Nugent, Coney Island station; Walter Smith, Beach street station; John Simcox, Fifth street precinct; John E. Burns, Lee avenue station, and Charles Schrimpf, of the Bergen street station.

New trustees are: William J. Gould, Traffic C; William Raphael, Bronx telegraph bureau; Walter Ashkind, Snyder avenue; George D. E. Feaster, Astoria precinct, and Frederick Bower of Traffic B. Patrolman James Byrne, of Troop E, was chosen sergeant-at-arms.

To the new administration of the PBA, The LEADER wishes success!

### Lifeguards Cavort

The qualifying practical tests for the forty-three candidates on the chief life guard list were completed last week. The practical tests were conducted on the surf at Jacob Riis Park, Queens. It was a little cool, but the men all took it O.K.

### Practical Tests For Typists

Practical typing tests are being given to 540 candidates on the NYC eligible list for typist, grade 1, beginning June 17 and continuing through June 19. A total of 180 candidates have been summoned for each of these three days. This makes a total of 1,020 eligibles who have been called for the practical test. There are more than 5,000 names on the eligible list.

### Car Maintainer Tests This Week

The written test for car maintainer, group A has been scheduled for June 21, it was announced by the Municipal Civil Service Commission. Both promotion and open competitive tests have been scheduled for that day. There are 155 candidates for promotion and 229 open competitive candidates.

### Borough President Workers on Boat Ride

About 1,500 members of the office of Manhattan Borough President Stanley M. Isaacs and their friends are expected to go along this year when the Welfare Committee conducts its annual moonlight sail on the Hudson. This year's craft will be the S.S. Westchester, and will leave from Pier 1, North River, at 8:30 p.m., on Friday, June 20.

Proceeds of the sale of tickets—\$1 each—are used for the Welfare Committee for aiding employees in financial difficulties. For the purpose of accumulating such a fund the Welfare Committee runs a dance in the winter and a moonlight sail when the weather turns warm.

### Food Inspection On Radio

Max Mencher, Secretary of the Markets Departments, will be the guest this Friday over the weekly broadcast, "Servants of the City," heard every Friday over Station WBNX at 1:45 p.m. Mr. Mencher will be interviewed by Maurice Dreicer on the topic of food inspection in the City of New York.

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# Some Propositions!

## But Hospital, Laundry Test Was Easy

"Can my daughter come around and take the test for me?" "I'll send my boy to fill out the answers. Is that all right?" These and similar propositions were made to Municipal Civil Service examiners when literacy tests were given almost 5,000 candidates for the labor class jobs of hospital helper and laundry worker.

Of course, the applicants had to take the test themselves, but a glance shows it was not very difficult.

Candidates were given a "reading selection" and asked to give answers to ten questions based on the reading material.

One selection follows: "A twenty-four-hour fire broke out on the Jersey City waterfront at 8:10 p.m. last Saturday. The fire burned through an area equal to eight city blocks in the crowded shipping and storage zone, causing an estimated damage of \$25,000,000. Many buildings and large stocks of wheat, coffee, rubber, oil, and fodder were destroyed by the fire.

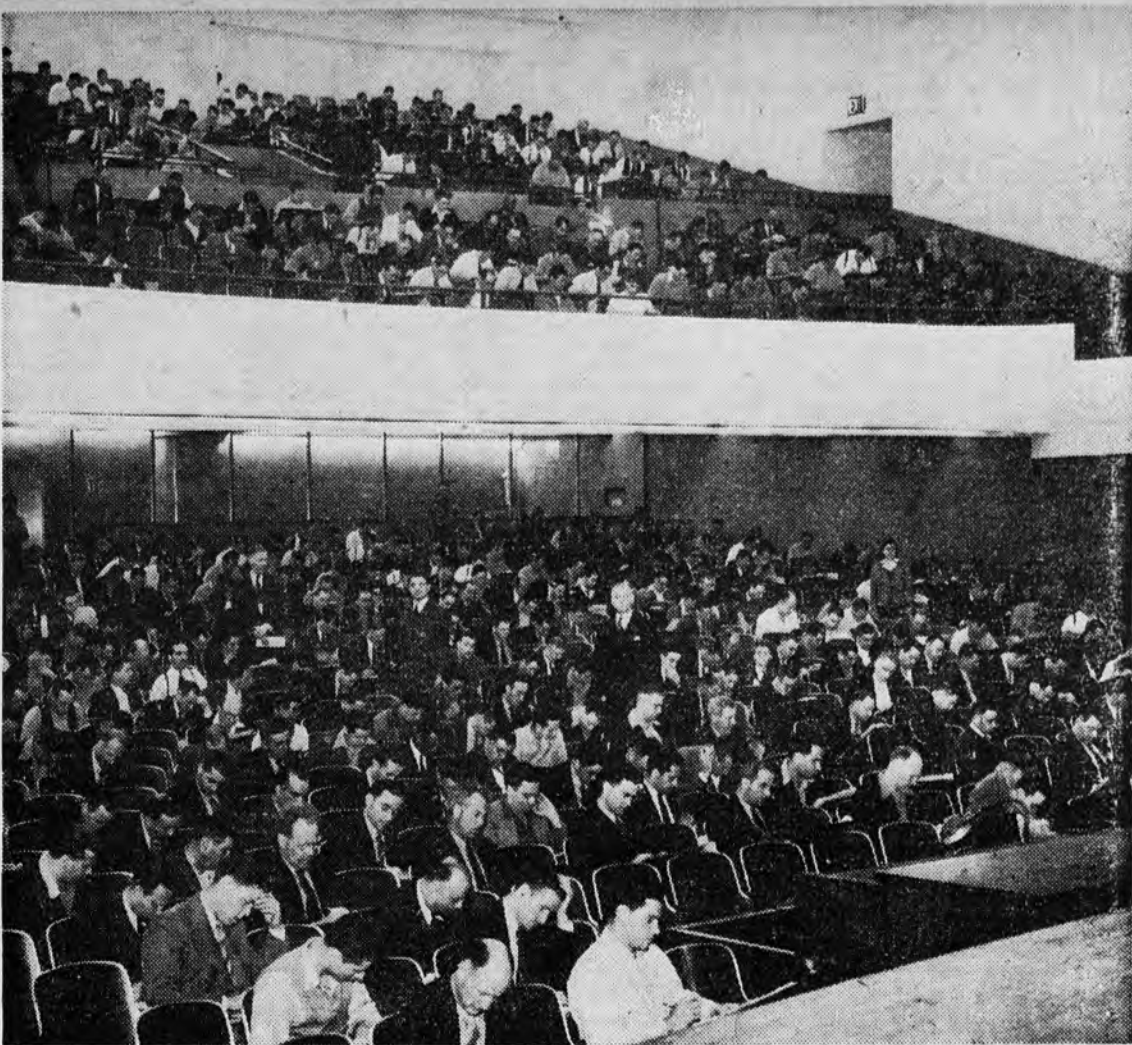
"The blaze started in the second-floor hayloft of the stockyards building and spread rapidly to other nearby buildings. Fire Chief Frank Ertle of Jersey City stated that, while the cause of the fire was unknown, there was no reason to suspect sabotage. He said it might have been

caused by a careless smoker. "The fire was fought on land by the Jersey City Fire Department. On water, New York City fireboats, Coast Guard cutters and tugboats helped put out the blaze. In spite of the size of the fire, no one was killed and only a few minor injuries were reported."

Candidates were required to answer the following questions:

- 1—When did the fire start?
- 2—How many blocks did it destroy?
- 3—How much damage was done?
- 4—Were any buildings destroyed?
- 5—Where did the fire start?
- 6—Was the fire caused by sabotage?
- 7—Who fought the fire on land?
- 8—Who else helped fight the fire?
- 9—Was anyone killed in the fire?
- 10—Was anyone hurt?

Following medical examination, those qualifying in the literacy test will be appointed in the order of filing applications.



# Civil Servants Contribute Heavily to New York Fund

Realizing the vital necessity of the welfare services offered by the agencies associated with the Greater New York Fund, the municipal employees of Manhattan and Brooklyn are supporting the Fund's current campaign to a greater extent than ever before, according to Commissioner of Licenses Paul Moss and Brooklyn Borough President John Cashmore. Mr. Moss is chairman of the Municipal Section of the Fund and he says that reports from the various city departments show collections already exceed last year's total when \$42,441 was contributed.

Members of the Police Department, a current checkup shows, have increased their donations from \$20,000 last year to \$25,000 while the Fire Department has gone from \$5,000 in 1940 to \$7,500 this year.

The Corporation Counsel's office has collected \$825, which is a 400 percent increase over last year, and the Comptroller's office makes a new high of \$455.

Mr. Moss's department has doubled its last year's figures and Mayor La Guardia's office has tripled its 1940 total, according to the latest figures.

Brooklyn Borough President John Cashmore, chairman of the Government section of the fund, reports that \$41,175 has been collected. That's almost \$8,000 more than the \$33,185 contributed in Government circles of Brooklyn last year.



Civil Servants and Prospective Civil Servants: The large picture above showing absorbed, hard-thinking students was actually taken during the recent test of sanitation men who had studied in the big in-service training course. Indications are that most of the men did very well on the test. . . . The illustration below, of parading cops, (left) shows New York's finest as they marched away recently from the proceedings at City Hall after the promotions in the department had been publicly acclaimed . . . And over to the right is another Civil Service group picture. It shows the line of men during the last day of filing for the fireman exam. The line twisted around the block, and the total number of those who applied for the test amazed everybody, including the Civil Service Commissioners.

# Herlands' Report on 4 Horsemen Near

## Investigator Says He'll Give Factual Survey of Conditions in Sanitation Dept.

In an exclusive one-hour interview with a representative of The LEADER, Commissioner William B. Herlands of the Department of Investigation this week revealed that a report may shortly be expected on the activities of the "Four Horsemen" in the Department of Sanitation.



COMMISSIONER HERLANDS

The CIVIL SERVICE LEADER had called attention to the state of labor relations in the department, in a series of expose articles. The data for these articles had been quietly gathered for over a year before being presented in print. The LEADER has withheld material which might "tip off" those involved and lead them to cover up pertinent information to hamper public probing.

Several officials and employees

heads have condemned and called for investigation of the outfit known as the Joint Council of Drivers and Sweepers.

The Joint Council is an organization consisting—until recently—of four groups of drivers and sweepers. Heads of the four groups, and leaders of the council, are Abe Kasoff, Anthony Grego, Michael Morro, and Elias Shapiro. There is said to have been a defection on the part of Morro, the first public break in the ranks of Joint Council leaders. It is known, however, that a good deal of wrangling has been going on among the four. The Joint Council is under the domination of Abe Kasoff, though his actual title isn't president but legislative representative. Kasoff considers his public esteem so precarious that he has recently dic-

ered for the services of a press agent to help him out.

Mayor LaGuardia, says Commissioner Herlands, asked him to investigate the charges against the Four Horsemen. The soft-spoken chief city prober told The LEADER that his survey of conditions in the Sanitation Department would be "careful and thorough, as in my other past investigations." He has placed the evidence in the hands of five attorneys and eight accountants. The attorneys working on the sanitation case are Deputy Commissioner John J. McCloskey, Jr., Sidney Posner, Larry Vetrano, Charles Greenwald, and J. Roland Sola.

The accountants have been poring over the books and financial records of the Joint Council and its leaders.

### Reaching Final Stages

In response to a query concerning how far the probe had advanced, Commissioner Herlands replied that it is reaching its final stages. The thirteen assistant investigators are now analyzing the testimony preliminary to writing the final report. No exact date for the submission of the report to the Mayor can be given, other than to say that it will be within "several weeks." Included in the evidence will be the financial transactions of the Big Four, the verbal testimony of many men in the Sanitation Department and a number of officers. Only last week Commissioner Herlands summoned to his office several of the sanitation officials, among them Matthew Diserio, William Powell, Matthew Napear, and John Garbarini.

The Commissioner of Investiga-

tion emphasized, during the interview, that all his reports are coldly factual, based exclusively on the evidence developed. He made it very plain that he is not investigating the merits of union rivalries. "The Department of Investigation has no official interest in which employee group organizes the men—be it the Joint Council, the C.I.O., the Sanitation Benevolent Association, the Federation of Municipal Employees, or any other organization. Our interest is solely to determine whether corruption exists. Our only job is to report the facts."

The LEADER is in a position to state that another investigation of the sanitation situation, conducted by the office of District Attorney Dewey, is quietly making progress.

### Bibliography for Fire Candidates

A selected bibliography for aid to the 27,000 candidates preparing for the Fireman examination to be held on June 28 is available at the Municipal Reference Library, Room 2230, Municipal Building, Manhattan. The bibliography is on file at all the Branches of The New York Public Library and at the main buildings of the Brooklyn and Queens Borough Public Libraries.

Among the more popular books for mental test preparation are the following:

McGannon, Robert E.—"Manual for Fireman" (Arco, \$1.50). A comprehensive study book including analysis of the previous examination, questions on judgment, chemical fire-fighting, hydraulics, first aid, vocabulary, numeral relations, government, and trial questions. Written by the former Deputy Chief, the book attempts to forecast the probable nature of the coming exam.

Similar volumes have been prepared by Aid Publishers, Morton Publishers, Cord Publishers and Examiner Publishing Co.

# SUBWAY MEN IN NEW TITLES

The job of reclassifying the 20,000 maintenance and operations employees of the BMT and IRT subway lines has been virtually completed, according to the Municipal Civil Service Commission. The 5,000 subway workers remaining to be reclassified consist almost entirely of the supervisory and clerical staffs of the former private lines.

Several hundred different titles were found to exist in the transit line by Commission examiners who made field checks on the

work done by the subway workers. Most of these titles were found to be obsolete, overlapping or meaningless. When they had completed their job, they had cut down the number of titles to 60.

Thus, it was discovered that in maintenance work, for example, numerous titles existed like pipe-fitter's helper, carpenter's helper and many others, all of which were grouped together to form one Civil Service title of a general description.

Also, many obsolete titles were discarded in favor of new titles which more clearly described the work being done.

The same situation is considered to be true with regard to the clerical and supervisory positions

where hundreds of titles are expected to be consolidated and streamlined to conform with the present Civil Service classification of the railroad service.

There were probably about 1,000 different titles on the subway lines when the reclassification job began over a year ago.

Very likely, this figure will have been cut down to about 200 titles by the time all the supervisory and clerical workers have been reclassified.

According to present estimates, the whole reclassification program will be completed shortly before the end of the year. This was the largest single reclassification project ever undertaken in New York City.



# The Leader Untangles a Puzzle

## The Case of the Transportation Board and the Special Patrolmen Who Were Fired

By MIKE SULLIVAN

The number of persons involved in this story is small. It is important, however, because it illustrates what happens when a little error creeps into the administration of Civil Service.

Twenty duly appointed Civil Service employees are without jobs today because Mayor La Guardia dictated the certification of the wrong eligible list.

After wading through a welter of conflicting reports, charges and counter-charges in the case of the twenty dismissed Special Patrolmen in the Board of Transportation who were appointed to permanent positions from P.D. list No. 1, The LEADER has traced the entire mix-up to a letter from Mayor LaGuardia, dated March 21, 1941, directing the Civil Service Commission to certify P.D. list No. 1 to the Board of Transportation to fill vacancies as Special Patrolmen although a Civil Service list (P.D. No. 2) existed for special patrolmen.

### The Facts in the Case

Here are the cold, unbiased facts of the case, presented in chronological order:

March 21: Mayor LaGuardia sent a letter to Paul Kern, president of the Municipal Civil Service Commission, directing the Commission to certify P.D. No. 1 to the Board of Transportation for vacancies as Special Patrolmen.

March 25: Despite the Mayor's letter, the certification bureau of the Civil Service Commission certified the Special Patrolmen list, (P.D. list No. 2) to the Board of Transportation to fill the 300 vacancies as Special Patrolmen. On the same day, the Board of Transportation returned the Special Patrolmen list (P.D. No. 2) to the Civil Service Commission. W. Jerome Daly, secretary of the Board of Transportation, in a letter to President Kern, said, "This certification is not in accordance with the direction of Mayor LaGuardia as incorporated in his letter to you of March 21, 1941, nor is it in accordance with the conversation between you and Chairman Delaney."

March 25, 1941: The Civil Service Commission certified names from the list for Patrolmen, (P.D. No. 1) to the Board of Transportation to fill 300 vacancies as Special Patrolmen.

March 25 to March 31: The P.D. No. 1 eligibles certified were given medical examinations by the Board of Transportation.

April 1: 224 eligibles who PASSED the medical examinations were appointed to permanent positions as Special Patrolmen. The 224 eligibles appointed quit whatever private jobs they held, purchased uniforms and equipment amounting to \$130 each.

### Action Against City

April 4: The Special Patrolmen's Eligible Association (P.D. list No. 2) instituted action against the city because their list was not being used to fill the vacancies as Special Patrolmen in the Board of Transportation.

April 8: The eligibles appointed from P.D. list No. 1 received letters from the Board of Transportation, stating that the Board had approved their April 1 appointments.

April 30: The entire Special Patrolmen's list (P.D. No. 2) was certified by the Civil Service Commission to the Board of Transportation.

May 12: The eligibles on the Special Patrolmen's list (P.D. No. 2) were appointed to the Board of Transportation as Special Patrolmen.

May 19: On the advice of the Law Department, the Civil Service Commission recertified the men who had already been appointed to the Board of Transportation on April 1 from P.D. list No. 1. Letters were sent out to these men, stating that their services in the Board of Transportation would expire when they would be offered appointments in the Police Department. This letter had to be returned June 3.

June 3: The P.D. No. 1 appointees were told by Chairman Delaney of the Board of Transportation that they had to accept the terms of the letter. Asked if they would lose their jobs in

the Board of Transportation if they were rejected by the doctors of the Police Department, even though they had already passed the Board of Transportation medical tests, Delaney said, "If you are rejected by the Police Commissioner you will have to get out of here, and if the Police Commissioner calls you and you refuse to go to the Police Department you can't stay here because your appointment was only temporary."

May 24-June 4: The P.D. No. 1 eligibles were given medical examinations by the doctors of the Police Department. All but 13 were passed.

Three others were rejected because of character, four more because they sought a postponement.

June 7: Thirteen who failed to pass the medical examination in the Police Department were given another medical examination in the Board of Transportation, June 7. One of these eligibles reports that he saw an inter-office communication from the Board of Transportation stating that eleven of them had passed the second Board of Transportation medical test and one had failed.

June 9: The P.D. No. 1 eligibles who had passed the Police Department medical tests were appointed to the Police Department.

June 10: The thirteen eligibles who had failed the Police Department medical tests and who had taken the Board of Transportation medicals on June 7 received letters from the secretary of the Board of Transportation, which read, "The Board at its meeting today took the following action concerning you. TERMINATION OF EMPLOYMENT (By direction of the Corporation Counsel) Special Patrolman at \$1,500, effective 6-9-41."

June 11, 1941: At its weekly meeting the Civil Service Commission ruled that eligibles on the regular Patrolman list who are rejected because of medical deficiencies by any department to which they had been certified will be marked not qualified and not considered for any other appointments until they had cleared up their medical deficiencies.

The twelve dismissed patrolmen would like to have the following questions answered:

- 1. How can a rejection by the Police Department cause dismissal from a permanent appointment in the Board of Transportation?
- 2. Why did they fail the Board of Transportation medical examinations on June 7, after passing the very same examinations before their appointment on April 1?
- 3. Why were they recertified to temporary positions in the Board of Transportation on May 19, after they had been previously certified to permanent positions on March 25?

How can an eligible appointed to a permanent position be forced to accept a temporary position?

4. Will the city be responsible for the loss of their jobs, for the \$130 they had spent for their uniforms and equipment, and if so, who — Mayor LaGuardia? The Civil Service Commission? The Board of Transportation?

Action on the above situation is expected to be taken at the meeting of the Civil Service Commission this week. Perhaps the riddle will be solved. Perhaps not.

# Saving A List

Henry Feinstein, president of the Federation of Municipal Employees, described recent promotions as another victory for civil employees — foreman of asphalt workers eligibles on the March, 1938 list. With about two more years still to run, this list, in the latter part of 1940 was terminated by the Civil Service Commission because a new city-wide examination for asphalt foreman was ordered, given and promulgated.

The Federation of Municipal Employees, Mr. Feinstein said, in-

terceding for the eligibles who were to die on this list, asked for and was granted a re-hearing on this matter before Commissioner Morton on Jan. 22, 1941.

The federation presented the case for the eligibles arguing that:

1. Disqualifying the original foreman of asphalt workers list would clearly circumvent the merit system, in that this list had only run about two years and it would be a gross injustice to terminate the opportunities and expectancies of those eligibles who anxiously awaited some movement on this list.

2. That the intention of the commission in ordering the new examination was to set up a city-wide list and hence the establishment of such city-wide list

could not affect an already existing department list, created by a borough-wide promotion examination.

3. That by creating a departmental list from the new city-wide list, the commission was in fact discriminating against those eligibles on the old departmental list by rendering that list inoperative.

4. That the old departmental, borough-wide list should in all fairness be reinstated in preference to the departmental list created from the newly promulgated city-wide list.

The Civil Service Commission after hearing the arguments proffered by the federation, granted the appeal and re-established the original list.

# Police Territorial Changes

## And Here's Listing of All Promotions

For the first time in more than a decade, major territorial realignment of the Police Department is in order along with the greatest number of appointments and promotions at one time since 1926.

The key men in the plan to streamline the department include the promotion of some of the so-called "higher-ups." New key posts were requested by Commissioner Lewis J. Valentine in an effort to relieve much of the city-wide personnel supervision now required.

Under the new system, Manhattan will be divided into two independent units. Brooklyn and Staten Island will also be made separate zones.

The first effort of the new scheme saw some 200 policemen eligibles and 6 policewomen eligibles appointed and more than 200 promotions.

Those appointed as probationary patrolmen are:

- Robert P. Adrian, William J. Ahearn, Eugene Ahern, Alvin B. Alexander, Samuel Albert, Charles F. Aldorf, Eugene Altshuler, Robert F. Amrhein, Andrew Andrews, Alfred Anger, William F. Baden, Abraham Baum, Abe Becker, Joseph Bendick, Joseph Bendick, Bernard Berkowitz, Sidney Bersatsky, John Blessinger, George Blonsky, Albert C. Book, Thomas Brady, Jr., Herbert J. Brauchler, James P. Brown, Albert A. Brust, M. R. O. Burghoff, J. J. Callahan, Jr., R. P. Campbell, James V. Campise, Aldo J. Cappellazzi, Vincent A. Carlin, Louis Cavellini, Norman J. Charlton, Ernest F. Chester, Seymour W. Cohen, Charles J. Conlisk, Sidney C. Cooper, W. V. Cosgrove, Vincent R. Costano, T. J. P. Cummins, Charles J. Cusack, Peter Dedola, William J. Delaney, Max M. Devinsky, Daniel A. Dillon, Robert M. Donohue, John H. Doyle,

- Thomas J. Doyle, George L. Dressner, John J. Driscoll, Jr., Daniel J. Duffy, Michael Durniak, Milton Elchebaum, John M. Enright, Louis E. Estler, R. J. Ferguson, Michael A. Fierte, Abe Fine, James J. W. Finn, Alfred Fondiler, Joseph Foster, Patrick J. Gallagher, Frank J. Gerdelch, Francis E. Gilles, James L. Goldstein, Louis Gootnick, Robert J. Graham, John F. Graney, Harold T. J. Graves, Arthur Grossman, C. J. Haberstroh, Daniel V. Hallinan, W. M. Hambrecht, Lander C. Hamilton, Robert C. Hansen, Edwin Hart, William P. Hartnett, Edward Hochberg, W. W. Hoppmann, John J. Horan, Nathan H. Horn, Sidney Hyman, Isadore L. Imber, John D. Jacobberger,

- James C. Jasinski, Michael J. Jasinski, Elmer J. Jerome, W. H. Johnson, Jr., K. E. Johnston, Joseph W. Jung, Robert M. Jupiter, Abraham A. Kar-

- lin, John Katusha, Jr., Victor C. Kaufman, John M. Keane, J. L. P. Keenan, James P. Kenny, Francis E. Keogh, John J. Kiernan, Sam W. Kleinfeld, Milton Kietsky, P. B. Kolesnikoff, Irving Kolodny, S. W. Kozlowski, Louis G. Kramer, E. D. Krantz, Anthony La Barbara, H. G. Lagerway, Joseph Langer, Eli Lazarus, Meyer Levine, Hyman Lipshitz, J. M. Loebelsohn, George LoPinto, William J. Lowe, Michael Luchuf, Macy M. Luria, Anthony P. Luzzi, John J. Lynch, James Magowan, Joseph Mahler, E. G. Makowski, Jules L. Malakoff, Sidney Malkin, R. P. Margraf, James J. Martin, M. J. Matilainen, R. M. Matthews, Henry May, Jr.,

- W. K. Mead, Jr., Pearse P. Meagher, Aaron Medetsky, Algernon M. Miller, Jack Miller, Basil G. Minakakis, F. E. Mohlmann, William R. Moulder, Thomas J. McCabe, V. A. McCarthy, Francis H. McGuire, James E. McGuire, F. M. Niedrich, Adam J. Norcia, William E. Oates, Joseph P. O'Brien, Thomas E. O'Brien, W. J. O'Connor, Kevin J. O'Leary, Joseph V. O'Toole, William J. Palmer, John R. Pasta, Arnold R. Peters, William A. Pick, Jesse H. Plutzer, Morton J. Presberg, Sidney Raphael, Cyril R. Regan, Bernard J. Ridge, D. E. Robinson, Martin J. Rooney, P. P. Rosenshein, Dino Rossi, William H. Russell, Raymond J. Ryan,

- David W. Sackman, Francis S. Schaaaf, W. A. Schaftrick, Joseph Schatz, Jr., Joseph C. Schlott, Louis Schillstein, Henry K. Schmitzer, Charles E. Schuller, George W. Seiberg, J. F. Shanahan, Edward H. Shields, Samuel Silverman, Charles Smyth, Johannes F. Spreen, John J. Stack, Martin Stern, George F. Stevens, John J. Sulger, Maurice J. Sussman, Joseph A. Teahan, Thomas J. Terrance, John S. Thornton, James Toul, Jr., Harry Triestman, Gustave Ulrich, Lawrence M. Walsh, Stephen T. Walsh, James L. Ward, Leon Wechsler, Louis Weiser, Frank E. Weidon, E. W. Weidon, E. W. Widmayer, L. J. Williams, Melvin H. Willis, Francis J. Wolfe, Jacob Zarchin, Raphael Protter.

The policewomen appointments include eligibles Lena Breiman, Adele David, Velena G. Ellis, Vivian C. Hughes, Esta Rein, and Gertrude C. Small.

### Promotions

The promotions were as follows:

To Assistant Chief Inspector—John J. O'Connell, James J. Sheehy, and Albert Williams.

To Deputy Chief Inspector—John W. Conway, Michael J. Wall, Edward M. Butler, James J. Phelan, Arthur W. Wallender, and John J. O'Connor.

To Inspector—Thomas F. Berkery, William P. O'Brien, Peter McGurk, Edward H. Walsh, John M. O'Leary, Patrick Kenny, James F. McGrath, and John J. Spain.

To Deputy Inspector—Frank Fristen-sky, Jr., Joseph Goldstein, Martin Sheehy, George A. Lours, John F. O'Leary, George P. Mitchell, Conrad H. Rothengast, and Emil Jahelka.

To Captain—Edmond A. Moore, Thomas P. Browne, James R. Kennedy, John J. Haslach, James R. Conroy, James R. Kelly, Daniel J. A. Cashman, William P. McGowan, James P. Meehan, Melville E. Noble, Reuben W. Loehmann, John J. Padian, Jr., James E. Fitzgerald, Joseph F. Blauvelt, Hugh T. McGovern, James T. Powers,

Patrick J. Kirley, and Thomas P. Walsh.

To Lieutenant—Herbert C. Schneider, John O'Connor, Edward H. Gaylor, John J. Travers, Walter P. O'Neill, Charles F. Gretan, John F. Drake, Harold A. Devine, William M. Dech-schmidt, Joseph Perry, Lester Finney, J. T. W. Ennis, John T. Maher, Jr., F. Runey, R. A. Shopland, James C. McNally, James C. Doyle, John A. Anderson, Ralph V. Trotta, John A. Moffett, Francis J. Watterson, John A. Flynn, James B. McIvor, Bernard Kessler, Henry J. Miller, Michael J. McDermott, Albert S. Newrod, Thomas J. McVeigh, Joseph C. Butler, Thomas P. Hawkins, John B. McCarthy, Edward H. Grove, Charles W. Holbert, John F. Walsh, Saul C. Metz, David A. Fay, James A. Gillette, John J. Marri-man, Henry Krantz, Jr., Joseph R. McQuade, James P. Diamond, Frank W. Heyner, Matthew J. Cash, John A. Kurtzke, Horace A. Holden, Henry T. Wade, Francis X. Wilde, John F. McCormick, Jr., Charles T. Fischer, Thomas F. Connolly, Fred W. E. Prussen, Jeremiah F. Brennan, Thomas J. McCormack, Amilcare Squassan, Frank R. Taylor, Richard M. Hauler, George Fenn, William F. Shannon.

To Sergeant—Thomas K. Colten, William A. Burke, John T. Brown, William R. Linane, William P. Kearney, John T. Rorke, Peter J. Wick, Thomas J. F. Nelson, Simon P. Ambray, Thomas L. Fay, Walter J. Rooney, Joseph F. Fitzsimmons, William Smith, James J. McArde, Peter G. Roof, William C. Englehardt, Pierce T. Glynn, Mortimer J. Downing, John J. Hagan, John J. Alford, James M. Hart, Neil O. Perdue, Joseph G. Robison, John Stalb, Sidney J. Miller, Paul A. Keene, John J. Sullivan, Charles E. Hulster, Joseph W. Mcweeney, Albert E. Weis, Henry G. Hummel, Daniel J. Campbell, Walter Casey, Edwin P. Farrell, Patrick J. Sullivan, Thomas F. A. McCabe, Alfred T. Dillhoff, Hugo G. Lueck, Joseph J. McLaughlin, Richard B. Cleary, Louis Lawall, Jr., James R. Hughes, John H. Dunn, Lawrence J. McKearney, Edwin J. Zounek, Edwin H. Flood, Edward J. Ledwith, William L. Hayden, Michael O'Shea, Herbert S. Blinn, Richard H. Richards, Nathan Greenhouse, Karl M. Lindelf, John F. Darcy, Anthony J. Brizzolari, Walter D. J. Galand, Walter A. Mose, Stephen E. Di Rosa, Marion F. Reilly, George E. Hurlitz, Thomas F. Reilly, Albert Feigen, John J. Dermody, Aristede U. E. Giordano, David J. Gerrity, Harold J. Riker, Vito L. Matarese, Frank A. Ryan, Walter E. A. McCaldin, Antonio De Franco, George Schroeder, Adolph P. Poole, Peter H. Volberg, Thomas E. Cannon, James P. Gallagher, Charles T. J. Hanahan, Patrick V. Keohan, George B. Merritt, Patrick B. Monahan, John H. Kamp, George F. Reuther, Herman J. Lamers, Thomas F. Kelleher, James B. Fawcett, James P. Rowan, Patrick P. A. Young, Edward C. Hoffman, Francis E. Lahn, Anthony Fox, James E. Mason, John J. Moran, Charles R. McLes, Kenneth W. MacLaren, Harold P. Craig, Thomas M. Waldron, Joseph A. Curria, John J. O'Brien, Eugene J. Stokes, Charles J. Most, John R. Davidson, and Joseph A. Belton.

About 650 additional appointments are due during the next year. Watch The LEADER for official dates on scheduled appointments and promotions.

# The Fireman Exam

## When, Where, How, and What

(Exclusive)

The Civil Service Commission has definitely decided not to hold Firemen written examinations in the training camps for the 1,200 candidates who are in military service. These candidates will be given written examinations as soon as they return to civilian life. The mental tests will be conducted for as large groups as possible at intervals of approximately six months. The first of these test will probably be held in December.

The Commission has on file the status of each candidate in training. The dates set for these tests will depend on the availability of the largest number of these men. An official of the Commission stated that as few of these tests as possible will be held because examinations are extremely expensive and the problem of making each test equally difficult is not an easy one. Also, there would be a strong possibility of exhausting the available material for the examinations if too many of these tests were held.

The remaining of the 26,835 ap-

plicants for jobs in New York's force of fire fighters will take their mental tests in 16 schools throughout the city as scheduled at 1 p. m. a week from Saturday. The candidates have been assigned to schools in the boroughs in which they reside. Five schools in Brooklyn will be used, four in Queens, three in Manhattan, three in the Bronx and one in Richmond.

Notices to report to the nearest school in which the test will be held are being mailed to homes of all candidates this week,—even to the home addresses of those who are in military service. However, relatives of the army men need not worry because their Johnny is 500 miles away and unable to report to the local school for these tests. The official list of schools and the number of men

assigned to each school follows:

MANHATTAN	
George Washington	1,200
Beward Park	1,600
Stuyvesant	1,200
THE BRONX	
De Witt Clinton	2,000
Evander Childs	1,700
James Monroe	1,700
BROOKLYN	
Abraham Lincoln	2,100
Alexander Hamilton	1,100
James Madison	2,000
Samuel Tilden	1,900
Thomas Jefferson	2,000
QUEENS	
Franklin K. Lane	1,800
Grover Cleveland	1,800
John Adams	1,100
Richmond Hill	600
RICHMOND	
Curtis	600

See next Tuesday's Leader for an exclusive article by Paul J. Kern, President of the Civil Service Commission, on how to do your best work on the written exam.



# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## Stores Clerk Eligibles Protest

A 14-page memo was submitted to the State Civil Service Commission by eligibles on the senior and assistant mechanical stores clerk lists at its New York City meeting Friday, protesting the certification of the lists according to judicial districts. The memo made the following points:

1. No mention that the list would be certified according to

judicial districts appeared on the announcement of the tests.

2. Regulation 7, paragraph 6, of the Civil Service Regulations cannot be construed to include the stores clerk lists. This paragraph states that assistant storekeeper, clerk, junior clerk, stenographer and other positions of clerical nature are certified by judicial districts.

3. Appointments on a judicial district basis are contrary to the spirit of the Constitution and the merit system.

"Why not recognize the fact that a citizen of New York City is also a citizen of New York State?" concludes the memo.

The Commission took no action.

## Upstate Cities Urged to Revise Rules

Civil Service Commissions in three upstate cities were urged to revise their quarter-century-old rules in a trio of reports released recently by the State Civil Service Commission after investigation by Catherine E. Shanahan, Senior Municipal Research Assistant. Oneida's rules were adopted in 1914, Troy's in 1917, and those of Little Falls in 1919.

Among the practices of the Troy commission that received commendation were the annual report, the announcements, written tests, the care of eligible lists and the payroll system.

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

## Hospital Attendant Key Answers

The complete Hospital Attendant test, along with unofficial key answers prepared by The LEADER'S board of experts, will be published in next Tuesday's issue of The LEADER.

## Questions Found "Unfair"

Questions on examinations held in the past by the Newburgh Municipal Civil Service Commission were found to be "inappropriate, irrelevant, ambiguous, unfair," among other things — so reports the Senior Municipal Research Assistant of the State Civil Service Commission. It all appears—and lots more—in a recent report.

# Want a State Hospital Job?

## There's a Shortage of Cooks, Kitchen Help

The shortage of applicants for jobs in the State's institutions, already causing a high number of vacancies among Hospital Attendants, has spread to kitchen positions in the metropolitan areas as well, The LEADER learns.

Non-competitive vacancies now exist for head cooks, assistant

cooks, and kitchen helpers in the three State institutions located within New York City: Manhattan State Hospital, Ward's Island; Creedmoor State Hospital, Queens Village; Brooklyn State Hospital, 681 Clarkson avenue, Brooklyn.

To get a non-competitive job, this is what an applicant has to

do: visit the superintendent and persuade him that you are the person for the job; you will then have to pass a simple test which will determine if you actually can perform the duties of the job.

The salaries for these jobs are: head cook, \$90 a month, plus maintenance; assistant cook, \$68 a month, plus maintenance; kitchen helper, \$54 a month, plus maintenance, and this salary is raised to \$66 by the end of 13 months.

In addition, the schools for nursing attached to these institutions are reported in the market for Student Nurses. Nurses are paid \$27 a month, plus maintenance, during their first year of training. They enjoy maintenance alone, without salary, during the second year, when they are working in non-state institutions. They return to the \$27-plus-maintenance rate for the third year.

# Hospital Attendant Test

## All Who Pass Will Be Placed

With job offers ultimately awaiting every one who passes, 5,000 men and women sit down Saturday morning to a two-hour, 100-item examination for Hospital Attendant in the State's Mental Hygiene institutions.

Of the 5,000 candidates, 3,500 come from New York City. Residents of Manhattan and Bronx will be called to Haaren High School, those from Queens and Staten Island are to go to Seward Park High School, while Brooklynites will compete at Erasmus Hall High School.

The remaining 1,500 candidates are to take the test in the usual upstate centers of the State Civil Service Commission, at army

camp, or at the following State hospitals: Central Islip, Kings Park, Rockland, Rome State School, Craig Colony, Willard, Gowanda, and Letchworth Village.

Last year's test, the first competitive examination for the position, was taken by 16,250 candidates. Just short of 15,000 made the list, established Jan. 1. Already the list is exhausted for many hospitals, and the new list resulting from Saturday's test is to be used just as soon as ready. More than 2,000 appointments a year are made in the attendant title.

Saturday's test is called for 9 a.m. The 100 questions will be of the true-and-false and multiple-choice variety, and candidates are to be supplied with special pencils on which to mark the answer sheets.

# Study Aids for Attendant Test

## Hospital Attendant Candidates Will Find This Helpful

The LEADER concludes below the questions and answers on the

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Answers

71. A	76. A
72. D	77. D
73. D	78. D
74. D	79. B
75. D	80. B

81. B  
Questions

In answer the following questions numbered 82 through 92, assume that you are a hospital attendant.

82. If your supervisor should come to the ward to inspect your work, you should:  
(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.

83. 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.

84. 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.

85. 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.

86. 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.

87. 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.

88. 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.

89. 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.

90. 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.

91. 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.

Answers

82. A	91. D
83. D	92. B
84. D	93. A
85. D	94. A
86. B	95. B
87. B	96. A
88. B	97. A
89. A or B	98. D
90. B or D	99. D
91. D	100. D

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## State News

## Referee List Delay

### Law Case Appeal May Hold Up Register

The possibility of delay in establishing the list for unemployment insurance referee was heightened this week when attorneys for Benjamin Firschein, candidate who has sued to cancel the exam on the ground that it was unfair, served papers to bring the case to the Appellate Division in October.

Firschein's contentions were thrown out in Albany Supreme Court two weeks ago.

Examiners of the State Civil Service Commission have been marking the papers without let-up. At the present rate, oral experience interviews will be held in the Fall. Unless court action holds up the list, it should be es-

tablished before the first of 1942.

## Other Lists

Candidates on the junior economist, DPUI, test who seek post-graduate credit but have failed to forward a transcript of their record were given until June 23, in letters sent out this week by the State Commission. If the transcripts are not in by that date, no extra credit will be granted. The Commission estimates that the list will be out by September 1.

Employment Counsellor interviews are all over. Technical details are all that remain. The list is expected by July 1.

The written part of the promotion to Principal Clerk, DPUI, has been completed, and the markers have just started in on experience.

## Income Taxes Make Jobs

### Usually It's the Reverse

New York State's prosperity during 1940 will bring about the hiring of some 65 new employees in the State Department of Taxation and Finance beginning on July 1.

When it was learned several weeks ago that 410,000 more income tax returns were filed this year than last, legislative leaders consented to advance the department \$150,000 additional to expand its personal income tax bureau. Prosperity is probably responsible for 150,000 of these new returns; department officials believe that the other 260,000 are not taxable, but were sent in by those who had to file under the lower federal income-tax requirements and feared they were subject to state taxes as well.

Twenty-five Tax Examiners from the existing list will probably be taken on when the additional funds become available. In addition, a group of Examiners slated to be dropped because the Legislature failed to make appropriation for emergency taxes will be retained and shifted. The other forty employees to be hired include twenty-five File Clerks, Dictaphone Operators, Office Appliance Operators, Clerks, and Stenographers.

Next year, when New York State will probably show even greater prosperity because of the defense boom, the personal income tax bureau will enjoy additional expansion.

Most recent appointments from the Tax Examiner list were made June 1—numbers 242 and 243—at \$1,640 in the Albany office, one in the Commodities Tax Bureau, the other in the Income Tax Bureau. A total of 534 were originally on the list.

## No Funds—No Marks

### Farm Test Candidates Suffer

Action of the 1941 session of the State Legislature has caused the State Civil Service Commission to halt the marking of papers submitted in six State-wide examinations held on March 1, for which a total of 364 candidates filed applications. The tests involved are Farm Products Promotion Agent, Assistant, and Supervisor, and Milk Promotion Agent, Assistant, and Supervisor.

The Legislature failed to provide funds for use of the State trade-mark, a device to grade quality of food products. Because of that action, the farm products tests were held unnecessary.

Marking of the milk promotion tests was halted after the Legislature passed the Hollowell Bill, retaining without competitive test employees of the Milk Publicity Bureau of the Department of Agriculture and Markets. The State Civil Service Commission believes this provision is unconstitutional, and awaits a suit to contest it.

The number filing for each of the tests was: Farm Products Promotion Agent, 101; Farm Products Promotion Assistant, 64; Farm Products Promotion Supervisor, 19; Milk Promotion Agent, 87; Milk Promotion Assistant, 64; Milk Promotion Supervisor, 29.

Exam will be held June 21.

Assistant Commissioner for Medical Administration, Department of Health. (Usual salary range \$6,700-\$8,200; appointment expected at minimum but may be made at less.) Fee, \$5. File by June 18.

Junior Civil Engineer (Highways), Group 7, Grade 2, Division of Highways, Department of Public Works. (Usual salary range \$2,400-\$3,000; appointment expected at minimum but may be made at less.) Fee, \$2. File by June 16.

Senior Printing Clerk, Albany Office, Insurance Department. (Usual salary range \$1,600-\$2,100; appointment expected at minimum but may be made at less.) Fee, \$1. File by June 18.

### Funeral Services For H. C. Brind

Funeral services for Harold C. Brind, brother of former ASCSE president Charles A. Brind, Jr., were held Friday in Albany. Brind, who spent 17 years in the State service, died suddenly on Wednesday, at the age of 39. He was a Motor Vehicle Referee in the Department of Taxation and Finance at his death.



By CHARLES SULLIVAN

## Knifing the Ramspeck Act

### Congressmen Find Many Ways to Maul Effective Measure

WASHINGTON — Congress is doing some last-minute knifing of the Ramspeck Act on the eve of its becoming effective.

First, the House nailed a rider to the NYA appropriation bill which, if approved, will prevent 3,600 of its administrative employees from being covered under the merit system. It's estimated that 400 of these jobs are in New York.

President Roosevelt urged Congress to bring WPA administrative employees, estimated at 20,000, under Civil Service. The House refused flatly and even went further and wrote a rider

onto the bill that will prevent more than 5,000 other federal employees who are paid from emergency relief funds from being brought under the merit system.

The Ramspeck Act specifically covered these 5,000 employees into Civil Service. The Senate voted unanimously to bring them in after a considerable discussion over whether the bill actually brought them under.

Employees blacked out from Civil Service under the House rider work in the Civil Aeronautics Administration, General Accounting Office, Public Health Service, Employees Compensation Commission and the following bureaus in Treasury: Procurement, Secret Service, Accounts, Dis-

bursements, and the Treasurer's office. Several hundred of those affected were in New York.

## Funds to Be Cut

The third pot-shot by House patronage grabbers hasn't officially been exploded, but sources close to the House Appropriations Committee say the Civil Service Commission's request for funds to carry out the Ramspeck Act will be cut to the bone. If this happens, it'll mean that work on the Ramspeck Act will be delayed indefinitely and that it'll be a matter of years before the estimated 180,000 workers are covered under the merit system instead of the matter of months estimated if sufficient funds were made available.

## IMPORTANT NOTICE — FIREMAN APPLICANTS

Over 20,000 young men have filed applications for this examination and thousands are making little or no effort to improve their mental knowledge or physical condition prior to the examination.

### THE PHYSICAL TEST

is going to be the most difficult ever held and not one man in a thousand can obtain 80% in it without highly specialized training.

### OUR OFFER

Young men who have filed applications have only two weeks in which to prepare for the mental examination. Take advantage of our low tuition rate which includes the privilege of two weeks' physical training prior to June 28. This will make it possible for you to gain a head start in your physical preparation.

## PATROLMAN

The present list should expire not later than March 1. Consequently, it is fair to assume that an examination must be held in the latter part of 1941. Young men who are interested in taking this test should begin preparation now, as only those who are thoroughly fit can hope to compete successfully.

## CARD PUNCH OPERATORS

(MALE and FEMALE)

Many seem to misinterpret the requirements for this position and for their benefit, we wish to make the following statement:

There is to be no written or practical test. The U. S. Civil Service Commission, apparently realizing the limited number of experienced operators, is receiving applications until further notice from persons who can show that they have had 60 hours of training in Card Punch Machine operation. Therefore, anyone between the ages of 18 and 35, male or female, who can devote the required time to instruction may file application at the conclusion of the course and be placed on the eligible list for appointment.

Since there are no experience or formal educational requirements, this presents an exceptional opportunity to secure civil service positions paying an entrance salary of \$1,200 a year. Classes are meeting day and evening at hours to suit the convenience of the student. According to the press, thousands of these operators are required in the government service.

## JUNIOR CLERK

(MALE and FEMALE)

This is the first clerical examination held by the United States Civil Service Commission in many years and should result in the appointment of thousands of clerks at an entrance salary of \$1,440 per annum.

We invite anyone interested to attend a class session on THURSDAY, JUNE 19, at 1:15, 6 and 8:15 P. M. Classes MONDAY and THURSDAY thereafter at same hours.

## Motor Vehicle License Examiner

List expired May 25, 1941. PREVIOUS REQUIREMENTS—Five years' experience in the operation of Motor Vehicles. Height 5 feet 5 inches. Vision, 20/40 each eye, glasses permitted. Class forms TUESDAY, JUNE 17, at 8.30 p. m.

### Examinations Expected in Near Future

JR. STENO. — JR. TYPIST—Applications now open for positions in Washington, D. C. Speed classes in Stenography and Typing meet TUESDAY and FRIDAY at 6.30 p. m., at Secretarial Branch, 120 West 42d St., N.Y.C., and at Jamaica Branch, 90-14 Sutphin Blvd., MONDAY and THURSDAY at 7 p. m.

MOTOR VEHICLE INSPECTOR (BUS)—Class forms TUESDAY, June 17, at 8.30 p. m.

STATIONARY ENGINEER'S LICENSE—Class now forming.

POST OFFICE CLERK-CARRIER—Monday and Friday at convenient hours.

RAILWAY POSTAL CLERK—Monday and Friday at convenient hours.

### Examinations for Which Applications Have Closed

ASST. FOREMAN, SANITATION—Classes THURSDAY at 1 p. m. and 8 p. m. Lecture repeated FRIDAY at 8 p. m.

CITY ELECTRICIAN—WEDNESDAY and FRIDAY at 8.30 p. m.

JR. ACCOUNTANT (Prom.)— TUESDAY, 6:15 and 8 p. m., and THURSDAY, 6:15 p. m.

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## STATE PROMOTION EXAMS

The State Civil Service Commission opened filing this week for the following promotion exams:

Senior Civil Engineer (Bridges), Service 7, Grade 4, Main Office, Division of Engineering, Department of Public Works. (Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less.) Fee, \$3. File by June 14. Exam will probably be held June 21.

Compensation Hearing Representative, Upstate Offices, State Insurance Fund. (Usual salary range \$2,200-\$2,700; appointment may be made at less than minimum.) Fee, \$2. File by June 14.





# FDR'S 'Freezing' Order Here's the Full Text of It

So great has been the interest in the President's order "freezing" federal employees in their present jobs where it is felt necessary for defense purposes, that The LEADER prints the entire order below. The "freezing" order will prevent employees in certain "necessary" government jobs from taking examinations for other government jobs. The text of the order follows:

"By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403), and by Section 1753 of the Revised Statutes (U. S. C. title 5, sec. 631), and in view of the present emergency conditions, the Civil Service Commission is hereby directed to refuse examination to any person who is, or who had been within three

months of the date of the examination, employed in the civilian executive branch of the Federal Government, or to certify any such person who is on the eligible register of the commission, unless such person submits the written assent of the department or office in which he is or has been employed to his taking such examination or to his being so certified. Such assent shall be based solely upon the finding, after due consideration, by such department or office, that the person can render better service for the Government in the position for which the examination is held or for which certification is requested.

"This order shall continue in effect until the Congress or the President declares that the present emergency has ceased to exist."

The Civil Service Commission is working on a statement to interpret and clarify this order.

### Persons Affected

The restrictions of the order will apply to all federal employees, whether classified or unclassified, except those holding temporary appointments.

Whether or not employed in the government service, persons may file applications for examinations. In the case of examinations involving a written test, applicants may be conditionally admitted to the written examination. However, for all examinations, whether or not they involve a written test, the papers of applicants within the terms of the order will not be rated unless and until the assent of the employing agency is filed with the commission.

The assent must be signed by an appropriate official of the employing agency, and must be based on the finding specified in the order.

The assent of the employing agency will apply to the examinations which may be applied for by a single application, and, as to these, must be unqualified and not limited.

In view of the impossibility of maintaining absolutely current information concerning the employment status of eligibles on all central and district office registers, the commission cannot be certain that persons subject to the restrictions of the order will not in some cases be certified.

Hence, future certificates will contain the following provision:

# 500 LAWYERS WILL BE HIRED

The Board of Legal Examiners, which was recently appointed by President Roosevelt to recruit young attorneys for the federal service, is expected to hire approximately 500 lawyers during the 1942 fiscal year. Most of the attorneys will be recent graduates of law schools. The board also will set up the rules and regulations for bringing the government's 6,000 lawyers under the merit system.

Chairman of the board is Solicitor General Francis Biddle. The five members from the departments are Clifford Durr, assistant general counsel of RFC; Charles Fahy, assistant solicitor general; Edward Foley, Treasury general counsel; Abe Fortas, director of Interior's Power Division, and Gerald Reilly, Labor Department solicitor.

From the teaching profession the President appointed Paul Hays of the Columbia Law School, and Maurice T. Van Hecke, dean of the University of North Carolina Law School. Practicing attorneys on the board are Marion Smith, of Atlanta, and Philip J. Wickser of Buffalo.

Complaints against membership on the board have been heard on Capitol Hill. Most of the board members are easterners.

Here's how the lawyers will be hired:

They'll take a written test, and the survivors will then be subjected to an oral examination. There will be a new register of names each year. Most of the lawyers will be recruited right in the law schools by government representatives who'll come around to the campuses in June and hunt up likely-looking material. The tests themselves will be legal aptitude tests, graded by machines. But even if applicants fail these tests, they can be admitted to the oral exams if the examiners think they're OK. The idea is to give greater flexibility in the hiring of lawyers than of other government employees.

The LEADER will carry detailed information for lawyers in forthcoming issues.

This certificate may contain the names of persons permanently employed in the Federal Service. Any eligible so employed may not, under Executive Order No. 8760, be offered appointment without the written consent of the agency wherein employed. The names of eligibles so employed need not be considered in making selections from certificates.

The cooperation of appointing officers in carrying out the intent of the order with respect to such cases will accordingly be essential.

It should be noted that eligibles found to be federal employees need not be considered in making selections from certificates.

# StenoTestOnce-a-Week That's What's in the Wind

A tell-tale piece of evidence that the labor market is tightening up is the fact that about a fifth of the usual number of stenographers and typists applied for the recent S and T test.

Up to June 10 applications were received from approximately 46,000 persons. A similar exam a year ago attracted 250,000 applicants. The number that applied for stenographer was 24,590 and 21,816 made application for typist.

Meantime, the Civil Service Commission has made tests for stenographer and typist open and continuous for the duration of the emergency. The test covers both men and women.

The Civil Service Commission officials estimate that steno and typist test will be given about once a month now but they may be pushed up to once a week if the crisis continues. During World War I tests were held daily.

The Commission won't accept applications from persons who have been rated as eligible. However, persons who flunk the test may re-apply, after a lapse of three months from the date of filing of the previous applications.

### Requirements

If you'd like to take a typist or steno test, here are the requirements: Age limits: 18 to 53. Good physical health. You are rated on the subjects listed below, which

have the relative weight indicated:

Copying from plain copy counts 100 percent for typist.

Copying from plain copy counts 50 percent for stenographers. The other 50 percent is in a stenography test: dictation at the rate of 96 words a minute. The exam occupies about an hour and three-quarters.

You may obtain an application from the Civil Service Commission, 641 Washington Street, New York City.

# Longer Hours, Shorter Leave

There's talk among members of Congress of sponsoring a bill that would make federal employees work longer hours for the duration of the emergency. The same members also would reduce the annual leave of federal workers from 26 to 15 days.

These members argue that federal employees in some of the defense agencies already are working long hours of overtime daily while others work the conventional 39 hours a week.

The War Department has lengthened its employee hours from 39 to 44 hours a week by formal order, but the story is that no more formal orders will be issued. Officials who oppose the issuance of formal orders say it gives members of Congress bad ideas. The ideas being to cut vacations and lengthen hours.

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# Higher U. S. Pensions Commissioner Is for Increase

Payment of higher pensions to retired federal employees was advocated last week by President Harry B. Mitchell of the United States Civil Service Commission in hearings before the House Civil Service Committee. Other retirement changes suggested by the Civil Service Commissioner were the permission to re-employ over-age retired persons during the emergency and the elimination of the retroactive payments of government refunds to persons who have retired after five years' employment.

Mr. Mitchell pointed out that lower grade Civil Service employees retire on seventy-five per cent of their salaries, medium grade employees on fifty per cent of their salaries. The income of higher grade employees suffers a sharp drop upon retirement.

Under a plan to alleviate this condition, the employee would select the average salary of any five consecutive years, divide this by seventy and multiply the answer by the total number of years' service, not exceeding thirty-five years. This would provide for a pension of fifty per cent after thirty-five years' service.

Chairman Ramspeck of the House Civil Service Committee requested accurate figures on the number of persons employed in the Federal service in order to estimate the costs of the proposed retirement changes. Latest figures place this number at 821,000.

Who's the most beautiful girl in Civil Service? Do you know her? Does she work in your office? Only requirements are that she be a Civil Service employee, and a resident of New York State. She may work in city, state, or federal department. Send her photo to Beauty Contest Editor, Civil Service Leader, 97 Duane street, New York City.

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iliar and master the technique of taking the examination.

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Test. All new equipment — no crowding — individual attention by Harry  
Politi, most outstanding instructor in the field.

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- No. 1 Man on the last Fireman List.
- No. 1 & 2 Men on last Police Lieut. exam—in fact, 4 out of the first 5.
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# DEFENSE news

## Training Course For Aviation Trades

### Curtiss Trains Men Quickly, Then Gives Them Jobs

Aircraft plant expansion is an essential part of the national defense program. Upon completion of the vast building projects, thousands of experienced workers must be ready to man the new factories. In the Curtiss-Wright Airplane Division alone, 34,500 additional men will be given jobs when all plants are in full operation. To fill these record-breaking requirements complete schools of training have been set up in three cities—Buffalo, New York, St. Louis, Missouri, and Columbus, Ohio. In each of these schools the following courses of instruction are offered to those who fulfill the necessary requirements.

Name of Course	Length of Course
Aircraft Riveting	4 to 6 wks.
Sheet Metal Fabricating	4 to 6 wks.
Mold Loft Workers Course	6 to 10 wks.
Final Assemblers Course	2 to 3 wks.

Machine Operators Course	Length
Course	2 to 4 wks.
Bench Assembly and Fitting	4 to 6 wks.
Tube Bending	2 to 4 wks.
Electrician's Course	2 to 4 wks.
Cable Splicing	2 to 4 wks.
Airplane Manufacturing Inspection	6 to 10 wks.

While each of the courses is complete in itself, frequently parts of two or more courses are combined to prepare the student for special assignments in the factory. It should be made clear that the above courses train men for a specific job. It is impossible in the short time to turn out general mechanics.

#### Requirements

- Applicants to Curtiss Training Schools must meet the following qualifications:
- AGE:** Minimum is eighteen. Courses are made up mostly of men under thirty. However, older men desirous of acquiring specific training are also encouraged to apply. Men of forty or fifty needn't feel conspicuous in a Curtiss training course.
  - CITIZENSHIP:** Proof of American citizenship must be furnished at time of application. Acceptable proof is birth certificate or final naturalization papers.
  - EDUCATION:** Graduation from high school or equivalent. There are many cases where a man's past mechanical experience is as acceptable as a high school diploma.
  - EXPERIENCE:** Some record of previous mechanical work with tools is desirable. Where the applicant has no actual experience, his aptitude for aircraft mechanical work will be determined by Curtiss Employment Department.
  - PHYSICAL:** A physical test will be given, searching for heart trouble, tuberculosis, diabetes, hernia, defective eyesight, hearing, bad teeth, etc.

#### How to Apply

Application for enrollment must be made on the regular Curtiss employment application form. The answer to the question "job applied for" should be "training school." You can obtain a blank form from the Curtiss-Wright Corporation, Airplane Division, Buffalo, N. Y.

#### No Tuition Fee

There is no charge for any of

### Important . . .

Curtiss Training Schools anticipate factory personnel demands. For this reason all courses may not be taught at one time. Only those required to train men to meet anticipated demands will be undertaken at any one time. Enrollment, therefore, will only be made in the course, or courses, currently being taught. Selection of these cannot be made by personal choice but, rather, by assignment of the school staff. However, the Company, in so far as possible, will recognize the desires of the applicant. The Company does not guarantee a job in a Curtiss factory to men accepted for the school or trained by it. However, the basic purpose of the Curtiss Training School is to prepare men for work in the factories, and it follows logically that a successful trainee will be given employment as the need for men arises. To date, all men who have finished a Curtiss Training Course have been employed by the Company.

the training courses. The only initial investment of the student is his essential tools, which should not exceed ten dollars.

#### After the Training Course

Men who successfully complete a Curtiss training course may expect to be employed at a minimum rate of fifty cents an hour. Progress thereafter will depend to a large extent upon individual ability and openings available. The Curtiss Employees' Classification Plan periodically reviews the production performance and attitude of each employee, advancing employees in accordance with current need. Hourly rate employees are paid time-and-a-half overtime for all work in excess of eight hours in any one day. Saturday work is paid for at time-and-a-half, Sunday work at double time.

#### Your Obligation

It has been estimated that it costs the company \$100 for giving the student free instruction. In return, the company asks conscientious attentiveness and regular attendance for the entire period of the course. The student must sign an agreement with the company that he will at all times follow the directions of the instructor, the rules and regulations of the company, comply with all government regulations, and keep confidential all matters which are entrusted to him.

## Schooling in Defense Private Schools Do Excellent Work

Vocational schools in the New York City area offer extensive and intensive training for all fields of national defense. Chief demand for workers at the present time exists in shipyards rather than aircraft factories. This is due to the lack of light metals that has prevented extension of production facilities.

In demand in the New York area are welders for shipbuilding. Riveting has almost disappeared from ships because of the great weight saving under the welding method. Great shortages in man power are apparent in most of the other machine operations connected with both ship and aircraft building. Employers are willing to accept men skilled in any phase of this work, because the large size of modern factories makes possible a high degree of special-

ization. Schools are able to turn out men skilled in any one machine operation in 250 to 300 hours of practice.

#### Delehanty's

Typical of the better school curriculums is that given by Delehanty Institute's Vocational Division. Courses cover 200 to 300 hours of actual machine operation, with approximately 60 hours of theoretical work and desk work in reading blueprints and understanding the mechanics of the operations. A Turret lathe course includes 240 hours of machine work. The lessons include set up, tool grinding, boring, facing, drilling, tapping, various other operations and then practice projects in layout, filing, drilling, reaming, etc. A similar course on the milling machine and surface grinder takes 215 machine hours after a 35-hour course in practical theory. The engine lathe course takes 300 hours, 60 in theory and 240 on the

## Defense Openings In Private Industry

As a special service to readers, The LEADER begins with this issue a listing of several firms obtaining defense contracts, together with jobs available in the private industries, who hold these contracts, and other pertinent information. The LEADER is able to provide this additional service through the cooperation of the Office of Emergency Management, the Office of Government Reports, and the private manufacturers holding the contracts. The information will be kept up-to-date at all times.

### Aviation Trades

**Name of firm:** Curtiss-Wright Corporation.  
**Address:** Plants at Buffalo, Columbus, and St. Louis.  
**Item of manufacture:** Military Aircraft.  
**For which service:** U. S. Army and Navy Air Corps.  
**How many men employed:** 11,000 at present in Buffalo; 12,000 in each of the new plants.  
**Types of employees needed:** 200 journeymen machinists; 200 tool-makers; 500 bench hands; 100 experimental workers; 10,000 trained for aircraft.

**Requirements for job:** (1) Minimum age of eighteen. Men of forty or forty-five with experience should apply; (2) proof of American citizenship; (3) graduation from high school or equivalent; must have aptitude for aircraft work if entering Curtiss Training School or sufficient experience in industry if applying for immediate employment; (4) good physical condition.  
**Personnel Director:** Charles S. Matton, Buffalo plant.

### Surgical Instruments

**Name of firm:** Zadina Instrument Co.  
**Address:** 1230 Second avenue, New York City.  
**Personnel Director:** Joseph Zadina.  
**Item of manufacture:** Surgical knives.  
**For which service:** U. S. Army.  
**Total amount of contract:** \$1,082.  
**How many positions open:** 3.  
**Requirements necessary for job:** General or all-around mechanic with ability in forging, filing, grinding, polishing, plating.

### Aircraft Instruments

**Name of firm:** Kalleman Instrument Division of Square D Company.  
**Address:** 80-08 Forty-fifth avenue, Elmhurst, L. I.  
**Items of manufacture:** Aircraft instruments.  
**For which service:** Air Corps, Army and Navy.  
**Personnel Director:** Mrs. Eleanor Eberl.  
**Total amount of contract:** \$13,000,000.  
**How many men employed:** 1,800 by next fall.  
**Types of employees:** Primarily semi-skilled or even unskilled people for small assembly and miscellaneous repetitious operations. Small number of skilled first-class mechanists, all grades.  
**Requirements for job:** Aptitude in manual operations concerning small-part manufacture and assembly.  
**How long will work last:** 1942, under present contracts.

### Aviators' Jackets

**Name of firm:** Popular Mfg. Company.  
**Address:** 151 West Twenty-sixth street, New York City.  
**Personnel Director:** Nathan H. Cohen.  
**Item of manufacture:** Aviators' jackets.  
**For which service:** U. S. Navy.  
**Total amount of contract:** \$5,470.  
**How many jobs:** Twenty-five.

### Simulates Factory

In most schools, the course is designed to simulate a factory in every possible respect. Students punch time cards, prepare and grind their own tools, report and leave just as they would in a factory. Students are graduated every day without too much fanfare, and in some departments they go to work almost immediately. The placement system generally used is simple and effective. The school placement bureau submits applications of those about to graduate, giving previous education and mechanical experience. Both these factors help in placing men with the larger firms. The firms make their choice generally on the basis of the applications, and ask for a personal interview with those selected.

**Types of employees needed:** Skilled operators and cutters. Female examiners—semi-skilled.

**Requirements for job:** Knowledge of the necessary operations.

### Lenses

**Name of firm:** Irving Lampert Co., and L. & L. Optical Co., Inc.  
**Address:** 92-94 Hinsdale street, Brooklyn, N. Y.  
**Personnel Director:** Irving Lampert.  
**Total amount of defense contract:** \$75,000.  
**Item of manufacture:** Lenses.  
**How many men employed:** Fifty.

**Types of workers needed:** Skilled and unskilled workers, both male and female. Principally those familiar with cutting glass or grinding and polishing lenses.  
**Requirements for job:** As above.  
**How long will work continue:** Steadily.

### Machinery

**Name of firm:** Albert Weiss & Co.  
**Address:** 151 West Twenty-first street, New York City.  
**Personnel Director:** Albert Weiss.  
**Item of manufacture:** Machinery.  
**For which service:** War (Ordinance) Department.  
**Total amount of defense contract:** \$6,000.  
**How many men employed:** Six.  
**Types of employees:** Mechanists, helpers and apprentices.  
**How long will work continue:** End of July.

### Metal Objects

**Name of firm:** Otto Bernz Co., Inc.  
**Address:** 280 Lyell avenue, Rochester, N. Y.  
**Personnel Director:** A. Lapine.  
**Items of manufacture:** Blow torches, firepots, airplane engine heaters.  
**For which service:** Army, Navy, Marine Corps.  
**How many men employed:** According to need; no specific number.  
**Types of workers needed:** Hand screw machine operators; solderers; welders and brazers; assemblers.  
**Requirements for job:** Experience in the various trades.  
**How long will work continue:** During entire emergency.

### Vocational Survey Of the Week

The following listing indicates the current job opportunities in various fields of employment. After each field, there's one or more stars. Here's what they mean:

- \* Poor
- \*\* Fair
- \*\*\* Good
- \*\*\*\* Excellent

Agriculture	****
Automobiles	****
Aviation	****
Clothing Stores	****
Coal Mining	****
Construction	****
Cotton and Tobacco	****
Defense Industries	****
Iron and Steel	****
Manufacturing	****
Metal Production	****
Retail Trades	****
Service Trades	****
Textiles	****
Transportation	****
Warehousing	****

### Instruction

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# Answers to Police Sergeant Exam

Unofficial answers to the first twenty questions in Saturday's Sergeant examination appear below. The answers were prepared by a police expert and are, of necessity, tentative. Readers whose own answers may differ from the ones below are invited to write in to The Leader and let us have your ideas. There will be further discussions of these questions in succeeding issues by other authorities.

In the opinion of the expert who prepared these answers, this test was one of the fairest examinations ever given as far as the subject matter is concerned. He stated, however, that it was impossible for a candidate to do justice to his factual knowledge in the limited space provided for each answer. Also, he said that insufficient time was allowed for answering the second part of the test. In order to cover many possible ramifications, his answers are longer than space on the answer sheet would have permitted.

Answers to the first twenty questions in Part 1 follow:

**Question 1**  
1. A sergeant is charged with performing similar duties imposed on patrolmen. The five major functions specified by the rules are: 1. Captains shall at all times maintain patrol by a sergeant in radio patrol car. 2. He shall ordinarily patrol to the right. 3. While on patrol, he shall inspect patrolmen's memo books. He shall patrol a post if unable to find patrolman thereon. 5. Relieve fire switchboard meal period if on patrol for entire tour.

**Question 2**  
1. He is relieved of switchboard duty by civilians where there are civilian telephone switchboard operators. 2. Assignment to radio motor patrol. 3. He shall ordinarily patrol to the right instead of to the left.

**Question 3**  
The rate of crime in one precinct is higher due to racial, economic, social, or slum conditions. The population may be concentrated in a small area with large undeveloped sections in one precinct, whereas, in the other, the population may be evenly distributed. The traffic congestion would require smaller sectors for proper radio car response. The character of businesses and types of buildings are also a factor.

**Question 4**  
He should use good judgment and conduct himself in a tactful, courteous patient and respectful manner in carrying out the full police functions. 1. Protecting life and property and maintaining order. 2. Preventing conditions likely to produce unlawful acts. 3. Strict and even-handed impartiality in enforcing laws and order with consideration of the rights of others. 4. Discouraging the employment of thugs and bullies.

**Question 5**  
Obtain facts from the complainant that would show neglect of duty on the part of the patrolman. Determine whether the burglary was actually committed. Determine whether the crime was committed in a manner that could have been observed and prevented by the man responsible. Ascertain whether the patrolman was performing other police duty at the time of the crime. Ascertain whether the post was too large to actually prevent the commission of the crime.

**Question 6**  
The testimony should be unbiased. All relevant and material facts disclosed in the investigation should be presented in a clear and concise manner.

**Question 7**  
An opportunity is afforded all sergeants to be apprised of the problems and conditions confronting the department and the innovations that have been prescribed to cope with them.

**Question 8**  
They should be constantly alert and observing and prepared to meet any unexpected attack. Where practicable the gun should be carried in his hand. If not, the safety catch should be released and the revolver kept in the holster in a manner that it could be used instantly.

**Question 9**  
The public has confidence in a policeman because his specialized training and experience has enabled him to be a competent leader best qualified to cope with any emergency.

**Question 10**  
1. Anti-social patterns form early in life; therefore treatment should start early. 2. A sympathetic attitude toward delinquents should prevail with clinical methods favored. 3. Treatment should be discriminatory in technique, directing efforts to those with a capacity for reform. 4. Keep away from typical contacts with station houses and jails. 5. Agencies should be concerned with why the child is a delinquent.

**Question 11**  
Sex criminals generally need hospitalization rather than severe jail sentences. The judges and district attorneys have been guided by the report of the Mayor's Committee for the Study of Sex Offenses in handling sex criminals by using the clinical method, which is making the punishment fit the individual rather than the deed, especially for first offenders. Other reasons for these "bargain pleas" are that they save expense and time; convictions are insured resulting in temporary protection to society; possible rehabilitation; corroboration is generally needed, witnesses often reluctant to testify.

**Question 12**  
Decrease for period stated is mainly a result of the Selective Service Act (New York City sent about 39,500 men into the army in first quarter of 1941) and to the

rise in employment as a result of defense program. In addition there is a normal drop in some crimes in the period stated due to seasonal changes, differences in opportunity.

**Question 13**  
1. Home conditions, lack of respect, lack of parental love, poverty, inability to bring friends into home, domineering parents, shame. 2. Lack of religious training. 3. In-corrugibility, indifference, inferiority complex, inability to adjust to environment. 4. Moral standards, constitutional abnormalities, neighborhood conditions, gangs. 5. Love of adventure, money, movies, restlessness, misrepresentation of opportunities presented elsewhere.

**Question 14**  
1. Careless handling and distribution of relief checks. 2. Handling of large amounts of money resulting in payment by check. 3. This crime is not readily detected and affords the perpetrator an opportunity to commit crime and leave the scene before forgery is detected. Questioned documents are hard to detect originals are seldom available, irregularities are hard to find.

**Question 15**  
Sightseeing guides and public porters are licensed by Department of Licenses, runners by Police Commissioner. All applicants for licenses from Department of Licenses are investigated by Police Department who also maintain license record file UF29, supervise report and record their activities and recheck to see if licenses have been renewed. Inasmuch as Police Department is doing all the necessary overlapping work with greater efficiency, it would be good practice for these licenses to be issued by the Police Commissioner.

**Question 16**  
Those offended fail to report or are afraid of later reprisals. Police hack inspectors are generally known to crashers, or if the sergeant is in uniform he is easily detected. There is also collusion among drivers to permit crashing at opportune times.

**Question 17**  
To see that no person uses craft to enter the country illegally; to prevent thefts; to prevent contraband from being transported and

to prevent all other unlawful activities such as sabotage and espionage, to see that the neutrality act is obeyed; to see that service is conducted in accordance with the laws of navigation and prescribed federal regulations.

**Question 18**  
Ascertain time of escape, direction of travel and give brief description. Assign pilot to a seaplane; proceed to scene therewith; survey locale around Rikers Island and if prisoner is spotted, communicate with radio dispatcher or launches. If any boat in the vicinity looks suspicious by failing to comply with the navigation laws, cause police launches to investigate and notify radio motor patrol on marginal streets in that vicinity.

**Question 19**  
Designate one member of squad to immerse suspected bomb in container of light lubricating oil. All others to keep at a safe distance. If possible, cause removal of such container to area having radius of 300 feet. All persons to be evacuated from area. Suspected bomb to be removed from container only by a member of the Technical Research Laboratory or Bomb Squad. Extreme care to be used and keep suspected bomb in identical position in which found.

**Question 20**  
Time, place, and circumstances must be considered in each case.


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Necessity of conditions causing the noise must also be considered. Can it be corrected? Determine location in relation to hospitals, schools, churches, residential areas, etc. Determine source of complaint, whether conditions could be corrected and offenders were previously warned.

Answers to the remaining parts of the Sergeant test will appear next week.

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Tuesday, June 17, 1941

## U. S. Commission Should Publish Lists

**A** PARTICULARLY irksome complaint is this: "Why doesn't the U. S. Civil Service Commission publish eligible lists?"

How deeply this complaint goes is pretty evident when we state that it's the question asked most frequently of The LEADER's question department.

Persons take federal tests and then don't know their relative standing. Frequently they feel that discrimination is being practiced against them. And frequently, they build a resentment against the Commission for what they consider a violation of its own rules.

There is no recourse to any action that the federal Commission wishes to take, because, unlike the city and state commissions, the U. S. body is immune from legal action.

Two organizations have decided they've had enough: the Veterans Civil Service League and the General Investigator Eligibles Association. The League is sponsoring a bill to compel publication of eligible lists. The Association is organizing pressure on a nation-wide basis to accomplish the same end, and to cause the cessation of other abuses which they claim exist.

The Commission argues that the publication of eligible lists would impose a difficult burden upon its staff, that relative standing change frequently, that the "quota" system (hiring in accordance with the population of various states) makes an eligible list extremely unstable.

The points are well taken. The Commission has a tough job to do, particularly with the defense program taxing its facilities to the utmost.

Nevertheless, proper administration of the merit system requires that the Commission operate without the breath of suspicion upon it. To publish these lists might be a burden upon its staff, but it is a burden which must be assumed; local commissions publish lists without any trouble. If relative standings change, then the Commission might publish new listings at regular intervals. If the Commission needs a larger staff, then by all means Congress should provide the necessary funds.

It seems that if the Commission refuses to put this reform into effect, it may be compelled to do so by legislation.

We think the voluntary method is better.

We think—and we say this with full realization of the enormity of the problems being faced by the Commission, and the heroic measures it is taking to solve them, that the federal Civil Service body should make a sturdy effort to improve its public relations. And the best way is to provide necessary information, such as that which the Veterans Civil Service League and the General Investigator eligibles request.

## Don't Let It Happen!

**W**EEK before last, The LEADER said editorially that Congressional patronage-grabbers might try to knife the Ramspeck Act. Now it's happening, as a reading of the article on page 6 will convince you.

The peanut-politicians never consider themselves licked. There are supposed to be a variety of methods for skinning a cat, and the same thing goes for the Ramspeck Act. What matter that this is the greatest piece of merit-system legislation since somebody first got the idea of a merit system? What matter that in a time like this, the best possible personnel is needed to carry out the job of running the nation's affairs?

First, the peanut-boys nailed a rider onto a bill so that NYA administrative employees would be left out in the cold.

Then, via the rider method, they kicked out of the prospective merit system employees working in ten government agencies.

Now, it looks as though the funds for putting the Ramspeck Act into effect will be so thoroughly mauled that the Civil Service Commission won't be able to do an effective job.

It's dirty business—and the only way to prevent it is for government workers themselves to see to it that it can't happen here!

*Don't*

**Repeat This!**



**T**HE HATCH Act will be used to curb the political activities of employees of the State Employment Service, which is paid in part out of federal funds. . . . A whole group of questions on the recent NYC Social Supervisor tests may be thrown out. . . . A number of hospital attendants have quit their jobs to go back on relief. . . . The percentage of Negroes in the postal service is greater than in the general population, but they're discriminated against in window assignments. . .

### Magazine News

*The Nation reports that G-Men are looking suspiciously on federal employees among its subscribers, considering such action almost subversive. The editors suggest that J. Edgar Hoover start his investigation by going into the background of one of their subscribers—his boss, Supreme Court Justice-elect Jackson . . . \$15,000 worth of food stamps have been stolen out of two Welfare Department district offices. They're no good to the thief as they are marked with tell-tale numbers . . . The Federal Commission has finally made the New York City phone book. You'll find it listed on page 189 of the volume issued last week.*

### Fire Bells

The coming Fireman physical will have a number of gadgets for split-second timing. They've all

## Merit Men



**LIKE POLICE** Commissioner Lewis J. Valentine, Fire Commissioner Patrick Walsh, and other City department heads, Patrick Quilty is one of Mayor F. H. LaGuardia's career commissioners.

Commissioner Quilty was appointed last month by the Mayor to head the Department of Water Supply, Gas and Electricity to succeed the late Joseph Goodman, also a career commissioner.

Mr. Quilty, tall, lanky, blue-eyed "boss" of the W. S. G. & E. would never be recognized as "boss" by any one observing his mild-mannered ways. His hobby is his work. He is soft spoken, and wears glasses. Pat lives at 601 West 153rd street. He was acting chief engineer of the department for three and a half years before being appointed commissioner.

Mr. Quilty has been with the department thirty-five years. He was appointed in 1906 as a "leveler" in the Bureau of Water Supply at \$1,350 a year.

### In Service 37 Years

Prior to entering the Department of Water Supply, Mr. Quilty had served for about two years in the office of the Borough President of

been invented by Dr. John J. Furia, head of training for the City Commission. . . Experts say that if we started to break down complex skills into little jobs that can easily be learned, the U. S. would be out of the skilled labor shortage

Richmond as rod and chairman of \$1,050, so that he has been in the city service for almost thirty-seven years.

Through the succeeding years, Mr. Quilty, now top man in the department, started out thirty-five years ago at \$1,350 per annum—a considerable boost at that time from the \$1,050 he received in the Richmond Borough president's office—worked his way upward by promotion examinations through the various engineering grades to the post of acting chief engineer and finally became commissioner by appointment.

### Born in Ireland

Commissioner Quilty was born in Ireland in 1872.

The new head of the water department came to this country in 1888. He received his engineering education at Cooper Union, getting a degree of B.S. in 1898 and C.E. in 1911.

Following his graduation from Cooper Union, Commissioner Quilty was an instructor there for many years.

The gray-haired career man, respected by all employees of his department, is a member of the American Society of Civil Engineers, the American Waterworks Association, the Mathematical Association of America, The Municipal Engineers of New York, and the New York State Society of Professional Engineers.

He is a widower. Commissioner Quilty has two children, Mary V., who is a teacher of mathematics in the school system, and Thomas Patrick, a graduate of Columbia University, now employed as an engineer in the Port of New York Authority.

In his new post, Commissioner Quilty steps up from the \$8,500 he received as acting chief engineer, to \$10,000.

At the time he appointed Quilty as commissioner, Mayor LaGuardia said:

"Commissioner Goodman was a Civil Service career man and the example he set in non-political administrative efficiency, I am sure, will be followed implicitly by his successor, Patrick Quilty."

and producing at capacity within six months. . . . City employees are steaming about Mayor LaGuardia's order that they can't hold more than one job. Main argument: If the Mayor himself can keep three jobs, why can't we?

## letters

# One Big Organization?

**Sirs:** I am certain that all Civil Service employees, eligibles, and applicants read with much interest and concern Reagan McCrary's articles on Civil Service in England. As Mr. McCrary so wisely pointed out, public employees in this country have very definite lessons to take from what is happening across the seas. In times of national emergency, tempers are short. There is always an attempt to find scapegoats when something goes wrong. In England, the Civil Service worker has had to fight back valiantly lest he become that scapegoat. What guarantee do we have that the same thing won't be happening here very soon? None at all. Is it unlikely that the American Civil Service worker will be blamed should our own defense effort go awry? Of course not.

But Civil Service people have one definite way of protecting themselves against unfair criticism. That is by banding together. The time has definitely come when we should think about organization not of small groups embracing single departments or single divisions of departments. The various Civil Service groups admittedly have diverse interests, many of them opposed to those of other Civil Service groups. But in light of the common danger, some answer to diversity must be found.

I believe an organization of all Civil Service workers and eligibles should be constructed—a loose but nevertheless definite organization that will allow each component group to go its own way, but that will be able to speedily strike back as one man whenever Civil Service comes under fire and get together for common action on specific issues. The organizations in the

field are too circumscribed.

We like to believe that some good must come out of all evil. In the distress of world conditions, an organization such as this may be born, to serve as a great boon for Civil Service people when the present emergency is over.

ROBERT BROWN.

*The suggestion made by Mr. Brown is something for all civil servants and eligibles to think about. We would like to have further views on this subject.—EDITOR.*

## Federal Agencies To New York

**Sirs:** Thank you for your editorial of June 3. We are very happy that you are taking this stand, as it coincides with our own. We have recently written to the President urging the transfer of some of the federal agencies to this city and are hopeful that some action in this direction will be forthcoming in the near future.

MILLARD HENLEIN,

Assistant to the President

Sixth Avenue Association, Inc.

*The editorial referred to in Mr. Henlein's letter dealt with the advisability of moving federal agencies to New York.—EDITOR.*

## An Attendant Squawks

**Sirs:** In "Don't Repeat This" for June 10, you had an item which told about "at least one state institution returning some commutation unused so that it will have a good budget record." Isn't there something that can be done about this unfair practice?

I don't know if you are referring to the hospital in which I work, but it seems to fit the bill. It

seems that unless you have some influence it is impossible to receive commutation money in any sum.

There are some family men working with me receiving the magnificent salary of \$54 a month. I am one of them. True, we receive our meals and our room, but our meals are next to impossible, and after our day's work of being nursemaids to mental patients and epileptics, we want to go home to our wives and children the same as anyone else. That's not asking a lot, is it? But how can this be done on fifty-four dollars a month? The answer is it can't. Even WPA laborers get a higher salary than we do. We have to purchase our own uniforms, and undergo a three-months probation period. We have to contribute toward our pensions, and if we lose any time for our sickness, we are docked for it. We are told that our salary increases to eighty-six dollars a month over a period of time, but we are not told this period of time is twenty years.

All we ask is to receive commutation money or a decent salary so that we can live like human beings. A prison guard, who carries a revolver and a club for protection, and whose charges are kept in cells, receives \$1,800 a year, whereas we have to mingle with mentally deranged patients, without any protection, for fifty-four dollars a month. And for this, we have to be separated from our families, so that we can save a few cents on carfare.

Because you are a leader in the fight for the rights of Civil Service employees, I and others like me hope you will take up our fight.

DISGUSTED HOSPITAL ATTENDANT.



# Postal News

By DONALD MacDOUGAL

## Sympathy

To William R. Browne, president of Local 10, N.F.P.O.C., deepest sympathy is extended by this column and by the entire LEADER staff upon the death of his wife, Catherine D.

## "Caucasian" Clause

The Railway Mail Association has a "Caucasian" clause in its constitution: membership is restricted to whites only. For the first time in the history of the Association, a candidate running for the national presidency has as one of his planks the abolition of this clause. He's Richard Strassburger, of Philadelphia.

This clause was one of the important reasons for the formation of the National Alliance of Postal Employees, which embodies a large percentage of the Negroes in the postal service. The Alliance, by the way, is holding a gala moonlight sail up the Hudson and back, on Thursday, July 16.

## Local 10 Boatride

And talking about boatrides, Local 10 of the Feds is holding its first annual one to Indian Point, on July 19. There will be softball, a three-legged race, an obstacle race, a potato race, a relay race. Those who would like to participate should communicate with Charles Turkel, Madison Square Post Office. Tickets to the event have been reduced from \$1.25 to \$1.10.

## Retirement Bill—Pro and Con

Hearings were held last week in Washington on the retirement bills now before Congress. Most important of these bills is Congressman Ramspeck's. It has good features and bad features. The good features are: the bill reduces the voluntary retirement age from 63 to 60, and provides in addition for voluntary retirement at a reduced annuity. Bad features: It increases the automatic retirement age for clerks and carriers to 70. Present automatic retirement ages for these groups are 65, and 62 for railway mail clerks. The net effect will be to cause men to retire at a later age. And for the right to retire voluntarily three years earlier, there would be a salary deduction of 5 percent instead of 3½ percent, as at present.

## Sports Department

The Brooklyn Times Plaza softball team continues to remain unbeaten. Last week they again took the measure of the Brooklyn G.P.O. team by a score of 13-2. The game was featured by the steady pitching of Jesse (Blitzkrieg) Sternblitz, who held the losers to six hits. Tom Mara continued clouting the ball, getting two screaming doubles, which drove in four runs. The Times Plaza team repeats its challenge to other P.O. teams.

# Eligibles, Subs and Military Service in the Post Office

By MARTIN SHAPIRO

Many Post Office eligibles and substitutes are not aware of the recent orders relating to conscription of the men in the Postal Service which affects them.

Thirty days after a regular employee's conscription, his vacancy is filled by the promotion of a regular substitute to a regular position. The reason for the thirty-day wait is because some physical ailment might be found with the conscriptee when he reports to his army post, and it would be confusing to make substitutes regulars and then reduce them to substitutes again.

All substitutes who are made regulars, whether they are or are not promoted because of military conscription, must sign an affidavit that if it should be necessary to reduce the force he will accept reduction to a position of substitute; there are two reasons for this—First: If all regular employees who are conscripted return after the year there will be an excess in the quota to man the mails for that particular office. For example—if there are twenty regular employees in an office and five are conscripted, five substitutes will be made regulars, bringing the force to its full strength of twenty. When the five men return from the army, there will be twenty-five men in regular force instead of the allowed twenty. So as not to cause any confusion when that time arrives, the men who are made regulars now, sign that they are willing to be reduced to substitutes in line of seniority, thus giving the office its regular complement of men. Second: Many offices throughout the country are having more regular employees added to their force because of the defense program. Postal receipts are indicative of the business barometer and receipts are rising, thereby causing the employment of additional regulars to the force. Like the swinging of a pendulum, and as past history has shown, when the defense program becomes reduced because of the military situation, many post offices will find themselves overmanned.

### Who Gets Reduced

The question will then be, who is to be reduced to a substitute? Logically, retention in the regular grade should be by seniority. However, many men formerly connected with the military service have been reinstated in the

Post Office, or else have taken the special examinations which are open to them every quarter. The rules forbid that these men shall be reduced to substitutes, regardless how junior they may be in the service. So we find the curious situation whereby men with ten or fifteen years of service remaining as regulars.

Under a law which passed Congress, there may not be more than one substitute to every six regular employees. This law causes the following to happen: when a regular is conscripted and the substitute is made a regular, an eligible from the list cannot be made a substitute employee because at the end of the year when the man returns from the army and one regular is reduced to a substitute, you will find that you have additional substitutes on the rolls, thereby violating the law. In order to comply with the law, when a substitute is made regular because of army leave the top eligible is requested to take the position as a temporary substitute. If he refuses, number two man and so down the list is requested to take this position for temporary work. The non-acceptance of these temporary assignments does not affect the standing on the eligible list.

(To be continued)

# Question, Please?

by H. Eliot Kaplan  
Contributing Editor

Commission to that effect, the Commission will continue your name on the list and certify you again when vacancies occur. If there is any doubt in your mind that the Commission has not been so informed, I would advise you to write the Commission explaining that you are now available for employment and wish to be certified for appointment in due course.

## What's a Preferred List?

E. G.: You misunderstand the purpose of a preferred eligible list when you ask to be put on the preferred list for bookkeeper because you have been assigned to perform mostly clerical work, although you were appointed as a bookkeeper. A preferred list is made up of the names of persons whose positions have been abolished and who are therefore eligible for reinstatement to their old positions (if such are re-established) or to similar positions elsewhere.

## Appointment Without Test

M. G.: Because of the scarcity of eligibles for certain kinds of work, the U. S. Civil Service Commission has approved the appointment of persons whose applications show training and experience in such work, although they have not yet passed a competitive test, or the test has not been rated. If your application has been approved and the appointing officer where the vacancy exists has indicated you might receive an appointment, it is probable that you will be called in the near future. Do not be discouraged, however, if you have to wait a little while. Sometimes more names are certified than there are vacancies, in the expectations that some of those certified will decline. Probably this is what happened in your case. The fact that your name was certified on the basis of the information in your application gives you no advantage in the marking of the written test. You will be rated on that the same as every other candidate, and your name placed on the eligible list in regular order of standing.

## Sub Serves Temporarily

S. S.: A substitute appointed in place of one on military leave will be permitted to serve only for the period of the absence of the employee. However, the "substitute" will continue on the eligible list for appointment to a permanent position when a vacancy occurs. Employees serving as "substitutes" in the federal service will not be entitled to the privileges of the Ramspeck Act. This law applies only to those holding regular permanent positions prior to July 1, 1941. A substitute can be replaced by an eligible from a regular employment or re-employment register. Whether there will be available registers for present substitutes appointed without examination is rather doubtful, at least for the present.

## Now Available For Employment

T. H.: If you were unable to accept appointment when offered because of temporary inability to do so, and have notified the



# You and I

by May Andres Healy

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

THE law of supply and demand is responsible for the plight of the substitutes. Many of them are disheartened and disappointed, not being able to gain a place in the schools. The Board of Education is helpless because of the declining registers and the lack of budgetary appropriation.

Many years ago this handwriting was on the wall. Fewer and fewer were being appointed due to the consolidation of classes. The eligibles should have been told very plainly that there was little likelihood for a future in the school system. They were young and with very little preparation could have made plans for other types of work.

I realize that that is not what most of the eligibles wanted to hear—but except for the Joint Committee's leadership the present License No. One Eligible List would have expired long ago, and these eligibles would now be substituting.

Hoping against hope, some thought that, if the list were kept alive, a miracle would happen and many appointments would be made. I was one, however, who said five years ago that the present lists would never be depleted by appointments, and it would be kinder to help those on the lists get into other fields of work.

I am sorry for the situation but the eligibles must remember that many, many lists have died before, after a life of three years, and others have been disappointed. When vacancies do not occur, there is nothing anyone can do about it!

It is true that I said "eligibles are not teachers!" Eligibles on the firemen's list are not firemen! Policemen's list eligibles are not policemen! Eligibles on Civil Service lists are often given temporary appointments, such as substitutes are given in the schools, but when the temporary employment is over the eligible goes back on the list again to await an appointment to an existing vacancy.

Thousands have studied and prepared for years to gain a place on Civil Service lists—the examinations have been difficult and the required qualifications much higher than formerly—but NEVER has a Civil Service list been extended beyond its legal duration! Very often only a few appointments were made from these lists, but those on the list were not reached did not give up in despair; they immediately applied for the next examination.

I know men in the police department who have been on promotion lists several times, but were not reached during the life of the list, and had to take the examination over and over again.

Some of the letters written by substitutes take the tenor that they are entitled to jobs. Such is not the case!

Calling names and misrepresentation of fact do not make friends for substitutes!

Stories, such as legislators have told me, are only half truths. It is true that a substitute does not get much as an appointed teacher. The reason for that is obvious—no substitute in any line gets the regular salary! No one is forced to take the job as substitute! The person accepting the job knows well what the salary will be!

I should like to help those who will try for some other field. Perhaps we can work out some plan with the City and State Civil Service Commission and the City Administration.

There is no hope in the teaching field as there is an over-supply all over the United States. Allied work in welfare, recreation and the like might solve the problem.

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# POLICE CALLS

By MIKE SULLIVAN

## Flats Fixed—Two Bits!

As the traffic through the Queens Midtown Tunnel increase each month, more New Yorkers are beginning to appreciate the efficient service of the boys on Father Knickerbocker's youngest police force. The following letters appeared in a recent New York Herald Tribune:

"Believe it or not, it's a pleasure to have a flat in the Midtown Tunnel: Sauntering through on an exploring expedition with a car full of family, suddenly the car pulls over to the center and down goes the tire. Before I could stop, the police officer on the side platform blew his whistle and held up his hand. I started to get out. "Don't get out," he said, in the pleasantest sort of voice—"We'll take care of you."

I offered to pull over. "No," he said, "stay where you are." Inside of thirty seconds a big red salvage truck came clanging down the road and also a motorcycle cop.

"May I see your operator's and car licenses?" also in a friendly voice.

A second emergency trouble car came up behind, and by the time my license numbers were taken down, the spare was on.

"What's the tax?"  
"Nothing," said the pleasant voice. "You paid that when you came in."

Where else can you get a tire changed for a quarter and like it? My fault, too, for after 20,000 miles I needed a new shoe anyway.

ROBERT S. ALLYN.

Unknown to the boys in blue who fixed the flat and the Herald-Tribune, which published the letter, the writer of the letter, Robert S. Allyn, is . . . Robert Starr Allyn, deputy commissioner of the Department of Docks.

## Guest of Honor

Mary A. Sullivan, president-emerita of the Policewomen's Association, was the guest of honor last Tuesday night at a dinner-dance given by the Association at the Tower Club, Park Central Hotel. Guests included representatives of all police organizations and high officials of the Department. The reason for the celebration: On June 2nd, last, Mary Sullivan completed thirty years' service in the Department.

## Training Class

"The West Point and Annapolis of New York's service departments," as Mayor LaGuardia once termed City College's Division of Public Service Training, will graduate its first class of future policemen and firemen tomorrow (Wednesday, June 18). There is a strong possibility that these men will be given three or four points extra credit on the next Patrolmen written examination. Originally selected because of their excellent high school records, physical fitness, character and aptitude for the job, their two years of training in the Division of Public Service plus the extra credit on the mental test will practically assure them of a uniform at an early date. The graduates will meet their first test in the Fireman exam a week from Saturday.



VIRGINIA B. FOSTER  
Welfare Department,  
Bath, N. Y.



JAMIE SUE HELMS  
War Department,  
New York City

## Beauty Contest

Well, boys and girls, how do you like 'em?

They're two of the entrees in the Civil Service Beauty Contest.

It just goes to show the kind of material working for the government.

Let's have your nominee for the loveliest girl in Civil Service. We're out to find the best-looking femme of them all — and please give us your help. Maybe she's the one that's working at the desk next to yours. Maybe she's your best friend, or just an acquaintance. The only rules are these: (1) that she be a Civil Service employee in city, county, State or Federal employ; (2) that she be a resident of New York State.

First prize is a \$400 fur coat, to be selected by the winner; second prize is a \$200 fur coat for the runner-up. The first two prizes are being contributed by I. J. Fox to the department in which the winner works, The Leader will award a silver cup.

Judges in the contest are handsome Newbold Morris, President of the City Council; glamor-man Victor Mature, brilliant star of "Lady in the Dark"; the prominent Fifth Avenue furrier, I. J. Fox, and Seward Brisbane, editor of The Leader.

To enter the contest, all you have to do is forward a photo (or at least name and address) to Beauty Contest Editor, Civil Service Leader, 97 Duane Street, New York City. Choose any photo or snapshot you like — full-face or profile, head or complete figure, whatever you think the best presentation. Please try to send a picture that isn't too small, because a larger picture makes a better presentation.

There's no objection if you want to enter yourself in the contest. The name of the persons entering the contest is kept confidential. The contest ends July 15 — but please don't wait.

# Park Topics

By B. R. MEEHAN

## Practical Tests for Chief Life Guard

Qualifying practical tests for Chief Life Guards were held in the surf at Jacob Riis Park, Neponsit, Queens, on June 10, 11 and 12.

## 506 Competed in Gardener Test

Five hundred and six candidates participated in the promotion to Gardener exam held last month at Stuyvesant High School, Manhattan.

## Lawnmower Practical Test to Be Held

Practical test for automobile enginemen, lawnmower, will continue to be held at Dyker Beach Clubhouse, Eighty-sixth street and Seventh avenue, Brooklyn, on each of the following scheduled days: June 23, 30, July 7, 14, 21, 28 and Aug. 4.

## Foreman Auto Mechanics Written Test June 21

The written test for foreman auto mechanics (Parks), applications which closed on May 26, will be held June 21.

## Park Department Bills To Be Discussed at Mass Meeting

All department Laborers, Assistant Gardeners, Gardeners and Auto Enginemen have been invited to attend a mass meeting to be held on Tuesday, June 17, at 8:30 p. m. in the auditorium of P. S. 27, Forty-second street near Third avenue, Manhattan.

Among the bills to be discussed are those requesting that 190 gardeners working now at \$6 a per day be placed on a per-annum basis of \$1,680; auto enginemen working at present for \$6 per day also be placed on per-annum at \$1,680; and 540 Assistant Gardeners receiving \$5.50 per day be placed at \$1,530 per-annum. The titles named would also be entitled to receive four annual increments of \$120. Several prominent speakers have been invited to address this meeting.

## Catholic Park Guild Awards Scholarship

Examinations for a free four-year scholarship for children of Catholic park employees to St. John's University, Brooklyn, were held on Saturday, June 14, at 9 a.m., under the sponsorship of the Catholic Guild of Park Employees. Candidates were tested in English, American history and high school mathematics. Father Kieffer of St. John's University was in charge of the test. The Guild held its meeting on Wednesday, June 11, at the Columbian Club, New Brighton, Staten Island.

## Park Employees Hold Annual Dinner-Dance

The Brooklyn Council of the Greater New York Park Employees Association, Inc., held their second annual dinner-dance and reception on Saturday evening, June 14, at the China Royal, 535 Fulton street, Brooklyn.

## Goldman's Band Concerts

The twenty-fourth season of the Daniel Guggenheim Memorial Concerts under the direction of Edwin Franko Goldman, will be inaugurated Wednesday, June 18, at 8:30 p.m., on the Mall at Central Park. Concerts will then be offered every Monday, Wednesday, Friday and Sunday evenings.

The first concert of the season to be held in Prospect Park, will be offered on Thursday evening, June 19 and continue thereafter every Tuesday, Thursday and Saturday evening. The concert series terminates on Aug. 17.

## Field Day for Civil Service Employees

The annual field day meet for Civil Service Employees, under the auspices of the Mayor's Committee on Municipal Athletic Activities, will be held Saturday, June 28, at 1 p.m., at Randalls Island. Events are open to all city, borough and county Civil Service employees.

Contestants finishing first, second and third places in each event, will be awarded gold, silver and bronze medals. The department piling up the highest number of points will be awarded a bronze trophy appropriately inscribed.

Applications close Friday, June 20. Full particulars may be obtained on entry blanks which may be procured from Director of Recreation, James V. Mulholland, The Arsenal, Central Park. No entry fees are required.

## Pretty Gals: We Want Your Photos

Where are the photos of those pretty gals who attend those social functions, sponsored by the various park employees associations? Don't be bashful. The Park Department can win the LEADER'S "Most Beautiful Girl" in Civil Service contest, if some of those photos are submitted. Remember too, many valuable prizes are being offered.

I'll be expectin' to hear from ya. Address, Beauty Editor, Civil Service LEADER, 97 Duane street, New York City.

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## Mental Hygiene Notes

By JOHN F. MONTGOMERY

### June Sale

The June sale of knicks and knacks made in the occupational therapy classes of Wassaic State School is scheduled for Wednesday, June 18, in the school auditorium. . . . Samuel Rosen, Poughkeepsie attorney, discussed the

Workmen's Compensation Law last Monday night at a meeting of the association chapter. . . . New arrivals: Mrs. Joyce Holland, Frank Galarneau, Frank Basil, William Finder, Abe Gelman, Mildred Bellinger, Marion Fort, Mrs. Francis Mens. . . . These have resigned: Mrs. Mary Kilmer, Alice Clay, Mrs. Eva Holman, Edward Ivers, Vera Rosmilso.

### Therapy Review

The progress made in occupational therapy in recent years in the State's institutions, as well as a discussion of work being carried on at present, is recorded in a new pamphlet just off the press of the Mental Hygiene Department. Authored by Dr. Horatio M. Pollock and Gertrude M. Mack, the book is titled: "Statistical Review of Occupational Therapy in New York Civil State Hospitals, Newark State School and Craig Colony, 1940." Copies are available free of charge at the office of the Mental Hygiene Department, Albany.

### Wedding Bells

Wedding bells rung last week in Poughkeepsie for Dr. Viola G. Huddart, senior physician at Hudson River State Hospital, and Francis G. Crispi. Mrs. Carlton Kirchner, also a member of the hospital's medical staff, was matron of honor. . . . Shep B. Freeman is H.R.S.H. representative arranging group trips to New York City by motor bus.

### Willow Brook

Willow Brook State School, under construction on Staten Island, won't be ready for patients until the first of next year. However, a superintendent will probably be picked some time next month. Willow Brook is to be about the size of Wassaic State School, which employs a staff of more than 600 men and women.

### Family Care

On March 1, 1,258 patients were registered in family care, according to the Committee on Home and Community Care of Mental Patients of the Mental Hygiene Department. That figure is steadily on the increase, and officials hope that the 300-number will be reached by next June.

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LEGAL NOTICES

BRIDGE IMPORT CO. - Certificate of Formation of Limited Partnership. WE, THE UNDESIGNED, desiring to form a limited partnership under and pursuant to the laws of the State of New York, do hereby certify and say: 1. The name of the partnership is BRIDGE IMPORT CO.

Photos Wanted!

How come so few Welfare beauties in The LEADER'S contest? The Beauty Editor looks and looks—but only a dribbling of Welfare lovelies does he find in the pictures piled on his desk.

Come on, gals, will ya? Send those pictures in. Gee whiz. Ya wanna be coaxed or smethin'?

WPA Into Home Relief

Loss of WPA employment has been the largest single factor in the addition of 28,503 cases to the home relief rolls during the period from March 1-May 24. Over 44 percent or 12,578, of the 28,503 applications accepted for relief stemmed from WPA dismissals.

It is interesting to note that during this same period 31,823 home relief cases were closed

Welfare Department News

By HENRY TRAVERS

and over 44 percent of the closings were due to transfers to WPA. Here again, WPA was the largest factor involved in the relief caseload's turnover.

Home Relief Applications

Home relief applications have dropped from 4,476 for the week ending March 1 to 2,969 for the week ending May 24. In March the weekly average of applications was 4,000. For April and May the average was 3,300.

Jamboree Goes Over

The "Jamboree" held by the Ozanam Guild on June 6 was a huge success.

The most active "jamboreers" were Misses Helene Vincent and Charlotte Cotter and John Quinn, officers of the Guild. Others included Bill Kelly, popular clerk in the Commissioner's office, Eddie O'Leary, the Department's best "jitterbug," Bill O'Hara,

with his usual sense of humor and smooth dancing, John Washington with his famous renditions of "Danny Boy" and "If You Knew Suzie," Mel Chifari, singing "Heart of My Heart," Mary Delaney, Eileen Riordan, et al, exhibiting the Virginia reel.

Recent Assignments

Assistant Case Supervisor Hannah Pearlman, DO 81. Assistant Supervisors Rose R. Price, DO 81; Margaret M. Heyman, DO 26; Fannie Edelman, DO 74; Sylvia G. Wanshel, DO 65. Social Investigators Murray Rothman, DO 32; Edith Fisher, Fid. Adm.; Mary Marcus, DO 33; Mary Riggio, Stanley Ming, DO 81; Sonia Rapaport, DO 25; Anastasia McCarthy, DO 26; Gertrude Montel, DO 53; Jeanette Boskoff, DO 67; Mercedes Amy, DO 11; Isabella Batho, DO 23; Pearl Penner, DO 67; Herman Singer, DO 81.

FILE NOW FOR CIVIL SERVICE EXAMS. There are more exams - less applicants. Your chances are greater than ever before.

Fire Facts

Continued Story

Next week we'll tell you all about how much the firemen beat the cops in that baseball game at the Polo Grounds Sunday. . . . Battalion Chief Patrick Carey, 2nd Battalion, and Fireman Thomas E. Deady, Engine 9, were injured after responding to a call at 21 Bowery. Fire Facts hopes for a speedy recovery. . . . Firemen are usually welcome after being called to put out fires—or at least that seemed to be the general idea. That is, until firemen rushed to the Brooklyn Navy Yard after a box just outside the yard was pulled. The firemen got as far as the gate—and that's all. There they were refused admittance. Just why seems to be a mystery, but police believe a small fire was extinguished by the Navy Yard fire department. . . . Did you notice that out of respect for the memory of the late Lou Gehrig, the Flag was at half staff on all fire houses until sunset the day of the funeral?

Preview of Coming U. S. Clerk Test

This series of study articles will continue until the time of the exam.

To complete each sentence below, four possible answers are suggested. Underline the answer you consider to be the best one in each case.

23. Of the following, the best way to construct a graph the purpose of which is to compare tax rates on real estate in New York City from 1930 to 1936 inclusive is to

(A) divide a circle into seven parts of appropriate size with labels to indicate the tax rate for each of the years included. (B) divide a square into the necessary number of parts of appropriate size with titles to specify the tax rate for each of the years in the graph. (C) rule seven horizontal lines, appropriately spaced and labeled with the length of the line representing the magnitude of the tax rate. (D) rule seven squares, correctly spaced and titled, with the length of the side of any square representing the magnitude of the tax rate.

24. Clerk A files B letters per hour. Clerk C files D letters per hour. The D letters which clerk C files exceed those which clerk A files by ten letters per hour. Measured in number per eight-hour day, clerk C exceeds clerk A by

(A) D minus B times ten. (B) D minus B times eight. (C) D plus C minus A plus B. (D) the sum of C and D minus the sum of A and B divided by eight.

In the correspondingly numbered spaces on your answer sheet write the number which best completes each of the following items. Sample item II has been done correctly on the answer sheet.

Sample II. The cost, in dollars, of two desks which are priced at \$100 each is

25. An article costs forty cents and sells for sixty cents and another article which costs eighty cents sells for \$1.00. The percentage of profit by which one exceeds the other is.

26. A certain family spends 30% of its income for food, 8% for clothing, 25% for shelter, 4% for recreation, 13% for education, and 5% for miscellaneous items. The weekly earnings are \$50. The number of weeks it would take this family to save \$1,500 is

27. A clerk purchased 1,000 manilla folders @ \$1.40 per C 2,000 index cards @ \$1.70 per M 7 sets of alphabetic guides @ \$1.30 per set 350 cross-reference sheets @ \$1.40 per C The cost of the foregoing is

Answers to Last Week's Questions

Table with 2 columns: Questions (1-11) and Answers (3, 3, 1, 1, 1, 2, 1, 2, 1, 2, 1)

LEGAL NOTICE

PECK & DURHAM—Notice is hereby given that the persons herein named have formed a Limited Partnership and have filed a Certificate in the New York County Clerk's Office. The name of the Limited Partnership is Peck & Durham. The character of the business is a general stationery, printing, engraving and publishing business, located at 80 Washington Street, New York City.

VICTOR JOSEPH CO.—Notice is hereby given that on May 13th, 1941, a certificate of formation of limited partnership of the above in the form substantially as hereinafter set forth was duly filed with the Clerk of New York County. Business is dealing in fruits and produce.

LIQUOR LICENSE

NOTICE is hereby given that License No. RL 2285 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 57 Whitehall Street, City and County of New York.

Notice is hereby given that License No. RW 43 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 401 Ninth Avenue, City and County of New York.

NOTICE is hereby given that Summer License No. SL 300 has been issued to the undersigned to sell liquor, beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 825 8th Avenue, City and County of New York.

MOORE, LEONARD & LYNCH - NOTICE is hereby given that the persons herein named have formed a Limited Partnership in the State of New York and elsewhere, and have filed a certificate in the Clerk's Office of the County of New York on the 2nd day of June, 1941, of which the substance is as follows:

The name of the Limited Partnership is Moore, Leonard & Lynch. The character of the business is the carrying on of a general stockbrokerage business, including buying and selling on commission and dealing in stocks, bonds, commodities, securities, bills of exchange, and commercial paper, engaging in underwriting or syndicate agreements, and borrowing and lending money incidental to the foregoing activities.

The location of the principal place of business in the State of New York is 115 Broadway, City of New York, New York. The name and place of residence of each of the general partners are as follows: Charles McKenna Lynch, Greensburg, Pennsylvania; Thomas Lynch, Greensburg, Pennsylvania; Herbert T. Tomlinson, Hollis, New York; Ernest O. Dorbritz, Pittsburgh, Pennsylvania; William J. McMill, Pittsburgh, Pennsylvania; Jerome Hill, Pittsburgh, Pennsylvania; Thurston Wright, Pittsburgh, Pa.; William Frew, Pittsburgh, Pennsylvania; William Frew, Pittsburgh, Pennsylvania; James Richards Leonard, New York, New York; Albert G. Wells, Pittsburgh, Pennsylvania; Charles McKenna Lynch, Jr., Greensburg, Pennsylvania; Wesley G. Tomlinson, Hollis, New York; Addison W. Arthurs, Pittsburgh, Pennsylvania; and Lambert Turner, Pittsburgh, Pennsylvania.

The term for which the partnership is to exist is from January 1, 1941, until December 31, 1941, subject to prior termination under certain conditions.

The amount of cash contributed by limited partner Charles R. Leonard is \$100,000 and by limited partner Edgar W. Leonard \$100,000, and said limited partners contributed no other property.

The contributions of the limited partners, subject to adjustment in accordance with the profit and loss account of the partnership, is to be returned on liquidation of the affairs of the partnership.

The share of the profits or other compensation by way of income which each limited partner shall receive by reason of his contribution shall be a sum equal to 6% per annum thereon and a 10% share of the net profits. Share of net losses 5%.

In case of the death, retirement, or insanity of any partner, whether general or limited, who has contributed to the capital of the partnership, the partnership shall be immediately terminated, but in case of the death, retirement, or insanity of any partner who has not contributed to the capital of the partnership, the right is given to the remaining general partners to continue the business. The certificate referred to above has been sworn to by all the general and limited partners. Dated at New York, New York, this 2nd day of June, 1941. MOORE, LEONARD & LYNCH.

Insist on ARCO! Pick up a copy at all key spot and independent Subway newstands or The LEADER Bookshop. 48 - PAGES - 48 Contents: DUTIES, QUESTIONS, ANSWERS, HYDRAULICS, CHEMISTRY, VOCABULARY, MATHEMATICS, JUDGEMENT, FIRE FIGHTING, FIRST AID, GOVERNMENT, TEST ANALYSIS, PREVIOUS EXAMINATIONS. PRICE, 25c. ARCO PUBLISHING CO. 480 LEXINGTON AVE., N. Y.

The Comptroller of the State of New York will sell at his office at Albany, New York June 24, 1941 at 1 o'clock P. M. Daylight Saving Time \$15,000,000.00 State Institutions Buildings Serial Bonds of the State of New York Dated June 26, 1941 and maturing as follows: \$600,000.00—Annually June 26, 1942 to 1966 inclusive Principal and semi-annual interest payable December 26 and June 26 in lawful money of the United States of America at the Bank of the Manhattan Company, 40 Wall Street, New York City. Exempt from all Federal and New York State Income Taxes. Bidders for these bonds will be required to name the rate of interest which the bonds are to bear not exceeding 4 (four) per centum per annum. Such interest rates must be in multiples of one-fourth of one per centum and not more than a single rate of interest shall be named for the issue.



# Where Do I Stand?

The following are the latest certifications, in New York City and Albany, from popular State lists. P stands for permanent, T for temporary.

Junior Clerk		
P-New York-\$900	1,008	85.375
P-Albany-\$900	3,780	81.10
T-New York-\$900	3,318	81.625
T-Albany-\$900	5,585	79.40
Junior Stenographer		
P-New York-\$900	1,064	86.90
P-Albany-\$900	2,347	77.80
P-Albany-\$900	595	86.499
(from Asst. Steno. list)		
T-New York-\$900	1,455	84.60
T-Albany-\$900	2,325	78.60
Junior Typist		
P-New York-\$900	1,181	87.20
P-Albany-\$900	2,109	84.50
T-New York-\$900	1,709	85.74
T-Albany-\$900	3,333	78.80
Assistant File Clerk		
P-New York-\$1,200	178	88.70
P-New York-\$900	100	89.50

P-Albany-\$1,200	119	89.20
P-Albany-\$900	1,270	85.30
T-New York-\$1,200	459	87.30
T-Albany-\$1,200	438	87.40
T-Albany-\$900	994	85.90
T-Albany-\$900	1,445	85.00
Assistant Clerk		
P-New York-\$1,200	581	87.81
T-New York-\$1,200	376	88.52
T-New York-\$1,060	558	87.91
T-New York-\$900	437	82.37
T-Albany-\$1,200	1,301	86.24
T-Albany-\$900	7,057	80.80

Assistant Stenographer		
P-New York-\$1,200	122	89.60
P-Albany-\$1,200	347	87.70
T-New York-\$1,200	1,164	84.10
T-New York-\$900	1,794	80.90
T-Albany-\$900	1,877	80.10
T-Albany-\$1,200	1,894	78.60
(from Sr. Steno. list)		
T-Albany-\$900	2,347	77.80
(from Jr. Steno. list)		

Assistant Typist		
P-New York-\$960	383	86.16
P-Albany-\$1,200	159	87.40
T-New York-\$1,160	222	87.199
T-New York-\$900	1,614	79.293
T-Albany-\$1,200	841	83.70

Latest permanent appointments from these lists are:

Junior Clerk		
New York-\$900	705	86.20
Albany-\$900	3,298	81.625
Junior Stenographer		
New York-\$900	719	87.30
Albany-\$900	2,347	77.80
Junior Typist		
New York-\$900	780	88.46
Albany-\$900	1,978	84.90
Assistant File Clerk		
New York-\$900	105	89.60
Albany-\$900	1,068	85.70
Assistant Clerk		
New York-\$1,200	63	91.04
Albany-\$1,200	533	87.97
Assistant Stenographer		
New York-\$960	405	87.40
Albany-\$1,200	192	88.39
Assistant Typist		
New York-\$960	539	85.20
Albany-\$1,060	167	87.60

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

## Prison Guard List Is Due 'Any Day'

Court records of several Prison Guard applicants have been straightened out by the State Civil Service Commission, and the list is now expected any day. The list will have just short of 5,000 names. It will be another several weeks before the State Trooper list is established.

The nineteen lists in the junior education examiner title are to be published within a week or two. Other open competitive lists on the griddle are senior library assistant, railroad equipment inspector, public service; court attendant, Monroe County; case supervisor (consultant), Monroe County Board of Child Welfare.

Promotion lists in the office are Principal Payroll Auditor, State Insurance Fund; Assistant Insurance Examiner, Insurance; Chief Mercantile Inspector; Director, Welfare Area Office; Head Steam Fireman; Power Plant Shift Engineer.

## Blueprinters in Clerk Service

Three new titles have been added to the clerical service of the city's classification scheme. The titles are Blueprinter, Photostat Operator, and the combined post of Blueprinter and Photostat Operator. These classification changes take effect immediately as it is not necessary to forward them to the Mayor and the State Civil Service Commission for approval.

## Your Chances for Appointment

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

Candidates can determine the approximate date for a new examination by consulting the expiration date of the list, in the last column below. In some instances, however, a list is exhausted before its expiration date or the Civil Service Commission decides to abolish a list or not to hold another examination for a position.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Anyone with a question on a certification should call or write to the Information Bureau, Municipal Civil Service Commission, 290 Broadway, New York City, Cortlandt 7-8880.

Title	Department	Salary	P.T.I.	Latest No.	List Expires
Able Bodied Seaman	Public Works	\$65 month	P	431	4:28:43
Able Bodied Seaman	Docks	1,800	T	295	
Able Bodied Seaman	Docks	1,800	T	346	
Accompanist	Hunter College	1.25 hr.	P	20	1:15:43
Accountant, Grade 2	Comptroller	1,800	P	409	7:27:12
Accountant, Grade 2	Welfare	1,200	P	683	
Accountant, Grade 2	Welfare	1,500	P	545	
Accountant (prom.)	Comptroller	1,200	I	650	
Airport Assistant	Docks	2,400	P	65	
Announcer	Mun. Broadcasting	1,200 & 960	P	75	3:28:43
Architectural Assistant	Welfare	1,900	P	7	2:13:44
Architectural Draftsman	Transportation	1,860	P	12	12:18:44
Assistant Alienist	Hospitals	3,120	P	30	4:13:42
Assistant Chemist	Correction	2,040 w/m	P	25	1: 2:44
Assistant Gardner	Parks	1,500	P	58	4:20:42
Assistant Engineer, Gr. 4	Water Supply	3,120	P	1,051	4:12:43
Assistant Supervisor, Gr. 2	Magistrate's Ct.	1,680	P	61	3: 5:45
Assistant Supervisor, Gr. 2	Magistrate's Ct.	1,680	I	817	12:21:42
Asst. Train Disp (prom.)	Transportation	.75 hr	P	50	2:26:43
Assoc. Asst. Corp Counsel	Transportation	3,000 up	P	23	2:13:43
Attendant-Messenger	Parks	4 day-50 hr.	T	6,874	12:20:41
Attendant-Messenger	Parks	4 day	P	1,925	
Automobile Engineman	Com. Boro. Wks.	1,950	P	144	3: 4:45
Automobile Engineman	Transportation	.52 hr.	P	175	
Automobile Engineman	Trl. Bridge Auth.	1,500	P	58	
Auto Engineman (app.)	Transportation	.52 hr.	P	905	
Automobile Machinist	Sanitation	9 day	P	30	1:10:44
Blacksmith	Sanitation	9.50 day	P	7	6:12:44
Bridgeman and Riveter	Public Works	13.20 day	P	39	1: 9:44
Captain, P.D. (prom.)	Police	5,000	P	144	9:10:44
Carpenter	Boro Pres Rich.	12 day	P	41	10:22:44
Carpenter	Water Sup. & El.	11.20 day	P	28	
Cement Mason	Fire	12 day	T	12	11:29:43
Chief Life Guard	Parks	7 day	T	12	5:14:45
Clerk, Grade 2	Trl. Bridge Auth.	900	T	5,957	2:15:42
Clerk, Grade 2	Comptroller	840	T	7,056	
Clerk, Grade 2	Water Supply	840	P	6,697	
Clerk (female), Grade 2	Education	838	T	4,683	
Clerk, Grade 2 (female)	Hospitals	840	T	1,579	
Clerk, Grade 2 (female)	Transportation	840	P	4,420	
Clerk, Grade 2 (female)	Hospitals	1,200	P	695	
Climber and Pruner	Parks	1,800	P	629	5:14:44
Climber and Pruner	Parks	1,620	P	685	
Court Attendant	Magistrate's Ct.	1,800	P	107	8: 4:41
Dental Hygienist	Health	1,200	P	64	9:15:43
Diesel Tractor Operator	Parks	6.50 day	T	36	
Dir. of Public Assistance	Welfare	6,250	P	3	8: 6:45
Dockbuilder	Purchase	1,800	P	60	3: 8:44
Electric Repairman	Transportation	.75 hr	P	80	10:26:41
Electrical Inspector, Grade 2	Wa. Sup. Gas, El.	1,800	P	150	4: 2:45
Elevator Mechanic	Transportation	.85 hr.	P	80	11:13:44
Elevator Mechanic's Help'r.	Education	1,200	P	76	2:18:43
Fan Maintainer	Tunnels	.75 hr.	P	20	5: 4:42
Fireman, F.D.	Queens College	1,320	P or T	4,103	12:14:41
Fireman, F.D.	Hunter College	1,200	T	4,105	
Fireman, F.D.	Housing	4 day	T	4,214	
Fireman, F.D.	B. P. Queens	1,500	P	3,336	
Fireman, F.D. (app.)	Transportation	52-263 hr.	Por T	4,700	
Insp. of Boilers, Grade 3	Transportation & Bldgs.	2,400	P	11	8:25:45
Insp. Masonry & Carp'try	Welfare	1,800	P	77	4:26:42
Inspector of Plumbing	Water Supply	1,800	P	30	6:22:41
Insp. of Steel, Grade 3	Water Supply	3,400	P	15	8:20:44
Janitor (Custodian) Gr. 2	Health	1,700	P	91	7:31:44
Janitor Engineer	Education	3,888	P	54	6:11:44
Junior Administrative Asst.	Comptroller	3,120	P	4	3:12:45
Junior Architect	Transportation	2,160	P	45	1:21:44
Junior Assessor	Tax	1,900	P	24	4:50:44
Jr. Accountant (prom.)	Comptroller	1,800	P	188	
Junior Engineer (civil)	Water Supply	2,160	P	240	3:11:45
Junior Engineer (electric)	Tunnels	2,160	P	109	11: 1:43
Laboratory Assistant	Health	960	P or T	153	9:26:43
Laboratory Helper	Hospitals	780	P or T	835	4:25:43
Laboratory Helper	Public Works	860	P	191	
Laboratory Helper	Transportation	.42 hr.	P	202	
Lieutenant, P.D. (prom.)	Police	4,000	P	144	9:11:44
Lifeguard	Parks	5 day	T	140	2:14:44
Lineman	Fire	1,500	P	10	9:24:44
Locksmith	Correction	1,700	P	10	1:30:44
Machinist	Wa. Sup. Gas & El.	7 day	P	76	1:10:44
Maint'r's Helper, Grp. A.	Transportation	.57	T	320	2:19:45
Maint'r's Helper, Grp. A.	Transportation	.56-65 hr.	P	300	2:19:45
Maint'r's Helper, Grp. A.	Transportation	.65 hr.	T	345	
Maint'r's Helper, Grp. B.	Transportation	.57 hr.	T	1,559	
Maint'r's Helper, Grp. B.	Parks	7 day	T	559	
Maint'r's Helper, Grp. C.	Transportation	.70 hr.	T	74	
Maint'r's Helper, Grp. C.	Transportation	.70 hr.	P	74	
Maint'r's Helper, Grp. D.	Transportation	.65 hr.	T	52	
Maint'r's Helper, Grp. D.	Transportation	.45 hr.	Por T	50	
Maint'r's Helper, Grp. D (prom.)	Transportation	.65 hr.	P	8	
Management Ass't	Housing	1,500	P	71	8:21:45
Management Ass't	Housing	1,500	T	85	
Management Ass't	Housing	1,250	T	140	
Mechanical Main. Grp. B.	Transportation	.85 hr	P	15	2:18:45
Medical Insp. (Cardiology)	Health	5 session	P	22	4:12:42
Medical Insp. (Obstetrics)	Health	5 session	T	24	4:13:42
Medical Insp. (Ophthalmol.)	Health	5 session	P	78	
Medical Insp. (Pediatrics)	Health	.80 hr.	P	189	4:19:42
Medical Insp. (T.B.)	Health	5 session	T	100	
Med. Inspector (Venereal)	Parks	1,500	P	134	
Motorman-Cond'tor (prom.)	Transportation	.80 hr.	P	150	1:29:45
Park Foreman (prom.)	Parks	6 day	T	69	
Park Foreman	Parks	1,600	P	35	
Pathologist	Hospitals	2,160	P	62	8:18:42
Patrolman, P.D.	Police	1,200	P	59	10:14:43
Patrolman, P.D. List No. 1.	Trl. Bridge Auth.	5 day	T	1,250	
Patrolman, P.D. List No. 1.	Transportation	1,500	P	1,173	
Patrolman, P.D. List No. 1.	Tunnels	1,800	T	1,105	
Patrolman, P.D. List No. 1.	Welfare	1,200	P	1,261	
Patrolman, P.D. List No. 3.	Finance	4 day	T	1,231	
Patrolman, P.D. List No. 3.	Docks	1,320	I	290	
Patrolman, P.D. List No. 3.	Docks	.50 hr.	T	333	
Paver	Transportation	11 day	P	34	5: 1:44
Pharmacist	Hospitals	1,200	P	64	6:22:41
Photographer	Housing	1,200	P	30	7:27:42
Physiotherapy Tech.	Hospitals	1,200	P	25	1:16:44
Pipe Caulker (prom.)	Wat. Sup. Gas & El.	2,100	I	250	9:20:42
Playground Director (female)	Parks	4 day	T	200	
Playground Director	Parks	4 day	T	267	
Playground Director	Parks	1,200	P	267	
Plumber	Parks	12 day	P	18	1: 7:44
Policewoman	Parks	4 day	P	308	2:14:43
Policewoman	Comptroller	5 day	T	308	
Porter	Bklyn. College	1,200	P	620	9:20:42
Porter	Hospitals	900	P	883	
Porter	Hospitals	780	P	2,773	9:20:42
Porter	Housing	1,020	P	308	
Porter	Hospitals	540 w/m	P	2,356	
Porter	Hospitals	720 w/m	P	2,654	
Porter	Hospitals	720 & less	P	3,965	
Public Health Nurse	Health	1,500	P	306	6: 8:42
Railroad Clerk (prom.)	Transportation	.55	P or T	83	
Sant. Man, Class A.	List 1. Sanitation	1,800	P	210	
Sant. Man, Class A.	List 1. Markets	3.50	P	264	
Sant. Man, Class A.	List 2. Health	1,140	P	995	12: 4:44
Sant. Man, Class A.	List 2. Purchase	1,500	P	1,707	
Sant. Man, Class A.	List 2. Transportation	.59 hr	P	1,097	
Sanitation Man A.	List 2. Transportation	.56	T	2,400	
Ser'nt. on Aqueduct (prom.)	Water Supply	2,300	P	22	10:25:42
Signal Maint'n'r. B (prom.)	Transportation	.80 hr.	P	15	1:27:45
Social Investigator	Welfare	1,500	T	924	2: 6:44
Social Investigator	Child Welfare	1,500	P	983	2: 6:44
Special Patrolman	Correction	1,800	P	207	10: 3:34
Special Patrolman	Water Supply	1,800	P	312	
Special Patrolman	Transportation	1,500	P	488	
Station Agent	Transportation	.55 hr.	P	913	8:24:41
Stationary Engineer (elec.)	Markets	9 day	P	47	1:15:45
Stationary Engineer (steam)	Public Works	9 day	P	47	1:15:45
Steno. and Typewriter	Hospitals	1,200	T	1,440	11: 7:42
Steno. and Typewriter	Water Supply	1,200	P	1,432	
Steno. and Typewriter	Welfare	960	P	1,513	
Structure Maint'r (plumbing)	Parks	6 day	T	40	2:13:45
Structure Maint'r (woodwork)	Transportation	.80 hr.	P	40	
Tax Counsel, Grade 4.	Law	1,800	P	56	8:13:44
Tax Counsel, Grade 4.	Housing	1,800	T	52	10:15:44
Telephone Operator	Transportation	960	P	15	3:21:45
Third Rail Maintainer	Transportation	.70 hr.	P	34	10: 8:44
Title Examiner	Housing	1,800	P	34	6:23:42
Topographical Draftsman	Water Supply	3,130	P	23	4:23:45
Towerman (prom.)	Transportation	.50 hr.	P	19	11: 6:44
Typewriter Repairman	Transportation	.960	P	1,451	6:22:42
Typewriter Copyist	Transportation	960	P	2,517	
Typewriter Repairman	Purchase	1,380	P	24	1: 9:45
Watchman-Attendant	Housing	1,200	P	576	5:10:42
Watchman-Attendant	Transportation	25 week	P	585	
Watchman-Attendant	Parks	4 day	T	734	



# Examination Requirements

## State Tests

### Assistant Physician

Department of Mental Hygiene. Salary \$2,000 to \$2,400 and maintenance. In most institutions there are available for single persons only. Application fee \$2. Appointment expected at the minimum, but may be made at less than \$2,000. File by July 1.

### Assistant Physician (Homeopathic)

Department of Mental Hygiene Usual salary range \$2,000 to \$2,400

### DIPLOMATIC Consular Officers

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## How to Apply for a Test

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

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

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

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

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

Fees are charged for city and State exams, not for federal.

Applications for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

### QUEENS COUNTY

(Open only to residents of Queens County)

#### Photostat Operator

County Clerk's Office

One appointment expected at \$1,621. Application fee \$1. File by July 1.

### WESTCHESTER COUNTY

(Open only to residents of Westchester County)

#### Electrotypist (Finisher)

Electrotypist (Molder)

#### Stereotypist

\$1.32 an hour (40-hour week) Government Printing Office, Washington, D. C. Age limit: 50. File by July 2.

#### Duties

Electrotypist (Finisher): Perform all operations, such as shaving, shaping, beveling, and routing, necessary to prepare cast plates for the presses; repair and correct old plates; related work.

Electrotypist (Molder): Make molds from type and prepare the molds for casting; make shells from the molds by electrolytic action and fill these shells with metal to complete the tacks; related work.

Stereotypist: Perform all operations necessary in making a stereotype plate, including preparing the form, molding it into the matrix, casting the plate in the matrix, and preparing the plate for the press; related work.

#### Requirements

Apprenticeship of five years in the trade for which they apply or five years' practical experience, the substantial equivalent of a completed apprenticeship, and one year journeyman experience.

#### Basis of Ratings

No written exam will be given. Candidates will be rated on the extent and quality of their experience and on their fitness on a scale of 100.

#### Tabulating Machine Operator

Junior, \$1,440 a year; Under Tabulating Machine Operator, \$1,260 a year; Junior Alphabetic Tabulating Machine Operator, \$1,440 a year; Under Alphabetical Tabulating Machine Operator, \$1,260. Applications may be filed until further notice. In New York City, applications are available at 641 Washington Street.

#### Requirements

Junior Tabulating Operator: At least 4 months of full-time, paid experience in the operation of an electric tabulating machine.

Under Alphabetic Tabulating Operator: At least 2 months of full-time experience in the operation of an electric tabulating machine.

Junior Alphabetical Tabulating Operator: At least 4 months of full-time, paid experience in the operation of an electric alphabetic tabulating or accounting machine; at least one month of this employment must have included the wiring or setting of control pins for a variety of tabulations.

Under Alphabetical Tabulating Operator: At least 2 months of full-time paid experience in the operation of an electric tabulating or accounting machine.

All experience must be within 15 years of the date of application. Age limits: applicants must be between 18 and 53.

#### Basis of Ratings

No written examination will be given. Candidates will be rated on the extent and quality of their experience and on their fitness on a scale of 100.

#### Card-Punch Operator

Alphabetic, \$1,200 a year; Under their notice. In New York City, applications are available at 641 Washington Street.

#### Requirements

Applicants must show that within the 10 years immediately preceding the date of application they have had either: A) at least 2 full months of paid experience in the operation of alphabetic card-punch machines. (For Under Operators, experience can be on either an alphabetic or numerical machine); or B) a training course under a competent instructor which included at least 60 hours in the actual operation of card-punch machines. Applicants must be between the ages of 18 and 53.

#### Basis of Ratings

No written examination will be given. Candidates will be rated on the extent and quality of their experience and training and on their fitness on a scale of 100.

Toolmaker, \$7.20 to \$9.36 a day. Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Maximum age, 62. Applications may be filed until further notice.



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## U. S. Tests

### Multilith Camera Press Operator

Multilith Cameraman and Platemaker, \$1,620, Multilith Press Operator, \$1,440. For appointment in Washington, D. C., only. Age limits: 18th to 53d birthdays. File by June 30, 1942.

#### Duties

Cameraman and Platemaker: Operate a copying camera and other necessary equipment for preparation of multilith plates; to assist in operation of multilith press, and related work.

Press Operator: To operate a multilith press and make minor repairs and adjustments on it; to assist in the preparation of multilith plates and related duties.

#### Requirements

Cameraman and Platemaker: 2 years of paid experience in multilith work, at least one year of which must have included operation of a copying camera, developing of negatives, sensitizing of plates, and other technical phases.

Press Operator: a) 6 months paid experience in operation of press, or b) A resident course in theory and practice, at least 180 hours of instruction, not less than 50 of which were spent in actual operation of multilith press.

#### Basis of Ratings

No examination will be given. Candidates will be rated on their training, experience and fitness on a scale of 100.

### Game Management Agent

Deputy U. S. Game Management Agent, \$2,000. Age limits: 25th to 40th birthdays. File by July 16, 1942.

#### Duties

To perform active field work in detection and prosecution of law-violators.

#### Requirements

4-year high school course. 2 years full-time experience as a) Game warden or other law-enforcement officer b) Manager or assistant of a private wildlife refuge or game farm, or a laborer on such a range c) Game census work d) Research work e) Predator or rodent control work f) Foreman in camp devoted to wild-life conservation, g) U. S. Deputy Game Warden h) any time-equivalent of the above experience. Accredited educational courses may be substituted for the experience requirements at the rate of 1 year's study for six months' experience to

a maximum of 2 years.

#### Basis of Ratings

Candidates will be rated on practical questions of a scale of 100.

### Inspector, Naval Ordnance Materials

Senior, \$2,600, Inspector, \$2,300, Associate, \$2,000, Assistant, \$1,800, Junior, \$1,620. Age limit: 65. Options: 1. Optical or Fire Control Instruments. 2. Naval Guns and Accessories. 3. Munitions. 4. Ordnance Units. Duties: Inspect and test for compliance with specifications materials listed under Options. To make necessary computations, interpret specifications and perform related duties. Requirements: Senior, 6 years of experience, Inspector, 5 years, Associate, 4 years, Assistant, 3 years, Junior, 2 years in one or more of the options. Accredited educational substitutions allowed.

### Cylinder Pressman

\$1.32 per hour. Government Printing Office; \$10.56 per day, Bureau of Engraving and Printing, Treasury Department. Maximum age, 50. File by July 9.

#### Requirements

Completion of a four-year apprenticeship as printing pressman, or four years practical experience in the trade, plus one year journeyman experience in the operation of flat-bed cylinder presses. In addition, applicants for the Bureau of Engraving must have had 3 years journeyman experience on flat-bed cylinder presses equipped with automatic feeders, on commercial work exclusive of book and color work, including at least one year in the use and care of typographic numbering machines.

#### Basis of Ratings

Candidates will be rated on their fitness and qualifications as outlined in their applications on the scale of 100. They will be required to report for further examination.

Principal Mineral Economist, \$5,600; Senior Mineral Economist, \$4,600; Mineral Economist, \$3,500; Associate Mineral Economist, \$3,200; Assistant Mineral Economist, \$2,600. Requirements: Completion of a four-year course leading to a bachelor's degree in a college or university of recognized standing with major study in geology,

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Cervin are most effective in stopping loss of hair and promoting a scalp condition conducive to better hair growth. Bio Cervin is also an immediate aid to cleansing the scalp of all signs of dandruff or other scalp disorders. Thousands of satisfied users all over the country attest to the success of Bio Cervin. Specialists recommend it. You will be amazed at its fast action and results.

### READ WHAT EMINENT SCIENTISTS AND DOCTORS SAY

of the Bio Cervin ingredients. Bio Cervin Contains:

**RESORCIN:**—Pharmacology & Therapeutics, Horatio C. Wood, Jr. 1912—Page 355

"Its most important use is in the treatment of various skin diseases, in which it appears to be valuable not merely through its anti-bacterial action, but also by virtue of its stimulant effect upon the skin . . ."

**LANOLIN:**—Materia Medica & Therapeutics, John V. Shoemaker, Fifth Edition—Page 72

"It is neutral and is a good vehicle for remedies to be used by inunction, as it passes readily through the skin." Dr. A. Gottstein, of Berlin, has demonstrated that lanolin is indestructible or impermeable by micro-organisms. Its employment may, therefore, be regarded as aseptic measure. Lanolin in conjunction with appropriate internal remedies restores the lustre or gloss of the hair when it has been lost in consequence of Systematic disease. It is valuable in the treatment of Atrophy of the hair, and counteracts that dry, harsh condition of the hair which is natural to some individuals.

**SULFUR:**—Materia Medica & Therapeutics, John V. Shoemaker, Fifth Edition—Pages 783-784

"The antiseptic and germicidal effect of sulphur may exercise an important prophylactic influence in preventing, under ordinary circumstances, the invasion of the tissues by micro-organisms. In Alopecia especially the circunserita variety, sulfur often acts well in assisting to restore the growth of the hair."

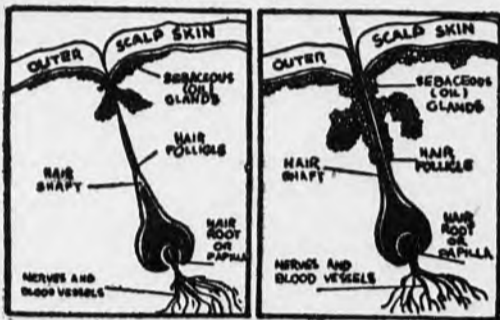
**EUCALYPTUS:**—The Dispensatory of the U.S.A., Dr. Geo. B. Wood, Seventeenth Edition—Page 516

"The experiments of Binz and of Gimbert have shown that it acts very positively upon infusoria and other low forms of life. Gimbert even claims superiority for it as an antiseptic over carbolic acid. Externally it may be used in chronic skin affections and ulcerations when a stimulant antiseptic application is indicated."

**PETROLATUM:**—Materia Medica & Therapeutics, John V. Shoemaker, Fifth Edition—Page 624

"The stimulating properties of petroleum render it of service in loss of hair and Alopecia Circunserita. Petrolatum has been widely employed as an unguent, and as a basis with which to incorporate more active topical medicaments."

The worth of the individual ingredients of Bio Cervin toward aiding the growth of hair and stopping scalp conditions is undeniable. Compounded together by a secret process, Bio Cervin unquestionably can help you.



Picture at left shows condition of the hair root and follicle, illustrating how the hair is unable to grow, due to the undernourished hair root or papilla. Picture at right shows how the hair root has been strengthened by Bio Cervin, cleansing the hair follicles, developing the sebaceous glands, stimulating the papilla and thus forcing a strong healthy hair up through the hair follicle.

### THE DANGER SIGNS!

1. Crusty, scaly, coating to your scalp.
2. Itchy scalp.
3. Excessive dandruff.
4. Hair becomes lifeless.
5. Hair becomes brittle.
6. Thinning of hair.
7. Falling out of hair.
8. Scalp becomes dry.

### STOP BALDNESS NOW WHILE THERE IS STILL TIME

Don't wait until you are completely bald. Act to day. Bio Cervin can definitely help. Don't delay any longer. Thousands of satisfied men and women attest its success. Scalp specialists recommend it. You will be amazed at the results.

### FREE TRIAL OFFER

If after using Bio Cervin for a fair trial (2 months) you are not benefitted, or otherwise absolutely satisfied, simply return unused portion and full purchase price will be refunded to you.

YOU HAVE NOTHING TO LOSE — EVERYTHING TO GAIN

PRICE: \$2 FOR 2 MONTHS' SUPPLY OF BIO CERVIN

(COMES IN PLAIN WRAPPER)

### Watch These Danger Zones

1. Crown—A very common danger zone which should be watched and checked as quickly as possible. Loss of hair here does not mean loss of hope.



2. Frontal — Common also, and prevalent among younger men is this danger zone. Check this with Bio Cervin before it is too late. You will be amazed at the result.



3. Temples — Most common of all is this danger zone which shows neglect in the cases where hair could have been saved. Of course there are many other danger zones as outlined in Bio Cervin booklet which accompanies each order.



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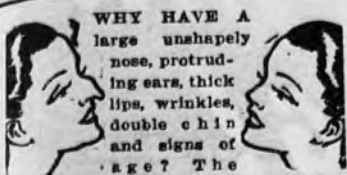
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By BILL BENNETT

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During the last fourteen years, hundreds of graduates have taken their place in Welding. The training today, as has always been the policy of the Smith School, is individualized and practical instruction is given. In this manner, the student advances more rapidly, as he can put in as many hours as he plans during a working day, which runs from 10 a. m. to 10 p. m..

As a feature of this anniversary, the Smith Welding School is offering a special reduction on both its Electric and Gas Welding courses. All those interested in Welding are invited to visit the school and inspect the modern facilities available and watch the students at work.

### Tips for Men, Women and Children

The hot weather is here, and

now's the time to learn to swim. The Women's Swimming Association at 470 West 24th St. have St. is ready to teach you the Rhumba, Conga, Tango, Fox Trot or Waltz. . . . Let's have The LEADER follow you into your home by putting in a Findlay Stoker. Call American Stoker-Heating Engineers at 639 Linden Blvd., Brooklyn. . . . Now, let's make sure we've got all the proper furniture. Leonard M. Eisenberg can furnish each and every room with beautiful up-to-the-minute furniture and save you from one to four months rent money.

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Resort News

By Joseph Burstin, Resort Editor

Canadians Friendly

The traveler this year will find the Canadians more friendly than ever, for the European struggle has served to tighten the bonds between the two great sister nations of the Western Hemisphere. Crossing the most famous international boundary line in the world is a matter of minutes. The frontier demands no passport of any kind from the United States citizen, so that reaching the vacation playgrounds of Canada presents little more of a problem to the motorist than entering a neighborhood state.

Everywhere in Canada there are indications of more than usual preparations for the comfort and pleasure of guests from the States. Most recent evidence of this Dominion-wide activity is the erection of the new Lord Elgin Hotel at Ottawa, being rushed to completion for the opening, July 1. Built by the Ford Hotels Co., whose hotels at Toronto and Montreal are well known to American visitors, the Lord Elgin supplies a long-felt want in Ottawa.

At Fallsburg

This summer, for the first time, the Flagler, Fallsburg, N. Y., will boast of two social directors, two athletic directors and two hostesses in charge of social events. Heading the social staff as co-directors are Billy Hodes and Murray Rumsey, and on the athletic staff are Mack Rosen, and Joel Gotthoffer, star basketball player.

One of the very excellent camps for boys of 9 to 16 is the Alvernia, conducted by the Franciscan Brothers at Centerport, L. I. It combines a beautiful location with a program supervised by Brother counselors. Land and water sports. First rate cuisine.

At the Nemerson, South Fallsburg, N. Y., many athletic events are slated, including the debut of Ike Goldstein's All Star Basketball Quintette. The finals of the Manhattan Hand Ball Tournament will be held the last week of this month, with the winner receiving the Betty Nemerson trophy.

Lenny Kent of "Hold Tight" fame, direct form a season's engagement at the well-known mid-town night spot, Butler's Tap Room, will head the theatrical staff at Hotel Brickman, South Fallsburg, N. Y., beginning July 4.

Civics at Play

Muriel Blumberg with the Cotton Exchange Administration and Morris Trost of TSPQ teeing off on the Golf Course at the Copake Country Club . . . Moe, was it the beautiful golf course, or the pretty girl (s), or love that kept your mind off the ball? . . . Casey, the mailman, servicing WOR, relating his (fish) tales of imbibing the ball games at Hilltop Lodge, Hopewell Junction, N. Y., week-ends, to the boys in the mail room. . . .

Resort Notes

Mr. Otto Duetsch has been appointed Managing Director of the Manhattan Beach Hotel, Manhattan Beach, N. Y. . . . "Sunday Nights in Cuba," will be the weekend attraction at the Lido Beach Club. Xavier Cugat will appear with his regular artists. . . . The eighth annual Craftsmen's Fair of the League of New Hampshire Arts and Crafts will be held this year at Dartmouth College. . . . Cimarron Ranch, Peekskill, N. Y., will be the scene of a rodeo Sunday. A novel feature will be a cowboy and cowgirl fashion parade. . . . Henry Nemo and his orchestra will play for dancing at Grossinger's, Ferndale, N. Y. . . . On the Monmouth County program of big events this summer are the Battle of Monmouth anniversary celebration at Freehold, N. J., June 29. . . . The Horse Show at Spring Lake and Long Branch. . . . Pocono Manor Inn, one of the oldest eastern summer resorts, is now in its thirty-ninth year of operation. . . . Sydney Grossman, of the Hotel Grossman, Lakewood, N. J., will open The Hollywood Hotel, West End, N. J. . . . June 26. . . . The Berkshire Country Club, Wingdale, N. Y., will have 250 men attending the Cigarette Merchandisers' Convention this week-end. . . . A. Shustin, who was connected with the Shustin's Lakeview, Lake Hopatcong, N. J., is now operating Bon Air Lodge. . . . Aquaplaning and speedboating are the new features at the New Empire Hotel, Kauneonga Lake, N. Y.

So. Fallsburg, N. Y.

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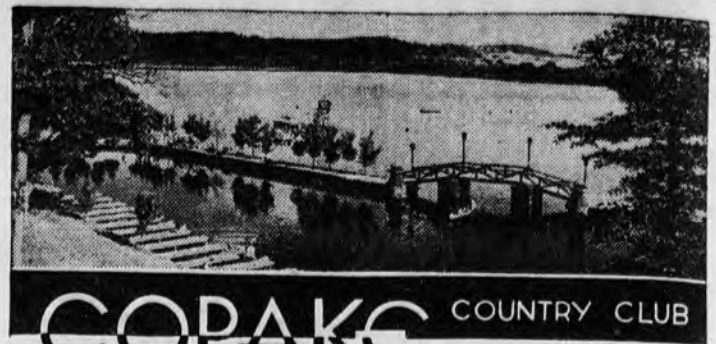
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# BULLETIN BOARD

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

### AMERICAN IDENTIFICATION SOCIETY

The Grand Chapter of the American Identification Society will hold a social gathering at the 23d Street YMCA, 215 W. 23d street, at 8.30 p. m., Friday, June 30. Members and their friends as well as all others interested in fingerprinting are invited to attend. There will be refreshments and dancing.

### AUTO ENGINEERMAN ELIGIBLES

One hundred and fifty members attended a meeting of the Auto-Engineer Eligibles Association, Tuesday, June 10, at 7 East 15th street. Permanent officers elected were: Mr. Francis Mandeville, president; Mr. John Stone, vice-president; Mr. Joseph Lange, recording secretary; Mr. Edward Ringenberger, financial secretary; Mr. Victor Fairweather, treasurer. Chairmen and committee members of standing committees, such as membership, program, legislation and job seeking will be appointed by the president at the next meeting.

During the course of the meeting Mr. John Huntze gave a very interesting talk on the trolley training course and the practical test being given to eligibles on buses. The next regular meeting will be held Tuesday, June 24, at 7 East 15th street. All eligibles are invited to attend.

### ANNUAL DANCE

Eighth annual employees' dance of the New York State Psychiat-

ric Institute is scheduled for Saturday night, June 21, at Audubon Ballroom, 166th St. and St. Nicholas Ave., New York City. B. Romeo is chairman, and promises a memorable evening.

### FINGERPRINT SOCIETY ELECTS NEW OFFICERS

Herman Leis, F.P.E., was re-elected president of the Fingerprint Society of America at a recent meeting held at national headquarters, 63 Park Row. Mr. Leis is an employee of the Department of Correction. Also elected were: Vice-president, Joseph D. Schneewis, F.P.E.; secretary and treasurer, Sgt. Abraham J. Berman, F.P.E.; sergeant-at-arms, Samuel Lesman, F.P.E.; historian and librarian, Mrs. May O'Brien. The following were named to the board of governors: Herman Eisenstat, Sam Buchalter, Irving Greenberg, A. Lazlo Papp, Sherman Manning, John Wojchowski, F.P.E. Moe Schaeffer. Willard Zweig, a postal employee of the Union City, New Jersey, Post Office, has been admitted to the society.

### SPECIAL PATROLMEN, PARK DEPARTMENT

All employees in the Park Department who are working as Special Patrolmen are urged to attend an important meeting at the World Building, 63 Park Row, Friday, June 20 at 8:30 p.m. Inquiries concerning this meeting should be addressed to Edward F. Johnson, 609 Wales avenue, Bronx.

ning, June 25. All Civil Service employees, eligibles and applicants are invited to join. If you're interested, send a postcard to Civil Service Camera Club, 97 Duane street, New York City.

## CIVIL SERVICE CAMERA CLUB VIEWS PRINTS

The Civil Service Camera Club held its first meeting last Wednesday at the School of Modern Photography, 136 East 57th street. The meeting, which those present called one of the most absorbing of its kind they have ever attended, was highlighted by a talk with illustrations from Carlyle Trevelyan, photographer, author and lecturer. Mr. Trevelyan chose as his subject: "How to Find Your Picture." He displayed dozens of prints to illustrate good picture-taking and bad picture-taking. The club members then observed color-photography in action, watched character slides being made, and observed the operations of a modern dark-room. The club members agreed to meet again on Wednesday eve-

### Classified Advertisements

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#### Swimming Instruction

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

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**MAAHI**—Learn this fascinating game—Send 50c (check or money order) for latest book by Pres. of Nat'l Mah Jong League—Viola L. Cecil, 240 W. 59th St.

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#### Bridge

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## LONGEVITY DAY IS BIG SUCCESS

Wow—what a party! Some 20,000 postal employees and Civil Service workers turned out for Longevity Day last Saturday at Palisades Amusement Park, N. J., as guests of The Civil Service LEADER.

Chief of Police Frank Borell of Cliffside and Andrew J. McDermott, Police head of Fort Lee, estimated the all-day throngs at 50,000 with approximately half that number visiting the popular Jersey playground as guests of this newspaper.

They were thrilled with the various rides and attractions, including the Glass House, Spider and Jitterbug, all of which were offered to them free on the Longevity Day picnic and then, they saw the big free act which is the current attraction at Palisades Park, featuring the McFarland twins and their orchestra and the sensation Kimris aerial act.

As a special feature of the evening's entertainment a short program of speeches was arranged, especially for Civil Service park-goers. Jack Nagely, star announcer of Radio Station WINS, who is the master of ceremonies at Palisades, introduced Jerome J. Strauber, chairman of the Longevity Day committee, who presided over the festivities. State Senator Daniel Gutman of Brooklyn made a rousing speech in support of the demands of the postal workers for modest salary raises. Among the other speakers was Martin Shapiro, president of the Brooklyn Federation of Postal Clerks.

In the afternoon, pretty Dolores Doyle of Brooklyn was selected by Walter Thornton, noted beauty authority, as "Miss Longevity," and photographers recorded the crowning for posterity. A beautiful silver trophy was presented to Miss Doyle. A swimming meet scheduled for the day was called off because of the weather.

## To Take Promotion Tests

Hospital helpers holding part-time and living-in jobs with less than one year of service will be able to take promotion tests to full-time and living-in positions in the Department of Hospitals when there are no eligibles willing to accept these better posts. This action was taken by the Municipal Civil Service Commission after it had received a recommendation from the Department of Hospitals to this effect.

Previously, the commission had agreed to permit part-time and living-in hospital helpers with more than a year of service to take promotion tests. The reason for the change was that the hospital department found it too difficult to get candidates from the list to accept jobs in outlying areas like Staten Island and Otisville.

ful silver trophy was presented to Miss Doyle. A swimming meet scheduled for the day was called off because of the weather.

### THE THRILL PICTURE OF THE YEAR!

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CHIN LEE in person will arrange your party, whether it be for a SHOWER, WEDDING, ENGAGEMENT—or for whatever your needs may be.

## THIS WEEK'S ELIGIBLE LISTS

Five eligible lists were published this week by the Municipal Civil Service Commission. The number of new persons eligible for city jobs is more meagre this week than it has been for a long time. The lists follow:

**Promotion to Head Dietitian—Department of Hospitals**  
1. Josephine J. Henneberger, 76.815; 2. Mary E. Harbison, 73.905. Assistant Engineer (Drill Operations) Grade 4

1. Henry D. Hammond, 90.35; 2. VanDyne Peli, 76.55.

**Qualifying Practical Test for License for Special Rigger**  
106. Peter Kamdron; 108. E. William Finken; 110. Harold F. Tweedy; 111. Steve Veczko; 112. Bernard Siele; 114. Irving Gitelman; 115. Rubin Gordon.

**Qualifying Practical Test for License for Stationary Engineer, Grade 1**

3. DeLorna E. Morrow, Jr.; 8. Herman Othmer; 12. John Anderson; 13. Joseph P. Rice; 14. Benjamin Leese; 15. Amos Schumpert Abrams; 18. Edward McGovern; 21. Alfred Mullaney; 29. William John Scribner. City Wide Promotoin Marine Engineer

1. Howard A. Teator, 89.928; 2. David I. Hughes, 87.112; 3. Walter C. Eldert.

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Please check if renewal



## Odd Results

That the public is defense-minded is reflected today in a survey made by The LEADER of answers given in the Municipal Civil Service examination for Assistant Director of the New York City Information Center.

One section of the test required candidates to name the activity associated with various persons.

The persons listed were: William Carey, Louis Costuma, Haven Emerson, Homer Folks, Thomas Lamont, Arthur McDermott, David Mannes, Samuel Rosenman, Michael Walsh and Thomas Watson.

Candidates were asked to select their occupations from the following: Banking, Business Enterprises, Election Official, Engineering, Fire Official, Judiciary, Medicine, Music, National Defense, Police Official, Selective Training, Social Welfare and State official.

The result shows that 81 of 100 candidates associated Arthur McDermott with selective training and national defense rather than either of his previous occupations including that of Deputy City Comptroller. Col. McDermott is top man here in the Selective Service Administration.

Then 80 out of 100 associated William Carey with engineering and National Defense rather than with his other activities including that of Commissioner of Sanitation. Carey is engaged in the OPM program.

Most candidates spotted Thomas Lamont's occupation correctly as Banking.

The "trick" question of the lot seems to be the one where candidates were required to name the activity of Louis Costuma. Only 35 were correct. Louis Costuma is the Police Chief Inspector. His brother, David B., is one of the two Republican members of the Board of Elections.

## SANITATION TRAINING CONTINUES

The Sanitation Department's big in-service training course is continuing. Week before last over 2,100 men took a "mid-term" exam. The papers haven't all been marked yet, but first indications are that they have done unusually well.

## TYPIST, STENO TEST THIS WEEK

Candidates who filed for the federal junior stenographer-typist examination for appointment in New York City and Westchester County, are being examined this week by the United States Civil Service Commission. Those who have not been called to date will be notified in the near future when to report for examination.

Men and women between the ages of eighteen and fifty-three, who wish to file for the stenographer-typist examination for appointment in Washington, D. C. only, may still obtain applications at the local offices of the Commission, 641 Washington street, New York City. Applications can be filed until further notice.

## Accountant Test Postponed

The promotion tests to Accountant and Senior Accountant for the Board of Transportation, originally scheduled for July, have been postponed until the Fall. The request to postpone the tests came from the eligibles and officials in the Board of Transportation. Previously the Municipal Civil Service Commission decided to delay holding these two tests for all other city departments.

The eligibles in the Board of Transportation petitioned the Commission to postpone the tests so that they would be able to take the same examinations after the ordinary summer vacation period.

## WANTED: More Desirable Girls to Train for Secretaries

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

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

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

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

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

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

"How do you do it?" he asked.

Here is the substance of what I answered:

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

### THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

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

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

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

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

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

### BEING INTELLIGENT ISN'T ENOUGH

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

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this

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

### GETTING A JOB—SCHOOL OR EXPERIENCE?

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

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

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

As stated above, our graduates spend from two to four weeks in our office preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.


Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employable and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary, as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is.

We have obtained and established favorable relations with the best business houses in the city and place all our girls in the metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls, in many cases, they demand a second, third, fourth, because they know the one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1940. Page 981.)

### PREPARE for the STENOGRAPHER-TYPIST EXAMINATION AT THE NEW YORK BUSINESS SCHOOL



NEW YORK BUSINESS SCHOOL

A Select Secretarial School

**SECRETARIAL ACCOUNTING**

**ALL OFFICE MACHINES**

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