

**Do It Now!**

**YOU CAN STILL FILE  
FOR POLICE JOB** *See Page 20*

***Women Paid While Training  
for Important War Tasks***

*See Page 8*

**CITY SELECTS 'NECESSARY EMPLOYEES'**

*See Page 20*

**PAY RAISE DRIVE FOR U. S. WORKERS**

*See Page 2*

**WHAT WILL PATROLMAN WRITTEN TEST BE LIKE?**

*See Page 3*

*Unofficial*

**Answers: TRACKMAN TEST**

*See Page 20*



# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## Government Gals Who Join WAAC Will Retain Civil Service Status

WASHINGTON.—Two Army auxiliaries—the Women's Army Auxiliary Corps and the Army Specialist Corps—are realities now.

Congress has at last approved them and now they are authorized by the law of the land.

WAAC, the organization through which an estimated 150,000 women will take over non-combatant Army duties throughout the world, is expected to be headed by Oveta Culp Hobby, 37-year-old Texan, who is working in the Army's press relations section in Washington.

Rules and regulation on WAAC are expected to be officially announced within a few days. The Army is known to be considering the recruitment of women through the regular Army recruiting stations throughout the country.

### Aircraft Warning Service

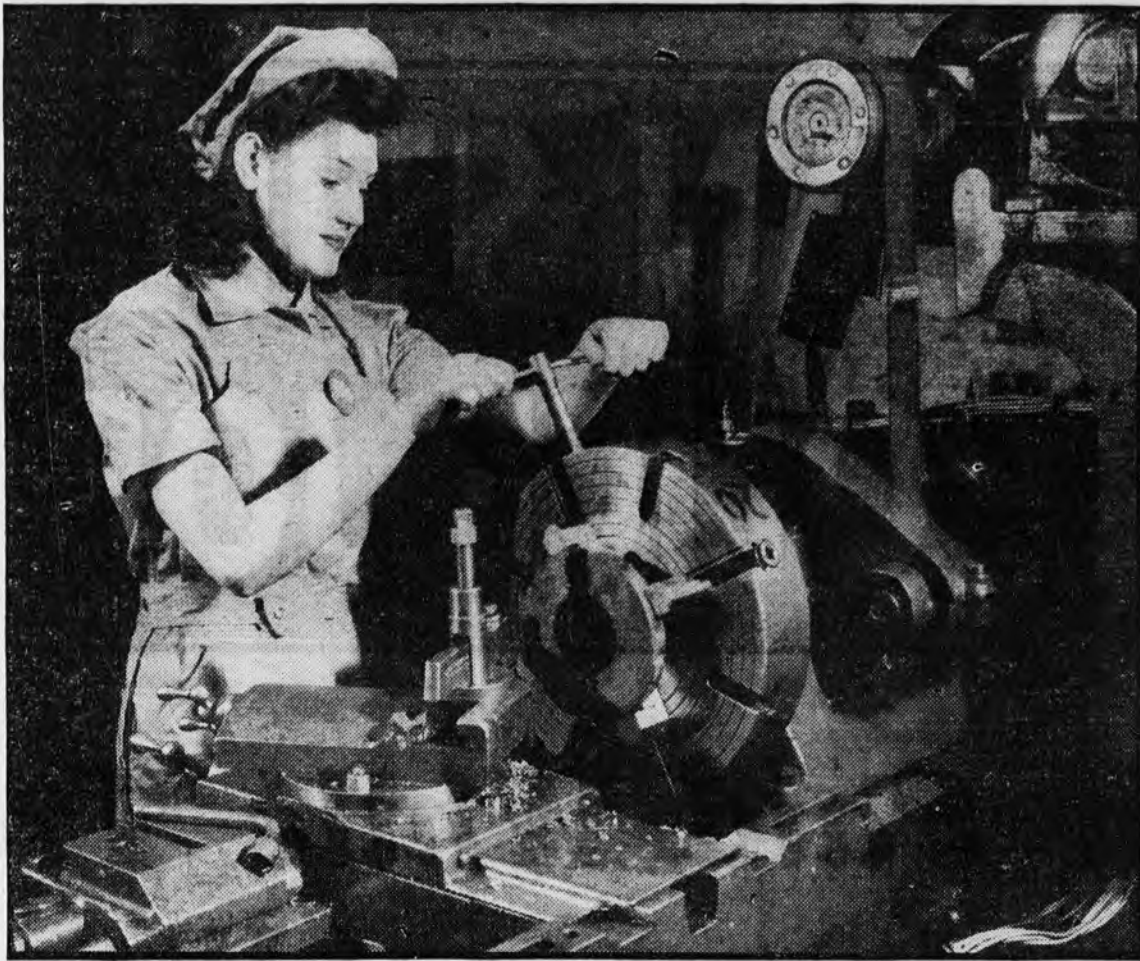
The first big job slated to be turned over to WAAC is the work of the Aircraft Warning Service which operates in the coast areas. More than 150,000 WAACs will eventually be placed in the service.

The first WAAC training camp will be located in the midwest. Camps, however, will be located in all sections of the country.

The Government gal who joins WAAC will get all the benefits of a Government boy who is drafted for the Army. She'll get veteran's preference and she'll be entitled to her old job when the war is over.

It's now taken for granted that a number of WAAC members will be stationed at the department in Washington.

Some officials have expressed fear that WAAC members would be given jobs as stenographers, typists, clerks and the like in Washington, to work alongside of the Civil Service employees. Unquestionably WAAC members will do clerical work both in Washington and in the field to some degree, but the primary purpose behind WAAC is to get women to replace soldiers in non-



*No, she's not a WAAC gal, because in that case she would be wearing a uniform indicating the fact that she is a female soldier. But she's a government worker, performing work that more and more women are doing. The U. S. Civil Service Commission stated this week that in the two States of New York and New Jersey, some federal agencies the ratio has reached four women to one man. A great many of these positions involve tasks that are normally considered man's work. The Commission estimates that it can use, in the New York district, 5,000 women if they could be graduated from engineering colleges with majors in the sciences*

combatant duties so the men will be released for active fighting.

It seems highly unlikely that there will be a real conflict between Civil Service and WAAC. Such a conflict did arise, however, during World War I. The Army refused to have a women's auxiliary then, but the Navy set up an organization known as Yeomanettes and veteran Navy officials will tell you that they are

still having trouble with the Yeomanettes for the simple reason that they worked alongside of Civil Service employees in the Navy Department and did the same type of work as Civil Service workers.

### Salaries

WAAC salaries: The director will get \$3,000 a year plus allowances. She'll have an unlimited

number of assistants at \$2,400. First, second, and third officers will be paid \$2,000, \$1,575, and \$1,500, respectively, plus allowances, of course. Non-coms will get \$864, \$720, and \$648. Regular enlistees will be paid the regular draft rate of \$21 a month. However, the draftees now stand a good chance to be raised to \$42 a month and the WAAC enlistees would also get the boost.

## Truck Drivers Wanted At Rome, N. Y.

The U. S. Civil Service Commission announced last week that applications may be filed for the positions of chauffeur and heavy duty truck driver at the Rome Air Depot, Rome, N. Y. For chauffeur, applicants must have had at least six months of experience in operating motor vehicles and be capable of making minor repairs. The operation of one's private car for pleasure purposes does not meet the requirements for this examination. For heavy duty truck driver, applicants must have had at least six months experience in the operation and minor repair of heavy duty trucks of two tons' capacity or over. The salaries for the positions of chauffeur and heavy duty truck driver are \$1,200 per annum and \$1,320 per annum, respectively.

Applications will be accepted by the secretary, Board of U. S. Civil Service Examiners, Rome Air Depot, Rome, N. Y., until further notice. Copies of the announcement and application forms may be secured from the secretary, Board of U. S. Civil Service Examiners, Rome Air Depot, Rome, N. Y.; or at any first- or second-class post office within 35 miles of Rome, N. Y., or from the manager, Second U. S. Civil Service District, 641 Washington Street, N. Y.

## Federal Pay-Raise Drive Is On in Earnest; \$300-Bonus Bill in Congress

WASHINGTON.—Washington is buzzing with pay raise talk.

The low-paid, white-collar Federal worker now feels optimistic again over the prospect of getting a higher salary from his Uncle Sam.

### Late developments:

As predicted exclusively in THE LEADER, congressional leaders have been definitely sounded out by Administration spokesmen on the chances of pay raise legislation. The President is reported to be ready to recommend legislation to Congress that would have the effect of raising salaries. He is said to be considering application of his industrial labor policy to the government. That is, time and a half over 40 hours to employees drawing around \$3,500 a year and less. The Wage-Hour Act covers few people in the higher pay brackets.

Some of the President's political advisors, however, are reported to be urging him to take a different course. Briefly, their suggestion is this: the mandatory extension

of the government work week from 40 to 48 hours and the payment of straight time to employees for the additional 8 hours. However, time worked over 48 hours wouldn't be compensated for. The general public, the politicians argued, would accept higher employee salaries if longer hours were also provided.

### Mind Not Made Up

However, let us warn solemnly that the President to date hasn't made up his mind on employee raises. After an examination of the facts he may decide to toss overboard all the plans proposed to him. To be more encouraging, the President must meet the pay raise issue. Authority for the Army, Navy and Maritime Commission to pay overtime expires on June 30. Not one of the three agencies wants the present overtime provisions to be re-enacted. What they do want is equal treatment for all its employees, something the present laws don't provide for.

### \$300 Bonus Bill

Chairman Robert Ramspeck of

the House Civil Service Committee took the bit in his teeth and introduced a bill (by request of Federal employee organizations) to give all Federal workers a \$300 annual bonus for the duration of the war. His bill would cover all employees, from the messenger to the executive officer, but few in Washington believe it will pass Congress.

Senator Downey of California followed Ramspeck by sponsoring a bill which would pay \$300 bonuses to all employees who were paid \$3,200 and less.

The Downey bill has been promised a hearing in the Senate. Chairman Bulow of the Senate Civil Service Committee has announced himself in favor of the bill and he says he'll hold hearings on it very soon. Senator Downey said he'd use the bill to investigate working conditions, the cost of living, and industrial salaries versus government salaries in an effort to get a full picture of the employee problems.

The pay rise drive is on and THE LEADER urges you to get behind it. Let's not fail this time.

## Vet Agency Sets Up Shop in NYC

A branch office of the Veterans' Administration is just about ready to open up shop in New York City.

The New York office, which will handle insurance policies, may ultimately employ between 3,000 and 4,000 people. C. J. Reichert, manager, estimates that he'll utilize about 2,500 within the first few months of operation, most of the new blood to come from among those now working in the Washington office and from among transfers from other Washington agencies.

A substantial number of positions remains to be filled from among New York City residents, who are expected to be taken on in the lower clerical grades starting at \$1,260 per annum. To fill the positions, regular U. S. civil service registers will be used insofar as possible. However, where these rosters prove insufficient to meet the needs of the agency, the Veterans' Administration personnel unit will consider persons on the basis of fitness and experience.

### Positions to Be Filled

Among the positions to be filled are these:

- Under-file clerk.
- Stenographers.
- Typists.
- Policy application examiners
- Claim reviewers.
- Others needed in insurance work.

In other words, as Mr. Reichert puts it, "we will operate just like any good insurance company, and we require pretty much the same kind of personnel."

Persons interested in making applications may apply to the Veterans Administration at 346 Broadway, after May 25. Please don't approach the agency before that date, because it won't be ready to receive you.

The agency is occupying four floors at 346 Broadway, and the office space ranks among the best available in the city. The floors are being completely altered to meet the needs of the agency. Desks and other furniture haven't been installed yet.

Mr. Reichert has been with the Veterans Administration for a period of 20 years. The last 18 months he has spent as assistant manager of the Lyons Veteran's Hospital in New Jersey.

## Draft Policy Reconsidered

WASHINGTON.—Paul McNutt's Manpower Committee has discussed at length deferments from the draft at all its meetings so far. The policy of the government itself on deferments has been up for discussion and reports are heard that the government may revise its own draft policy to insure an adequate number of competent people to run the Federal machinery. Only six-month deferments are now given.

## OPA Just Keeps On Growin'

WASHINGTON.—The spanking new Office of Price Administration, just a few months old, may soon become one of the largest Federal agencies.

The present outlook is that a large number of other essential civilian commodities will have to be rationed and local ration boards may soon have to be placed on a full-time schedule.

In that event, don't be surprised to learn that between 90,000 and 100,000 employees will be working for OPA within a few months, numbers that would have sounded utterly fantastic only a few days ago.

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# CIVIL SERVICE IN NEW YORK CITY

## What Will the Patrolman Written Test Be Like?



What will be the patrolman written test be like? The men who are going to take the coming city test want to know, in order to be able to prepare most efficiently before the exam. So The LEADER asked a competent student of testing to give his idea of what the ideal written test would be like. Here's his solution. We hope it will help you in studying between now and June 6, when the test is tentatively scheduled to be held. This material is, of course, entirely unofficial.

1. **Typical Patrolman Situations:** No. of Items—30  
These items should consist of typical situations which might confront a patrolman in the daily routine of his work; the situations presented should not be hypothetical but should be drawn from the police files and records. These items should serve to test the judgment of candidates and their reaction to different sets of circumstances.
  2. **Situations to Test for Moral Qualities:** No. of Items—15  
Honesty — Impartiality — Courage — Perseverance — Loyalty — Moral Character — Sense of Public Welfare — Respect for Rights of Citizens — Obedience — Respect for Authority — Cooperation — Pride in Work — Cleanliness — Pride in Dress, etc.
  3. **Reading Interpretation:** No. of Items—15  
These items should consist of paragraphs or excerpts taken from the law, court procedure, criminology texts, etc. In each item, the candidate is required to select one of five conclusions drawn from the selection and indicate which choice is most valid, on the basis of the facts as presented in the excerpt.
  4. **Government, Civics and Current Events:** No. of Items—10  
These items should consist of events of national or international importance, municipal government in New York City, current events and one or two items relating to recent State legislation.
  5. **Arithmetic:** No. of Items—5  
These items should be straight arithmetic problems with which a patrolman should be familiar; exclude problems which involve a necessity for knowing algebra.
  6. **Spelling:** No. of Items—5  
Words of normal difficulty; a Patrolman should know how to spell.
  7. **Items Consisting of Sentences, Each of Which Contains a Word Improperly Used:** No. of Items—10  
In these items, each should consist of a sentence or two taken from court procedure or a criminology text; five words should be underlined, one of which is entirely out of line with the significance of the sentence chosen. The candidate is required to determine which underlined word does most to spoil the true meaning of the item.
  8. **Give the various facts in a particular criminal Case.** No. of Items—5  
In these items, five conclusions are based on the facts outlined, only one of which is logically correct. The candidate must decide which is the most correct and valid conclusion.
  9. **Classification of Facts:** No. of Items—5  
Each item consists of a fact; the candidate is required to classify the fact given in one column according to the classifications given in a second column.
- Now turn to page 11 for study material based on these principles.

## Now That Trackman Written Test Is Over—

Now that the written examination is over, trackman candidates can start getting ready for their physical. If you feel you didn't do so well on Saturday's test, you needn't worry overmuch because the mark received on the written test will only count forty percent of the final average. The mark received on the physical examination will count sixty percent.

The physical exam, although not so difficult as the tests held for sanitation men, policemen and firemen, will be no walkaway. The physical test will consist of six parts, a dumbbell lift, an abdominal muscle lift, a high jump, a bar chinning test and two machine tests, the pectoral squeeze and the shoulder pull.

In order to get 100 percent on the dumbbell lift, trackman candidates will be required to lift seventy pounds in each hand. Fifty pounds in each hand rates only 70 percent. The lifting of a 60-pound barbell is required for a perfect score on the abdominal muscles lift. Forty pounds gets you seventy percent.

**It's Only a Rumor!**  
On the theory that trackmen may be short, a perfect score in the high jump can be obtained by leaping only three feet. There is no truth to the rumor that trackman candidates are preferred to be small so that they can work underneath the subway trains. At any rate 70 percent

will be awarded the candidate who jumps only two and a half feet.

The trackman candidate who can chin the bar ten times rates the top mark, 100 percent. Only four times is needed for 70 percent.

No date has been set as yet for the trackman physicals. As soon as the dates are announced, they will be printed in The LEADER. Meanwhile, turn to page 20 for the LEADER'S unofficial key answers to Saturday's test.

### Practical Tests For Lift Operators

Qualifying practical tests for the successful candidates on the promotion list for elevator operator, Dept. Hospitals, will start Tuesday, May 19, and continue each day this week except Saturday. The tests will be held in the Supreme Court Building, 60 Centre Street.

Twenty-eight candidates will be examined each day. Those notified to appear for the test will report to room 125. The complete list is published on page 12.

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

ratings received on the mental physical tests.

### Physical Test

The dates for the holding of the physical examination have not yet been set by the Civil Service Commission. Candidates will be called for the physical test according to the school in which they took the written test. For example, all candidates who took the exam in Washington Irving High School will be summoned at the one time. All those who took the test in John Adams High School will appear at another time.

As revealed in last week's issue, 1,065 provisionals are employed in jobs for which the conductor list will be used. These provisionals must be replaced by eligibles on the conductor list as soon as the list is established. It is expected that, by the time the list is made up, many more vacancies will exist for conductor candidates.

Further details on the progress of the conductor examination will appear each week in The LEADER.

is to produce a list of candidates best qualified to be appointed to particular services."

### Would Prohibit 'Chiseled' Salary

Holding that the City Authorities are often tempted to "chisel down" an eligible's salary after the latter has obtained a civil service job, Councilman William A. Carroll this week introduced a bill in the City Council which he says will remedy the situation.

Mr. Carroll's bill provides that any person appointed from a competitive civil service eligible list to a position in the competitive class must receive at least the minimum salary fixed in the civil service rules for the grade of position to which the eligible has been appointed.

"Especially in times such as these," said Mr. Carroll, "it is imperative to protect a civil service eligible's salary as advertised. Once that salary is lowered, the applicant for the job has no chance of doing anything about it. It's unfair to the individual no matter how you look at it."

### Patrolman Case

One case now at issue involves the starting salary of patrolmen. That salary is \$2,000, but the city has been paying \$1,200 to men during the probationary period. The case went to the courts, and the patrolmen won the first round. Mayor LaGuardia has indicated that on the ultimate outcome of the case depends the number of patrolmen to be appointed.

*Wartime conditions make it difficult to recruit men for Commissioner Valentine's department. Last Saturday, it was decided to extend the filing period on the patrolman exam.*

### Doubt Legality Of Pension Bill

Councilman Joseph E. Kinsley this week submitted to Corporation Counsel William C. Chanler his bill providing that the city keep up the pensions of drafted municipal employees. Mr. Kinsley, it seems, has come to doubt the legality of his own bill, as it is written.

Councilman Stanley M. Isaacs challenged Councilman Kinsley's bill before Mr. Kinsley took the action. The former Borough President held that the bill isn't legally feasible unless it provides that the Board of Estimate be asked specifically to approve allocation of funds for the purpose of contributing the employees' share in the pension pool.

Mr. Kinsley's bill, according to Mr. Isaacs, "isn't specific enough as it now stands, merely asking for an amendment to the administrative code."

Mr. Isaacs, who has introduced a resolution in the Council to the same effect, told The LEADER he intends to ask that both his resolution and Mr. Kinsley's bill be brought out on the floor of Council at the next meeting, "if this action is at all possible at the time."

## How the Civil Service Commission Works

### The Payroll—'Watchdog of Civil Service'

"The watchdog of civil service" is the way John J. Curren, director of the payroll bureau of the Municipal Civil Service Commission, describes the work of his department.

Under civil service law, the Commission's most powerful law-enforcement weapon is its payroll bureau. The payroll sheets of every city department under the Mayor's supervision is checked before each pay-day by the Commission's payroll examiners. The civil service status of 148,000 city employees is verified before the employees are paid.

Is a provisional working when an eligible list exists for this title?

Has a department assigned an employee to work out of his title?

Has a department, with budget director's approval, granted an employee an increase in salary beyond the limit of his grade?

Is an employee classified in a title for which he is not eligible, for which he never passed an examination?

### Law Is Enforced

These are the things the payroll bureau watches. At the bottom of each payroll sheet, a space is provided in which Curren signs his name, certifying, with the exception of those names stamped with a star, the validity of the employees status. When the civil service law is violated, Curren merely stamps a star next to the name of the employee affected. The employee working out of title, or the provisional holding a job which should go to someone who passed a civil service test, just doesn't get paid. The violation is stopped. The law is enforced.

The task of certifying payrolls for 148,000 employees is a tremendous one. Most city employees are paid semi-monthly. Exceptions are such departments as the Board of Education and the Board of Water Supply

which pay their employees monthly, and the Sanitation Department and Board of Transportation, which pay their employees weekly.

The few days before payday are busy ones for the Commission's payroll bureau. After the payroll sheets are made up by the Comptroller's office in accordance with departmental budgets, sent to the departments for changes and verification, and returned to the Comptroller, the employees' individual checks are made up. While the checks are waiting in the Comptroller's office to be sent to the departments, and distributed to employees, the payroll sheets are forwarded to the Civil Service Commission for checking. Usually, the time left before pay-day is short, and Curren's staff of 17 (there are four vacancies) must work at top-speed.

### Busiest Season

The busiest season of the year for the payroll bureau is approaching. This is the end of June and the beginning of July, when a new budget goes into effect. (Continued on Page Sixteen)



LISTS

Transit Board Wants Patrolmen

The Board of Transportation is canvassing eligibles on the fireman list in order to fill 100 jobs as special patrolman at \$1,500 a year.

Late last week, the fire list was certified to the New York City Tunnel Authority to fill temporary summertime jobs as bridge officers at salaries of \$5 a day.

Six Helper Jobs Filled

Six jobs as maintainer's helper, group A, in the Board of Transportation are being filled this week from the names of 51 eligibles certified by the Civil Service Commission.

Supermen Are Sent Around

The eligible list for sanitation man, which might be called the general utility list rather than the sanitation list, because of the wide variety of jobs in various city departments for which it is frequently used, was certified this week to the Board of Transportation to fill 80 vacancies as railroad porters at salaries of 57 cents per hour.

The list was also certified to the Department of Public Works for five vacancies as laborer at \$5.50 a day and to the New York City Tunnel Authority for two similar jobs at \$1,500 a year.

Two Seamen Lists

Two separate eligible lists have been established from the able-seaman examination held April 29, 30 and May 1. One list, containing the names of those who hold able-seaman certificates issued by the Bureau of Navigation of the U. S. Department of Commerce, will be used to fill vacancies as able seaman, deckhand and scowman.

passed the test and who lack able seaman certificates, will be used only for jobs as deckhand and scowman.

Eighty-five candidates filed for this examination last December. There are five vacancies as able seaman, four as deckhands and two as scowmen. Able seaman are paid at the rate of \$1,260 a year, with maintenance, deckhand, \$1,800 a year and scowmen, \$1,500 a year.

Supermen Become Gardeners, Too

Eighty-nine eligibles on the sanitation man list were certified to the Parks Department to fill vacancies as assistant gardener this week. The highest eligible reached on the certification was number 5,487. Salary for assistant gardener is \$5.50 a day.

Supermen who accept the assistant gardener positions will have their names removed from the list for a period of one year as the appointments are of the indefinite and not the temporary kind. Indefinite appointments are made when employment is for a period of time longer than six months.

Answers Approved In Apprentice Test

The tentative key answers to the apprentice, automotive trades, written examination have been approved by the Civil Service Commission as the final key. Of 1,184 candidates who took the written exam February 28, in Seward Park High School, only one objected to a key answer.

Porters to Get Housing Jobs

Twenty-six eligibles on the open-competitive list for porter have been certified to fill 10 jobs in the New York City Housing Authority. The housing vacancies pay \$1,080 a year for the first six months and \$1,140 a year thereafter.

ST. GEORGE ASS'N., FIRE DEPARTMENT

A regular meeting of the St. George Association, Fire Department, is scheduled for Tuesday, May 19, at the Tough Club, 243 West 14th Street, at 7:30 p.m.

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

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

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

Table with columns: Title, Department, Salary, P. I., Latest No., and Expires. Lists various job titles like Able-Bodied Seaman, Accountant, Clerk, etc., with their respective departments and certification details.

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### Promotion Test For Statisticians

Applications are being issued by the Municipal Civil Service Commission for a special promotion examination to junior statisticians. The examination will only be open to those clerks in various city departments who were unable to compete in the written test held January 13, 1940, because of the reclassification of the statistical service at that time.

The special test is open to clerks who had served six months in their department by January 13, 1940, and who, on that day, had a degree from a college of recognized standing plus the completion of a basic course, graduate or undergraduate, in statistical methods, or high school graduation and at least two years' experience in work involving the application of a knowledge of statistical theory and methods, or a satisfactory equivalent.

The applications must be filed with the Commission by 4 p. m., June 1.

# Councilmen Feud Over 6-Day Week

## Meanwhile Employees Just Wait and Wait, As Issue Hangs in Air

By ARTHUR RHODES

Councilman Adam Clayton Powell, Jr., this week threatened to "show up the trickery behind" Majority Leader Joseph T. Sharkey's "machine politics" on the Council floor at its Thursday

meeting. Mr. Sharkey's resolution calling upon Mayor La Guardia to modify his six-day week order was introduced last week. Powell had introduced a similar resolution several months ago.

worth the time just to jam through that resolution before civil service workers poured over in their wrath," he added.

### Suggested the Mayor

Mr. Sharkey several weeks ago suggested that Dr. Powell take his six-day week curtailment resolution, then in rules committee, to the Mayor "if he wants action." The Powell resolution will doubtless die in committee now.

Councilman Powell held that "Mr. Sharkey introduced his own resolution on the same subject—with modifications—to suit the majority." In similar fashion, two of Councilman Stanley M. Isaacs' proposals, concerning pension money upkeep for drafted city employees and air-raid protection for tenants, and one by Councilman Peter V. Cacchione regarding free transit for mem-

bers of the armed forces, have been "hurled into the laps of the majority group so it could take credit for the ideas," Dr. Powell charged. "The whole thing smells of pseudo glory."

### 6 Day Week Inefficient

Mr. Sharkey's resolution reminded the Mayor that "the present six-day schedule has not proven efficient in many City agencies, with the result that little has been accomplished on Saturdays, and the added expenditure of additional light, heat and maintenance is wasted; moreover, the time which is spent by city employees on a six-day work schedule could be utilized better if the employees were engaged in some war service, such as air-raid service, the auxiliary fire-fighting service, Red Cross service, or some similar activity."



Councilman Joseph T. Sharkey would have the Mayor modify his six-day week ruling in cases where city employees could show they need the time for war service. But Councilman Powell thinks he isn't sincere.

McGeehan, February 15, 1938, in the case of Sheridan vs. Finegan.

The order compelled the Commission to re-rate the experience papers because extra credit had been given candidates who were formerly employed with the old E.R.B. The order had never been complied with because all the eligibles who passed the test were appointed. None of the investigators affected had ever insisted on the re-rating of the papers.

The Commission was requested to comply with Justice McGeehan's order by Abraham S. Kalkin, a social investigator appointed March 23, 1938. Mr. Kalkin pointed out that the threat of dismissals in the new budget makes it imperative for the Commission to complete the regrading of the papers. As employees are laid off in the inverse order of appointment, a possibility exists that an investigator who should have been appointed first would be unjustly dismissed. In a letter to the Commission, he said that any dismissals without a regrading could be challenged by those affected.

The Commission informed Mr. Kalkin that the re-rating of the experience papers would be commenced not later than June 1.

### Staff Departments to Hold Communion Breakfast

A Corporate Communion and breakfast of the staff departments of New York City will be held on Sunday, May 24. Mass is at St. Andrew's Church, 9 a. m. Breakfast at the Hotel Roosevelt, 10:15 a. m. Principal speaker will be Father Madigan, S.J. Staff departments include the Budget Director's Office, Board of Estimate, Mayor's Office, Civil Service Commission, Board of Standards and Appeals, Department of Investigation, City Council, Teachers Retirement.

Councilman Powell told The LEADER that, "if Councilman Sharkey accomplishes anything by his move, and it seems he will, it won't be his fault." The resolution would put an end to the six-day week only for those workers engaged in "some war service."

Mr. Sharkey was forced to take this step because of huge pressure by civil service organizations, Dr. Powell charged.

"This action has been wrung from him by combined pressure," he said, "rather than through any sincerity on his part to alleviate the ills of civil service workers. The mere fact that it is restricted to those engaged in war service is proof in itself of this point."

Bitter over the "constant refusal of the majority to permit the minority in Council to get decent legislation enacted," Councilman Powell contended that "Mr. Sharkey is now going to take credit for something he was entirely unwilling to go along with for months, for something others were pressing for all the time."

Councilman Powell charged that Mr. Sharkey "was so frantic at the lateness of the hour that his resolution was just about the only reason why Thursday's session lasted just 16 minutes. It was

### Transit Benevolent Group Election

The annual meeting of the New York City Transit Employees' Benevolent Association will be held on May 26, 1942, at 10 a. m. and 8 p. m., at 76 Court Street, Brooklyn, at which the officers of the association for the ensuing year will be elected.

The following have been nominated for office and are to be voted for at this meeting: President, Frank A. Sawicki, motorman, BMT Division; first vice-president, Douglas Miller, dis-

patcher, IRT Division; second vice-president, Mrs. Jessie Pickles, railroad clerk, BMT Division; second vice-president, Abraham Rubinfeld, conductor, BMT Division; second vice-president, Arthur Douai, conductor, BMT Division; third vice-president, James McCoy, motorman, IND Division; secretary Louis Lenhardt, dispatcher, BMT Division; treasurer, James Murphy, motorman, BMT Division.

The association is not in any way affiliated with any political or labor organization, and maintains an office at 66 Court Street, Brooklyn. It provides sick, disability and death benefits for its members.

### Welfare Team Beats Army Boys

Office 10 of the Welfare Department again turned back the 372nd Infantry in an exciting softball game at DeWitt Clinton Field last Wednesday. The score was 7-4 and the game was called in the middle of the sixth inning due to unforeseen naval maneuvers. Highlights were home runs by Jim Gido and Ben Wolfson of Welfare. Starring, too, were Pvt. Brown of the Army with a double, single and a walk in three times at bat, and Bill O'Gorman of Welfare, also with a double, single and a walk in three times at bat. This was the second game in a series and the next game will take place Wednesday, May 20th, at the same field.

### Do It Right The First Time!

As a matter of future policy, the Civil Service Commission decided last week that employees who file an open-competitive application by mistake, instead of filing a promotion application, when both types of applications are being issued for an examination, shall have their application transferred to the promotion file.

The Commission also decided that employees who file a promotion application, but who lack the necessary requirements for admittance to the promotion exam, will not have their applications transferred to the open-competitive file. In this instance, the employee would have to file an open-competitive application for admittance to the exam. If the employee failed to file the open-competitive application during the proper period, he would not be admitted to the test. Requests to have the promotion application transferred to the open-competitive file will be denied.

### 1936 Investigator Test to Be Re-rated

Experience papers of social investigators who passed the written test held December 30, 1936, will be re-rated by the Civil Service Commission, according to a decision reached at last week's meeting of the Commission. The re-rating will be done in compliance with an order of Mr. Justice

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### Holy Name Society, Sanitation Dept.

The Sanitation Department Holy Name Society, boroughs of Brooklyn and Queens, will hold its 11th annual Communion Mass and breakfast on Sunday, May 24. It is expected that approximately 5,000 members of the organization will attend the 8 o'clock Mass at the Church of St. Stephen, Sacred Hearts of Jesus and Mary, Summit and Hicks Streets, Brooklyn, and receive Holy Communion.

Mass will be celebrated by Bishop Thomas E. Molloy, assisted by the Right Rev. Monsignor Leo A. Arcese, spiritual director of the Holy Name Society, and the Rev. Arsenio Caprio, pastor of the church.

After Mass the First Division, headed by the Department of Sanitation Band, will lead the procession from the church to the Hotel St. George, where breakfast will be served. The Second Division will be led by the boys band of the St. John's Home. The boys band of the Church of the Nativity, Ozone Park, will lead the Third Division, followed by the Irish bagpipe band of Our Lady of Perpetual Help Church heading the Fourth Contingent.

The procession, led by officials of the department and the society, will start at Summit and Hicks Streets, proceed in a northerly direction to the Hotel St. George. In charge of all arrangements for the parade formation are Joseph P. Lee, honorary grand marshal, and William F. McCue, grand marshal.

Andrew Mulrain, borough superintendent of Queens and chairman of the arrangements committee, assisted by various delegates and alternates representing the Boroughs of Brooklyn and Queens, have arranged an interesting program which will be broadcast through the facilities of Municipal Radio Station WNYC from 11 to 12 noon.

The principal speakers for the occasion will be Mathias F. Correa, United States Attorney, Southern District of New York; the Very Rev. Monsignor Richard E. McHugh, M.A., president of Cathedral, and others prominent in religious and civic circles. William F. X. Geoghan, former District Attorney for Kings County, and permanent toastmaster of the society, will preside as master of ceremonies.

## Mayor's Finance Committee May Aid Civil Employees, Says H. Eliot Kaplan

The selection by Mayor LaGuardia of a group of 35 civic leaders forming a joint, multi-partisan committee for an extensive survey of municipal finances and tax problems should be an ideal means of revealing the meritorious work performed by and the unusually low salaries of many civil service workers, H. Eliot Kaplan, executive secretary of the Civil Service Reform Association, declared this week.

Adding that "the study should be valuable for showing up those job muckrakers who like to take a whack at civil service employees and belittle their tasks," Mr. Kaplan held that the study will "certainly give the public a better understanding of what working conditions in the city really are".

#### Wage Levels Too Low

He pointed out that the wage levels of city workers are in "too many cases not high enough to attract the best people, that too many efficient workers are being permitted to slide into federal jobs because they can't get enough to compensate for their efforts by working for the city". The study, he said, will show that, too.

If the committee had been set up a year ago, added Mr. Kaplan, who has been invited to participate as a member, it may have made unnecessary the currently contemplated "war economy dismissals."

#### Mayor's Critics on Board

Some of those on the committee have been consistent critics of the Mayor and may feel that joining puts them on the "spot"; others, such as Assemblymen Abbott Low Moffat and Irwin Steingut, may feel the necessity for a free hand in acting on city legislation. They, as well as former

*Mayor LaGuardia's committee to solve the city's financial headaches is almost certain to accomplish one thing if it does nothing else, according to H. Eliot Kaplan, executive secretary of the Civil Service Reform Association. The group will throw the spotlight on the type of meritorious work being performed by the average civil service workers, and in addition, will reveal how low paid they are in relation to work accomplished.*



Gov. Alfred E. Smith, who is somewhat out of public life, and former Comptroller Frank J. Taylor, who may feel some sort of reluctance to help the Mayor out of a "hole" now that he is out of office, may not be on hand for the organization meeting expected to be held this week.

Arguing that the Mayor apparently is "sincere" in his attempts to juggle the city's financial moorings if concrete proposals are forthcoming, Mr. Kaplan characterized the sudden formation of the group as the first extensive municipal attempt to improve the financial setup since the creation of the ill-fated Municipal Economy Committee of 1933, of which Kaplan was also a member.

In informing the Mayor of his acceptance of the post, Mr. Kaplan wrote that "perhaps more tangible results may come of this than was the case with the Municipal Economy Committee of 1933, under Peter Grimm's chairmanship." The latter group ceased to function before it ever had a chance when the then Mayor John P. O'Brien, its sponsor, went out of office and Joseph V. McKee and Mayor LaGuardia himself followed.

#### Suggests Research Assistants

"Mayor LaGuardia really seems to be desirous of getting advice

and guidance," said Mr. Kaplan. Whether or not the committee can undertake the task is the point. Discounting the possibilities that may arise as a result of the Mayor's choice of constant critics, there is no reason why the committee couldn't undertake to bring about satisfactory results, especially if it could have a few investigators and research assistants to obtain special information in addition to what city officials on Board 'A' could furnish." Mr. Kaplan himself is an expert accountant.

The group, Mr. Kaplan suggested, "must determine a long-range policy and solution of basic fiscal policies."

The problems posed for the committee are these:  
Real estate taxation  
New sources of revenue  
Fiscal relations between the city and State.

The group is split into Board "A," which is assigned principally to compiling data and figures, and Board 1, which is to handle questions of policy and conduct the major portions of the study. The committee consists of tax and accountant experts as well as legislative and former legislative representatives, business and civic leaders, if all accept.

#### May Have Referendum

The final recommendations are expected to be shaped into legislative proposals; a public referendum may even be sought.

### Engineers Test On May 23

Four hundred and ten candidates will take the written examination for stationary engineer in George Washington High School, 192d Street and Audubon Avenue, at 9:30 a. m., Saturday, May 23. One hundred and twenty-eight of those appearing for the test are employees seeking promotion. The remaining 282 are open-competitive candidates.

When the lists resulting from this examination are established those who pass the promotion test will be certified for position before those who pass the open-competitive test, in accordance with civil service law.

#### Study Material

Stationary engineer candidates may consult previous examination questions and study manuals at the Municipal Library, room 2230, Municipal Building, New York City.

The reference assistants at the Municipal Reference Library will be glad to help interested applicants during the hours of 9 to 5 on week days and 9 to 1 on Saturdays.

### Personnel Board For Sanitation

Designation of Matthew J. Diserio, assistant to Commissioner, as chairman of the Personnel Board of the Department of Sanitation was approved by the Civil Service Commission at its meeting last week. Other members of the board include John B. Morton and Michael Carey, Deputy Commissioners; William J. Powell, and Edward C. Nugent, assistants to Commissioner; Joseph Zengerle, chief engineer; Loron G. Kurts, director of motor equipment; Albert J. Lizee, superintendent of landfills; John Garbarini, city superintendent; Edmund Donnelly, assistant director of motor equipment; Harry Langdon, chief, division of finance and supply; James F. Dwyer, chief clerk, and Eugene B. Sullivan, law assistant.

Harry Bass, a grade 3 clerk, was appointed personnel representative.

### Dietetics School Starts New Term

The New York Institute of Dietetics has launched a third semester, to start July 1, to turn out more dietitians to meet the war program.

The Institute, at 660 Madison Avenue, Manhattan, has accommodations for a limited number of students for the course, which lasts one year. Applications are now being accepted in the school. Ordinarily, a new semester would not start until autumn.

## Commission's War Aid Group Is On Its Toes

The sale of more than \$4,000 in war stamps and bonds to employees of the Civil Service Commission was reported by the War-Aid Committee of the Commission in the first issue of its lively four-paged mimeographed paper, the War-Aid News Letter. In addition, \$140.48 was collected through various activities sponsored by the War-Aid Committee.

Chairman of the War-Aid Committee is Commission President Harry W. Marsh. Fellow members of the Commission Esther Bromley and Ferdinand Q. Morton and Examiner Burns Gillam are vice-chairmen. Acting Secretary Bill Murray is commission coordinator, and Pearl Polansky occupies the post of treasurer. Other members of the committee include Paul Brennan, fire auxiliaries; Estelle Ellisson, knitting and sewing; James Flannelly, first-aid; John Moran, air-raid warden; Mildred Perlman, secretary to committee; Philip Ripps, bonds and stamps; Alvin Ryan, fund-raising, and Joe Zweig, Army and Navy Welfare.

#### Get Many Pledges

The War-Aid Committee has received pledges from more than ninety percent of the staff to purchase as many stamps and bonds as their finances will permit.

Fifty women employees are busy knitting sweaters for the boys in service. Among those who have already received sweaters are Webster McCue, David Kohan, John Purchio, Maurice Kosstrin, Arthur Bernstein, and Harry Wolinsky, all of them Commission employees in the armed forces.

Two groups have already completed first-aid courses. Others have contributed blood to the Red Cross blood bank. Al Cohen, examining assistant and poet laureate of the Commission, has done his bit with the composition of a lilting, lyrical masterpiece, "The Army, the Navy, the Air Corps, and Marines," which, incidentally, will be sung for the first time over Station WNYC, Monday, June 1 at 6:15 p. m., on a program devoted solely to the War-Aid Committee. Excerpts from the chorus follow:

"From every race and creed,  
Has come the Yankee breed,  
From coast to coast  
A mighty host  
To fill our country's need.  
They're going to smash the enemy  
Right into smithereens  
The Army, the Navy, the Air  
Corps and Marines.



Here's a tip: The recent appointment of popular Judge Lloyd Church leads politicians to believe that complete harmony prevails in democratic ranks on the fall judiciary slate. Both Church and his colleague, Judge Bernard Botein, were appointed to the Supreme Court bench by Governor Lehman, and will run as teammates with the support of the Governor and the Tammany organization. Church is seen above, Botein on the left.

## Test Is Ordered For Cashier's Post

The Municipal Civil Service Commission this week ordered an open competitive test for the position of cashier in the sheriff's and register's offices.

The exam will pit provisionals currently holding the jobs under the new organizational setups in those departments against an influx of new blood. One vacancy—in the Bronx—exists at present in the register's office, but cashiers are to be named in all of the boroughs in the sheriff's office.

#### Must Know Legal Processes

The Commission has been told by Sheriff John J. McCloskey, Jr., of the need for cashiers well acquainted with legal processes. As Louis L. Whitney, Commission examiner, pointed out in a memorandum to the Commission, the sheriff has been "impressed with the frequency with which he and his assistants mentioned the serious consequences of errors that might be made by employees not intimately acquainted with the phases of legal process."

A cashier, Mr. Whitney pointed out, should have a working knowl-

edge of bookkeeping and accounting procedures and forms.

He stressed: "It is significant that in New York and the Bronx persons who performed the duties were called cashiers, while in Queens and Brooklyn they were called chief clerks, and in Richmond, stenographers. This is important in view of the fact that there were chief clerks in New York and the Bronx and a cashier in Queens. This means that in each county a person of ability who was willing to accept responsibility acquired an intimate knowledge of process and, independently of the titles, took over the job of handling it. It is this phase of the situation that makes the sheriff desire that the present incumbents be given a chance to compete for their positions."

It is not known when the examination will be officially announced and applications received. Full information, including duties, salaries, and other details, will appear in The LEADER when formulated by the Commission.



# CIVIL SERVICE IN NEW YORK STATE

## Who Filed for Which Tests?

These are the approximate number of candidates who have filed for the New York State examinations which will be held on Saturday, May 23.

Upstate N.Y.C.	
Tax Collector.....	2100 1400
Telephone Operator ...	1200 450
Damages Evaluator ...	500 160
Sr. Damages Evaluator	250 70

The written exam for tax collector will be held at the Julia Richman High School; those taking the tests for damages evaluator and senior damages evaluator will appear at Seward Park High School. Candidates taking the State examination for telephone operator are to appear at 1 p. m. at the High School of Commerce. Those who are taking both the city and State tests for telephone operator are to appear at the DeWitt Clinton High School. All exams begin at 1 p. m. sharp.

## Where to Go for Phone Test

Two examinations for telephone operator, one for New York City and one for New York State, are being given jointly on Saturday, May 23. These are the instructions for candidates. Those taking only the State exam should appear at 1 P.M. at the High School of Commerce, 155 West 65th Street, Manhattan. Those candidates who have filed for both the New York City and the New York State exams are to appear at 1 P.M. at the DeWitt Clinton High School, Mosholu Parkway, between Gaynor and Sedgwick Avenues, in the Bronx. These instructions are, of course, only for those candidates residing in New York City.

## Sabbath Observers Here's What to Do

All Sabbath observers taking State examinations are to report at Seward Park High School, Grand Street at the corner of Ludlow, Manhattan. If any Sabbath observer receives a card to report elsewhere, he should nevertheless go to Seward Park. Observers must be present at 1 p.m., the time the examinations officially begin, but they will not take their tests until after sundown, Nathaniel Schlamm, of the State Civil Service Commission office in New York City, advises Sabbath observers to bring their evening meal with them, because they will not be permitted to leave the building.

## Splain Heads Motor Bureau

John Splain, of Flushing, N. Y., was last week appointed as State Commissioner of Motor Vehicles. The position pays \$10,000 a year. Mr. Splain has served as metropolitan director of safety responsibility since last October 16. Previously, he had served for a year as district deputy commissioner of motor vehicles in charge of the Queens office of the Bureau of Motor Vehicles at Jamaica.

# 'Classification' Is a Hard Word But Vital to Civil Employees

ALBANY. — Growing importance of civil service as a career is emphasized in figures made public by the State Civil Service Commission in a partial report to the Legislature which discloses that the personnel problems of government are increasing at a tremendous rate.

In 1941, for instance, the number of positions in the competitive class of the State jumped from 29,919 to 43,484, an increase of from 46 to 65 percent of the total personnel service. Exempt positions increased from 1,560 to 1,600, the percentage increase, as compared with total service, being negligible. Total number of all State positions increased from 63,971 to 66,569.

The Classification Division, says the report, has made some progress in review and simplification of the classification title structure. Sixteen charts have been projected but only nine have been completed. Of the work of this bureau the report says:

### Why Classifications?

"The need for standardized class specifications is not adequately recognized. They are in fact basic to a wide range of personnel transactions besides classification, including testing, transfer, promotion, service ratings, training programs.

"Not only do they provide standards for determining relative grades of positions in classification, but without them no intelligent recruiting is possible; there is nothing against which to measure effective performance on the

job; transfers between positions become guess-work; promotion opportunities are obscured to the employees, and the training officer has nothing to which he may relate his training efforts.

"The haphazard preparation of an individual specification for any one of these purposes at the time it is particularly needed, leads to gross inconsistencies or even manipulation.

"The recruiting officer may set up his own standards for an examination but that has little or no relation to the standards used in classifying the position, or even to the standards used for a similar examination the year before.

"He may even lack adequate information about the job and is almost certain to ignore other jobs above or below it in a series. The training officer or the service rater cannot be expected to set up his own idea of a specification when he needs it. Obviously, one standardized specification is desirable as a basis for all these operations and it should be prepared by that agency that is most likely to have the necessary information available on a wide scale.

### Must Be Followed

"Once a standard specification is adopted—especially if it has been developed after consultation with operating officials, professional groups, or others having a valid interest—it must necessarily be adhered to until conclusively proven inadequate to the uses to which it will be put. It should be made available to appointing officers, supervisors and employees and to all administrative officials, as the basis for efficient management of personnel pro-

cesses. The classification board proposes to continue its work in this field as rapidly as possible."

During the year about 1,200 requests for new positions were analyzed, classified and recommended to the Budget Director according to the report. Over 800 existing positions were reclassified following studies of various units including the metropolitan offices of the DPUI.

The Classification Board held 744 hearings on classification appeals, 321 in Correction institutions and 233 in Public Works district offices. The classification division's services were sought not only by the Federal government, particularly by the Office of Emergency Management and the Office of Price Administration, but by Connecticut and New Jersey; the NYA; Erie, Niagara, and Westchester counties—and the New York Telephone Company.

### Extension of Civil Service

Much of the report is devoted to a review and forecast of the Civil Service Commission's functions under the Fite Law bringing all counties under some form of civil service; the extension of civil service to district schools; and the growing demands by municipal commissions on the facilities of the State Department.

The Examination Division, for instance, rated 126 examinations for 37 cities as against only 73 examinations for 26 cities the year previous. "There is also an interesting contrast," continues the report, "in the fact that there were only 42 more open-competitive examinations for the State and county services than there were for the municipal service."

## Lehman to Use Civil Service Lists for War Board Workers

Governor Lehman last week enunciated the policy to be followed by the State War Council in taking on its employees. Said the Governor:

"Although the State War Council, by virtue of its creation as a temporary State commission, is not required to make appointments of staff through formal civil service procedure, the Council adopts the policy that it will appoint its new personnel wherever practicable from civil service lists. However, such personnel will not have the status of civil service employees.

"The Council regards its work as continuing solely during the duration of the war, and because of the temporary character of its activities, it wishes it understood that persons accepting employment under the War Council must not anticipate continuance of their employment beyond the emergency period.

"The Council appreciates the fundamental importance of the merit system in the government



Maurice Neufeld, who is slated for State war job.

of New York State, but war cannot suffer the delays inherent in fulfilling the formal civil service rules. Nevertheless, at every point where the War Council deems it practicable without hindrance to the war program, the War Council will utilize lists established by the State Civil Service Commission."

At the same time, it was indicated last week that Lieutenant-Governor Charles Poletti might soon take on as executive assistant dynamic, young Maurice Neufeld, State Director of Rationing. Lieut.-Governor Poletti is State Coordinator of War Plan Activities and vice-chairman of the War Council.

## Where Do I Stand?

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

<b>Junior Clerk</b>		
P-Albany-\$900 .....	6,902	76.50
P-New York-\$900 ..	3,561	81.35
T-New York-\$900 ...	6,822	78.00
T-Albany-\$900 .....	5,285	79.65
<b>Junior Stenographer</b>		
P-New York-\$900 ...	2,352	77.30
T-New York-\$900 ...	1,937	82.40
P-Albany-\$900 .....	2,345	78.00
<b>Junior Typist</b>		
P-New York-\$900 ...	2,280	83.94
P-Albany-\$900 .....	3,333	78.80
T-New York-\$900 ...	3,391	77.08
T-Albany-\$900 .....	3,321	79.00
<b>Assistant File Clerk</b>		
P-New York-\$1,200 ..	243	88.20
P-New York-\$900 ...	611	86.70
P-Albany-\$1,200 .....	638	86.70
P-Albany-\$900 .....	3,073	82.80
T-New York-\$1,200 ..	459	87.30
T-Albany-\$1,200 .....	1,250	85.30
T-Albany-\$900 .....	5,081	80.80
<b>Assistant Clerk</b>		
P-New York-\$1,200 ..	138	90.17
P-Albany-\$1,200 .....	908	85.97
T-New York-\$1,200 ..	1,235	86.38
T-Albany-\$1,200 .....	1,235	86.38
<b>Assistant Stenographer</b>		
P-New York-\$1,200 ..	417	87.40
P-Albany-\$1,200 .....	391	87.50
T-New York-\$1,200 ..	1,996	78.20
T-Albany-\$1,200 .....	1,350	83.20
T-New York-\$900 ...	1,383	79.68
<b>Assistant Typist</b>		
P-Albany-\$1,200 .....	189	87.40
T-New York-\$1,200 ..	369	86.29
T-New York-\$900 ...	383	86.16
T-New York-\$900 ...	1,386	79.60
T-Albany-\$1,200 .....	1,490	77.84

Latest permanent appointments from these lists follow:

<b>Junior Clerk</b>		
New York-\$900 .....	3,281	81.67
Albany-\$900 .....	6,902	76.50
<b>Junior Stenographer</b>		
New York-\$900 .....	1,850	82.90
Albany-\$900 .....	2,347	77.80
<b>Junior Typist</b>		
New York-\$900 .....	1,844	85.30
Albany-\$900 .....	3,390	77.24
<b>Assistant File Clerk</b>		
New York-\$900 .....	310	87.90
Albany-\$1,200 .....	413	87.50
Albany-\$900 .....	2,918	82.90
<b>Assistant Stenographer</b>		
New York-\$1,200 .....	345	87.79
Albany-\$1,200 .....	472	87.10
<b>Assistant Clerk</b>		
New York-\$1,200 .....	79	90.75
Albany-\$1,200 .....	786	47.25
<b>Assistant Typist</b>		
New York-\$900 .....	539	85.29
Albany-\$1,060 .....	167	87.60

## Examination of Official Ordered

If you are fired from the State service, and if you feel that your dismissal is unjust, you may be able to cross-examine the official who's responsible. At least, that's the way one attorney interprets a court decision handed down last week.

The Appellate Division, 3rd Department, last week, unanimously affirmed the decision of Supreme Court Justice Bergan of Albany, ordering an examination before trial of Lt. Col. Nicholas W. Muller, executive director, and other officials of the State Insurance Fund, in the fight of Joseph R. Lowndes, former chief underwriter of the fund to obtain reinstatement. Lowndes was dismissed in October, 1940.

The State Insurance Fund had appealed Justice Bergan's decision on the ground that an examination of its officials would be illegal. Milton E. Cantor, 135 Boardway, attorney for Lowndes, termed the decision of the Appellate Division "precedent-shattering." In an interview with THE LEADER, he said that "this decision, as well as Justice Bergan's previous decision in this case, is a long step forward in the protection of civil service employees' against unjust discharge by arbitrary and biased State officials."

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# WAR JOB NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

## Young Women Paid While Learning To Hold Down Important War Jobs

Here's a chance for high school girl graduates to earn while they learn and when trained as

junior engineer aids to get an important job in the Army's Signal Corps. Hundreds of women are needed as Uncle Sam's inspectors in private plants making radio, telephones, and other equipment for Army use.

The offer is open to young women who have a mathematical and scientific bent and education.

### Vital Role

After she gets into active service hers is a vital role—most likely at present to be that of an inspector of radios designed for the armed forces. She makes dozens of difficult intricate tests and reads dozens of dials.

Should she pass by a defective piece of equipment, the outcome of a military campaign might be affected. Far from the scene of battle she works vigilantly in a manufacturing plant, seated in a wire cage (insulated from surrounding electrical disturbances) before an immense and intricate testing board of dials and con-

trols, of voltmeters, testing voltage output, resistance, power output, and all-around performance. She measures in amperes, ohms, volts, mhos, farads, henrys—many of the readings being taken in milliunits.

Or she might be trained for work in the inspection service in the manufacture of telephone equipment, wire, or cable. The course for any one group of students is pointed to one special field.

### Chance for Advancement

If she makes good she has opportunities for advancement at higher salaries. She may become a senior inspector with some administrative and organization duties, and possibly go on to a supervisory position of considerable importance.

### Requirements

To be accepted for training at the Philadelphia Air Corps Depot a young woman must have the equivalent of a regular 4-year high school course with six suc-

cessfully completed units in chemistry, physics, mathematics, or drafting—or a total of six units in any combination of these courses. An applicant is also eligible if she has acquired the necessary qualifications at night school or through part-time work at college or technical schools. The age limits for trainees are from 20½ to 35 years.

The training period comprises 6 to 9 months of pre-service training (about half this time in a vocational school and the rest at some institute of college grade, such as Drexel Institute), and includes field trips to radio factories, broadcasting stations, plants making telephone equip-

ment, etc. After an orientation course in the depot for approximately two weeks to receive instruction in the functions of the depot, the type of equipment used, and inspection procedures, the trainee is dispatched to a contractor's plant for duty.

In the course of her inspection work she will probably travel to a number of plants in the eastern States or Middle-West.

The Women's Bureau was requested by the Philadelphia Signal Corps Depot to help bring to the attention of young women in different parts of the country the need for junior engineering aids.

If you are interested, communicate with the United States Civil Service Commission, Third District, Philadelphia, Pa.

## Ordnance Inspectors Needed Upstate

About 600 supervisory inspectors of ordnance materials are needed in upstate New York prior to July 1.

Those especially being sought for the jobs are men now employed in non-essential industries, and possessing necessary experience or educational qualifications, and men dislocated from normal pursuits by conversion of peacetime industries to war production. Women are eligible as well as men—especially for jobs of junior inspectors.

### Requirements

The greatest need has associated with the jobs of associate inspector, assistant inspector, and junior inspector. Applicants for junior inspector, the lowest in the supervisor classifications, should at least have one year's experience in inspection of materials.

An assistant inspector may qualify with two years experience and an associate inspector with three years of background. Each successfully completed year of a course in mechanical or civil engineering or metallurgy in a recognized college or university will be considered equivalent to six months of required inspectional or testing experience. Completed study in any branch of engineering in a recognized college or university may qualify for consideration in the junior inspector classification.

Successful completion of a government approved ordnance inspection course is also acceptable.

Applicants may secure forms at any first- or second-class post office.

## Women Wanted: These Job Fields Active Now

The following lists show the occupations in which women who are fully qualified to do the work should register for jobs. Jobs are not necessarily open in all these occupations every day, but sufficient openings are being received from time to time to make it advisable for qualified applicants to keep their registrations active with the United States Employment Service.

Applicants should register at the office indicated at the head of each list of occupations.

**Commercial Office, 10 East 40th Street:**

Legal stenographer, \$18 to \$22.  
Bookkeepers, full charge and assistants, with experience in stenography and typing, \$25.  
Multilith and multigraph operators.  
Typists.  
Ditto machine operators.  
Stenographers and typists who are willing to go to Washington, D. C.

**Industrial Office: For Manhattan, 87 Madison Avenue; for Brooklyn, 205 Schermerhorn Street; for Queens, 29 28 41st Avenue, Long Island City.**

Fancy candy packer.  
Casing selector (meat); casing measure (meat).  
Machine strippers, cigars.  
Artificial flower makers; also packers.  
Branchers on artificial Xmas trees.  
Button spindlers.  
Hand rug hookers.  
Stoke & Stoke wrapping machine operators on tissue paper.  
Assemblers on instrument and other light assemblies. Must be experienced.

Light machine operators. Must have machine shop experience on light lathes.  
Coil winders, must be experienced.  
Inspectors, electrical and radio, must be experienced.  
Assemblers, electrical and radio, must be experienced.  
Writers, must be experienced.

Solderers, must be experienced.  
Condenser straightener, must be experienced.

**Hotel, Restaurant and Service Office, 40 East 59th Street (East of Madison Avenue).**

Beauticians.  
Household workers.  
Hotel chambermaids.  
Hotel elevator maids.  
Office and loft building operators.  
Counter girls; bus girls.  
Kitchen women.  
Registered nurses.  
Hospital ward maids for later promotion to nurses' aides.  
Girls with any hospital experience.  
Camp nurses.

**Needle Trades Office, Manhattan, 225 West 34th Street; Brooklyn, 51 Nassau Avenue.**

Sewing machine operators, various types of machines.  
Hand sewers and button sewers on such products as field jackets, army uniforms, nurses' uniforms, blouses, underwear, various canvas products.  
Counter receivers and hand pressers in laundries and dry cleaning establishments.  
Hoffman pressers with dry cleaning experience.

### No Technical Experience Needed For Welding

The Hercules Welding School at 153rd Street and Grand Concourses the appointment of Walter A. Prosser to direct the training of welders. Mr. Prosser brings to this school a wealth of experience in this particular field, having trained men and women for welding even before the First World War.

Mr. Prosser reports that no previous technical or mechanical experience is necessary to become a good welder. While women are employed on welding in many plants, particularly aircraft work on the coast and in the middle west, it won't be long, said Mr. Prosser, when women will be needed in the east to take over the welding now done by men who are being called to combat duty.

## Former DWSGE Inspector to Become

The Catholic Guild of the Department of Water Supply, Gas and Electricity will hold its next quarterly meeting at the Parish Hall of St. Andrew's Church, Duane Street and Cardinal Place, Manhattan, on Wednesday, May 20, at 8 P.M.

Charles A. Hull, President of the Guild announces that on May 28th at the National Shrine of the Immaculate Conception in Washington, D. C., Rev. William J. Dodd, S.S.J., a former Inspector in the Department, is to be ordained to the Holy Priesthood. Father Dodd is to offer his first solemn Mass on Sunday, May 31st, at 11:00 A.M. at St. Cecilia's Church, 106th Street and Lexington Avenue, New York City.



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# 'Quick-Action' Jobs In Private Industry

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

### Technical

10 East 40th Street—LEXington 2-0160

- Aero Engineer**—Experienced as stress analyst and aircraft designer. To work on development of gliders. (Ask for Mr. Moore).
- Inspectors of Construction**—Experienced as superintendent or inspector of wharf, dock, jetty, or warehouse facility construction. To work outside United States. (Ask for Mr. Stahl).
- Mechanical Designer**—Experienced in design of X-Ray and surgical equipment. Must be able to operate machine tools. (Ask for Mr. Pope).
- Mechanical Draftswomen**—Must have experience in mechanical drafting. (Must have completed Mathematics through Calculus.) For drafting and designing boilers, heat exchangers and fractionating towers. (Ask for Mr. Bernstein.)
- Mechanical Draftsman**—Must be experienced in mechanical drafting and design of small electric transformers, relays, or similar equipment. To design transformer cases, mountings, and clamping devices. Must be draft deferred. (Ask for Mr. Pope).
- Plant Superintendent**—To control and supervise production in a clothing factory in Georgia. Supervision of methods, procedures, flow of work, time and motion studies, wage incentives, efficiency engineering and budget control. Must have same or similar experience. Interview in New York. (Ask for Mr. Moore.)
- Structural Designers and Draftsmen**—With at least three years recent experience in structural steel reinforced concrete on heavy construction. Jobs out of New York City. (Ask for Mr. Alexander.)
- Transit Men**—To work outside continental U. S. A. on all types of line and grade, location of buildings, road-grading, and utilities. Must be a citizen and able to obtain British visa. (Ask for Mr. Stahl).

### Industrial

87 Madison Avenue, Phone LEXington 2-8910

- Automatic Screw Machine Set-up Men**—At least five years experience in set-up work only. To set up Browne and Sharpe screw machine and also Acme automatic screw machine; also supervise plant operation. Good salary. Lots of overtime. (Ask for Mr. Betz.)
- Automatic Screw Machine Set-up Men**—Experienced to set-up Cleveland Screw Machine. Good salary and lots of overtime. (Ask for Mr. Keckley.)
- Automatic Screw Machine Operator**—Experienced man able to set up and operate; to take charge of department as night foreman. Apply in person. (Ask for Mrs. Rafter.)
- Bench Molders**—Experienced on alloy or bronze casting. Top wage for men who have recently worked in foundry. (Ask for Mr. Cauldwell.)
- Bench Molders**—Experienced dry sand for small brass castings. At least two years experience required. Permanent position, attractive salary, overtime. Job in Connecticut. (Ask for Mr. Nelson.)
- Drop Hammer Operator**—800-pound electric board hammer. To forge hot metal. Must set dies. (Ask for Mr. Nelson.)
- Exhaust Operators**—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests, etc. Apply in person only. (Ask for Miss Zimmerman.)
- Flare and Fire Setters**—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. Apply in person only. (Ask for Miss Zimmerman.)
- Foremen-Heat Treaters**—Good background of heat treating, hardening, and tempering of metals. To supervise production, route jobs, set time schedules. Good pay. Job in metropolitan section. (Ask for Mr. Betz.)
- Foremen-Tool and Die Makers**—Also general machine shop. Must be first-class men in their fields and have some supervisory experience. Good pay. Job in metropolitan section. (Ask for Mr. Betz.)
- Gauge Makers, Tool and Die Makers, Machinists**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits. Machine wide variety of material. Will consider non-citizens not employed in defense work. Good pay; lots of overtime. (Ask for Mr. Betz.)
- Grinders**—External and internal grinding, Universal machine. precision work. Must have at least five years similar experience. Apply in person. (Ask for Mrs. Rafter.)
- Hand Screw Machine-Turret Lathe Set Up Men**—Must be experienced setting up and working with Warner and Swazey, Gridley or similar machines. To take charge of day or night shifts. Good pay and lots of overtime. (Ask for Mr. Betz.)
- Heat Treaters**—Urgent for defense plant. Experienced on case hardening, carburizing, cyanizing, etc. Good salary, lots of overtime. (Ask for Mr. Keckley.)
- Machinists, Tool and Die Makers**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Will consider non-citizens not employed in defense work. (Ask for Mr. Betz.)
- Machine Shop Foreman**—To supervise 20 to 25 men on night shift. Also 2 tool makers. Men do not have to be tool makers, but must be able to set-up usual machines and direct men in keeping time records -6:15 p.m. to 4 a.m. Good salary. (Ask for Mr. Keckley.)
- Metal Pattern Makers**—To work in gauge making establishment. Read blueprints, work from blueprints. Do welding. Permanent position, good salary, overtime. Only those with required experience need apply. Job in Connecticut. (Ask for Mr. Nelson.)
- Radio Wires (Male)**—Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Br. Burnham.)
- Set-up Men**—On Brown and Sharp automatic screw machines, hand screw machines and Warner and Swazey turret lathe. To set up and operate machines on various size parts and various metals, to close tolerances. Apply in person. (Ask for Mrs. Rafter.)
- Sheet Metal Workers**—Men experienced in reading blueprints and laying out wing tips for aviation plant. Foreman possibilities. Also experienced men on kitchen equipment, stainless steel, Monel, etc., with blueprint layout and various power and hand machine experience. Can also use men who have had experience on radio chassis. (Ask for Mr. Brae.)
- Tool and Die Makers**—Experienced on jig and fixture work. Combination blanking, forming and small progressive dies. Must be citizens. First class men only. Apply in person. (Ask for Mrs. Rafter.)
- Welders**—First class arc and acetylene welders, light and heavy gauge metal, including stainless steel, bronze, aluminum and chrome-alloy. Must be able to work in all positions. At least two years experience required. (Ask for Mr. Carr.)
- Wood Pattern Makers**—Must have recent experience in foundry work, jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Cauldwell.)



Two scenes from "Fashions for Defense," sponsored by the Civil Service LEADER and staged last week at Hearn's Department Store, on 14th Street. The upper photograph shows models wearing clothes for war work, including the "jeep" suit and even a swim suit of the kind a hard-working civilian-defense gal can don during her moments of recreation. That suit, incidentally, fits perfectly and looks charming even though it has no latex in it (priorities, of course). The lower photo shows a few of the 500 civil service employees who attended the show. Twenty-seven costumes were presented. All are available at Hearn's.

## Draft Board Won't Get You a Job

Although Selective Service is very much interested in whether a registrant has a defense job, it is not in position to secure such jobs for registrants, Brigadier General Ames T. Brown, New York State Director, said last week. Registrants not eligible for military service, who wish to secure a job with some defense industry, should contact the nearest office of the United States Employment Service. "Registrants of the Fourth

Registration and younger men who are not eligible for service with the armed forces have been writing in great numbers asking where they can get a defense job," General Brown said. "While we should like to help these men, employment does not fall within our province and registrants should contact the government agency provided to give such assistance. This agency is the United States Employment Service. Registrants will find that the service has a complete list of all openings in industries engaged in the war effort program." Employers are anxious to secure replacements from men who are not subject to military service. This action permits the release of men for military duty. General Brown said: "While it is true that Selective Service is undertaking an occupational inventory of the skills of registrants, the inventory is designed primarily in order that the government may know where to secure such skills as are needed. Registrants who are not employed at present, or who wish to take immediate action to secure jobs where their skills will be effective in the war effort program, should not wait for the time if and when they will be called for labor."

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City..... State.....

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# Civil Service LEADER

Independent Weekly of Civil Service and War Job News

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MEMBER AUDIT BUREAU OF CIRCULATIONS



Tuesday, May 19, 1942

## A Step Forward

A significant forward advance was made by the State of New York this year by placing the 20,000 hospital workers of the State's institutions into the career service and raising their salaries. Governor Lehman was especially active in forwarding the interests of the hospital employees.

The gain made is not only the employees' but the State's as well. It means that the hospitals will be more stable in the future, will hold on to their personnel more tenaciously. It means, too, that morale—so important in hospital work—goes up several notches.

The actions of the legislature don't solve all the problems. There's much to be done in improving the conditions of hospital workers. But the two steps taken during the present session show the right direction to follow.

## To NYC Young Men, Age 19 to 29

OUR CITY, the world's largest, is making a desperate effort to recruit men for its police force. No need to tell you how important — how vital—this effort is.

Perhaps you have been meaning to apply for the job of patrolman, but just haven't gotten around to it. Perhaps you think the starting salary isn't sufficiently attractive. Perhaps you're 1-A. Whatever the reason, start thinking in larger terms of your city's welfare, and your own ultimate welfare, too! Your chances of passing the test are greater than ever. Because so few are filing, it is probable that the test itself will be less difficult than former patrolman exams. A career with the New York City Police Department is a great career for you or for any young man. Chances of advancement are excellent. If you're in the 1-A draft classification, you should apply anyway. Because when you return from the wars, a job will be waiting for you—assuming, of course, your number is reached for appointment.

So don't wait! If you meet the requirements, rush immediately to the City Collector's office in your borough and get your application! You'll find the addresses on page 20.

# Don't

## Repeat This!



### WHODUNIT?

*Mystery of the Missing Secretary: Where's Goodhue Livingston? Most city officials don't know it, but the tall, affable secretary of the Health Department has plumb disappeared... On April 25, he suddenly handed in his resignation, said "No forwarding address, please!"... Best bet is this: Livingston is doing confidential work for the federal government... with lend-lease... Another good bet: Livingston wasn't too happy in his N.Y.C. job... Doc Frank Calderone is temporarily doing Livingston's job in the department...*

### COUNSEL CHAT

One councilman is going around whispering that "Kinsley will get kicked off his post as chairman of the Council Finance Committee... Three tire certificates were awarded last week by the Troy Rationing Board. One went to Grace Reavy, for an inner tube... Frank Schaeffer, N.Y.C. Civil Service Commission sec, on military leave, has been upped to the rank of captain. Nice goin', Frank... Edward Steichen, famed photographer, is a lieutenant-commander in the Navy. His job is to sort photos all day long for Navy publicity. He's disgusted as can be... Councilman Adam Clayton Powell, of Harlem, comes to City Hall in a big, shiny limousine, liveried chauffeur and everything!

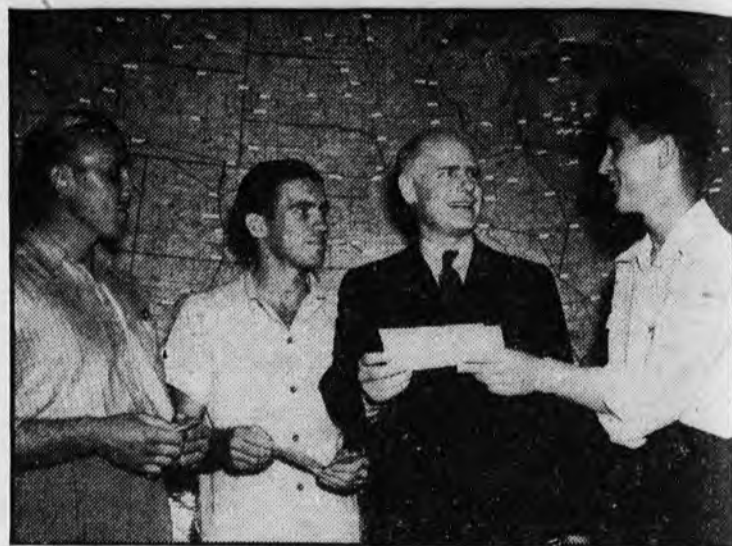
### Firemen

Watch next week's LEADER for a new column of fire news, full of the kind of material you'll want to read every week. Written in a way that's lively and entertaining.

### Subway Men

Watch next week's LEADER for a complete story about the Subway Grievance Board, how it works and what it means to you.

## Merit Men



"FLY OR DIE," that's the philosophy of a former missionary who has long been the government's No. 1 exponent of aviation.

His name, Robert H. Hinckley, bald, quiet-mannered, hard-working Assistant Secretary of Commerce in charge of aviation. His aim is to air-condition America, to make the boys and girls in the grade and elementary schools air-conscious, no less than the man in the street.

With little encouragement or help, Hinckley has done a good job. But that job is going to be much bigger, and Hinckley looks like the man to carry through and complete the assignment.

The Assistant Commerce Secretary is best known in Washington and around the country as the man who conceived and put over the student pilot training program in the colleges and universities; as the man who has done important work on a program for the actual teaching of aeronautics to boys and girls in the grade and high schools; as the man in charge of commercial aviation at a time when safety records were piled high and the American public gained full confidence in the safety of commercial aviation.

### High Point—Jail

These accomplishments are more than enough for any man to give a man pride. But when you have a heart-to-heart talk with the Commerce official he'll tell you that the high point in his life came when he was thrown in jail.

It was this way: Hinckley comes from a long line of deeply religious people. One of them was Thomas Hinckley, Puritan Governor of the Plymouth Colony from 1681 to 1682. Another was his grandfather, Ira Hinckley, a close friend and advisor to Brigham Young, and a pillar of the Mormon Church.

Young Bob was raised in the Mormon Church out in Mount Pleasant, Utah. At 19, he quit his studies at Brigham Young Uni-

versity to accept a missionary call. He was sent to Europe.

### Then It Happened

In Germany he had two experiences that greatly influenced his later life. He became interested in aviation after taking his first plane ride there. Later, while doing missionary work, young Hinckley was arrested for disturbing the peace. He was tossed in the cooler for a few days but was later released on the condition that he leave the country. He did.

Hinckley returned to the U.S.A., taught school for a couple of years at Mount Pleasant. Then he entered the auto business and soon became the largest dealer in the state. While his friends scoffed at him, Hinckley bought out a down-at-the-heels airline and put it on its feet.

His business success attracted the attention of officials in Washington. He was called to the Capital to help map out the emergency relief program in 1933. Hinckley came for six months, but he's still here.

When Civil Aeronautics Authority was first organized he was appointed on the board, then he became chairman, and when CAA was transferred to the Commerce Department, Hinckley was made Assistant Secretary in charge of aviation.

He's exceedingly proud of the fact that some of the boys who learned to fly in his student pilot training course a few years back are now shooting down Axis planes.

Army and Navy people get cold shivers when they think what would have happened to our air forces if Hinckley hadn't taught these thousands of youngsters to fly. More than 15,000 of his students are now in the armed forces.

### 100 Per Cent Civil Service

CAA is a 100 per cent civil service agency and Hinckley wants it kept that way. The air is no place for politics, he says, and Hinckley believes in civic service and he practises what he preaches.

## QUESTION, PLEASE

### On Job, Off List: Off Job, On List

**H.L.:** When you accepted an indefinite appointment as assistant gardener in the Parks Department, your name was removed from the preferred list for assistant gardener. If you work for longer than six months as an assistant gardener and your services are terminated, your name will again be placed on a preferred list for the title.

### Seniority Problems

**A.C.:** Seniority in the New York City service counts only from the date of appointment in the competitive class. Your eleven years' service in both the non-competitive class and the labor class does not count in determining your seniority. Your seniority will only be fixed from the date of your appointment, as licensed fireman last July 14.

However, the courts have ruled that if two employees were appointed into the competitive class on the same day, the employee with the longest period of prior continuous service in the non-competitive, labor, or exempt

class has seniority. Therefore, with your continuous service in the labor and non-competitive class since June 10, 1930, you will be entitled to seniority rights over other licensed firemen appointed into the competitive class last July 14 with less previous non-competitive employment.

### Refusal of Temporary Job No Jeopardy

**J. B. H.:** The declination of a temporary appointment from the Federal list for junior administrative technician will not remove your name from this list. The acceptance of any temporary position will not necessarily facilitate your entrance into the classified service after the war. Actually, budget appropriations for many probational indefinite and probational permanent positions in defense agencies will be discontinued after the war. The persons holding these positions will be released.

Federal appointing officers will still employ eligibles from existing and newly-established civil service registers even though they have the right to hire persons not on eligible lists for the duration of the war.

## letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. All letters should be signed, but names will be kept confidential if requested.

### Protests His Subway Title

**Sirs:** The employees of the Board of Transportation, B.M.T. Division Storeroom have received two titles. Those earning below \$1,800 were classified as "Stock Assistant" from \$1,200 to \$1,800 per annum. The men who received over \$1,800 were classified as "Railroad Stockmen" from \$1,800 to \$2,400 per annum. Yet under the B.M.T. management we all had the same title of "Stock Clerks" before we joined the union and "Stockman" after we joined the union. We did not, however, all receive the same amount of pay due mostly to the length of service. In our storeroom alone every man does the same work, which consists mainly of issuing material for the trolley cars on Storeroom Orders and keeping his section in order. We hope something can be done so that we can all have the same title. JCT

**Editor's Note:** If you objected to your title at the time you were reclassified and the

Civil Service Commission and the Board of Transportation decided that your title should be stock assistant, you will have to abide by their decision. However, if you believe that you are working out of title and can supply sufficient proof, you should write another letter to the Civil Service Commission and request that it investigate your claims to a higher title.

### Would Use Her Brain To Aid the War

**Sirs:** I am wondering if you could suggest that the U. S. Civil Service Commission use more discretion in placing those who pass tests.

After all is said and done, there are on these lists many people I am sure who have in their earlier years, done work of an executive character, but who now find themselves set aside because they are a little older than the average white collar worker. Nevertheless, they are alert, attractive,

and capable and have a splendid background of executive training and experience.

The Civil Service Commission has a complete record of our experience and training. Yet the names are apparently certified in a very routine manner and people capable of actually serving their government are put in jobs which are not even worth the price which the government is paying them.

I do not even feel patriotic, though I am in one of the divisions of the War Department. I have earned almost twice as much as I am getting, yet I am quite willing to serve, at the salary specified, if I could use my brain as well as my fingers as merely a mechanical typist—not even a stenographer, for which it is claimed there is such a shortage.

If you can open the way for the government to properly utilize the brain power which it has and to get the best out of its employees, our national debt would not be so heavy and we would be a happier and healthier nation.

PHYLLIS HORNE.



# What Every Young Patrolman Should Know

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

### Question 42

According to Police Department regulations, patrolmen are not permitted to accept unauthorized gifts from civilians for regular service in the line of duty. The principal reason, of the following, why such procedure is followed is that (a) it is bad for the morale of the Department to recognize acts performed in the line of duty, since patrolmen are adequately paid for such service, (b) civilians are required to obtain the consent of the Commissioner of Police before offering a gift to a patrolman, (c) patrolmen are not allowed to accept personal gifts under any circumstances, (d) acceptance of the gift may place the patrolman under an obligation to the civilian, (e) the gift is tantamount to a bribe.

### Question 43

Suppose you were assigned as a plainclothes man to guard a house which had recently been raided. Evidence has been procured

which would indicate that the place has been used as a narcotics den as well as a headquarters for alien enemy spies. It is also suspected that an important official has had some connection with the proprietor of the house. While on detective duty at 6 p.m. one evening you notice a suspicious-looking character approach the house and enter. From this information only, it is safe to infer that (a) the man is a frequent habitue of the house, (b) he is merely a passerby who has entered the house through curiosity, (c) he is a peddler in narcotics who has come to make a weekly delivery, unaware that the place has been raided, (d) he is a foreign agent who has returned to pick up some material to prevent its being used by the police as evidence, (e) none of the foregoing.

### Question 44

According to Police Department procedure, when a person is arrested on a charge of illegally

carrying or possessing a pistol or other dangerous weapon, the desk officer in charge must immediately cause the fingerprints of the defendant to be taken. The most logical reason of the following why this practice is pursued is in order to (a) keep a permanent record of the prisoner's criminal tendencies, (b) ascertain whether or not the said defendant has any criminal record, (c) check his fingerprints with those on the weapon, (d) facilitate the transfer of his record to the FBI, (e) insure against the possibility that the person has been previously convicted of a criminal charge.

### Question 45

The air-raid warden system which was until recently a separate organization, has been brought under the immediate direction of the Police Department. Of the following, the most logical explanation of this action is that (a) a number of air-raid wardens complained that their equipment was entirely inadequate, (b) air-raid wardens are strictly a law-enforcing agency, (c) greater coordination would be established between the two agencies in an emergency, (d) many air-raid wardens are regarded as being inefficient and are a potential menace during an air raid, (e) there is a decided conflict between the duties of an air-raid warden and that of a patrolman.

### Question 46

While on patrol duty at 3 a.m. in a warehouse area you notice smoke and flames issuing from the fourth-story of a large building. Of the following, it would

be most advisable for you to first (a) investigate and see whether the fire is large enough to warrant turning in an alarm, (b) enter the building and rouse all the inhabitants, (c) turn in an alarm, (d) tell a passerby to phone your precinct while you investigate the fire and see if there is anyone in the building, (e) ascertain whether anyone left the building just prior to the setting of the fire.

### Question 47

Perhaps the greater harm done by third degree methods lies in the eventual harm to the Police Department. As here used the word "eventual" means most nearly (a) approaching, (b) in the remote future, (c) finally resulting, (d) contingent, (e) concomitant.

### Question 48

Criminal suspects who can be tricked into admissions are generally of a different caliber than those who can be reached by emotional appeals. As here used the word "caliber" means most nearly (a) penetration, (b) bore of a gun, (c) diameter of any body of circular section, (d) mental capacity, (e) discrimination.

### Question 49

When giving evidence, patrolmen should speak calmly and explicitly, in a clear, distinct and audible tone, so as to be easily heard by the court and jury. As here used, the word "explicitly" means most nearly (a) unequivocally, (b) graphically, (c) abstrusely, (d) ineffably, (e) figuratively.

### Question 50

If in the course of his duties, a patrolman finds it necessary to serve a summons of arrest, or censure a person, he should do

it in a gentlemanly way. As here used, the word "censure" means most nearly (a) condemn, (b) look askance at, (c) approve, (d) denounce, (e) reproach.

### Question 51

When a patrolman makes an arrest upon suspicion of felony, such suspicion should rest upon a sincere belief free from prejudice, based upon facts, that the person arrested is guilty. As here used, the word "prejudice" means most nearly (a) malice, (b) bias, (c) presumption, (d) dogmatism, (e) conceit.

Answers to questions in May 12 issue: 32. D; 33. C; 34. E; 35. A; 36. B; 37. D; 38. B; 39. A; 40. C; 41. D.

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## POLICE CALLS

By MIKE SULLIVAN

### Why Don't They Apply for Police Job?

Dear Sirs: Why men will not file for the patrolman examination, reasons as follows:

1. Young men being drafted.
2. Young men already in armed forces.
3. Entrance salary too low.
4. Morale has been shattered by past experience with civil service and the administra-

tion, men with high averages were never appointed, although the vacancies existed. Such as the late Fire list that expired recently.

How to interest applicants:

1. Raise age limits to 35 years.
2. Entrance salary \$2,000.
3. Eliminate present system of rating and marking 50-50.
4. Use less severe physical.

Patrolman W. R. SCHMID.

We agree with Patrolman Schmid that the war and the \$1,200 entrance salary are the main reasons why the number of applications received is exceptionally small. Leaving out the question of morale, we disagree with his statement that men with high averages on police and fire tests were never appointed. The present patrolman list will be ex-

hausted next month. Approximately 3,000 eligibles were appointed from the last fire list. Certainly, all those with high averages were reached for appointment.

One condition, which may be causing the small filing is the fact that patrolman candidates have to travel to the City Collector's office in their home borough to file their applications. Unlike previous tests, applications cannot be filed by mail.

As to Patrolman Schmid's four suggestions for interesting applicants, we can only agree with number 2. We believe that the Court of Appeals will decide that the city has been violating the law by paying probationary rookie cops \$1,200 instead of \$2,000. We think that our correspondent's first, third, and fourth reasons would only tend to break down the high standards that have been established.

Don't miss next week's column for the big story on the PBA elections.

## TRACKMAN PATROLMAN CONDUCTOR—Physical

Complete mental-physical preparation. Fee \$2 per week. • Day, evening classes. Modern gym—all equipment. Official testing machines. • Outdoor track. • No crowding.

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Last Patrolman's test, No. 1 man mental, was Columbian trained, 94% of our entire class passed the physical. Listen to Station WINS (1000 on your dial) Sundays, 11:15 to 11:45 A.M. Attend class session free.

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AMERICANS say: "Give us the facts —we can take it." Here at last is the book on civilian defense, written by two outstanding authorities, that tells you what to expect during an air raid, what will be done for you, what you'll have to do for yourself. It tells you what you must know when bombs begin to fall, shows how and from what most casualties and damage occur, and explains what you can do to protect yourself and your family. Free from theorizing, based on English experience of one of the authors, it is a book every American owes it to himself to read now. Illustrated. \$2.50

By WALTER D. BINGER  
*American Society of Civil Engineers*  
& HILTON H. RAILEY  
*The New York Times*

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# Civil Service LEADER

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This Week's City and State Eligible Lists

City Lists

PROMOTION TO ELEVATOR OPERATOR, DEPT. OF HOSPITALS

- 1 Macy, Robert, 85,025
2 Richards, Frank, 84,175
3 ...

162 Perucca, Edmund, 74,775

- 163 James, William, 74,775
164 Diaz, Walter J., 74,775
165 Finn, Galt, 74,775
166 Deisinger, James, 74,775
167 Zelinsky, J. M., 74,775
168 ...

323 Power, Daniel, 71,125

- 324 Walker, George, 70,75
325 Ramerl, Frank S., 70,75
326 Settineri, Susan, 70,75
327 Fitzpatrick, Philip, 70,75
328 Queen, Sigwald, 70,75
329 Hansen, Sigwald, 71,125
330 ...

24 Zola Chironna, 84,00

- 25 Ingman G. Arnesen, 84,00
26 Arthur W. Jolley, 83,50
27 Salvatore C. Cusumano, 83,50
28 Alexander Cusumano, 80,00
29 William J. Emery, 75,50
30 Kenneth A. Matheson, 78,50
31 George Gorgli, 78,00
32 Louis Tizzano, 76,00
33 Zigmunt Chibrowski, 76,00
34 Charles A. White, 74,00
35 Stephen F. Valko, 73,50

3 Dula, John E., 83,99

- 4 Robison, Sophia, 83,40
5 Zukerman, Jacob, 83,00
6 Fensterstock, Nat, 82,00
7 Koshell, Frank, 82,00
8 Astor, Donald, 81,00
9 Rexak, Nicholas, 81,20
10 Ikerka, Lowell, 80,80
11 Donovan, Gerald, 80,00
12 Mainwaring, Edith, 79,00
13 Hopper, W. F., 78,40
14 Dolbear, D., 77,40
15 Brill, Walter, 76,00
16 Greene, Fred E., 76,20
17 Beach, George, 75,80
18 Donow, Arthur, 75,00

75 Miller, Isidora, 77,325

- 76 Birnbaum, Jos., 77,17
77 Bickler, Elmer, 77,00
78 Randolph, W., 76,97
79 Leasa, Ruben, 76,85
80 Breslow, Samuel, 76,75
81 Giban, Sano, 76,50
82 Gaban, Emanuel, 76,405
83 Berman, Morris, 76,05
84 Grossman, Solomon, 75,75
85 Heller, Bernard, 75,75
86 Bogar, Jos., 75,30

PROMOTION TO SENIOR ACCOUNTANT, DEPT. OF INVESTIGATION

- 1 Rachel Jerome, 80,50
2 Catherine O'Brien, 85,40
3 Kathryn McQueen, 85,05
4 Marjorie Meyers, 81,70
5 Blanche Krasnick, 81,40
6 Margaret L. Campbell, 81,20
7 Elsie Schumann, 80,75
8 Bessie Barber, 80,50
9 Ruth Buchman, 79,90
10 Elza A. Baker, 79,15
11 Bessie Ehrlich, 79,00
12 Helen V. Anderson, 78,55
13 Rose Friedman, 76,45
14 Margaret I. Hildebrandt, 72,20

PROMOTION TO SENIOR ACCOUNTANT, IND. DIVISION, NYC TRANSIT SYSTEM

- 1 Katz, Max, 85,525
2 Jarnow, Irving H., 83,75

PROMOTION TO SENIOR ACCOUNTANT, DEPT. PUBLIC WORKS

- 1 Lubell, Martin, 78,775

PROMOTION TO SENIOR ACCOUNTANT, DEPT. OF WELFARE HOME RELIEF DIVISION

- 1 Sills, Sidney, 81,20
2 Roth, Leslie R., 77,46

PROMOTION TO SENIOR ACCOUNTANT, BUREAU OF THE BUDGET

- 1 Rosman, G. T., 81,925
2 Statter, Franz, 82,525

PROMOTION TO INSPECTOR OF PLUMBING, GRADE 3, DEPT. OF HOUSING AND BUILDINGS

- 1 Romer, Fred A., 88,65
2 Manka, Leo A., 87,74
3 Ronan, Edmund J., 84,15

PROMOTION TO SENIOR ACCOUNTANT, DEPT. OF WELFARE

- 1 Sills, Sidney, 81,20
2 Roth, Leslie R., 77,46

PROMOTION TO SENIOR ACCOUNTANT, DEPT. OF WELFARE

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2 Roth, Leslie R., 77,46

Welfare Center 40 Beats File Unit

On May 14, 1942, in what was originally supposed to be a hotly contested softball game, Welfare Center 40, Department of Welfare, beat the Closed File Unit by the score of 13-3.

Price Control Course At CCNY

What is believed to be the first college course in price control based on recent United States legislation, will be given by the evening session of the City College, School of Business, beginning May 18.

Authorities will provide up-to-the-minute information and analysis of rulings and interpretations of orders of the Office of Price Administration.

"Thousands of business firms in New York City are faced with the immediate need of personnel adequately trained in the background and day to day application of principles in this new subject," explained Dr. Robert A. Love, director, in making the announcement.

Classes will be given two evenings a week for six weeks.

The course in price control is open to both men and women. Registrations for the class are now being taken at the City College, 17 Lexington Avenue at 23rd Street in the evening session of five.

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

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



# ON PARK ROW

By WILLIAM LEWIS

## Meet . . . WILLIAM H. SLEEPER, JR., PRESIDENT, ST. GEORGE ASSOCIATION

William H. Sleeper, Jr., was born in the Bronx on November 28, 1902, but moved with his parents to Brooklyn in 1906. Upon his graduation from P. S. 176 in Bay Ridge the family moved to Queens, and he has resided there ever since. He entered Richmond Hill High School at this time, later attending Brooklyn Evening High whence he graduated. That the younger Sleeper was destined to become an engineer was practically a certainty even as far back as November 28, 1902 . . . his father, and his father's father before him were both engineers. Thus young Mr. Sleeper entered the Pratt Institute of Architectural Design in order to develop his natural bent, as well as to carry on in the family tradition.

Prior to entering the Parks Department, Sleeper was employed in the Queens Borough President's Office as an . . . need we say? . . . engineer. His present civil service title in the Parks Department is Civil Engineer, acting as Bronx Aide to Maintenance and Operations. Next November marks his fifteenth anniversary with the department. The occasion calls for a double celebration because his elder daughter, now a student at Jamaica High School, was born three weeks after he entered the department. The Sleepers have one other child, also a girl, who is at present attending grammar school. He is a sports enthusiast and finds much relaxation and enjoyment in bowling, his favorite sport. He enjoys a good movie and his leisure time at home, if any, may be spent either with his stamp collection or with a good western story.

William Sleeper is one of the founders of the organization now known as Bronx Council, Greater New York Park Employees Association. This organization was born several years ago when he and several other engineers, including Mr. Everett Haggblom and Mr. James F. O'Neill, called the first meeting.

He assumed the Presidency of the St. George Association on the first of the year, previously having had the honor of being National Delegate. His ambition for the St. George Association is to establish and maintain a camp site for the children of Park employees so that they may spend their summer vacations away from the dangers of city streets. No man, or organization, could have a nobler ambition, there cannot be one among us who does not wish to help in the attainment of this goal. Although we cannot all join the St. George Association, we can all, however, support it at every opportunity. Incidentally, it might be well,

for all of us to meet the association's membership requirements. Its members are required to refrain from all indecent language, to be polite, courteous and gentlemanly at all times.

## Recreation Tonight . . .

Recreation Council, Greater New York Employees Association, meets at the West Side Y.M.C.A., West 63rd Street, New York, at 8:30 this evening. Secretary Ruth Lee informs us that important business will be discussed. Announcement of the recipient of a U. S. War Savings Bond will be made. Gee, maybe it's you! Better attend and find out.

## Caspar Milquweed

**THE TIMID GARDENER . . .**  
Casper is in a dither again, the fire rationing board just chased him out of their office. He wanted to know if he needed a priorities card in order to have his rubbers recapped!

## Loose Leaves . . .

**Frank Meehan**, the disgusted millionaire, gave the draft board an original and novel reply to the official question on dependency "Yes," said Frank, "two dependents . . . co-makers on a loan!"

**General Foreman Ray Smith** of Central Park, is as busy as a one-arm paperhanger with the hives. He is making arrangements for the Second Annual Dance of the Supervisory Employees on June 19th. Any one who desires to help by working with one of the committees, should get in touch with Ray Smith at the 79th Street Yard, Central Park.

**Gerard Coughlan** presides at his first Central Council meeting this Thursday evening. . . . Good luck, Gerry.

**Allen Fogle**, the Admiral of 161st Street, refers to you and you as Knights of the Green Leaf.

Plenty of compliments are being received on the way **Louis Grasso** harrows the Bride Path in Central Park.

**Larry Halpenny**, with the A.E.F., in Australia, sent a well letter to the Climbers and Pruners in Manhattan. He reports fine treatment by the natives and discloses that the girls are, quote, "wonderful!"

A pat on the back for **Joe Rinaldo** on the fine job he is doing as secretary of Brooklyn Council.

Thanks to all of you who have contributed to the column . . . please continue to do so . . . have YOU done so as yet? . . . you should, it's YOUR COLUMN . . . write William Lewis, care The LEADER, 97 Duane Street, N. Y.

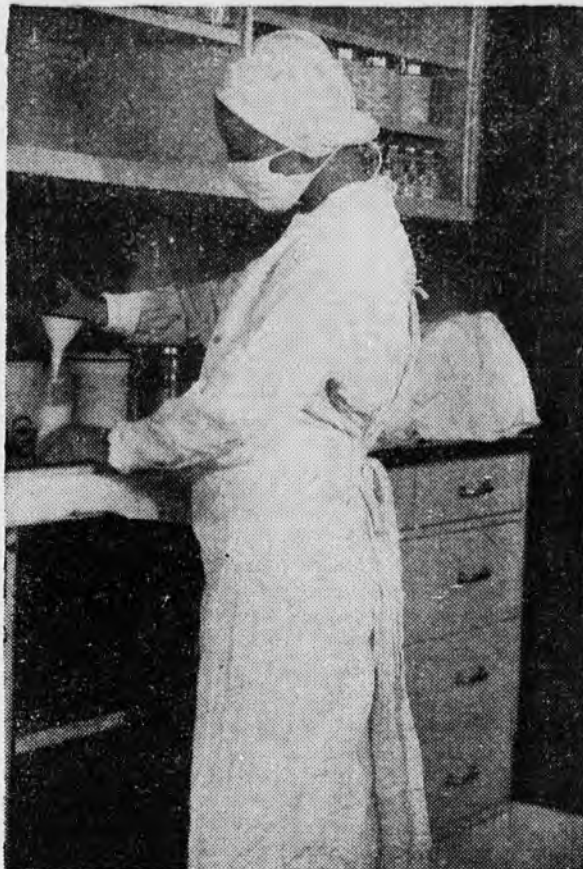
## Swimming Test For Life Guards

A qualifying swimming test will be given 254 eligibles on the preferred list for life-guard, temporary service in the Metropolitan pool, Metropolitan and Bedford Avenues, Brooklyn, at 8:30 P.M. Thursday, May 21. Eligibles on this list consist of those life-guards who previously worked on the city's beaches.

## Dump the Beer, Retain Own Formula

One thousand barrels of golden amber beer flowed into the drains of Norfolk today, as the officials of Jacob Ruppert Brewery, New York, took possession of the recently leased Southern Brewery properties, and cleaned out all storage tanks. Commenting upon the unusual procedure, George E. Ruppert, President, said: "The fact that we dumped one thousand barrels of aging beer, remaining in the storage vats of the old Southern Brewery, is no reflection upon the quality of that brew. Inasmuch as all future beer coming from this brewery will bear the label of Jacob Ruppert-Virginia, Inc., we feel that the product should be of the same type, and brewed to the same formula, as all other beverages bearing the Ruppert label. Consistency of type and quality of our beer has been largely responsible for the success of our business during the past seventy-five years, and we prefer to continue this policy."

# You CAN KILL A JAP... WITH WORK!



**I**F YOU'RE doing a job that's worth while in the war effort you can be just as effective as a man on the front line. If you haven't found your war job, you owe it to yourself to come in and let us help you.

Never in our nation's history was there greater need for men and women doing the work for which they were best fitted.

Never were there more jobs — in government service or private industry — begging for men and women to take them.

Never were there more or better opportunities to train for greater productivity and better pay.

**WE CAN HELP YOU FIND THE JOB OR THE TRAINING THAT BEST SUITS YOU.**

And this service is absolutely free to you with a regular \$2 subscription to The Civil Service LEADER.

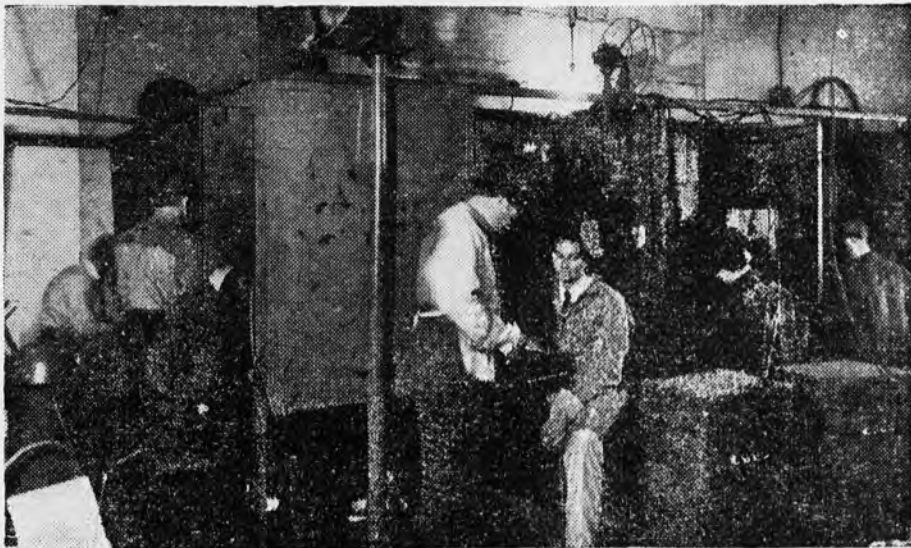
## Here's What the Job-finding Service Gives You!

- 1. A PERSONAL INTERVIEW**  
An expert compiles a record of what you have done, tries to tell you what you can do best in the war effort. If you can't come in, we'll conduct the interview by mail.
- 2. VOCATIONAL GUIDANCE**  
The first interview endeavors to uncover hidden abilities which may fit you for government work. Later, vocational guidance is at your service to answer your questions about civil service jobs, duties, requirements, opportunities.
- 3. TRAINING**  
If you're looking for training, we'll bring to your attention, from time to time, such training opportunities as may be helpful to you. We keep a record of all reputable schools, public and private, free and tuition.
- 4. JOBS OPEN**  
Exams which open in the City, State, and Federal government service, and some defense openings in private industry, for which, in the opinion of our job-finding expert you qualify, will be personally brought to your attention by mail. We try to make this service as complete as we can.
- 5. HOW TO PREPARE**  
Proper study methods and study material will from time to time be suggested to help you pass the test for which you file, if you so request. Also, you get every aid in filling out your application.
- 6. QUESTION SERVICE**  
You may call upon us to answer any question with regard to civil service or defense jobs. We endeavor to answer these questions as completely as available information permits. For eligibles and employees, we answer questions relating to lists, transfers, promotions, etc.

## THIS UNIQUE JOB-FINDING SERVICE IS FREE

with a regular subscription to The LEADER. Your subscription registers you, and you get the service immediately.

**REMEMBER:** Unless you know when to apply, and for what, you are groping in the dark. Let us guide you toward that civil service job by telling you whether or not you are eligible.



## THE GOVERNMENT URGENTLY NEEDS MEN AND WOMEN IN THESE FIELDS AS WELL AS MANY OTHERS

- |  |  |   |  |
|--|--|---|--|
| <b>CLERICAL</b><br>Comptometer Operator<br>Multigraph Operator<br>Typist<br>Stenographer<br>Card Punch Operator<br>Mimeograph Operator<br>Tabulating Machine Oper.<br>File Clerk<br>Addressograph Mach. Oper.<br>Bookkeeping Mach. Oper.<br>Photostat Operator | <b>MECHANICAL</b><br>Jr. Machinist<br>Mechanic<br>Instrument Maker<br>Benchman<br>Engine Instructor<br>Boilermaker<br>Toolmaker<br>Aircraft Mechanic<br>Lathe Hand<br>Welder | <b>MEDICAL</b><br>Veterinarian<br>Nurse<br>Physiotherapy Aide<br>Laboratory Helper<br>Dental Hygienist                    | <b>MISCELLANEOUS</b><br>Electrician<br>Refrigeration Mechanic<br>Guard<br>Fingerprint Classifier<br>Hospital Attendant<br>Lithographer<br>Lens Grinder<br>Investigator<br>Machine Operator<br>Dietitian<br>Eng. Aid<br>Draftsman<br>Jr. Engineer<br>Architect<br>Munitions Trainee |
| <b>SCIENTIFIC</b><br>Jr. Chemist<br>Economist<br>Scientific Aide   | <b>RADIO</b><br>Radio Repairman<br>Radio Operator<br>Trainee, Signal Corps<br>Radio Inspector  | <b>INSPECTOR</b><br>Aircraft<br>Engines<br>Electrical<br>Building Construction<br>Textiles<br>Clothing<br>Hats<br>Hosiery |  |

The Job Guidance Service maintains a complete listing of vital defense jobs and the industries in which they occur, as well as an index of free defense courses sponsored by the New York City Board of Education, N.Y.A., U.S. Department of Education and tuition courses offered by private defense and commercial schools. We will tell you about the type of training for which you are best suited and the chances for getting a job with the Government or in private industry after you finish your training.

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# Examination Requirements

## City Tests

**Patrolman,  
Police Department:  
Special Patrolman,  
All Departments**

Applications: Issued and received from 9 a. m. May 1, to 3 p. m. May 23, 1942.

Applications and Fee: Applications will be issued and received in person only at the City Collector's Office between the hours of 9 a. m. to 3 p. m. daily, except Sunday in the borough of residence of the applicant as follows:

Manhattan—Municipal Building—Centre and Chambers Streets.

Brooklyn—Municipal Building—Court and Joralemon Streets.

Bronx—Bergen Building—Tremont and Arthur Avenues.

Queens—Borough Hall—120-55 Queens Boulevard, Kew Gardens.

Richmond—Borough Hall—St. George, Staten Island.

Applications are issued free; a fee of \$1 must be paid at the time

of filing at the City Collector's office.

Note: Men in military service may receive and file applications by mail. All such mail must be addressed to the Municipal Civil Service Commission, 299 Broadway, N. Y. C. Application fees must be paid by check or money order.

In case legislation is enacted affecting the rights of certification or appointment of persons who are candidates in this examination and who hold 1-A classifications under the Selective Service Law, the certifications of such candidates may be withheld during the war emergency. Rights of such candidates to future certification upon discharge from military service will be preserved.

The Commission will establish as a result of this examination two lists, as follows:

**Patrolman, Police Department:** This list only will be certified for the position of Patrolman. This list will endure until exhausted by certification to the Police Department as the needs of the service require but in no event for less than one nor more than four years.

**Special Patrolman:** This list will be certified for positions other than that of Patrolman, Police Department, requiring persons of extraordinary physical ability. This list will not be certified for the position of Patrolman, Police Department, but may be certified for other positions in the Police Department requiring familiarity with police rules, regulations and operations, and will be made up of those who did attain the required pass mark for Patrolman, Police Department, but whose mental and physical performances meets the needs of a less exacting nature as hereinafter set forth. Persons accepting permanent appointment as a result of certification from this list will not thereafter be certified to any other position.

The lists for Special Patrolman will terminate at the end of one year after promulgation or thereafter when the main list for Patrolman, Police Department; is exhausted or expires by operation of law.

Salary: Entrance salary for Patrolman, Police Department, \$2,000 with statutory increments to \$3,000 per annum. However, during the probationary period candidates for the position of Patrolman, Police Department may be compensated at the rate of \$1,200 per annum.

Ages: Not less than 21 years of age on date of appointment nor more than 29 years of age on date of filing application. Applications for persons under the age of 19 years will not be accepted.

### Duties

For Patrolman, Police Department: General police duties, including detective work, as assigned by the Police Commissioner. Promotion opportunities to: Sergeant, Lieutenant, Captain, Inspector, Present Commissioner at \$12,500 and four Deputy Commissioners came from the ranks; detective division.

For Special Patrolman: Special work as assigned, not general police work. Promotion opportunities not comparable to Patrolman, Police Department.

### Requirements

Proof of good character will be an absolute prerequisite to appointment. Persons who have been convicted of any felony are not eligible to take this examination. Conviction of juvenile delinquency, however, shall not be deemed a conviction of a crime. Candidates must not be less than 5 feet 8 inches in height and at this height must weigh not less than 140 pounds. Required vision 20/20 for each eye, separately, without glasses. No educational requirements. Candidates are warned to make full and complete statements on their application blanks. Misrepresentation is ground for disqualification. For Patrolman, Police Department, an auto driver's license will be required at the time of certification.

### Subjects and Weights

Written test, weight 50. The pass mark on the written test will be determined by the needs of the service and will be stated at the time of the written test; physical test, weight 50. 70 percent required. The two lists will be set up as follows: all candidates who pass both the written and the physical tests will be arranged in the order of comparative final ratings; the pass mark for the Patrolman, P. D. list will be the final rating of the candidate falling in the middle of this group. The rest of the candidates will form the list for Special Patrolman. The written test will be held

first and will be designed to reveal the aptitude, intelligence, initiative, reasoning ability, common sense and judgment of the candidates. Medical examination may be required prior to the physical test and the Commission reserves the right to exclude from the physical examination any candidate who is deemed medically unfit. Candidates must appear for the physical test in good physical condition and will take the same at their own risk of injury, although the Commission will make every effort to safeguard them.

Medical and Physical requirements as posted on the Commission's Bulletin Board must be met. The competitive physical test will be designed to determine competitively the strength, agility, stamina, coordination and endurance of candidates by tests which will be conducted chiefly outdoors or in an adequate indoor space.

The Commission urges competition from all young men qualified to compete. It is only fair to advise candidates, however, that competition for these positions will be extremely keen and that only those who are well qualified have a reasonable chance of obtaining a position on the eligible list.

Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases, hernia, paralysis and defective hearing. Persons must be free from such physical or personal abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable. Candidates are warned to have teeth in perfect condition at the time of the medical examination. Defective teeth are cause for rejection. Examination by a qualified dentist is a wise precaution in advance of this examination. Candidates rejected medically will receive only two opportunities for re-examination thereafter. All remediable defects must be cleared not later than six months from the date of the publication of the list.

## How to Apply for a Test

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

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

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

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a. m. to 5:30 p. m.), in person or by mail. Also available from first and second class post offices, Second District.

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

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

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

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

sample tests are shown on Form 2-2996.)

Subjects	Weights from plain copy (typewriting)	Weights Typist Steno.
General	100	50
Stenography	100	50
Totals	100	100

In each subject, non-preference competitors must obtain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.

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

The General Test will be for qualifying purposes only and will not affect the final numerical rating of those who attain the required ratings in Subjects 1 and 3. Those who fail the General Test will not be rated on Subjects 1 and 3. No sample questions are available.

(Continued on Page Fifteen)

## U. S. Tests

### Junior Stenographer (Male)—\$1,440 A Year

(Senior stenographer positions at \$1,620 a year will also be filled from the junior stenographer register as indicated below.)

### Junior Typist (Male)—\$1,260 A Year

Applications will not be accepted from female applicants.

Note: No subsequent application card will be accepted from a person who has previously been rated eligible in these examinations. A person who has previously been rated ineligible in either of these examinations may apply again for the examination; and one who attains eligibility as a typist but not as a stenographer may compete in the examination again for the purpose of attaining eligibility as a stenographer.

Applications will be received until the needs of the Service have been met.

Places of employment: Various Federal Government agencies in the State of New York.

### Examination Required

Experience—There is no experience requirement for junior stenographer or junior typist but the junior stenographer list of eligibles resulting from this examination may be used to fill senior stenographer positions at \$1,620 per annum by selecting the names of these eligibles who have had at least two years of paid experience in which the duties performed were principally those of a stenographer or secretary-stenographer.

Written Test—Competitors will be tested on the subjects listed below, which will have the relative weights indicated. (Descriptions of the examination subjects and sample tests are shown on Form 2-2996 attached hereto.)

Subjects	Weights from plain copy (typewriting)	Weights Typist Steno.
General	100	50
Stenography	100	50
Totals	100	100

In each subject, non-preference competitors must obtain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.

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

The General Test will be for qualifying purposes only and will not affect the final numerical rating of those who attain the required ratings in Subjects 1 and 3. Those who fail the General Test will not be rated on Subjects 1 and 3. No sample questions are available. The test is designed to measure the ability to understand and follow simple written directions, knowledge of word usage, and general skill in the use of the English language. Four or five alternative answers are suggested for suggested for each question. The competitor selects the appropriate or correct answer, and makes a mark corresponding to

the answer selected on a special answer blank provided for that purpose.

The Subject of Stenography is required of stenographic competitors only; it will not be rated unless the competitor qualified as a junior typist.

The dictation will be at the rate of 96 words a minute.

Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, however, owing to the fact that the noise of the machines would interfere with the dictation.

Applicants are responsible for providing themselves with satisfactory typewriters in good working order. Typewriter tables need not be furnished unless advised to the contrary on the notice admitting you to the examination. Any style of typewriter, except electric, may be used. Reexamination will not be granted because of faulty typewriters.

Time Required: About three and one-half hours will be required for the entire examination.

Ask for Announcement No. 2-108 (assembled).

### Junior Stenographer (Female)—\$1,440 A Yr.

(Senior stenographer positions at \$1,620 a year will also be filled from the junior stenographer register as indicated below.)

### Junior Typist (Female)—\$1,260 A Year

Applications will not be accepted from residents of New York City (comprising the boroughs of Bronx, Brooklyn, Manhattan, Queens, and Richmond), and from residents of Westchester County in the State of New York.

Note: No subsequent application card will be accepted from a person who has previously been rated eligible in these examinations. A person who has previously been rated ineligible in either of these examinations may apply again for the examination; and one who attains eligibility as a typist but not as a stenographer may compete in the examination again for the purpose of attaining eligibility as a stenographer.

Applications will be received until the needs of the Service have been met.

Places of employment: Various Federal Government agencies in the State of New York.

### Examination Required

Experience—There is no experience requirement for junior stenographer or junior typist but the junior stenographer list of eligibles resulting from this examination may be used to fill senior stenographer positions at \$1,620 per annum by selecting the names of these eligibles who have had at least two years of paid experience in which the duties performed were principally those of a stenographer or secretary-stenographer.

Written Test—Competitors will be tested on the subjects listed below, which will have the relative weights indicated. (Descriptions of the examination subjects and

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Manhattan Technical Institute - 1823 Broadway (59th) - Day and Evening
Classes-Circle 5-7857.
Mondell Institute-230 W. 41st St.-Day & Evening Classes-Wisconsin 7-2085
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New York School of Fingerprinting-22-26 E. 8th St.-Introductory course for
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U. S. Tests

(Continued from Page Fourteen)
able. The test is designed to measure
the ability to understand and
follow simple written directions,
knowledge of word usage, and
general skill in the use of the Eng-
lish language. Four or five alter-
native answers are suggested for
suggested for each question.
The competitor selects the appropri-
ate or correct answer, and
makes a mark corresponding to the
answer selected on a special
answer blank provided for that
purpose.
The Subject of Stenography is re-
quired of stenographic competitors
only; it will not be rated unless
the competitor qualified as a junior
typist.
The dictation will be at the rate
of 96 words a minute.
Any system of making notes, in-
cluding the use of shorthand-writ-

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

Address: Recorder, Labor Board,
U. S. Navy Yard, Brooklyn, N. Y.
Announcement Number and Title
2-474-Forger, Drop, Machinist,
Toolmaker.
2-475-Anglesmith, Heavy Fires,
Anglesmith, Other Fires, Black-
smith, Chipper and Caulker, Iron,
Coppersmith, Diesinker.
2-475-Flange Turner, Frame
Render, Loftsmen, Sailmaker, Ship-
fitter, Shipwright, Welder, Electric
(specially skilled), Welder, Gas.
2-476-Ordnanceman.
Address: Secretary, Board of
U. S. Civil Service Examiners, Air
Corps Eastern Procurement Dis-
trict, 98 Church Street, New York.
Announcement Number and Title
2-480-Junior Administrative Pro-
curement Inspector, Senior Pro-

Watervliet Arsenal, Watervliet, New York.

Announcement Number and Title
2-441-Machinist.
2-443-Benchman.
2-444-Gauge Checker.
2-20-Senior Guard.
2-35-Toolkeeper.
2-48-Machine Operator (boring
mill), Machine Operator (engine
lathe), Machine Operator (horizon-
tal boring mill), Machine Operator
(milling machine), Machine Oper-
ator (planer), Machine Operator
(shaper), Machine Operator (slot-
ter), Machine Operator (surface
grinder), Machine Operator (turret
lathe).
Address: Secretary, Board of
U. S. Civil Service Examiners,
United States Military Academy,
West Point, New York.

Announcement Number and Title
2-23-Attendant (mess attendant).
Civil Service District, Federal
Building, Christopher Street, New
York.
Announcement Number, Title and
Place of Employment
2-194 - Boilermaker, A. T. S
Brooklyn, N. Y.
2-196-Deck Engineer, A. T. S.
Brooklyn, N. Y.
2-292-Second Assistant Engine-
man (marine), A. T. S., Brooklyn,
N. Y.

2-392-Senior Inspector Engineer-
ing Materials, Inspector Engineer-
ing Materials, Associate Inspector
Engineering Materials, Assistant
Inspector Engineering Materials,
Junior Inspector Engineering Mat-
erials (4 options), New York Naval
Inspection District and Schenectady
Naval Inspection District.
2-393-Senior Inspection Ship Con-
struction, Inspector Ship Construc-
tion, Associate Inspector Ship Con-
struction, Navy Department (N. J.
and New York as assigned).
2-420-Under Inspector Ordnance
Materials, Minor Inspector Ordnance
Materials, Rochester Ordnance
District.
2-452-Junior Stenographer (male),
Junior Typist (male), State of
New York.

2-459-Machinist, Picatinny Arsenal,
Raritan Arsenal, Watervliet
Arsenal, Brooklyn Navy Yard,
Lakehurst Naval Air Station.
2-496 - Senior Inspector Naval
Ordnance Materials, Inspector
Naval Ordnance Materials, Associate
Inspector Naval Ordnance
Materials, Assistant Inspector
Naval Ordnance Materials, Junior
Inspector Naval Ordnance Mat-
erials, (all 4 options), New York
Naval Inspection District and Schen-
ectady Naval Inspection District.
2-497-Junior Communications Oper-
ator (H.S.R.E.), States of Dela-
ware, New Jersey, and New York.
2-498 - Junior Stenographer (fe-
male), Junior Typist (female),
State of New York (except the five
boroughs of New York, and West-
chester County).

2-504-Under Communications Oper-
ator (H.S.R.E.), States of Dela-
ware, New Jersey and New York.
2-508-Junior Inspector Trainee,
Ordnance Materials, Rochester Ordnance
District.
2-512-Junior Inspector Trainee,
Ordnance Materials, New York
Ordnance District.
2-11 - Attendant (ward-mp and
mess), Canandaigua, N. Y.
2-12 - Attendant (ward-mp and
mess), Northport, N. Y.
2-13 - Attendant (hospital and
mess), Batavia, N. Y.
2-14 - Attendant (hospital and
mess), Sunmount, N. Y.
2-15 - Attendant (hospital and
mess), Castle Point, N. Y.
2-16 - Attendant (hospital and
mess), Pine Camp and Madison
Barracks, N. Y.
2-17 - Attendant (hospital and
mess), Fort Niagara, N. Y.
2-18 - Attendant (hospital and
mess), Fort Slocum, N. Y.
2-26-Chief Tool and Gauge De-
signer, Principal Tool and Gauge
Designer, Senior Tool and Gauge
Designer, Tool and Gauge Design-
er, Picatinny Arsenal, Dover, N. J.,
and Watervliet Arsenal, Watervliet,
N. Y.

2-27-Toolmaker, Picatinny Arsenal,
Raritan Arsenal, Watervliet
Arsenal, Brooklyn Navy Yard.
2-30 - Assistant Communications
Operator, Junior Communications
Operator, C. A. A., Region 1.
2-33 - Instrument Maker, Fort
Monmouth, N. J.
2-37 - Attendant (hospital and
mess), Bath, N. Y.
2-39-Senior Inspector Ordnance
Materials, Inspector Ordnance Mat-
erials, Associate Inspector Ordnance
Materials, Assistant Inspector
Ordnance Materials, Junior In-
spector Ordnance Material, New
York Ordnance District and Roch-
ester Ordnance District.
2-54 - Trainee-Repairman (Signal
Corps equipment), States of New
Jersey and New York.

Applications for the following
federal examinations can be ob-
tained until further notice at the
local office of the U. S. Civil Ser-
vice Commission, 641 Washington
Street, New York
File by May 19
Senior bookkeeping machine oper-
ator, \$1,620 a year.
File by May 26
Junior calculating machine operator,
\$1,440 a year.
File by May 9
Radio Inspector, \$2,000 and \$2,600 a
year.
File by June 9
Bindery operative (hand and mach-
ine), 66c an hour.
Printer, Monotype keyboard oper-
ator, \$1.26 an hour.

File by June 30, 1942
Junior Engineer, \$2,000 a year;
Options: Aeronautical, naval archi-
tecture and marine engineering.
Radio Monitoring Officer, \$2,600 to
\$3,200. File by June 30, 1942.
Multilith cameraman, platemaker
and multilith press operator. Rated as
received until June 30, 1942.
Junior meteorologist, \$2,000. Applica-
tions must be in by June 30, 1942.
Blueprint operator, \$1,200 to \$1,440
Last filing date is June 30, 1942.
Technical and scientific aid (includ-
ing optional branches), \$1,800 to
\$2,000. File to June 30, 1942.
Naval architect; \$2,000 to \$5,600. June
30, 1942 is last filing date.
Machine engineer; \$2,600 to \$5,000. June
30, 1942 is last filing date.

CLASSIFIED ADVERTISEMENTS

(Rates: 40c for each six words. Minimum 3 lines. Copy must be
submitted before noon on Friday preceding publication.)

Brassieres - Corsets

Slim Hips in 10 Minutes: Feels 3"-5"
smaller! Margarete Corsetiere, demon-
strates this miracle in your home.
36-16 79th St., Jackson Heights, HA. 4-3890

Corsets

FOR that youthful figure see Jane
Stringer, Spencer Corsetiere for style,
beauty, and comfort. Also surgical cor-
sets. Jane Stringer, 500 5th Ave., Room
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COMPLETE FUNERALS as low as \$125
Free chapel. Financed to meet condi-
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N. Y. C. ATwater 9-2221

Furniture

SENSATIONAL SALE-Fine Period Furni-
ture, new-used, for city & country
homes. Broadloom Carpets, Y Simmons
Bedding, GEORGE'S, 105 WEST 51st ST.
Only Entrance, Red Canopy

Help Wanted-Agencies

A BACKGROUND of SATIS-
FACTION in personnel ser-
vice since 1910. Secretaries,
Stenographers, File-Law Clerks, Switch-
board Operators, Brody Agency (Hen-
riette Roden, Licensee), 240 Broadway
Barclay 7-8185.

BOOKKEEPERS - Stenographers - BILL-
ing and Bookkeeping Machines oper-
ators, all office assistants. Desirable posi-
tions available daily. Kahn Employment
Agency, Inc., 15 West 38th St. WI. 7-3990.

Shipyard Inspector; \$2,300 to \$3,800.
Chief engineering aid, \$2,600; prin-
cipal, \$2,300; senior, \$2,000; engineering
aid, \$1,800. Last filing date June 30,
1942.

File Until December 31
Air Safety Investigator, \$3,800 a
year.
Engineer, \$2,600 to \$6,500 a year.
Engineering draftsman, \$1,440 to
\$2,600 a year.

File by June 30, 1943
Junior Engineer, \$2,000; Options:
All branches of engineering except
naval architecture and marine engi-
neering.

File Until Further Notice

Junior Aeronautical Inspector
(Trainee), \$2,600 a year.
Orthopedic Mechanic, \$2,000 a
year.
Lithographer, (artistic or mechani-
cal), \$1,440 to \$2,000 a year.
Metallurgist, \$2,000 to \$5,000 a
year.
Radio Operator, \$1,620-\$1,800.
Engineering Aid, \$1,440-\$2,600.
Inspector Naval Ordnance mat-
erials, \$1,620 to \$2,600 a year.
Junior Inspector, Engineering
Materials, \$1,620 a year.
Machinist, \$1,800 a year to \$1.00
per hour.

Shipfitter, \$6.81 to \$8.93 a day.
Toolmaker, \$7.20 a day to \$1.08 an
hour.
Loftsmen, \$1.04 to \$1.12 per hour.
Instrument Maker, \$7.44 a day to
\$1.24 per hour.
Investigator, \$3,200 to \$3,800 a
year.
Inspector, Defense Production
Protective Service, \$2,600 to \$5,600 a
year.
Training Specialist, \$2,600 to
\$5,600 a year.
Instructor, \$2,000 to \$3,800 a year
Automotive Spare Parts Expert
\$3,200 a year.
Student Instructor, Air Corps
Technical School, U. S. Army and
aviation service schools, U.S. Navy,
\$1,620 a year.
Economist, \$2,600 to \$5,600 per
year.
Departmental Guard, \$1,200 per
year.
Research Chemist, \$2,600 to \$5,600
per year.
Technologist, \$2,000 to \$5,000 per
year.
Engineer, \$2,600 to \$6,500 per year.
Pharmacologist, \$2,600 to \$4,600 a
year.
Toxicologist, \$2,600 to \$4,600 a
year.

Meteorologist (any specialized
branch), \$2,600 to \$5,600 a year.
Expeditor (marine propelling and
outfitting equipment), \$3,200 a year.
Technical Assistant (Engineering)
\$1,800
Junior Astronomer, \$2,000.
Chemist (Explosives), \$2,600 to \$5,600.
Chemical Engineer (any specialized
branch), \$2,600 to \$5,600.
Physicist (any specialized branch)
\$2,000 to \$5,600.
Airport Traffic Controller, \$2,000 to
\$3,200.
Airport Traffic Control Examiner,
\$3,500.
Alphabetic card-punch operator,
\$1,260.
Artistic lithographer, \$1,800.
Inspector, engineering materials (aero-
nautical), \$2,300.
Inspector of clothing, \$2,000.
Inspector of hats, \$2,000.
Inspector of textiles, \$2,000.
Inspector of ordnance materials
\$2,300.
Inspector (powder and explosives)
\$2,300.
Inspector (ship construction), \$2,300.
Inspector (signal corps equipment)
\$2,600.
Instrument maker, \$2,200.
Junior communications operator (air
navigation), \$1,440.
Junior communications operator (high
speed radio equipment), \$1,620.
Junior stenographer, junior typist
Washington, D. C., only.
Junior stenographer, \$1,440, and
junior typist, \$1,200. Open for men
only for employment in the various
government agencies in the State of
New York.

Horizontal sorting machine, opera-
tor, \$1,200. Appointment in Washing-
ton, D. C. only.
Link trainer operator instructor
\$3,200; link trainer operator, \$2,900.
Civil Aeronautics Administration.
Student physiotherapy aid, \$420 w
m.; apprentice physiotherapy aid
\$1,440.
Senior medical officer, \$1,600; medi-
cal officer, \$3,800; and associate medi-

Help Wanted-Agencies

A BACK DOOR to your employment
problems. BEckman 3-9471-5 for office
help, commercial - legal, stenographers,
bookkeepers, telephone and operators,
Fairmount Employment Agency, 805
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SWIM for health and safety - Instruc-
tions to men, women and children.
Women's Swimming Assn., 470 West 24th
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Musical Instruction

Pietro Belto ACCORDION Headquarters
New York's Largest Accordion School
New and Used Instruments and Repairing,
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wich Avenue. ALgonquin 4-8874

Real Estate

CIVIL SERVICE Workers. Be satisfied
by dealing with us. Sales, rentals,
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Jerome Rufus Realty Service, 169-18
110th Ave., Jamaica, L. I. Jamaica 6-9950.

Sewing Machines

SEWING MACHINES Bought, Sold,
Rented, Exchanged. Expert repairing
on all types machines. Write, Phone,
A. N. TAIN, 62 West 30th St. MURray
Hill 4-5578.

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ALL GRADES of wastepaper bought for
cash. Files, old records. Guaranteed
destruction. Troiano & Defina, 225 South
St. WOrth 2-206L

cal officer, \$3,200
Tabulating machine operator, \$1,200
to \$1,440 a year.
Senior radioland technician, \$2,000.
Radio mechanic-technician, \$1,620 to
\$2,300.
Junior physicist, \$2,000.
Physiotherapy aid, \$1,800.
Procurement Inspector, \$2,300
Shipyard inspector (various special-
ties), \$3,200.
Under tabulating machine operator,
\$1,260.
Coal mine inspector, \$3,800; senior,
\$4,600; associate, \$3,200; assistant,
\$2,600.
Dental hygienist, \$1,620.
Medical guard attendant, \$1,620;
medical technical assistant, \$2,000.
Under mimeograph operator, \$1,200.
For appointment in Washington, D. C.,
only.
Inspector, engineering materials
(aeronautical), various grades, \$1,620
to \$2,600.
Air carrier inspector (operations),
\$3,800. Associate Air-Carrier Inspector
(operations), \$3,500. Civil Aeronautics
Administration, Department of Com-
merce.
Trainee, traffic controller (airway
and airport), \$1,800. Civil Aeronautics
Administration, Department of Com-
merce.
Assistant veterinarian, \$2,600; junior
veterinarian, \$2,000. Bureau of Ani-
mal Industry, Department of Agriculture.
United States Public Health Ser-
vice, Federal Security Agency and War
Department.
Procurement Inspector, various
grades; \$1,620 to \$2,600 a year. Material
Division, Air Corps, War Department.
Twelve optional subjects.
Junior administrative procurement in-
spector, \$2,900; Material Division Air
Corps, War Department. Twelve op-
tional subjects.
Inspector ordnance material, various
grades, \$1,620 to \$2,600. Ordnance De-
partment at large, War Department,
New York Ordnance District and Roch-
ester Ordnance District.
Instructor, various grades, \$2,000 to
\$4,600. Optional branches: Radio engi-
nes; internal combustion engines;
motorcycles; automotive (chassis less
engine); radio operating and radio
electrical, War Department.
Public health nurse, \$2,000. Indian
Field Service, including Alaska. De-
partment of the Interior, United States
Public Health Service, Federal Security
Agency.
Graduate nurse, general staff duty,
\$1,800. Indian Field Service, including
Senior inspector, naval ordnance
materials, \$2,600; inspector, naval ord-
nance materials, \$2,300. Optional
branches: optical or fire control instru-
ments, naval guns and accessories;
(Continued on Page Sixteen)



This is the welcome message your
dollar will bring to thousands of
cancer sufferers in 1942. Help us
carry on the fight.
Enlist in your local field army now!
Buy package labels today.
If you live in the Metropolitan Area,
address the New York City Cancer
Committee, 130 East 66th Street.
AMERICAN SOCIETY FOR
THE CONTROL OF CANCER
New York, New York



# Is Your Exam Here?

Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

### Open Competitive Tests

**Able Seaman, Deck Hand and Steerman:** The list is published on page 12.

**Air Traffic Control Recorder:** The training, experience and personal qualifications test will be held as soon as practicable.

**Apprentice (Automotive Trades):** The tentative key answers have been approved as the final key.

**Assistant Buildings Manager (Housing Authority):** The written test was held last month. The rating of the written test is in progress.

**Assistant Civil Engineer:** The written test will probably be held June 27, 1942.

**Assistant Gardener:** The competitive physical test was concluded last week.

**Assistant Mechanical Engineer:** The written test was held on April 18th.

**Blacksmith:** The practical test is being completed this month.

**Bus Maintainer, Group B (B.M.T. Division, N.Y.C.T.S.):** Objections to the tentative key answers are being considered.

**Car Maintainer, Group F:** This examination is being held in absence pending promotion examinations in the L.H.T. and B.M.T. Divisions.

**Chief of Project Planning, Housing Authority:** The written test was held on May 6th.

**Clerk, Grade 1:** The written test will be held as soon as practicable.

**Conductor (N.Y.C.T.S.):** The written test was held on April 25th.

**Core Drill Operator's Helper:** The list appears in this issue on page 12.

**Court Stenographer:** The list is printed on page 12.

**Dental Hygienist:** The written test was held on May 2nd.

**Dietitian:** The rating of the written test is about 75 percent completed.

**Director of Education (Department of Correction):** The written test was held this month.

**Director of Education (Department of Hospitals):** The written test was held this month.

**Electrician:** The practical test will be held as soon as practicable.

**Foreman, Furniture Maintainer:** The written test was held April 29th.

**Health Inspector, Grade 2:** Report on the final key answers was forwarded to the Commission.

**Housekeeper:** The list is printed on page 12.

**Inspector of Boilers, Grade 3:** The

written test was held on May 8th. **Inspector of Elevators, Grade 3:** The rating of the written test is in progress.

**Inspector of Housing, Grade 2:** The training, experience and personal qualifications test will be held as soon as practicable.

**Inspector of Live Poultry:** The written test is being held this month.

**Inspector of Plastering, Grade 3:** The rating of the written test has been completed.

**Inspector of Printing and Stationery, Grade 2:** The rating of the written test is in progress.

**Interpreter:** The rating of Part II of the written test has begun.

**Junior Civil Engineer:** The rating of the written test is in progress.

**Laboratory Assistant (Bio-Chemistry):** The rating of the written test is nearing completion.

**Marine Engineer:** The rating of the written test has begun.

**Mechanical Engineer (Salvage):** The written test will be held as soon as practicable.

**Office Appliance Operator, Grade 2 (Burrong Accounting or Book-keeping Machine):** The practical test will be held this month.

**Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Accounting Machine):** The practical test will be held this month.

**Office Appliance Operator, Grade 2 (I.B.M. Numeric Accounting Machine):** The practical test will be held this month.

**Office Appliance Operator, Grade 2 (I.B.M. Numeric Punch Machine):** The qualifying written test was held.

**Office Appliance Operator, Grade 2 (Remington Rand Powers Key Punch Machine):** The qualifying written test was held.

**Physio-Therapy Technician (Women):** All parts of the examination have been administered.

**Printing Specifications Writer:** The rating of the written test is about two-thirds completed.

**Psychologist:** The rating of qualifying experience has been completed.

**Senior Chemist:** The rating of the written test is nearly completed. The training, experience and personal qualifications test will probably be held this month.

**Stationary Engineer:** The written test is being held on May 23rd.

**Stationary Engineer (Electric):** The written test was held on May 9th.

**Trackman (N.Y.C.T.S.):** The written test was held on May 16th.

**Typist, Grade 1:** The practical tests will be held on July 2, 3, 6, 7, 9, 10, 11 and 13.

### Promotion Tests

**Airbrake Maintainer (N.Y.C.T.S., All Divisions):** The practical test will be held as soon as possible.

**Assistant Civil Engineer:** The written test will be held June 27.

**Assistant Foreman (Sanitation):** The rating of Part I of the written test has been completed. The rating of Part II has begun.

**Assistant Station Supervisor (N.Y.C.T.S.—IRT and BMT Divisions):** The written test will be held June 27th.

**Assistant Supervisor, Grade 2 (Social Service), City-wide:** The rating of the written test has been completed. The rating of education and experience is in progress.

**Assistant Train Dispatcher (N.Y.C.T.S.—IRT and BMT Divisions):** The written test was held on May 6th.

**Bus Maintainer, Group B (BMT Division, N.Y.C.T.S.):** Objections to the tentative key answers are being considered. **Car Maintainer, Group B (N.Y.C.T.S.—All Divisions):** The practical test will be held as soon as possible.

**Clerk of District, Municipal Court:** The written test was held on April 11th. The rating of the written test will begin shortly.

**Conductor (N.Y.C.T.S.—All Divisions):** The written test was held on April 25th.

**Court Clerk, Grade 3:** The rating of the written test is about 50 percent completed.

**Court Clerk, Grade 4:** The rating of the written test is about 25 percent completed.

**Electrical Engineering Draftsman:** The rating of the written test is in progress.

**Electrician:** The practical test will be held as soon as practicable.

**Elevator Operator, Department of Hospitals:** The qualifying practical test will be held as soon as practicable.

**Foreman (Electrical Power, N.Y.C.T.S.—All Divisions):** The written test will be held on July 9.

**Foreman (Lighting, N.Y.C.T.S.—All Divisions):** The rating of the written test has begun.

**General Foreman, Grade 4:** The rating of the written test is in progress.

**Housekeeper (Women), Hospitals:** The list appears on page 12.

**Inspector of Boilers, Grade 3:** The written test was held on May 8th.

**Inspector of Housing, Grade 3:** The rating of the written test is about 50 percent completed.

**Inspector of Licenses, Grade 2:** The rating of the written test is in progress.

**Inspector of Plumbing, Grade 3 (Department of Housing and Buildings):** The list appears on page 12.

**Junior Counsel, Grade 3:** The written test will be held June 13th.

**Law Assistant, Grade 2:** The rating of the written test has begun. **Light Maintainer (N.Y.C.T.S.—All**

**Divisions):** The rating of the written test is about 50 percent completed.

**Maintainer's Helper, Group B (N.Y.C.T.S.—All Divisions):** The written test was held April 18.

**Motorman (BMT, IND and IRT Divisions):** The qualifying practical test will be held in two months.

**Power Maintainer, Group A (N.Y.C.T.S.—IRT and BMT Divisions):** The written test is being held on May 26th.

**Sergeant-on-Aqueduct:** The written test is being held this month.

**Sergeant (P.D.):** The rating of Part II of the written test is about completed.

**Sergeant (P.D.), Special Examination:** The written test was held on May 9.

**Senior Accountant (City-wide):** Departmental lists appear in this issue on page 12.

**Senior Chemist:** The rating of the written test is nearly completed. The training, experience and personal qualifications test will probably be held this month.

**Signal Maintainer, Group B, (N.Y.C.T.S.—All Divisions):** The written test will be held June 21.

**Special Patrolman, Grade 2, N.Y.C.T.S.):** The written test will be held June 6.

**Stationary Engineer:** The written test will be held on May 23rd.

**Stationary Engineer (Electric):** The written test was held May 9th.

**Stenographer, Grades 2 and 3:** Objections to the tentative key answers are being considered.

**Supervisor, Grade 3 (Social Service):** The oral interview test is being held this month.

**Ventilation and Drainage Maintainer (N.Y.C.T.S.—All Divisions):** The practical test will be held as soon as possible.

**Warden:** The rating of the written test has begun.

**Buy The LEADER every Tuesday.**

# MENTAL HYGIENE

By JOHN F. MONTGOMERY

## Not Enough!

That \$100 pay increase for thousands of low-salaried mental hygiene employees, which now is a certainty as a result of Governor Lehman's signature, shouldn't mean even a day's letup in the battle to meet the rising cost of living. Keep hammering away, you mental hygiene folks; keep looking ahead toward that next pay rise. You'll need it as war stringencies are making themselves increasingly felt.

## Make Sure of This

It's up to the mental hygiene worker, if the Feld-Hamilton increment law is to be permitted to function smoothly, to provide an accurate description of his duties, responsibilities and work when he fills out the questionnaire distributed by the Classification Board of the Civil Service Department. It is this questionnaire that must establish a correct title for each position. This form has a lot to do with the salary you'll get. So do it carefully!

## Latest Status

The most recent status of the

eligible lists for hospital attendants in zone 1:

	Avail. M.	Elig. F.	Prov. M.	Unoff. Emp.
Buffalo	43	21	12	12
Gowanda	17	18	12	12
Craig Colony	50	2	10	10
Newark	22	1	5	5
Rochester	8	20	7	7
Willard	3	3	3	3

There have been 447 permanent appointments from the June, 1940 list; 162 from the June 1941; 67 from the December, 1941, and 63 from the February, 1942. A total of 348 provisionals has been appointed, to date.

And here's the latest report from zone 2:

	Elig. M.	Avail. F.	Prov. M.	Unoff. Emp.
Utica State Hosp.	43	10	10	10
Marcy	17	18	12	12
Rome	50	2	10	10
Binghamton	23	40	10	10
Syracuse Psycho.	23	2	2	2
Syracuse State	42	2	2	2
St. Lawrence	52	10	10	10

There have been 452 permanent appointments from the 1940 list, 55 from the December, 1941 list; 173 from the June, 1941 list, and 37 from the February, 1942 register. Provisionals appointed have totalled 208.

## Let Us Know!

Have you anything on your mind that you'd like to talk about, that you think the public ought to know? Do you want to see something accomplished? Do you have any special grievances or good wishes? Why not let us know? Speak up, you mental hygiene people; we're always anxious to hear about your problems and joys. Address John F. Montgomery, Mental Hygiene Notes, Civil Service LEADER, 97 Duane Street, New York City.

## AUTO-ENGINEERING TO DISCUSS FUTURE

The Auto-Engineer Eligibles Association will hold its next regular monthly meeting at the Rand School, 7 East 15th Street, on Tuesday, June 2nd, at 8 P.M. All Eligibles, members and non-members are urged to attend and take part in discussions relative to the future of the Association.

CLIFFORD BRUNER.

## Deadline for NYC Exams

Applications for medical social worker grade 1, occupational aide, chief engineer, DWSGE, examiner grade 4, HA, and boiler attendant, HA must be filed with the Civil Service Commission by 4 P.M. today, Tuesday, May 19. Applications for audit manager, \$6,000 a year and senior accountant (methods), \$3,000 a year up, and will continue to be issued and received by the Civil Service Commission until 4 P.M. Monday, June 1. Complete requirements for these tests appear on page 12.

# U. S. Tests

(Continued from Page Fifteen)

**Aircraft mechanic, \$1,680 to \$1,800 a year.**

**Junior machinist, \$1,680 a year.**

**Machinist, \$1,800 a year.**

**Aircraft instrument mechanic, \$1,800 a year.**

**Junior machinist, \$1,080 a year.**

**Junior instructor, Air Corps Technical school, U. S. Army and aviation service schools, U. S. Navy, \$2,000 a year.**

**Under Graphotype Operator, \$1,200 a year.**

**Training Specialist, \$2,600 to \$5,900 a year.**

**Physician, Panama Canal, \$4,000 a year.**

**Addressograph Operator, \$1,200 to \$1,440 a year.**

**Radio Inspector, \$2,000 to \$2,600 a year.**

**Inspector, electrical construction, \$1,800 to \$2,600 a year.**

**Aircraft Sheet Metal Worker, \$1,800 to \$2,200.**

**Junior Chemist, \$2,000 a year.**

**Senior Bookkeeping Machine Operator, \$1,620 a year.**

**Public Health Nurse Consultant, \$2,600 to \$5,600.**

**Assistant Fingerprint Classifier, \$1,620 a year.**

**Boatbuilder, \$9.44-\$8.96-\$8.48 per day.**

**Electrician (armature winder), \$9.44-\$8.96-\$8.48 per day.**

**Patternmaker, \$10.88-\$10.40-\$9.92 per day.**

**Refrigeration and air conditioning mechanic, \$9.44-\$8.96-\$8.48 per day.**

**Tabulating machine operator, \$1,200 and \$1,440 a year.**

**Under stenographer operator, \$1,200 a year.**

**Junior Stenographer, \$1,440 a year.**

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

**Public Health Nursing Consultant, \$2,600 to \$5,600 a year.**

**Assistant Fingerprint Classifier, \$1,620 a year.**

# How Civil Service Commission Works

(Continued from Page Three)

staff of the bureau is kept on the go. In addition, employees are continually phoning about their status, asking if they are eligible to take certain exams, to receive certain increases. The Corporation Counsel's office refers to the payroll bureau's records constantly. Banks, credit houses, businessmen write letters checking on the status of city employees. Fortunately, the payroll bureau is headed by a man who likes a tough job. Characteristically, John J. Curran, director of the bureau, was an outstanding athlete in one of the toughest sports known to man—water polo. In 1920 and 1924, he was a member of the U.S. Olympic water polo team. For many years he was on one of the topnotch water polo teams in the country, the one representing the New York Athletic Club. Each night, when work permits, he visits the N.Y.A.C. for a swim and a couple of games of handball. His water polo is now confined to coaching, at which he is an acknowledged expert. Proof of this lies in the fact that for seventeen years, in his spare time, Curran coached Yale's water polo team.

Such highly active athletic participation has kept Curran in excellent condition. His appearance

believes the fact that he has been an employee of the Civil Service Commission for 32 years, and director of the payroll bureau since 1928.

## Unfurnished Apartments

103d Street—202 West  
**HOTEL CLENDENING**  
"A FRIENDLY ATMOSPHERE"  
Known as one of the most reasonable Apartment Hotels in the neighborhood.  
A ROOM FOR TWO—\$5 Weekly  
Also Two Rooms, bath, \$14 Weekly  
Three Rooms, bath, \$18 Weekly

## Furnished Rooms—West Side

79th ST. — 315 WEST  
**THE OLIVER BASTING**  
"A Residence of the Better Type"  
Roof Garden — Switchboard — Kitchen  
Facilities — Hotel Service  
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### City Offers Annual Pay to Asphalt Men

(Exclusive)  
Over the week-end, Budget Director Kenneth Dayton cleared up the matter of per annum salaries for asphalt workers in a letter to Manhattan Borough President Edgar Nathan. Said Mr. Dayton, in part:

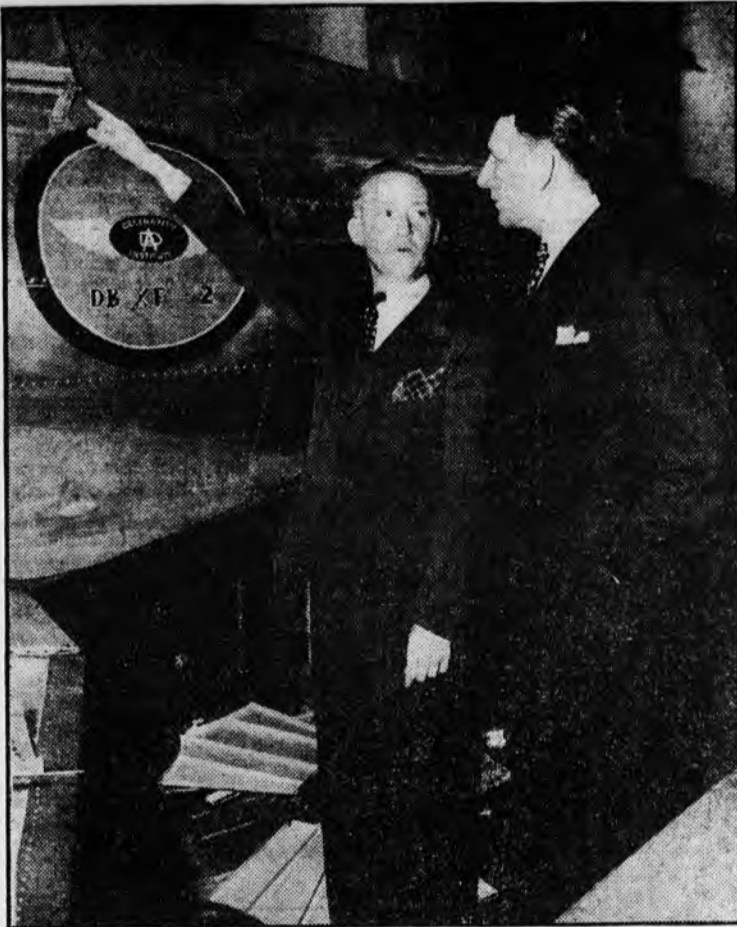
"Negotiations have been under way with representatives of asphalt employees looking to the substitution of a regular per annum wage in place of the per diem allowance at reduced time. We have worked out a plan which has been approved by the Mayor and which is, I understand, acceptable to the majority of the men.

"Such per diem asphalt men as choose to accept the plan will be put on a per annum basis for 250 days at the following rates: for the four groups of Asphalt Workers now recognized in the budget, \$1,800, \$1,860, \$1,920 and \$1,980 respectively; for the Asphalt Foreman, \$2,280; and for the Steam Roller Engineers, \$3,000.

"So far as possible, the Borough President will devise a working schedule limited to five days in any one week, but it is understood that any lost time will be made up in subsequent weeks, even if it requires more than five days work in any one week. The 250 day allowance, of course, includes vacation time.

"It is recognized on both sides that the primary consideration which has induced the men to accept this proposal is the uncertainty of their per diem status and the possibility of lay-offs and that they have accepted the per annum basis as a measure of security. It is the intention of the administration to take every possible step to grant them that security and if asphalt work should decrease, to find other suitable work in which they may be engaged. However, no guarantee can be made against lay-offs if work of one kind or another is not available. All I can say is that we will do our best to prevent this.

**Those Who Don't Accept**  
"Some question was raised as to the termination of the per annum status if anyone wishes to go back to a per diem basis. It can be done very simply by announcing his intention to withdraw from the plan and by signing the payroll under protest. Anyone who does not accept the plan at any time, and anyone who signs



Mark Schlamm (right), top winner of The LEADER'S "What Can I Do to Help in the Battle of Production?" essay contest, is being initiated into an aviation mechanics' course in Delehanty Institute by Edward Leap, director of the Vocational Division of that school.

the payroll under protest, will be returned to the per diem status." The arrangement was worked out in negotiations between the Budget Director and the International Hod Carriers and Common Laborers Union. Henry Feinstein, speaking for the union, pointed out that the arrangement is being accepted for a period of only one year, and only because the lack of asphalt work jeopardizes the jobs of the men on a per diem basis. Its renewal will depend on the national emergency.

### U. S. Translator Tests This Week

Approximately 6,000 candidates took the general test on the Federal translator examination

Saturday, May 16. On the same day, those who filed for Spanish were examined in that option.

Applicants for the Polish option were examined Monday, May 18, in room 1021 of the Federal building at 8:30 a. m. Candidates in translation from the Portuguese took their test in the same room two hours later.

On Tuesday, May 19, candidates who filed for the Hebrew option will be examined at 8:30 a. m. and 10:30 a. m. in room 1021 of the Federal building. Other tests scheduled for Tuesday are Danish, 10:30 a. m., Norwegian, 1 p. m., Swedish, 3 p. m. On Wednesday, May 20, exams will be held in Magyar, Modern Greek, Dutch and Chinese. The tests will be held at 8:30 a. m., 10:30 a. m., 1 p. m., and 3 p. m. Tests scheduled for Saturday,

### Good Book on Fingerprinting

Up-to-the-minute coverage of the situation, including intensive treatment of latent fingerprint impressions found at crime scenes, will be found in B. C. Bridges' "Practical Fingerprinting" (Funk and Wagnells, \$4.00).

The book, which contains a foreword by August Vollmer, criminologist, has been composed by an international expert in identification. Such topics as procedure, classification by the Henry System, ink process and presenting fingerprint evidence in court are covered.

Hundreds of illustrations are scattered throughout the pages. The book is expected to prove of value to police personnel, students in police recruiting schools, colleges having law enforcement courses and civic and state officials concerned with fingerprint records. There are 384 pages in all.

"Most important from the criminal investigator's point of view," says Mr. Vollmer, "is the intensive and extensive treatment of latent fingerprint impressions found at crime scenes; never before has this subject been adequately covered by writers in the field of identification."

May 23, include those in French, German, Italian, and Russian. The French test gets under way at 8:30 a. m., the German test at 11 a. m., the Italian test at 1:30 p. m., and the Russian test at 3:30 p. m.

If you filed for Chinese, Modern Greek or Russian, you are permitted to bring your dictionary with you. If you filed for any of the other tests, leave your dictionary home. At least don't make use of it while the test is being held!

### In Memory

Memorial services will be held May 24, in the Church of St. Michael, 424 West 34th Street, Manhattan, by employees of Branch 36, National Association of Letter Carriers, and the New York Letter Carriers' Association for those letter carriers who have died since June 1, 1941.

## HEARNS

14th St. at 5th Ave.  
150th St. at 3rd Ave.



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SUITS from \$29.50 to \$41.50  
Imported and Domestic Cloths  
Full Line of  
SLACKS - SPORT JACKETS  
TOPCOATS - OVERCOATS  
178 PARK ROW, N. Y. C.  
COOPERATING MERCHANT TO  
CIVIL SERVICE EMPLOYEES

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Haberdasher - Hatter  
Manhattan Shirts - Stetson Hats  
Fine Sportswear  
186 Park Row, New York City

**SILVER'S MEN'S SHOP**  
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MANHATTAN SHIRTS  
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Full Line of SPORTSWEAR  
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Special Discount to  
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Ready Made and to Order  
PANTS from \$2.95  
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We match your coat and vest.

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JANTZEN SWIM TRUNKS  
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Special Discount to  
Civil Service Employees

Special Summer Resort Issue of  
The Civil Service Leader, June  
9th, Whatch For It!

## POSTAL NEWS

By DONALD MacDOUGAL  
**They're "Agin" It**

Those UNAPOCs (United National Association of Post Office Clerks) have been trying—through Branch 1—to block the best efforts of Local 10, of the New York Federation of Post Office Clerks, to complete the balloting in the clerk's amalgamation poll throughout the city.

From the way the clerks explain it, the UNAPOC's leadership has decided that the only face-saving it can do is to delay the balloting and discourage its membership even from voting. In fact, word has gotten around that some leaders have threatened to prefer charges against those of its members who have volunteered for service on the steering committee handling the balloting. The ballots, incidentally, are so far more than 90 percent in favor of amalgamation.

Actually, the UNAPOC boys appear to be waging a battle against the inevitable. The local clerks want amalgamation because they realize their future livelihood depends on it, regardless of the fact that the Feds are an AFL group, the UNAPOC's independent. To date, about 4,000 ballots, representing 33 percent of the whole thing, have been counted.

Probably the count would have been completed by now if the UNAPOCs hadn't decided to get sore about the progress of the vote.

### Unprecedented Stuff

An unprecedented sight along some of Gotham's main stems these days is that of postal workers in uniform distributing pamphlets calling upon the public to voice its sentiments in support of the Ramspeck-Downey Congress

sional efforts to get the post office people \$300 pay boosts to cope with rising living costs. The Federal legislation was introduced this week and already 200,000 of 225,000 pamphlets have been distributed. Federal workers just haven't ever distributed handbills in this city in this fashion while in working clothes. The only thing they haven't done is to use their mail pouch to carry the pamphlets in—and we're suggesting that, right now!

### S O S For Blood

The family of a retired letter carrier needed somebody for a blood transfusion the other day. Promptly the New York Letter Carriers' Association was called. And who do you think was selected for the job? Old war horse Simon H. Schneider, Times Square station carrier, who has been giving so much blood the last number of months he must be an anaemic by now. Schneider was on a late tour of collections when summoned. He was giving blood within half an hour.

### Note

In case you'd like to say something about your fellow postal workers or have any ideas to improve the service or just have some random thoughts about anything (be it gossip or "gripes"), let us know!

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POPULAR PRICES  
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"Your Friend Frank" 8:30 a. m. to 6 p. m.

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**SAVE UP TO 50%**  
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Two Doors from Automat  
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The following concerns have pledged themselves to give special service to Civil Service workers and eligibles. For further information about the products and services advertised, write to Marion Allen, Civil Service LEADER, 97 Duane Street, N. Y. C.

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**For General AUTO REPAIRS**  
CALL REGENT 7-1720  
Fenders, Radiators, Woodwork, Tops Recovered, Coachwork, Upholstering, Simonizing Welding SPECIALISTS IN COLLISION WORK  
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Unwanted Hair REMOVED FOREVER  
Painless Guaranteed Method  
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**ELECTROLYSIS GUILD**  
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Ladies, Are You in Need of MONEY for Your Spring Outfit?  
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LOANS: \$50.00 to \$300.00  
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**PANTS**  
We Match Pants to Your Coat or Vest  
\$1.95 to \$7.95  
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ON PRESENTATION OF THIS AD BEFORE JUNE 30  
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## BARGAIN BUYS

By Prudence Shopper

### Cotton's King!

Cottons are the talk of the town just now.

National Cotton Week, from May 15 to May 23, centers all eyes on merchandise made out of products from American fields. The department stores are displaying manikins in cotton suits and dresses that look as trim as fresh paint. There are so many styles to choose from there's no reason to sacrifice being cool and collected, in order to have that right for town style we all want.

Cotton used to be strictly "country wear," but today the suits and dresses are as carefully tailored as much more expensive materials. There are three-piece affairs with skirts that button on to white or printed blouses. There are mix-your-own styles that can be bought singularly. There are dresses with short tailored jackets, and then last and not least, as far as I am concerned, are the three-button, patched pockets, man-tailored, seersucker and gingham suits.

Patterns range through stripes, checks, colored effects and chambrays in pastels. All the clothes are washable but you have to be good really to press them professionally. Always remember to remove the shoulder pads when washing, and pinning down your pleats, helps to press skirts.

### About Antiques

If Junior mischievously knocks the ear off that Wedgewood teapot that grandmother left you, or a

### Mondell Features

#### 7-Day-a-Week Classes

To meet the urgent demand for draftsmen to help fight the "Battle of Production," the Mondell Institute of 230 West 41st Street has arranged for classes every day in the week, including Sundays.

This 30-year-old institution is known for its staff of expert instructors, men who are active in war industries. Individual instruction is given in most of the courses.

### Learn Welding Now

Welding jobs pay well and there are plenty of them to be had, but you don't clinch one of them without knowing your stuff—in other words, you have to be a trained and competent welder or no job! It's really worth while taking a course, but you must be sure you're taking it at a reliable school; one that has prestige and standing with the defense factories. The Reliable Welding School, at 859 60th Street, Brooklyn, (WI 8-1766) has a complete course in Electric Arc and Oxy Acetylene Welding. You can attend either day or evening classes or have individual instruction, as you will. This school has its own Placement Service, and the tuition is reasonable. Contact them for further information.

### Here It Is!

Do you like Cheese Biintzes? How about some real Gefilte Fish, Borsht or Schav? I love the stuff and if you do too, try Solomon's Dairy Restaurant on 77 Chambers Street, just off Broadway. You may gain a couple of ounces, but take it from me its worth it! They make it just like mother does, and that's saying something! Drop in for lunch-eon, the prices are right; if you are in a grand rush you can go to the self-service section, but if you can take your time for a "second helping" there's the restaurant.

### Two For the Price of One

At Hank Epstein's, 57 W. 23rd Street, (9th floor) you can really get "Two for the Price of One." He sells tropical and all-wool suits, coats and summer slacks, for practically wholesale prices and here's how he can do it! He gets his merchandise directly from the wholesale factory; in fact, his salesroom is located on the premises of a wholesale house and his prices can be exceptionally low, as he has no overhead or shipping costs. Hank Epstein is open on Sundays, from 9 until 5, and on every week-day, but closed on Saturdays

guest carelessly drops another of your treasures, don't be dismayed but take your battered possessions to the Omura Art Studio. Mr. Omura's skillful hands will restore all types of object d'art, including jewelry, porcelain, pottery, glass, ivory and stone—and his prices are amazingly low. It's a good name to have in your book.

### Wanted: Good Feet

Now that we are limited in car mileage because of gas rationing, it is important to look to our feet as our principal means of locomotion. How are your feet? Have you got bunions, fallen arches, weak metatarsals?

Today more than ever, it is important to get our feet in the best condition. If you have any foot trouble then see to it that you are fitted at once with good, corrective, arch supports. You may take your

foot troubles to Scientific, Inc., a manufacturer to customer establishment which fits arches individually to each person and individually to each foot. Prices extremely low, 1465 Broadway, Manhattan.

### Rug Shampoos

A world of difference when Globe shampoos your rugs. With rug manufacture cut 75 percent, your rug is more valuable today than ever before. They've enjoyed a reputation for workmanship and service for 57 years. Altering, refitting, relaying and repairing are done by experts. Phone DAYton 9-5400 for quick service.

### Resilvering

No matter what condition your fur scarf or jacket may be in, you can give it a new lease on life at a reasonable cost by letting Hertz Brothers of 11 West 30th Street "resilver" it. When this 35-year-old company is through with your garment, so vastly improved will it be that you will hardly recognize it as your own.

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The following merchants have pledged themselves to cooperate with the Civil Service workers and eligibles and will give a special service when you make a purchase. Be sure to show your credentials

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50 YEARS  
Ready Made and To Order  
REMODELING - REPAIRING  
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**VARTY'S FUR SHOP**  
FURS MADE TO ORDER  
AND READY TO WEAR  
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"From Maker to Weaver"  
Reasonable Prices, Courteous Attention  
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Creators - Designers - Stylists  
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Cooperating Furrier to  
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PHONE CORTLANDT 7-5390



Nite Life

Al Siegel, pianist and voice coach who has played Svengalli to several of Broadway's singing Tribby's, will bring his latest find, Susan Miller, to LEON AND ED DIES, for a limited engagement on Friday, May 22 in a complete new show starring Eddie Davis...

Amusement Parade

By Joseph Burstin



JOAN FONTAINE started with Tyrone Power in "This Above All," currently playing at the Astor Theatre.

HOLLYWOOD Facts Between Acts

Columbia's forthcoming Joan Crawford-Melvyn Douglas film, "He Kissed the Bride," will be released under the title, "They All Kissed the Bride." The supporting cast include Roland Young, Billie Burke, Allen Jenkins and others...



JEAN CAGNEY who makes her screen debut in "Yankee Doodle Dandy," a film based on the life story of George M. Cohan, starring her famous brother, James... opening at the Hollywood Theatre on May 29.

Films of the Week

"THIS GUN FOR HIRE," now at the New York Paramount Theatre... You haven't seen a real tough killer until you see Alan Ladd as a pretty boy toughy who really enjoys his killings.



JIMMY DORSEY and his orchestra, which heads the "in person" show at the Strand Theatre, where the screen attraction is "In This Our Life," starring Bette Davis.

"NATIVE LAND" at the World Theatre is the first feature production of Frontier Films and is indeed a realistic depiction of the life and drama of our times.

Resort Notes

Ocean City, N. J., rail service will maintain its regular schedule to the shore during the coming summer and bus service will be increased as far as possible.

Newlyweds', an organization composed of couples who met or became engaged at the Nemerson Hotel and Country Club, is sending a questionnaire to its many members to find out how many of the group can attend this year's June conclave.

'Mrs. Miniver' for Radio City Music Hall

Radio City Music Hall has completed negotiations for the presentation of "Mrs. Miniver," dramatization of Jan Struthers' novel, to follow the forthcoming engagement of "Tortilla Flat," at the Music Hall, G. S. Eysell, the theatre's managing director, announced.

Racing

Belmont Park, on Long Island, has opened a four-week spring racing meet to be held under the auspices of the Westchester Racing Association.

Movies

RADIO CITY MUSIC HALL 50th STREET and 6th AVENUE SPENCER TRACY HEDY LAMARR JOHN GARFIELD in John Steinbeck's "TORTILLA FLAT" AN M-G-M PICTURE

THIRD WEEK! Bette Davis 'IN THIS OUR LIFE' A WARNER BROS. HIT WITH George Brent • Dennis Morgan IN PERSON JIMMY DORSEY & his arch. Plus Bob Eberly - Helen O'Connell - Billy De Wolfe - Condos Bros. STRAND BROADWAY and 47th ST.

Drama of Soviet Tank Corps to Have Premier At Stanley Theatre

"Red Tanks," Soviet film drama revealing the striking power and tactics of Russia's tank divisions, made with the cooperation of the Soviet High Command, will have its premiere at the Stanley Theatre late this month.

Movies

The Year's Greatest Musical! RITA HAYWORTH VICTOR MATURE IN THEODORE DREISER'S "MY GAL SAL" A 20th CENTURY-FOX PICTURE Plus a Big Stage Show ROXY SEVENTH AVE. AT 50th ST.

Tyrone Power • Joan Fontaine in the 20th Century-Fox Triumph "THIS ABOVE ALL" ASTOR B'way & 45th St. Circle 6-4642 THEATER Continuous from 10. A.M.

LEADER'S BEST PLACES TO DINE AND DANCE

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Pottersville, N. Y.

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# Filing Period for NYC Patrolman Test Is Extended Until Saturday, May 23

In an effort to attract more candidates, the Civil Service Commission has extended the application period for the patrolman examination until 3 p. m. Saturday, May 23. The applications will continue to be issued each day this week in the offices of the City Collector in the five boroughs. The applications must be filed in the office in which they were obtained by 3 p. m. Saturday.

9,200 candidates had filed for the patrolman test by Friday, May 15. With only one day left for the receipt of applications, President Harry Marsh of the Civil Service Commission ordered the extension of the application period for another week. "We don't know how many we will have by the end of next week, but we have less than 10,000 now."

**No Changes**  
No changes were made in the original requirements for the patrolman test. Candidates must be not less than 19 years of age and not more than 29 on the date of filing applications. Candidates must be at least 5 feet 8 inches in height and weigh at least 140 pounds. Perfect vision, 20/20 in each eye, without glasses, is required. There will be no extra credits given to college men on the written test. All candidates

will have an equal chance to pass the test.

The written test for patrolman will be held Saturday, June 6. The written test will count fifty percent of the candidate's final mark. The mark received on the physical examination will count another 50 percent.

The physical test will be considered by the Civil Service Commission at its meeting this week. The complete official physical requirements for the patrolman test will be printed in next week's issue of The LEADER, presuming, of course, they are available by that time.

### Friends May Do It

Relatives and friends may obtain applications for young men in military service. However, the applications must be sent to the candidate in the armed forces and signed by him. An application signed by persons other than the candidates will not be accepted. The military candidate must return the application, properly filled out and notarized, by mail to the Civil Service Commission, 299 Broadway. The application will be accepted as long as it is postmarked Saturday, May 23.

Only military service candidates are permitted to file by mail. All others must file in person in the office of the City Collector in

### Where to Apply For Patrolman Test

Patrolman applications are being issued only in the following offices of the City Collector. No applications will be issued at the Civil Service Commission's offices. Applications must be filed in the office of the Collector located in the home borough of the candidate. The addresses of the five borough offices of the City Collector are:

**Manhattan—Municipal Building—Centre and Chambers Streets.**

**Brooklyn—Municipal Building—Court and Joralemon Streets.**

**Bronx—Bergen Building—Tremont and Arthur Avenues.**

**Queens—Borough Hall—120-55 Queens Boulevard, Kew Gardens.**

**Richmond—Borough Hall—St. George, Staten Island.**

which they reside. Complete official requirements for the patrolman test appear in this issue of The LEADER on page 14.

If you're within the age limits and meet the requirements, you should file for the patrolman test.

## Mayor to Set Up Class of 'Necessary' Employees

City employees will get leaves of absence to take jobs in war industries for the duration and will be entitled to longer vacations if they have not consumed all of their sick leave time for the year, it was learned this week. Both orders were due to be signed by Mayor LaGuardia as The LEADER went to press.

The mayor has decided to put the matter of granting leaves up to department heads, with the Civil Service Commission acting as an appeals board for those employees who feel their services to the city can be spared for the duration, The LEADER was told by a high city official.

### Necessary Class

The Mayor, it is understood, has classed engineers, specialists, technicians, mechanics and "key men" in the "necessary" class. These are the employees who most likely will have to appeal their cases in order to take war jobs.

The order is expected to cut down the number of layoffs planned under the new budget. Just how many will be saved, of course, is still a matter of speculation. Employees on leave will retain their Civil Service status and be returned to their jobs anytime up to six months after the end of the war.

### Increased Vacations

The order enabling employees to add to their vacation period whatever time has accrued from unused sick leave affects per annum workers only. Per diem employees apparently are not included under the provisions.

The Department of Public Works has already put this policy into effect, as has the Hospitals Department. In the latter department, employees are being permitted to add their unused sick leave allowance for the period of May 31, 1941, to June 1, 1942, to their vacation allotment. Thus, many will receive a four-week respite.

Nurses in the city hospitals will not be compelled to add unused sick leave time but, instead, will receive their customary vacations.

The Mayor's orders have been expected for some time while department heads besieged him for city-wide policy in both matters.

The present regulations with regard to leaves of absence appeared in The LEADER for April 28 and May 5.

## Answers to Saturday's NYC Trackman Exam

Below are answers to the New York City examination for trackman, held last Saturday. These answers are unofficial. They have been prepared for the CIVIL SERVICE LEADER by Joseph B. English, an investigation for the State Transit Commission. Official answers of the Civil Service Commission will appear shortly.

It is pointed out that the final question, 100, may have an answer not given in the examples.

That question read: "In driving a spike to hold a rail on a track tie, the last blow should be struck lightly. The most likely reason for this is to prevent (A) damage to the rail; (B) damage to the tie; (C) injury to the trackman; (D) unnecessary noise." A likelier reason, according to Mr. English, is to prevent knocking off the head of the spike.

The test is considered a good one for the trackman.

Now read the unofficial answers:

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

\* See note above.

### Fire Lieutenants See Mayor

The Fire Lieutenants have talked to Mayor LaGuardia about promotions.

A meeting of the Fire Lieutenants' Eligible Association is scheduled for Wednesday, May 20, at 11 A.M., in Room 507 of the World Building, 63 Park Row, and the Committee will report on the conversations. Frederick B. Gordon is secretary of the organization.

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

### U. S. Commission Promotes Brassor

WASHINGTON. — Francis P. Brassor, Secretary and Chief of the Administrative Division of the Securities and Exchange Commission, has been appointed Chief of the Administrative Services of the United States Civil Service Commission.

In this capacity, Mr. Brassor will be on the staff of the Executive Director and Chief Examiner

Lawson A. Moyer, and will supervise the Commission's Personnel Office, the Budget Office, and a newly-created Office Services Division.

### Home Owners May Now Borrow \$250 to \$5,000

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