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See Page 6

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MAY 12 1942

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**SPECIAL SECTION**

# WARTIME OPPORTUNITIES FOR WOMEN

*Details on Jobs and Training*

*Begins on Page 11*

*New Civil Service Openings:*

**STENOS, TYPISTS, COAT FINISHERS**

*See Page 2*

**NYC SETS UP 'CENTRAL EMPLOYEE POOL'**

*See Page 3*

**1,000 IMMEDIATE JOBS SEEN FOR CONDUCTORS**

*See Page 3*

*How to Join the Army Specialists Corps*

*See Page 2*

# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## 'How Many Women Will You Hire?' Agencies Asked in Government Survey

WASHINGTON. — Women by the thousands, by the tens of thousands and by the hundreds of thousands will be hired by the Federal Government within the next year.

It's now estimated, unofficially, by a Civil Service official, that half a million women must be hired by the Federal Government within the next 14 months.

Civil Service estimates that there are now about two million civil service employees. It is predicted that the net figure will reach three million by July 1, 1943. And officials believe that half of the new workers must be recruited from the ranks of women.

An important factor is the fact that men today are leaving their Federal jobs by the hundreds to join the armed forces. The replacement problem is becoming acute.

Solution of the problem is in hiring women, and that's where the Government is looking.

Of course, private employers, too, are looking to women for the solution of their labor problems. However, there is apparently an ample supply of women power to cover the needs of both industry and Government. Federal officials say there are roughly 27 million women available for work—that's counting non-working housewives, college students and the like—and it will be fairly simple to put 5,000,000 to work.

### Taboos Breaking Down

The old taboos against the hiring of women in both the factory and the government office are fast disappearing. It isn't unusual today for the government specifically to request women.

Just a few days ago, for example, the Civil Service Commission amended its examination announcement for junior meteorologist to add this sentence:

"Women are particularly desired for these positions."

That may not seem revolution-

ary, but just remember that a short while ago the Weather Bureau wouldn't take women meteorologists except in extraordinary cases.

### As Messengers

Since the early days of this Republic the Negro man was used almost exclusively in messenger jobs in Federal agencies in Washington. Negroes are still used in great numbers but now girls—both white and black—are being given the jobs in large numbers.

Here are the figures: In the first three months of 1939, no girls were given messenger jobs in the Federal service in Washington. The next year—1940—six got jobs during the three-month period. In 1941, the number jumped to 50. But this year the number leaped to 518.

Few girl messengers are being hired in the field, however. Only 25 were hired during the first three months of this year outside of Washington, but the logjam has been broken and you can expect large numbers of girls to be hired from now on.

### Surveying Needs

With the supply of available men growing shorter every day, the Civil Service Commission has ordered its field offices to make surveys on the number of women Federal agencies in their districts would be willing to hire and at what jobs.

The study being made of the department service is of great interest. Federal agencies report they are now willing to hire women as chauffeurs, as operators of light tractors and trucks, and for many other manual labor jobs.

At the Washington Navy Yard, the Brooklyn Navy Yard and all other Navy Yards and Army arsenals the gates are being thrown wide open to women.

### War Jobs

In the Washington yard alone there are now more than 1,700 jobs which are available to women who can qualify. Most of these jobs are in the learner classification. In other words, the



Lucille Foster McMillin, U.S. Civil Service Commissioner, has long been interested in pushing women forward in Government service. The war has given her the big chance. Now U.S. departments are being asked to state how many women they can use.

untrained are taught to do the job and once the tricks are learned the pay is good.

At the Chemical Warfare Service at Edgewood, Maryland, not far from Baltimore, women are being hired to help machinists and electricians, to pack munitions, and to operate gas mask machines. War Department's Ordnance shop at Huntington, West Virginia, has a number of openings for women trainees. The starting salary is \$1,020, and when they learn the ropes they are given substantial salary boosts.

The Navy is hiring women to make model planes at Langley Field, Virginia, and storekeeper jobs in both the Army and the Navy are open to women for the first time.

### Professional Jobs

In the professional and technical fields women are in great de-

mand, chiefly in the lower grades, however. Women are wanted to take jobs as chemists, physicists, technical and scientific aides, engineers, technical assistant, draftsmen and a long list of others.

The LEADER respectfully passes on a tip to women in and out of the Government who have a desire to help themselves:

1. It isn't too late now to prepare yourself for a Government job. The Government is in need of typists, stenographers, all sorts of machine operators.

2. Women now holding clerical jobs in the Government have a grand opportunity to better themselves by attending classes after working hours. Thousands of girls are taking advantage of the golden opportunity to get out of the clerical class by studying professional and technical subjects after office hours.

## U. S. Opens New Tests

The United States Government this week makes available a number of new opportunities for persons interested in entering Federal service. The new announcement covers a wide range of occupations and concerns both men and women.

### Coat Finisher

Women in the garment industry who have been asking "Where is there a place for me in the government service?" have their answer in an examination for the position of coat finisher, carrying a salary of \$4.32 to \$5.28 per day. Positions are available at the U. S. Clothing Depot, Navy Department, Brooklyn, N. Y. The duties call for operating power-driven sewing machines in the manufacture of Navy uniforms, and to perform hand needle sewing and finishing operations on uniform coats. Applicants must have at least 3 years of experience on power-driven machines and hand-finishing operations on men's clothing in a first-class shop. Age limits are 18 to 48. You may obtain an application at Brooklyn Navy Yard or at the offices of the U. S. Civil Service Commission, 641 Washington Street. File no later than June 4.

### Multigraph Operators

Throughout the United States, there are openings for junior multigraph operators, a position paying \$1,440 a year. The requirements call for six months of experience with the machine. There is no written test. If you can qualify, ask for announcement No. 231 (unassembled) at the U. S. Civil Service Commission, 641 Washington Street, Manhattan.

### Stenographers, Typists

The need for stenographers and typists continues unabated. The Government announced two examinations for work in New York State, one for men, the other for women. Women living in the boroughs of New York City (comprising the Bronx, Brooklyn, Manhattan, Queens, and Richmond) and in Westchester, may not file. In other words, this test is for upstate women only. The junior steno position pays \$1,440 (and \$1,620 in the senior grade); the typist position pays \$1,260. You'll be given a written test. Ask for announcement No. 2-109 (assembled).

The examination for male stenographer and typist carries the general qualifications, and the same salary, as that for women. In the case of men, however, New York City residents may file, as well as men living in other parts of the State.

In both cases, there is no deadline for filing applications, which will be received until the needs are met. The positions are in Federal agencies in the State of New York.

### Meteorologist

Women who can qualify as meteorologists are particularly wanted. Salaries are \$1,620, \$1,800 and \$2,000 a year.

Also needed are junior calculating machine operators at \$1,440 a year and technical assistants in engineering at \$1,800 a year.

A complete listing of U. S. exams now open begins on page 18.

## FDR May Support Pay Raise Drive

WASHINGTON.—The drive for pay raises of low-paid Federal workers appears to be fast taking shape again. Action is believed to be imminent.

Rumor in Washington has the President taking the initiative in the pay-raise drive. It's reported that the President will send identical letters to the Vice-President (presiding officer of the Senate) and the Speaker of the House personally to urge immediate action on the pay raises.

Members of Congress simply won't take up the cudgels and fight for pay raises after the President's speech urging a stabilization of wages.

Some observers believe the President will remain consistent in his labor policy and asked that it be applied to the Government; that is, that time and a half be paid after 40 hours. But none of the observers believe Congress will go along with it if the proposal is made.

Post Office employees are now in the thick of the fight for higher pay.

A delegation, led by AFL president William Green, went to the White House to demand a 15 percent wage boost for 180,000 low-paid postal workers. The five postal unions are agreed on the 15 percent wage boost and their members in even the smallest community are writing their congressman, citing the rising living costs and the fact that their salaries haven't been adjusted in accordance with the wages of their brothers in private industry.

## Requirements for Army Specialist Corps

WASHINGTON. — The Army Specialist Corps is designed to make available to the Army the skills of men possessing professional, scientific, technical, managerial and administrative qualifications in positions where it is not necessary to employ military personnel; to utilize these individuals in relieving military personnel for command and combat duties; to train qualified persons for technical positions where the demand exceeds the supply; to utilize as consultants on a temporary or part-time basis such professional and other specialists as may be required by the Army; to give the protection of the uniform to certain civilian employees of the War Department whose duties may make them liable to capture; and to enable the Army to use the services of persons who would not otherwise be eligible for active duty because of age or physical requirements.

Regulations of the Corps, which was established February 26 under an Executive Order signed by the President, were announced last week by the War Department.

### War Secretary Chooses

Appointments will be made by the Secretary of War upon the recommendation of the War Department Personnel Board. Appointments to grades paying a salary

of over \$4,500 must be made by the President and be confirmed by the United States Senate. Appointments will be for the duration of the war plus six months, although temporary appointments may be made for a lesser period. No appointment will be made unless an actual need exists for the type of service to be rendered.

### Requirements

Applicants for appointment must be citizens of the United States and pass a flexible-type physical examination prescribed for the Army Specialist Corps. Although no age limitations are specified, in general, men subject to call for induction under the Selective Training and Service Act will not be eligible. Qualifications to be considered will be the education, training and experience of the individual and his general suitability to fill the position available.

Individuals will be appointed in the Corps for administrative and clerical, professional and scientific, mechanical and technical, and sub-professional services.

Personnel will be composed of officers and specialists, both classes having relative rank and pay with officers and enlisted men of similar grades in the Army.

### The Pay Rates

Titles and range of pay for the officers are, approximately: Director General, \$8,000 to \$9,000; Deputy Director, \$8,000 to \$9,000; Colonel, \$6,500 to \$7,500; Lieutenant Colonel, \$5,600 to \$6,400; Major, \$4,600 to \$5,400; Captain,

\$3,500 to \$4,600; First Lieutenant, \$3,200 to \$3,800; Second Lieutenant, \$2,600 to \$3,500.

Titles and range of pay for the specialists are, approximately: 1st class, \$2,900 to \$3,500; 2nd class, \$2,600 to \$3,200; 3rd class, \$2,300 to \$2,900; 4th class, \$2,000 to \$2,600; 5th class, \$1,800 to \$2,160.

### Responsible to Commanders

Members of the Corps will exercise only administrative and supervisory functions. They will be directly responsible to the Army commander of the organization, command or activity under whose jurisdiction they are functioning. Members will be required to maintain approximate military discipline, and observe the normal courtesies practiced between officers and enlisted men of the Army.

Officers and Specialists of the Corps will be eligible for promotion, and awards for meritorious service. They will also be subject to discharge for disciplinary reasons, disability, inefficiency, desertion or termination of duties for which they were specifically appointed.

The wearing of a distinctive uniform will probably be optional with the Commander Officer of the Army at which post, station or unit the member is assigned.

Those interested in making application for appointment in the Corps may obtain information from Army Specialist Corps Headquarters, War Department, Washington, D. C., or through Corps Areas Headquarters of the Army.

## WPB Enlarges NYC Offices

WASHINGTON. — War Production Board is setting up a much larger office in New York City.

In the past two weeks WPB has hired more than 200 people in New York City to hear appeals on its recent iron and steel order which prohibits the use of iron and steel on scores of civilian products.

CIVIL SERVICE LEADER  
97 Duane Street, New York City  
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Publications, Inc. Entered as second-class matter Oct. 2, 1938, at  
the post office at New York,  
N. Y., under the Act of March 3,  
1879.

# CIVIL SERVICE IN NEW YORK CITY

## Reorganization of Departmental Practices Looms; Central Pool of Employees Set Up



Barly Budget Director Kenneth Dayton, godfather of the big plan to reorganize the methods by which the departments do things in N.Y.C.

stantial reorganization of departmental practices.

Here, for the first time anywhere, is the whole story of the biggest change looming in years for New York City's departments and the manner in which they perform their vital services.

Godfather of the plan is tough, shy Kenneth Dayton, Budget Director. He's not quite sure whether he thought up the plan originally, but he says it developed in conversations with other officials about their various problems.

In due time, there was set up a Committee for the Simplification of Procedures.

What was the purpose of the committee, we asked Mr. Dayton.

### Three Reasons

Dayton looked pensive, puffed away at his perennial pipe, made a slow turn in his swivel chair, leaned back:

"Well, there are three reasons. (1) Money for personnel was decreasing. (2) We wanted to avoid layoffs of employees in the future, which meant we would have to do something about it now. (3) And we decided that departments with less personnel would have to learn how to do their work with less."

A special group representing the Civil Service Commission, the

Department of Investigation, the Bureau of the Budget, Department of Purchase, and the Comptroller's office went to work in an endeavor to think up solid suggestions. Responsibility for reorganization rests with the departments themselves, but the committee will give aid when desired. Suggestions from employees will be sought.

To date the groundwork has been laid for a field force which will make the rounds of departments, simplify operations, cut down paper work, consolidate activities, show how less people may work on specific jobs, and perform other functions "which will increase efficiency."

Each department will have to ask itself, about everything it does: "Why, what, how, who, where, and when is the work to be done?"

What will this mean in actual savings?

Said Dayton: "The savings won't be large, in terms of personnel. In terms of meeting the problems of surplus staff, however, the work of the committee will be quite substantial." He went on to admit, however, that "a good many departments haven't got surplus staff."

### 'Pool' of Employees

Important in the whole project is a plan for setting up a central "pool" of employees. Into this pool will go the names of persons who "may be transferred because

they are not needed for jobs which they now do." The idea is to find jobs for these employees in other activities. As this reporter understands it, when a department needs new employees, it will go first to the "pool" and utilize persons whose names are listed there, if they are in the same grade and position, before asking the Civil Service Commission for the names of persons from eligible lists.

How about the layoffs threatened in the Mayor's recent budget message?

"We'll try to find positions for them through transfer. We have a list of every person laid off. We'll try to match them with jobs."

Mr. Dayton pointed out that the efficiency process must be ruthless, in the sense that "any work which didn't produce results commensurate with the cost would have to be eliminated."

Each department has been asked to draw up an organizational chart. Some of the present charts, said Mr. Dayton, "aren't realistic," don't give an accurate picture of what's going on. In all such cases, the departments must produce new charts, showing just what's happening, who does what, and how.

The charts must be a complete breakdown of the personnel into actual operating units, even though these units sometimes consist of only one person who is performing one function.

Mr. Dayton said it hasn't been completely decided who would constitute the field staff. But it will consist of people having knowledge of procedures and administration.

"The job will never end," said the Budget Director. "I think it ought to be a continuing procedure. By the time we solve one set of problems another set will have arisen."

The new setup will probably operate under the eye of the Budget Director, with participation from the Civil Service Commission and possibly the Office of Investigation.

June 1 is the tentative date for the beginning of operations.

Upon one phase of all this, Mr. Dayton turned again and again. "Please say it is not a threat to positions on the payroll, but rather a protection. If this had been started a year ago, the layoffs which have eventuated would have been unnecessary. Nor will the plan be used to force salary decreases."

Of particular interest to civil service employees is the fact that there will be much cross-borrowing among the departments (not transfers—but borrowings).

It will also mean, in all probability, less examinations, since, where possible, positions will be filled from the central pool of employees or by borrowing from other departments.

## Over 1,000 Jobs Await Men on Conductor List

1,065 immediate appointments await candidates who pass the current conductor examination, a survey made by The LEADER reveals. The figure, comprising the number of provisionals now employed in subway jobs for which the conductor list will be used, represents the barest minimum. It will undoubtedly be much larger by the time the examination is over and the list is published. (A provisional is a person employed in a city position for a limited period pending the establishment of a civil service list for the job.)

Under civil service law, provisional appointees must be replaced by eligibles who pass a civil service examination as soon as the eligible list is compiled. Last week there were 266 provisional conductors employed in the subway system. Commencing this week, the Board of Transportation is appointing an additional 250 provisional conductors. These 516 conductor jobs will go to successful conductor candidates as soon as the list is ready.

**Others on Street Cars**  
In addition, there are 320 provisionals working as street car operators, 129 as railroad clerks, and 124 as railroad porters. The conductor list will be used to fill these positions. Many of the provisionals employed as conductors and street car operators have been appointed from among candidates who filed applications for the conductor test.

**Other Opportunities**  
If a large number of candidates should pass the conductor test, job opportunities will not be limited to vacancies in the Board of Transportation. Just as the 8,726-name sanitation main list has been used for a variety of titles in many city departments, the conductor list will also be declared appropriate for numerous jobs in other departments. Civil Service Commissioner Ferdinand

Q. Morton assured The LEADER that this policy would be followed with the conductor list.

"If the conductor list is a large one, it will be used extensively," Commissioner Morton said. "If the list is a small one," he added, "we will be reluctant to use it for any appropriate jobs until the needs of the Board of Transportation have been met."

### May Get Watchman Jobs

Asked if the conductor list would be used to fill future vacancies as watchman-attendant and attendant-messenger, Commissioner Morton said that because of the absence of an upper age limit, it would seem likely that the conductor list would be declared appropriate for these titles.

The watchman-attendant list expired on Monday, May 11, the attendant-messenger list, last December 15. Commissioner Morton stated he did not think another examination for watchman-attendant would be ordered.

## 879 Pass Test For Asst. Gardener

The average candidate for the assistant gardener examination received a mark of 91.02, Paul Brennan, director of the physical and medical bureau of the Civil Service Commission, estimated this week.

The examinations were concluded in the offices of the Civil Service Commission Saturday. With but thirty candidates to go, the final figures revealed that 879 passed, 9 failed and 42 were given conditional medical rejections.

Originally 2,596 applications were filed for this examination. The candidates were rated solely on the basis of a physical test. Only those who first passed a qualifying literacy test were admitted to the physical exam. As usual, many candidates failed to show up for reasons of their own.

As soon as the list is compiled by the Civil Service Commission, the successful candidates will be certified to assistant gardener jobs, on city projects located outside the city limits. Assistant gardeners are paid on a per diem basis at the rate of \$5.90 a day.

## No, You Can't Get That Dollar Back!

Do I get my dollar back? Twelve thousand ninety-six candidates who filed for the New York City conductor test failed to show up for the written exam Saturday, April 25. At least half of these (it seems) have been deluging the Civil Service Commission with letters asking the one question, "Do I get my dollar back?" The answer is "No! Definitely, No!"

Only exceptions are those candidates who could not appear because of military service. These men have the choice of having their fee returned or keeping their applications on file, on the slim chance that the Commission may be able to hold a special test for them when the war is over.

Meanwhile, the 21,722 candidates who took the conductor written test Saturday, April 25, have until Wednesday, May 20, to file any objections they may have to the Civil Service Commission's tentative key answers. These answers were published in last week's issue of The LEADER.

## These Bills May Affect You

In line with its policy of keeping you informed about the ebb and flow of bills and resolutions affecting civil service workers, The LEADER herewith offers an up-to-the-minute survey of the way things stand in the City Council.

In each case, the status of the legislation or proposal and its chances of passage or transformation into a bill is indicated. (Other bills not presented in this summary still are in committee, with no new action, and can be found in The LEADER of April 14.)

Here's the latest active list:

- Bills**
- 58. DIGIOVANNA—Requires that positions as correction officers in the Correction Department shall be filled from open competitive lists for correction officer, that those in the second rank shall be filed by promotion exams. That the uniformed force shall consist only of the following ranks: correction officers, men and women, captains and all supervising corrections officers, deputy wardens and deputy superintendents, wardens and superintendents, to be filled only by promotion tests. Passed. Sent to Board of Estimate.
  - 66. DIGIOVANNA—Extends to July 1, 1943, the power of the Hospital Commissioner to appoint resident physicians, internes and nurses if they have filed their

declaration of becoming a citizen prior to such appointment. Enacted into law.

102. SHARKEY-L. GOLDBERG—Provides an interim salary of \$1,200 for patrolmen during their probationary period. In Finance Committee. Passage very doubtful.

116. QUINN—Authorizing leaves of absence for City employees seeking jobs in defense industries, with the provision they are to be returned to their municipal jobs after the duration. In Civil Employees' Committee. Passage doubtful.

121. KINSLEY—Requiring the City to contribute a municipal employee's monthly pension contributions while that employee is serving with the armed forces. In Finance Committee. Action quite improbable.

133. CARROLL—Prohibiting the Municipal Civil Service Commission from charging any direct or indirect fee for competing in any exam conducted by the Commission. In Civil Employees' Committee. Passage improbable.

### Resolutions

87. DONOVAN—Calling upon heads of the City departments to consider formulation of schedules staggering the working hours of City employees to relieve transit congestion. In City Affairs Committee. May see action this week.

89. ISAACS—Same as Kinsley bill. In Finance Committee. May be withdrawn to make way for Kinsley measure.

104. DONOVAN—Requesting Mayor LaGuardia to secure placement in defense jobs of City employees to be discharged under new budget. In Committee on Defense. Action doubtful.

111. PHILLIPS—Requesting Board of Estimate to restore to the budget funds to pay the salaries of City employees dropped in the Mayor's new executive budget. In Finance Committee. Action improbable.

## How the Civil Service Commission Works

### Your Service Rating—What It Means

Sixth of a series of articles on the workings of New York City's Civil Service Commission. These stories take you behind the scenes, show you what happens from the time you apply for the test till the time you get an appointment and promotion.

"Do you want to promote a man with a bad record instead of one with a good record?"

This is the question young Tom Frey, head of the Civil Service Commission's Service Rating Bu-

reau, always tosses at department heads and personnel officers who grumble at the annual task of reporting on the work of their subordinates. It usually stops all complaints about the disagreeable responsibility of distinguishing between a capable employee and an inefficient one, between calling one man's work "satisfactory" and another's "unsatisfactory."

According to State civil service law, promotions are based on the

mark received in a written test, plus record and seniority. In determining the candidate's final average, the promotion test carries a weight of fifty, record and seniority, fifty. The method of determining record and seniority, of grading the quality of the individual employee's work is called service rating.

### How It Works

Service rating for all permanent civil service employees in the city, with the exception of the uniformed forces of the Fire and Police departments is done by the

(Continued on page Eighteen)

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**Your Chances for Appointment**

**IMPORTANT: PLEASE READ THIS**

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are vacancies.

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

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

w/m means "With Maintenance."

**LISTS**

**Temporary  
Park Employees**

Nine chief lifeguards, four park foremen, grade 2, and three auto enginemen are being hired by the Parks Department for temporary employment now that summer is nigh.

Fourteen eligibles on the list for chief lifeguard were certified by the Civil Service Commission late last week for the nine vacancies which pay \$7 a day. The highest eligible certified was number 24. Fourteen names were also submitted to appointing officer James Sherry from the park foreman, grade 2, list for the four \$1,800 a year jobs. Highest eligible reached was number 62. Fifty-six eligibles, up to number 742 on the auto engineman list, were certified for the \$3 a day auto engineman jobs.

**Supermen Get  
Subway Jobs**

Eleven jobs as car cleaners at 62½ cents an hour and three as stock assistants at \$1,500 a year are being offered eligibles on the sanitation man list this week. The jobs are temporary, to replace employees called into military service.

For the car cleaner jobs, all of which are in the BMT division of the Board of Transportation, the Civil Service Commission certified the names of 55 eligibles, up to number 4,475 on the list. Nineteen supermen, up to number 2,190 on the list, were certified for the stock assistant vacancies.

**Attendant List Gets  
Shot in Arm, Dies**

The watchman attendant list died yesterday. Just before it passed away, the Civil Service Commission gave it a final, brief shot in the arm by certifying 245 names to the Board of Transportation for jobs as railroad watchmen at hourly wages of \$.56 and \$.57 an hour. The highest eligible reached on this certification was number 1,602.

Civil Service Commissioner Ferdinand Q. Morton stated that he does not think another watchman attendant examination will be ordered in the near future. Commissioner Morton indicated that the Civil Service Commission will follow the policy of certifying appropriate lists for these titles. This policy has been followed to fill vacancies as attendant messenger, the eligible list for which title expired last December 15.

**Fireman List  
Sees Action**

The names of 242 eligibles on the fireman list were sent by the Civil Service Commission to two

city departments for employment this week. One hundred and forty-eight of the lads, up to number 1,393 on the list, were certified to the Department of Correction for permanent jobs as correction officers at salaries of \$1,769 per year. Ninety-four eligibles, up to number 2,500 on the list, were certified to the Board of Transportation for jobs as railroad clerks at hourly wages of \$.56 and \$.57.

**Hearing On  
Register Lists**

A public hearing to continue effect the promotion and preferred lists established before January 1, 1942, by the State Civil Service Commission for the old offices of Register in the counties of New York, Kings, Queens, and the Bronx will be held in room 604 of the Municipal Civil Service Commission, 23 Broadway, at 11 a.m., Thursday, May 14. The offices were taken over by the new City Register office, January 1, 1942, as the result of a referendum of the voters last November.

**Porters for  
Housing Agency**

The porter list was certified this week for five jobs in the New York City Housing Authority at \$1,080 a year, one in the Department of Docks at the same salary and one in the Department of Correction at \$1,200 a year. All of the jobs are permanent.

The Commission certified this week names of 29 eligibles, up to number 1,802 on the list, for the Housing Authority vacancies. After six months' employment, the porters will be paid at the rate of \$1,140 a year. The same eligibles were certified to the Department of Docks for one vacancy at the Guardia Field.

9,685 names were originally on the porter list when it was established September 21, 1938. According to the latest figures available, the last numbers permanently appointed at different salary levels follow: Number 931 at \$1,200, number 1,658 at \$1,080, number 214 at \$720.

**Welfare Dept. Won't  
Fill Clerk Jobs**

The Department of Welfare will not fill the 85 clerk, grade 2, vacancies caused by the dropping of the veteran provisionals. The LEADER learned this week.

Monday, of last week, the Civil Service Commission certified the names of 164 eligibles on the clerk, grade 2, list for the vacancies. The certification was made on the advice of the Commission Counsel in accordance with the court order in the Tang vs. Hodson case. The highest eligible certified was number 167 on the list, were certified to the Park Department to fill 50 temporary jobs as ticket agents at \$.62½ cents an hour.

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# Has New York the Right To Stop Pay Difference?

Last week, a memorandum went out to all New York City departments. It came from the Comptroller's Office. And it read:

In accordance with a recent decision handed down by Justice Shientag of the Supreme Court in the case of Williams vs. Walsh, the Fire Commissioner et al., it has been decided that the benefits provided by Section 245 of the Military Law are applicable to only those employees whose membership in the various reserve corps, either by enlistment or by acceptance, was obtained during peacetime.

Pending final determination of this matter by the courts, salary differentials for all persons who became members of any of the reserve forces after December 7, 1941, should be withheld, effective at once.

This meant that New York City employees who had joined the reserve forces between the dates of December 7 and April 1—when the Brees bill was signed—would be deprived of the differential. The Brees bill held that no civil service employee joining reserves after the date when the bill was signed, would be eligible to get the difference in pay between his salary as a civil service employee and his pay as a member of the armed forces. On this basis, many civil service employees throughout the State joined the reserves before the signing of the bill.

On the face of it, it seemed that the Comptroller was selecting an arbitrary date—December 7—as the base for stopping the differentials. This seemed to be in contradiction to the Brees bill, which named a definite date—the day of its own signing by the Governor—as the time when pay differentials would cease.

### "Parenthetical Observation"

The LEADER asked the Comptroller's office for an explanation of this apparent contradiction. Explained John Haslett, secretary of the department: The memorandum was submitted not on the basis of the Brees bill, but on the basis of a "parenthetical observation" in the Shientag decision which seemed to delimit the benefits of the Military Law to those who had joined the reserve forces in peacetime. The Comptroller had sent out the memorandum at the instance of the Law Department.

### The Two Dates

An official of the Law Department told The LEADER that he felt there was no contradiction between the Brees bill and his department's interpretation of the Shientag decision. He put it this way: "The Brees bill cut off the pay differential as of April 1. Then the Shientag decision came

along and stopped it at an earlier date, December 7."

H. Elliot Kaplan, executive secretary of the Civil Service Reform Association, had a different view. Mr. Kaplan says, "I couldn't help but conclude that Shientag passed only a particular case, and hasn't attempted to lay down a general rule. I do not believe the Comptroller should have stopped the differential on the basis of generalizing from the Shientag decision. It is always a dangerous thing to generalize from judicial decisions. I feel that the decision dealt with the case of Henry Williams, who wasn't entitled to the differential because his enlistment was for almost immediate active service. [He was inducted into active service one day after enlisting.—Ed.] This doesn't seem to apply to the case of those employees whose salary differentials have been stopped by the Comptroller's office. The circumstances in the Williams case are not necessarily the circumstances in their cases. And it may well be that injustices have resulted."

### Attorney General for April 1

The LEADER queried the Attorney General's office in Albany. So far as the office of the Attorney General is concerned, it stands on the opinion given The LEADER weeks ago that any public employee enlisting in any of the military or naval reserve forces on or before April 1 is entitled to differential pay.

In the absence of Attorney General Bennett, his deputies made clear that instead of weakening Section 245 of the Military Law, authorizing the differentials, the Brees amendment passed by the Legislature and approved by the Governor, has made the scope of the act even more positive.

The amendment by positive language provides that any public employee enlisting in the reserve forces prior to the effective date of the bill, which was April 1, is fully entitled to his differential pay, whether, after enlistment, he is called at once to ordered duty or not. In other words, the affirmative language of the Brees amendment is construed here as clinching the differential payment, for enlistments prior to April 1, whether the enlisted man was summoned at once or weeks after his enlistment.

The LEADER has learned that the case of Williams vs. Walsh will be re-argued. The State is no party to it. But the opinion in the Attorney General's office is that the court's interpretation of the law is open to question.

John J. Hughes, president of the group, on Friday night, May 8, chided Council President Newbold Morris "for contending that Boy Scouts could augment the depleted Parks Department forces."

Said Hughes: "In the name of war, we are given a budget which penalizes the public by denying them the use of essential services. Small-salaried civil employees who manned these facilities are to be sacrificed. It is our right to petition when depleted forces endanger and threaten the health or property of our citizens."

Committeemen representing attendants in the Parks Department were directed vigorously to oppose the Park per annum bill now in the City Council.

Secretary of the Civil Service League is Thomas Hagan. Mr. Hughes and Mr. Hagan may be reached at 339 First Avenue, New York City.



Last week Comptroller Joseph D. McGoldrick sent a memorandum to all city department heads, telling them that he was stopping the payment of salary differentials to men who enlisted in the Reserve after Dec. 7. The State Attorney General's office disagrees with Comptroller McGoldrick.

## No News on 6-Day Week

The resolution to curtail the six-day week remained in the City Council's rules committee this week, with indications that it may come out within a few days, according to Majority Leader Joseph T. Sharkey.

## Trackman Candidates!

Unofficial answers to Saturday's exam will appear in next Tuesday's issue of The LEADER.

## Trackman Exam Saturday, May 16

The written examination for trackmen will be held at 1 p. m. this Saturday in six high schools. 1,600 candidates are scheduled to take the test in Seward Park High School, 1,400 each in George Washington High School, Julia Richman High School, and Stuyvesant High School. 950 will appear in Textile High School and 943 in Wadleigh High School.

The written examination carries a weight of 40 percent of the final average. All those who pass the written test will be called later to take the physical test. No dates have been set as yet for the physical test. As soon as the dates are announced by the Civil Service Commission, they will be published in The LEADER.

There are 44 jobs open for trackmen in the BMT division of the subway system and 7 in the IND division.

199 appointments were made from the previous trackman list. When the test was first announced, the Civil Service Commission stated that several hundred appointments are expected to be made from the list to be established as a result of Saturday's test. The salaries for trackmen range from \$.63 to \$.83 an hour at present.

## Seven City Tests Cancelled

The following examinations which were previously ordered by the Civil Service Commission will not be held because there are no provisions in the new budget to fill vacancies. The exams are:

- Asphalt foreman (promotion)—Boro Pres., Bklyn; Boro Pres., Richmond.
- Laborer, Orange County.
- Mechanical draftsman, electrical, grade 3.
- Public health nurse (women), Weighmaster.
- Assistant supervisor (recreation) promotion.
- Examiner (law department) grade 4 promotion.
- Laborer (all city departments) promotion.
- Licensed fireman.
- Steamfitter.

## Auto Enginemen To Cut Grass

Can you operate an auto lawnmower? 102 eligibles on the automobile engineman list were asked this question on Monday of this week. Furthermore, they were required to demonstrate their ability on the grass-cutting contraptions. The practical tests were held at the Dyker Beach clubhouse, 86th Street and 7th Avenue, Brooklyn. The tests got under way at 7:30 a. m., which is a heck of time to ask anybody to cut grass.

### Transfer

U. S. Naval Ordnance "helper" wishes to transfer with a substitute garageman helper. Salary is \$6.48 per diem, time and a half Saturday. Plant is at Baldwin, L. I. weekly railroad ticket is \$2.85 and \$11.22 monthly from Penn. Station, N. Y. City. Box 116, 97 Duane St., N. Y. C.

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**Important To Draft Eligibles:** Have a job waiting for you when you come back. Even though there is a likelihood that you may be inducted into the armed forces within the next year you should still take the coming Patrolman examination.

If you are successful, attain a place on the eligible list, and if your name is reached for appointment while you are still in the service, your appointment will be deferred until you return to civilian life.

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- SHOULDER PULL—Pull apart two levers on machine which records percentage.
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## Civil Service League Acts for Attendants

To deal with the problems of attendants under the new city budget, the Civil Service League is holding a series of special meetings each Friday evening at the Pulitzer Building. Sessions begin at 8 p.m.

The organization has pledged itself to do everything in its power to aid those attendants who are destined to suffer pay cuts or loss of job.



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### File Now—Chances Good for Cop Job

The filing for the New York City patrolman exam is smaller—and this means that the chances of each man who files correspondingly improve. The LEADER urges all young men who meet the requirements to file at once. As a matter of fact, it isn't at all impossible that all those passing the test may eventually get jobs. Precisely this prediction was forecast by an official of the Civil Service Commission.

The problem of a small filing on the patrolman examination is, of course, highly disturbing. Several reasons are being advanced for the paucity of young men applying for this hitherto popular test. Not least among the reasons is, of course, the war. Men who ordinarily would become eager candidates for this position are now either in the armed forces or making good salaries in war jobs.

One factor, curiously, that may be lowering the filing came to light as LEADER reporters questioned young men on other eligible lists who normally should file, but haven't. The answers point to a factor which the Civil Service Commission thought would relieve the pressure at its own offices and at the same time help the candidates: that is, the place of filing.

Prospective candidates just aren't going to the City Collectors' offices. Said one young man: "I work in Manhattan, but I live in Queens. I can't ever get out to the Queens Borough Hall without taking a half-day off from work. And my boss won't allow me to take time off."

Another fellow, also a Queens resident, said the filing place "is

# Saturday Is Deadline For Patrolman Filing

Applications for the patrolman examination, open to young men between the ages of 19 and 29, must be filed by 3 p.m., Saturday, May 16. The applications must be filed in the office of the City Collector in the borough which the candidate lives. The applications can only be obtained in the office of the City Collector. The applications are not being issued and cannot be filed in the offices of the Civil Service Commission. (Addresses of the City Collector's offices appear with complete requirements on page 15.)

Only 1,731 applications were on file at the end of the first week.

too far out. I never have a chance to get there."

Most of the boys questioned didn't know where the buildings in their boroughs are located. Others, given the location, didn't know how to get there.

The LEADER feels that all young men who have refrained from applying for a career in the New York City police service because of such reasons should alter their attitude at once, and find some way of getting to the offices in their boroughs where applications are available. Don't lose this opportunity for a career. If you're in I-A, remember that the job will be held for you if you pass the test and then go into the army.

As revealed in The LEADER last week, notaries are not available in the offices of the City Collector, despite conflicting announcements by the Civil Service Commission. Applications must be notarized on the outside. Patrolman candidates are advised to obtain their applications early and get them notarized in time to file them in the City Collector's office by 3 p. m. Saturday.

The written test is tentatively scheduled for Saturday, June 6. However, if an insufficient number of candidates files applications for the test, it is highly possible that the application period may be reopened and the date of the examination postponed.

**Requirements**  
Candidates for the patrolman

examination must be not less than 5 feet 8 inches in height, weigh at least 140 pounds, have perfect vision 20/20 each eye, without glasses. Candidates will also be required to submit proof of good character. No extra credits will be allowed on this examination for college education.

Relatives of young men in military service should hurry if they wish to obtain applications for them. Applications for military candidates can be filed by mailing them to the Civil Service Commission, 299 Broadway, New York City. Only military service applications can be issued and received in the mail.

Should the total filing remain small after the Civil Service Com-

### Vacation, Sick Leave Set by CSC

In compliance with instructions incorporated in the budget for the coming year, the Civil Service Commission, at its meeting last week, approved the reduction of vacations to 12 working days after July 1 for commission employees. The shortened vacation period also applies to employees who take their vacations before the new budget goes into effect.

Commission employees will be entitled to 20 days sick leave until the close of the current fiscal year. After July 1, their sick leave will be limited to 12 days. Also, after July 1, accrued sick leave will be reduced fifty percent.

mission has utilized all possible means of recruiting, it will mean that those taking the examination will have a proportionately higher chance of passing.

## Council Committee's Funeral Dirge On the Budget

The 1942 battle of the budget this week came down to a duel over one burning question:

Has the City Council the right to seek to reduce the budget in an unprecedented manner because of the wartime emergency?

Councilman Joseph E. Kinsley, Bronxite chairman of the Council Finance Committee, snarled that his committee will ask no such thing. He made that decision at Thursday's public budget hearing in the Council's City Hall chambers, where the committee did nothing but hear calls for further reductions.

Henry Feinstein and William P. Flood (the latter a former alderman), of the Federation of Municipal Employees, insisted that, in the public interest, the Finance Committee consider its elaborate plan to slash at least \$30,000,000 from the city's expenses. The plan is to place a ceiling of 2½ percent on city-issued bonds which now run as high as 7 percent.

Councilman Kinsley said it's unconstitutional. The charter prevents the interest reduction unless such reduction is first legalized. What's more, said he, the Feinstein-Flood proposition isn't specifically designed to bring about a direct reduction in the budget.

#### Give Other Cases

Messrs. Feinstein and Flood, however, pointed out that Mayor LaGuardia's omission of the paving item in the proposed budget is strictly illegal; moreover, that the State Supreme Court only recently upheld the right of the Police Pension Fund's Board of Trustees to defer the applications for retirement of a number of patrol-

#### Is His Face Red!

Councilman Joseph E. Kinsley's face is likely to go deep, deep crimson if you ask him naively: "Is Councilwoman Gertrude Weil Klein a member of your Finance Committee or isn't she?"

Councilman Kinsley, in a fit of anger, roared to all and sundry during Thursday's public budget hearing conducted by the City Council Finance Committee that Mrs. Klein was not a member of the committee. Therefore: "you have no right to talk!"

Several seconds later Mrs. Klein disillusioned him as to her status. And did Joseph blush!

Councilwoman Klein informed The LEADER later she was "surprised Mr. Kinsley didn't know" she was a member of the committee, "especially since we've had several battles in the Council in the past and particularly since I've been to every Finance Committee meeting. I just don't know how to interpret his doubting my membership."

men because of the wartime emergency. Moreover, they claim that "section 242 of the charter gives the comptroller the right to call in the city's bonded indebtedness and refinance it, with the Board of Estimate's O.K."

"Unless the City Council, and its Finance Committee, and especially Mr. Kinsley, who doesn't like to act on ideas no matter how good they are unless they're his own, don't wake up to the fact that a war emergency demands that it open its ears to what's go-

ing on," warned Mr. Flood after the hearing, "the Council is going to deteriorate just like the Board of Aldermen."

Only a few Councilmanic members of the committee showed signs of refusing to permit the Council to deteriorate in this fashion.

#### May Reopen Budget

Councilmen James A. Phillips and Hugh Quinn, of Queens, told The LEADER after the session

(Continued on page Eighteen)

## Civil Service LEADER

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# CIVIL SERVICE IN NEW YORK STATE

## Civil Service Bills Show Influence of War; Legislature's Work Covered Many Fields

Written especially for  
The LEADER

By Seymour Halpern  
Chairman,  
Civil Service Committee  
New York State Senate

A constructive civil service program embracing a series of bills, many of which were designed to meet the war emergency, was brought before the 1942 session of the State Legislature, which

came to a conclusion on April 24. As Chairman of the Civil Service Committee of the Senate, I have had an opportunity to gain a broadened outlook on the problems of the civil service system as a whole and of the civil service worker as an individual. Consideration of these measures often entailed a careful balancing of the divergent interests of various groups concerned, such as department and administrative heads, civil service advocates and employee organizations. It was often necessary to reconcile these widely separated viewpoints in order to give primary consideration to the protection of the interests of the civil service worker.

### The 1-A Men

One of the pressing emergencies to be met through legislation was the situation caused by the eligibles on the New York City police and fire lists, who were about to be drafted. In view of the fact that the law prohibits the passing over of persons on lists it would be impossible for the man in 3-A to be appointed in preference to the ones in 1-A. Rather than to begin training these men and then have them taken by the army, the city has made few appointments to the police and fire forces in many months. This condition held up the announcement of a new patrolmen's examination. The only answer was legislation permitting the departments to pass over men on eligible lists in 1-A. I was urged to introduce a measure to reconcile the situation. At the same time I insisted that full protection and seniority be given to the men who were passed over. Amendments to assure such protection were made to the original bill. The places of the men in 1-A would be retained on the eligible lists and they would be given the same seniority rating as if they had been in the department for the time they are in the military service.

### Protection for Eligibles

The civil service eligible who has been drafted or has enlisted in the armed forces will have further protection under another measure of mine now awaiting the Governor's signature. This bill provides that the name of the

civil service eligible, if reached for certification during his absence in military service, will be placed on a special eligible list after his return to civilian life and will remain on this list for two years. The list shall have priority over any other eligible list for the same position. The new measure also allows a civil service employee in military service credit for average efficiency ratings which he received for three periods immediately prior to absence on military service.

### Pay Differential

Most important to civil employees on military leave of absence is the bill by Assemblyman Brees, which confines the pay differential to persons who were members of the national guard, naval militia, reserve corps or were in the federal military service before April 1, 1942. It also prohibits such differential pay in case of substitute appointments of persons filling the places of employees already called to the military service.

Another Brees bill affecting compensation of men in the armed service provides that compensation allowance to civil service employees on military or naval duty shall not be given persons drafted under the Selective Service Act of 1940 or drafted and thereafter discharged and recalled to active service, or to substitute employees.

### Protecting Tenure

Another proposal prompted by the war situation is one by Assemblyman Austin, which would protect tenure and other civil service rights of public employees who voluntarily enlist in the armed forces, as well as those who are drafted and called for service. This bill has passed both houses of the Legislature and is now on the Governor's desk.

### War Job Residence

Protection for the civil service eligible who takes a defense job out of the city limits or accepts a position in the State service is provided in a bill which I introduced, now before the Governor. The bill allows a person on an eligible list who accepts a position in the State service or in a defense organization or industry,

and is required to live outside of his own city, town or village, to continue to be eligible for appointment therein if he has not voted in any other place or taken other affirmative action to change his place of legal residence. If signed by the Governor this bill will waive the Lyons Law of New York City and similar residence restrictions which have been set up since extension of the civil service throughout the counties, towns, villages and school districts of the State. The Civil Service LEADER deserves much credit for this bill, as it was prompted by one of its editorials.

To provide the same privileges in case of removal as are now accorded veterans of prior wars, a bill by Senator Johnson has been adopted, providing that veterans of the present war shall not be removed from civil service positions except for incompetency shown after a hearing.

### Removal Charges

One of the more important measures affecting the civil service employees, now before the Governor, is one by Senator Mahoney, which gives employees of cities or other civil divisions the same right of review by the Civil Service Commission in case of removal and extends the right of a hearing and review by the courts to all employees in the competitive class.

If an employee has been unlawfully removed and later restored to his position by law, he shall receive salary from the date of removal, less the amount received from any other employment, under the bill by Senator Esquirol, now before the Governor.

Another bill by Senator Gutman, granting the employee the right to be represented by counsel at a hearing on charges of suspension, removal or disciplinary action, is on the Governor's desk.

### Per Annum Pay For Doctors

Designed to meet the situation in the Health and Hospital departments of the City of New York, Senator Muzzicato's bill was passed by the Legislature providing that physicians, medical inspectors and dentists appointed or promoted to competitive civil service positions in cities and em-

ployed on June 30, 1940, on an annual salary, shall continue on an annual salary basis and receive salary increments. This bill has been met with strong opposition by the Mayor, who in his budget last year took these persons off the per annum basis and placed them on a "per session" basis.

### Annuity Bill

Striking out the provision that annuity received by former civil service, was provided in a measure by Senator Gutman, now awaiting the Governor's action. However, his pension would still be suspended during such service.

### Can It Interfere With Rights

Especially important in progressive civil service legislation was the measure by Assemblyman Fite and myself making it a misdemeanor to wilfully defeat or obstruct any civil service employee's rights with respect to certification, appointment, promotion or reinstatement, as well as examination. This bill has been signed by the Governor.

Another progressive step forward is in the Halpern bill, signed by the Governor, which prohibits disqualification and penalization in promotion examinations because of age.

### Career Service For Hospitals

A bill which has aroused much favorable comment was introduced by Assemblyman Barrett to extend the provisions of the Feld-Hamilton Act to the underpaid employees of the State hospitals. This bill also places hospital nurses in the junior professional service. The Governor has signed this bill and in so doing issued a message stating its urgent need.

### Pay Increase Bill

To further improve the conditions in State hospitals and other institutions, the Rules Committee reported a bill which is now before the Governor, providing for a \$100 annual increase for employees getting less than \$1,500, exclusive of maintenance.

(Continued on page Eighteen)

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## What's Been Happening With Prison Guard List?

ALBANY. — Officials of the State Correction Department said this week that approximately 70 permanent appointments had been made from the prison guard list established in June, 1941. Some 7,500 applicants filed for the test; 5,500 took it; and about 4,500 were on the eligible list as established.

Previous to establishment of the list there were some 35 or 37 provisional appointees. Some of these received permanent appointments and some failed to qualify.

Between 80 and 90 temporary appointments have been made, the vast majority of these to fill positions vacated by guards called into the military or naval service. Those positions are kept open for the service men and will be kept open until six months after the end of the war.

Officials estimated that approximately 30 eligibles have received appointments to the United States Customs Guards service. These have been canvassed where a temporary opening for prison guard occurred, but invariably the response has been in the negative. The boys want a permanent appointment.

150 Didn't Get It  
Decision by the Governor and

the legislative leaders not to complete and open Greenhaven Prison until after the war meant failure of appointment for some 150 guards. It was estimated that this number would have been required had the prison been opened.

## County Exams In July Series

The following titles will appear in the July series of State exams. Applications are not yet available. The LEADER will inform readers when they are opened.

- Broom County** — Bookkeeper-typist, one appointment at \$780 — children's court.
- Cayuga County** — Probation Officer, one appointment at \$1,300.
- Chautauqua County** — Case Worker, Division Child Welfare, appointments expected at \$1,700 — salary range, \$1,500 to \$1,800.
- Chautauqua County** — Investigator, Public Welfare Dept., one appointment expected at \$1,500.
- Chautauqua County** — Resource Consultant to advise and assist clients of the Welfare Department in matters of life insurance adjustment, savings bank holdings, realty, etc. Appointment expected at \$1,500.
- Eric County** — Court Interpreter (Italian) \$1,800 to \$2,100.
- Eric County** — Orderly, Dept. of Charities and Correction. Appointment at the Eric County Home and Infirmary at \$1,325, and one meal daily.

**Niagara County** — Dietitian. Salary range, \$1,850 to \$2,300.

**Niagara County** — Junior Dietitian Salary range, \$1,150 to \$1,600.

**Onondaga County** — Investigator, Dept. of Public Welfare. Five appointments expected at \$1,300 (to investigate applicants for public assistance).

**Onondaga County** — Superintendent of Juvenile Detention Home, Children's Court, Onondaga County. Salary range, \$2,000 to \$2,500. One appointment expected at \$2,000.

**Rensselaer County** — Jail Physician. One appointment expected at \$600 for parttime services.

**Suffolk County** — Case Worker, Board of Child Welfare. Salary, range, \$1,500 to \$1,800. One appointment expected at \$1,500.

**Warren County** — Sealer of Weights and Measures. Salary, \$1,500.

**Westchester County** — Assistant Farm Superintendent, Public Welfare Department. Salary range, \$2,040 to \$2,280. Appointment expected at \$1,560 and maintenance.

**Westchester County** — Assistant instructor of nursing.

**Grasslands Hospital** — Public Welfare Dept. Salary range, \$1,500 to \$1,860 a year, with suitable deductions for maintenance. One appointment expected at \$1,290 with maintenance. Examination open to residents of any county.

**Westchester County** — Assistant Superintendent of Road Maintenance Public Works Dept. Salary range, \$2,040 to \$2,400.

**Westchester County** — Assistant Supervising Dietitian — Grasslands Hospital Public Welfare Dept. Salary, \$1,740 to \$1,980.

**Westchester County** — Bookkeeping Machine Operator, Westchester County departments and institutions. Salary range, \$1,260 to \$1,500.

**Westchester County** — Intermediate home finder foster homes division Department of Family and Child Welfare. Salary range, \$1,560 to \$1,920.

**Westchester County** — Junior Chemist. Salary range, \$1,680 to \$2,040. One appointment expected.

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# State Commission Will Cooperate With Probers

ALBANY. — Anticipating positive action on plans for a committee investigation of civil service, the New York State Civil Service Commission summoned bureau and division heads to a meeting at which they were told to cooperate fully with the inquiry.

This action was widely interpreted this week as indicating that Governor Lehman will approve the \$25,000 supplemental budget item to finance the investigation. The budget bill, last measure passed by the 1942 Legislature, is still awaiting Mr. Lehman's action, but probably will not get his attention until late in the month.

After adopting the Hollowell resolution authorizing the inquiry and setting up the machinery for a probe not only of state but municipal civil service departments as well, the Legislature provided \$25,000 for expenses. This the Governor could veto; he can't touch the resolution itself. Thus if he vetoes the appropriation it is expected that the Republicans would take the money out of the contingent fund of the Legislature.

### Expect the Probe

Apparently the State Commission thinks the probe is coming no matter what the Governor does.

Legislative leaders report they have been getting a number of letters from persons citing alleged grievances against the administration of the State Commission. Many of these are unsigned. Others are signed, and a number of them include statements to the effect: "I will be glad to appear and testify before your committee."

It is obvious that the proposed inquiry has met with wide public interest. The supposition here is

that unless the inquiry is turned into an outright political fishing excursion, it would be continued for another year.

### Democrats Argue Against Probe

High-ranking Democrats have stated their conviction that the investigation is purely political. This hasn't been denied even by top-ranking members of the GOP, who argue that all such probes are politically inspired, but this doesn't prevent them from unearthing abuses.

Another point being made by Democrats who presumably have been in touch with the Governor is this: the probe will try to show that large numbers of New York City residents appear on State lists, and this information might be used politically upstate. In answer, it is pointed out that if large numbers of New Yorkers appear on lists, the reason is that large numbers of New Yorkers take civil service exams. Particularly today, when upstate residents are being absorbed in war industries, while priorities unemployment is increasing in New York City, it is unavoidable that the number of New Yorkers on lists shall be high. In any case, this is a situation which can't be avoided without breaking into the merit system.

A third argument being made by Democrats is that the Republicans want to shackle the operation of the Fite Act and the extension of civil service generally scheduled to go into effect on July 1. The Fite Act makes it imperative for all communities in the State to select one of three forms of civil service administration, either a county civil service board, a county personnel administrator, or supervision by the State Civil Service Commission itself. The point is made that the scope of the investigation was deliberately extended to include communities so that local political figures could testify as to the "unworkability" or "unfeasibility" of the Fite Act.

Nevertheless, the consensus of informed opinion as The LEAD-



President Grace Reavy and Commissioner Howard Jones of the State Civil Service Commission. Anticipating that a legislative inquiry will go through, they have ordered their staff to cooperate fully with the probers.

ER was going to press indicated that the Governor would give the go-ahead signal, since the whole probe is being carefully watched by both sides, and any whiff of "politics" will be surely brought to book by one group or the other.

# It Sure Is a Mess; Ask the Chauffeurs

(Exclusive)

ALBANY.—One of the toughest personnel problems ever dropped into the lap of state officials confronts the State Rationing Committee, headed by Conservation Commissioner Lithgow Osborne, in ironing out the difficulties resulting from abolition of most state chauffeur jobs.

In their efforts to reduce Governor Lehman's budget, the GOP leaders of the 1942 Legislature slashed from the appropriation bill virtually every item for chauffeurs, for tires and tubes, and for passenger cars. Lump sums, in amounts approximating one-half the line items, were substituted, leaving it up to the Rationing Committee to distribute the reduced amounts.

The budget carried appropriations for chauffeurs totaling \$79,100. Jobs of chauffeurs for the Governor and the other elected officials were retained. All others were bracketed out. In the place of these items, the Legislature substituted one lump sum—\$32,000. Now it is up to the Rationing Committee to decide how many chauffeurs will be hired with that \$32,000, at what salary, and who. And there's the rub.

Jobs of all the chauffeurs are still good until July 1, the beginning of the new fiscal year when the revised budget takes effect.

Meanwhile the Rationing Committee, plus the Division of the Budget and the State Civil Service Department, must get together and decide what is to be done after July 1. All of the jobs are in the non-competitive civil service and all of them come under the provisions of the Feld-Hamilton salary schedules. This means the chauffeur jobs start at \$1,500 and go to \$2,000 a year, depending upon years of service.

It is probable that the 40 to 50 jobs will be cut to 16 to 24. Those men not retained will go on preferred lists in the usual way. The fight is to determine who is to be retained and at what salary. One proposal is to keep the chauffeurs on the basis of seniority, those with least seniority losing their jobs.

### Vets Claim Preference

But those with regular war veteran or volunteer fireman status claim they have preference in retention, over all other considerations. This they base on a section of the law which says that when jobs of veterans or firemen are abolished they shall not be discharged but transferred.

On the theory that the "new" chauffeur jobs authorized by the lump sum constitute like positions for which they are qualified, the veterans and the firemen are demanding that they be "transferred" to those positions—and at their previous wages.

This is disputed in some quarters. The contention is that the "new" jobs are really "new" and that the transfer provision does not apply.

Another point is whether fewer chauffeurs are to be rehired at their old salaries, or whether all appointees to the lump sum jobs are to be employed at the minimum for the grade—which means \$1,500. If that occurs some of the appointees going back to old jobs under the new authorization are going to have to take pay cuts of \$300 to \$500 a year, for many are getting up to \$2,000.

It's a mess, all agree. The Civil Service Department is now making some studies for the Rationing Committee—to determine the seniority and to look at the law.

Some of the chauffeurs, especially those with veteran or fireman status, are ready to make a test in the courts if they are given the go-by or are forced to accept a pay cut in order to resume their jobs.

## Lehman Vetoes Time-Service Bill

ALBANY. — Basing his objections on a protest by the State Commission on Pensions, Governor Lehman has vetoed the Lupton bill which would have credited any member of the State Retirement System with time-service in the armed forces of the United States.

The contention of the Pension Commission was that time-service in the armed service should be credited to the retirement record only of residents of the State. Strangely, the Assembly Introductory Number of the Lupton bill, a pure coincidence, was 1917—the year the United States entered the first World War.

The Governor's veto memorandum stated:

"The Commission on Pensions has written to me in part as follows: 'This bill would allow prior service credit for all members of the Retirement System who rendered Federal service in time of war, whether or not residents of this State.'

"The law now allows actual residents of New York State credit for State service in time of war. The amendment would allow similar credit for members of the Retirement System from other states, who may have entered the Federal service as a resident of another state."

"To open the doors for such allowance of service for residents of any and all states seems to be an unwarranted burden on the State relative to this service credit."

## Bronx Central Annex Mutual Benefit Ass.

The annual get-together Dance and party of the Bronx Central Annex Mutual Benefit Association will be held at the new Bronx Winter Garden, Washington and Tremont Avenues, Saturday evening, May 16. Tickets are \$1, and this includes refreshments. Henry Morgenstern, president, and Leonard Haack, chairman of the entertainment committee, and all the members, are planning for an evening of enjoyment. Proceeds of this affair to be donated to the Sick Fund.

## Officials May Lose Autos

ALBANY.—The hard hand of war is about to deprive many State department heads and lesser officials of their State-owned motor vehicles.

In response to an order of Governor Lehman, hearings will begin at the Capitol next week at which department heads or their representatives, including even the State Police, will have to justify use of the cars assigned them and their reasons for retaining the vehicles. The alternative is dead-storage for every car that doesn't get an official okay.

Many of the trucks, cars, motorcycles will go into dead-storage for the duration, it is expected, by order of the State Rationing Board, of which Conservation Commissioner Lithgow Osborne is chairman.

### Conservation

Governor Lehman has issued two other strict orders for the conservation of State automotive equipment, fuel, and tires. He has directed that no State vehicle be driven more than 40 miles an hour—the new State speed limit—and that consumption of gasoline for every vehicle be cut drastically.

In compliance with the gasoline-saving order, State Comptroller Joseph V. O'Leary will now require the driver of every State-owned vehicle to report daily the number of trips made by each car permitted to continue in service; the reason for the trip, and the persons transported. This last requirement, it is freely admitted, is aimed at prohibiting the use of State cars for personal purposes—such as shopping excursions, taking children to school, picnics and the like. Such alleged abuses stirred the Legislature to the point of considering restrictive legislation—until the Governor stepped in with a promise to ration State vehicles for State business.

# MENTAL HYGIENE

## Women and War

The war has changed things plenty over at Utica. Whereas, up to a few months back, only men were walking out for defense jobs, women attendants are now resigning in quick order. We've been informed that nine women attendants are missing, with war jobs as the bait.

One of the group, a nurse with a record of 20 years' experience, refused a day position and was told to "accept it or else." It was "else" for her. She went off with the group.

It is understood more employees will follow this lead.

## Zone Status

Here's the latest status of the

eligible list for hospital attendants in zone 1:

	Avail.		Elig. Prov. Empl.	
	M.	F.	M.	F.
Buffalo .....	..	..	13	10
Craig Col.....	..	..	1	4
Gowanda .....	..	..	8	10
Newark .....	..	..	21	6
Rochester .....	..	..	12	19
Willard .....	..	..	3	8

There have been 161 permanent appointments from the June, 1941, list; 64 from the December, 1941, list; 30 from the February (last) list and 243 provisional appointments, to date.

## Chalk Up Another

The Association of State Civil Service Employees is beaming over passage of the bill providing a pay increase of \$100, or the equivalent of an increment under the Feld-Hamilton law, effective July 1 of this year. The legislation applies to employees of State institutions under the jurisdiction of the Departments of Men-

tal Hygiene, Social Welfare, Health and Correction receiving annual salaries of \$1,500 or less, exclusive of maintenance or commutation allowances, and who are not currently covered by the Feld-Hamilton Law. About 21,000 institutional employees are to receive an increase.

## Wassaichatter

Mrs. Marie Wixom, of the girls' group, picked Shirley, Mass., as the spot for her two weeks' vacation . . . Mr. and Mrs. John R. Whitman have been spending their semi-annual vacation visiting relatives in Green Cove, Va. . . Henry Meyer, Poughkeepsie, has accepted a post in the boys' section . . . Charlotte Hinsie was a week-end visitor in her parents' Schenectady home . . . Robert Dunlop has resigned from his position here to accept one in New Jersey . . . Herbert Blownstine, Amenia, has gained a position in the boys' group . . . Carmella Anella visited her parents in Highland the other weekend . . . Mrs. Gladys Tournier, New York, has obtained a position in the girls' service building.

# Important Bills Signed Over the Week-end

ALBANY. — Numerous bills of wide importance to civil service employees were approved over the week-end by Governor Lehman.

One of these provides a \$100 bonus for all institution employees getting under \$1,500 a year, exclusive of maintenance. It's effective July 1. The Governor, in a memorandum, recalled "I think it is essential that the low and inadequate salaries of many of the employees in the institutions be increased as a matter of justice and in order to attract and keep workers in the service of the institution." The Governor signed the Muz-

icato bill permitting New York City pensioners to continue drawing their public pensions while in the military service; the Austin bill continuing protection by statute of all civil service rights and privileges of public employees while in military service.

Another of the approved bills was the Halpern measure which provides that names of civil service employees absent on military duty shall remain on eligible civil service lists for two years, instead of one, after termination of military service. The new law also provides that the record of the employee shall be credited with his efficiency ratings acquired before going into the

armed forces.

Provisions of the original Brees law, which became effective April 1, prohibiting the payment of differential salaries to public employees enlisting in one of the covered reserve forces after that date, is augmented by another Brees measure signed by the Governor. This measure extends the prohibition against payment of the differential to drafted men and those who were inducted, then discharged, then recalled. It applies also to substitutes who moved into a job vacated by a service man and then himself went into the service.

An important measure vetoed by the Governor was the Mahoney Bill which would have required State and local civil service commissions to conduct trial, with counsel and stenographers, in cases involving charges against civil service employees, giving the rights of those enlist as well as draftees.



# What Every Young Patrolman Should Know

The material which follows is the sixth 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 32**

If it is indicated to you as a patrolman that national figures on "reported" crimes for gain, show that the criminal's chance of being caught is about 1 in 3.2, then you would be most correct in assuming that (a) the majority of crimes are never reported, (b) no record is maintained for crimes which do not involve gain, (c) crime does not pay, (d) most crimes for gain are never solved, (e) three times as many criminals escape as are caught.

**Question 33**

While on your regular patrol, a man rushes up to you and demands that you make the immediate arrest of another man who he claims slandered him in

public. Since you haven't the legal authority to comply with his request, it would be best for you to (a) inform him there is nothing you can do for him, (b) tell him to make the arrest himself, (c) indicate that you are anxious to help but you are unable to legally do so, (d) make a detailed explanation of the law and show him which procedure he should follow to obtain the arrest of the man, (e) ask him to write out a written complaint and then arrest the man.

**Question 34**

Suppose you notice a suspicious looking individual step out of a high-priced car and step into a nearby building. Upon closer observation of the license numbers

you decide that it is a car which has recently been stolen. Under these circumstances it would be best for you first (a) to go to the nearest signal box and verify the number of the stolen car, (b) to enter the building and make a room by room search for him, (c) to hail a passing patrol car and surround the building, (d) write out a complete description of the car and the individual and make the regular report, (e) keep the car under observation until the individual returns.

**Question 35**

Suppose that a man has been found murdered in his hotel room and a number of suspects are being questioned regarding the murder. If you were doing the interrogation, the one of the following questions the answer to which would do most to help clear up the case would be (a) what is the identity of the perpetrator of the crime? (b) did the man commit suicide or was he the victim of a criminal assault? (c) what is the name of the man who phoned the victim three hours before the crime was committed? (d) was the victim known to have any bitter enemies? (e) precisely at what time did the murder occur?

**Question 36**

New York City patrolmen are

required to carry a revolver even when off duty and in civilian clothes. Of the following, the principal justification for this procedure is that (a) the duties of a patrolman remain the same whether on or off duty, (b) the patrolman will be better prepared to deal with emergencies which would ordinarily be part of his regular duties, (c) the locale of a crime is unlimited, (d) a patrolman is deprived of his best offensive weapon if he is not permitted to carry his revolver, (e) the fact that a patrolman is off duty does not make him any the less responsible for the preservation of life and property.

**Question 37**

In police investigation, the aim of personal identification is to achieve this by only one fact or one detail, be it material or graphic. As here used the word "graphic" means most nearly (a) photographic, (b) pertaining to symbols, (c) figurative, (d) pertaining to lines or figures, (e) concerned with linear computations.

**Question 38**

According to law, a corporation cannot be held for any offense, where corrupt intent is an essential ingredient of the crime. The word "ingredient" as here used can best be defined as (a) com-

position, (b) element, (c) particle, (d) presumption, (e) compound.

**Question 39**

Patrolmen must make instantaneous decisions, and those decisions may determine matters of life or death. As here used the word "instantaneous" means most nearly (a) in a trice, (b) momentous, (c) far-reaching, (d) parenthetical, (e) restrictive.

**Question 40**

When a patrolman actually sees any person committing an act which will manifestly endanger the life of another, he has the right to break into and enter a person's house and arrest a man to prevent him from carrying out his intentions. As used here the word "manifestly" means most nearly (a) detrimentally, (b) invariably, (c) obviously, (d) criminally, (e) permanently.

**Question 41**

A patrolman should be quiet, civil and orderly and should at all times be attentive and zealous in the discharge of his duties. As here used the word "zealous" means most nearly (a) discreet, (b) patient, (c) punctual, (d) fervent, (e) resolute.

Answers to questions in May 5 issue: 22. D; 23. B; 24. A; 25. C; 26. A; 27. B; 28. C; 29. B; 30. C; 31. B.

## ON PARK ROW

By WILLIAM LEWIS

### Toasted Marshmallows Too!!!

Parks Department employees are now a little more tolerant toward Newbold Morris' remark that he would man the playgrounds of the department with Boy Scouts. The general reaction, at first, was one of indignation. This indignation, I am told, was due "to the fact that an educated man should speak as though there were no disadvantages to the people of this city when trained personnel are replaced by mere children."

Now, however, a more tolerant attitude may be observed on the part of the employees. Many have told me during the past week, that the remark can be excused "because he is evidently unaware of the requirements that our playground directors must meet, and of the responsibilities they must shoulder."

One employee, when asked to sum up the whole situation, said: "It is a false economy—a false economy that places the care of thousands of dollars worth of equipment in the hands of a child."

### Meetings

**Manhattan Council:** The Manhattan Council of the Greater New York Park Employees' Association will meet on Thursday evening, May 14, at 8 p. m., in room 913 of the World Building. The president and secretary of Central Council shall be the guest speakers. George Arnold, the president of Manhattan Council shall preside.

**Catholic Guild:** The next meeting of the Catholic Guild of Parks Department Employees will be held at the Holy Cross School Hall, 332 West 43rd Street (near Eighth Avenue) on Wednesday, May 13th, at 8 p. m. Refreshments will be served after the meeting.

At this meeting there will be a report of the committee on the 1943 Communion breakfast. This committee is interested in finding out if the members would like to have a Communion breakfast next year held in another borough.

Father Curran will make a report of the results obtained by him at the budget hearing in behalf of Parks Department employees whose positions are to be cut out of the budget.

A report will also be made by the entertainment committee of the work done so far. This committee is particularly anxious to have your opinion on the fall

entertainment that is now being planned.

### The Lawn Patrol

The eighth annual American Ballad Contest is about to begin. . . . Get yourself a Barbershop Quartette and sing your borough to victory . . . The finals shall be held Thursday evening, June 18, on the Mall . . . I hear that "Wild Willie" Wangerheim of Queens is growing a beard and is wearing a sheet to stimulate the appearance of a Mohammedan . . . I don't really believe it, but I'm told on good authority that it's the gospel . . . The only thing that seems to worry "Willie" is the fact that

## POLICE CALLS

By MIKE SULLIVAN

### Pensions

#### In PBA Fight

It looks like the big issue between the Pat Harnedy and Joe Burkard factions in the PBA election is the pension situation.

The greatest number of pension applications to date are on file for next Monday's meeting of the Board of Trustees of the Police Pension Fund. According to the plan which seems to have been adopted last month, the applications of 40 policemen, plus those who apply because of disability, are approved. The remaining applications are deferred for succeeding meetings of the Pension Fund and are voted on in the order of the dates in which they were filed.

Shortly after the conclusion of last month's meeting of the Pension Fund, Sergeant Ross Monroe told members of the Police Honor Legion that, according to this plan, the most recent application filed would be approved in October. Because of this arrangement, patrolmen who wish to retire late this year or early next year are putting in their applications now. The plan has the blessing of Mayor LaGuardia. It has the support of one group in the PBA, the opposition of another. A difference of opinion makes horse-races—and elections. So there it is.

### Newsnotes

Police Post 460, American Legion, meets tonight (Tuesday, May 12) in the clubhouse, 440 W. 33d St. at 8:30 p. m. An executive committee meeting gets under way one hour earlier . . .

he can't get cuffs on the sheet . . . Hats off to Mrs. Anna Hertel in her all-out purchase of Defense Bonds . . . At the dedication of "Lou Gehrig Plaza" in the Bronx, Lou's mother was very brave all through the ceremonies . . . Afterwards, she and Lou's father walked over to Joyce Kilmer Park where, away from the stares of the curious, she could no longer check her emotions . . . It was touching to see her brush away the tears as she clasped the blue ribbon used in unveiling the plaque . . . A group of the boys up in the Bronx, have initiated a series of bi-monthly drawings for War Savings Bonds and Stamps . . . Each drawing is for three prizes in stamps . . . Surplus funds are put aside until enough has been accumulated to buy a bond . . . They then draw for the bond as well as the stamps . . .

The rating of part two on the sergeant test has just been completed. But don't be too nasty—the civil service examiners are just going to start marking part one now . . . You can look for another batch of patrolmen to be appointed next month—and maybe even some policewomen.

### Almost 1,000 Jobs Unfilled

Vacancies in the Department are nearing the 1,000 mark. This week's quota shows 953 jobs unfilled. 871 vacancies are in the rank of patrolman. Other jobs open include those for 39 sergeants, 27 lieutenants, one acting captain, nine captains, one deputy inspector and one inspector. In addition, the bureau of policewomen is short four lady cops. The quota follows:

Chief Inspector	1	1
Ass't. Chief Inspector	4	4
Depty Chief Inspector	12	12
Inspector	28	28
Deputy Inspector	27	26
Comm'd'g Officer D.D.	1	1
Captain	117	108
Chief Surgeon	1	1
Surgeon	23	23
Veterinarian	1	1
Acting Captain	37	36
Lieutenant	618	581
Sergeant	1,072	1,033
Patrolman	16,706	15,855
Policewomen	165	162
Sup't of Telegraph	1	1
Ass't Sup't Telegraph	1	1
Total	18,817	17,833

### Small Filing

Members of the force should be interested in the small filing for the forthcoming patrolman exam. We'd like to get your opinions on this. How about writing in? For that matter, you can write in anytime, about anything that's on your chest. We like to get your letters.

## FIRE FACTS

### Better Pay

"These are the times" when the paramount thoughts of every decent, sensible American should be thinking of his Country. There is no inconvenience too strong, nor any sacrifice too great to make.

But these are also the times when civil service employees should give some thought to their own future, for, upon this future depends the welfare of their families. And they must make certain that during this period of stress hysterical officials don't attempt to correct one evil by committing two evils.

Civil service employees have gone "all out" for their country, now let us view our problem:

The cost of living has mounted to such great extent that our salaries are now inconsistent with decent living conditions.

Civil service employees are ordered to work extra time—are we certain that this time serves a useful purpose in our present emergency?

Civil service employees are being discharged on false premise of economy.

Firemen are not separate or dis-

tinct from other civil service employees in this problem. The U.F.A.'s fight for increased salary substantiates that point.

In a just fight for a fair boost in pay, the firemen need all the support they can muster. The efficient management of the U.F.A. is not enough. The firemen need the support of other civil service employees, just as other civil service employees need the help of firemen.

### Fire Lines

W.A.B.C. certainly proved their willingness to cooperate with the F.D. when they made numerous announcements, during station breaks, for volunteers for the Auxiliary Fire Brigade . . . Civilian Defense officials are soliciting 500 volunteers to act as phone clerks to man 33 fire-alarm posts. Pretty important work to assign to volunteers . . . The H.N.S., (Brooklyn-Queens) held their annual Mass and breakfast two Sunday's ago. The great efforts of the members, under Father Yeager, were not in vain, for success marked every portion of the program (aside to Father Yeager—D.F. did not get the ticket) . . . Until next week, remember, "make a fast get-out, and you don't have to rush to get there."

## POSTAL NEWS

By DONALD MacDOUGAL

### It's Up to F.D.R.

The post office employees this week went all-out on the matter of getting themselves a "subsistence raise" before all of these "freezing" propositions leave them hamstrung for the duration. A committee representing large national postal organizations called on President Roosevelt personally in the White House yesterday to plead for the first postal raise in 17 years.

At the same time, according to Emanuel Kushelewitz, president of Empire Branch 36, National Association of Letter Carriers, they made it clear that, for the duration, they are in accord with a "moratorium" policy toward the Sweeney Bill seeking general pay increases up to \$3,000. A request was submitted that F.D.R. press for legislation granting merely a \$500 boost so that the postal workers come away with a \$2,600 ceiling for the duration "to meet rising living costs."

were the National Association of Letter Carriers, National Federation of Post Office Clerks, Railway Mail Association, National Federation of Post Office Laborers and National Federation of Motor Vehicle Employees.

The groups' delegates also called the President's attention to the language of the veto message on longevity, to stress the validity of their current claims.

The delegates decided last Friday in Washington upon the "frontal attack" on the White House itself.

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# Civil Service LEADER

Independent Weekly of Civil Service and War Job News

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway), New York, N.Y.

Phone: COrtlandt 7-5665

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Jerry Finkelstein, *Publisher*; Maxwell Lehman, *Executive Editor*; David Robinson, *Art Director*; N. H. Mager, *Business Manager*.

### —Subscription Rates—

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

Advertising Rates on Application

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Tuesday, May 12, 1942

## Facts, Not Words!

LAST week a speech was made which received much prominence in the daily press. It is an address to which civil service employees should devote careful thought. In substance, Homer Folks, secretary of the late Charities Aid Association, condemned the present civil service promotion system. Said he: "It is inconceivable that persons with the requisite vigor, resourcefulness, knowledge, wisdom and personality to fill the higher positions can always be found among those who entered the service in the lowest grade. When there is no possibility of injecting new blood, there is grave danger of anemia in public service." Mr. Folks thinks, also, that it's too difficult to fire civil service employees.

There is no question that Mr. Folks' point of view is widely held. And civil service employees must prepare to meet that point of view with realism and logic—just as in England, civil service employees, confronted with the same viewpoint, met and conquered it. It's particularly important in time of war.

In the first place, Mr. Folks must stop playing with words, and look at facts. The facts are: (1) New blood is constantly pouring into government service, often to the disadvantage of employees now working; (2) the career system is an enormous impetus to persons entering the public service; (3) Mr. Folks' impression that the career system is no good doesn't check with the true situation. One has only to witness the present New York City administrators who have risen from the ranks—men like Commissioner Walsh of the Fire Department, Commissioner Valentine of the Police Department, Commissioner Bernecker of Hospitals, Commissioner Quilty of the Department of Water Supply, Gas and Electricity. And if Mr. Folks will look around a bit, and see the men and women now on the way up in government service—city, State and federal—his eyes will open up.

The career service is one of the real advances of the merit system. We're not arguing that new blood shouldn't be brought in. But we are saying that there's plenty of excellent-quality blood right in the service. The American civil service is a tough, vigorous baby, and getting stronger. In time of war, it is showing its resilience by adjusting itself magnificently. You have only to judge it by its works. Homer Folks isn't judging it this way. That's why we say he's playing with words, not looking at facts.

Now let's take up another angle of his speech. He feels it's too difficult to dismiss civil service employees. Again, what are the facts? A civil service employee goes through a probationary period of six months to a year, during which period he may be summarily fired, no reason given. After that, he is subject to the whims of supervisors, and in many departments can be kicked out without a hearing or upon the slightest pretext of a disgruntled boss. Surviving this, he has to put up with "budgetary situations," which may mean the loss of his job anytime there's a lack of cash. That's happening right now in New York City. Despite prevalent opinion, the civil service employee lacks many of the protections now accorded the worker in private industry. The Wagner Act doesn't apply to him; his organizations don't bargain collectively with governmental agencies in the same sense that unions bargain with employers in private industry; he's hemmed in by a variety of laws and rules limiting his activities. If anything, the government employee needs further protection against arbitrary dismissal.

No, Mr. Folks, being a civil service employee is not the soft bed of roses you picture it. The ordinary employee works hard, spends more hours on the job than his brother in private industry, gives his services in many ways to the American people, gets promoted because he is good, as shown by competitive examination or accomplishment.

These are facts, Mr. Folks. We respectfully suggest you re-examine your viewpoint.

# Don't

## Repeat This!



Much Ado About This and That  
*Isn't the Mayor going to fill the position of Deputy Commissioner in the Correction Dept.? . . . Paul Boocheever, who held that job, got his commission in the armed forces just as he had made up his mind to go in as a buck private . . . Most biting sentiment we've heard about budgets came in a private discussion among city officials: "It is not the guillotine that is the most successful method of making a budget. The question is not so much how fast you can paralyze public service, but how much you can accomplish in the most economical fashion" . . . Is the OPA office in New York City practicing race discrimination in its hiring policies? . . . Congratulations to all the State officials who helped put through that bill banning race discrimination on war jobs. The LEADER has many times pointed out that such discrimination was hampering the war effort.*

### At Army Camps

In some army camps, baseball players get soft jobs in warehouses so that they may stay on . . . In some army camps, boys of Italian and German descent, though American citizens for generations, aren't permitted to go on guard duty . . .

### Things to Think About

The amount of money spent this year on repairing cars in the N.Y.C. Markets Department indicates there is something wrong with the way the cars are being used. . . The N.Y.C. municipal-skulduggery-expose season is far from over. Watch and see . . . A Manhattan fireman's wife came to the firehouse to ask that her husband "be given a fire." Seems he hadn't brought any money home for a long time. To the incredulous fireman she explained that for years he had told her he was being paid by the fire!

## letters

### They Like Our Vocational Service

Sirs: It will please you to know that as a result of your suggestion, I applied for and have qualified as an eligible in U.S. Civil Service as Junior Administrative, Senior Procurement and Procurement Inspector of Engines—Material Division, Air Corps, War Department, and this is to thank you for your cooperation. I can truthfully say that the reading of your paper has been of material help and guidance, for which please accept my sincere thanks.

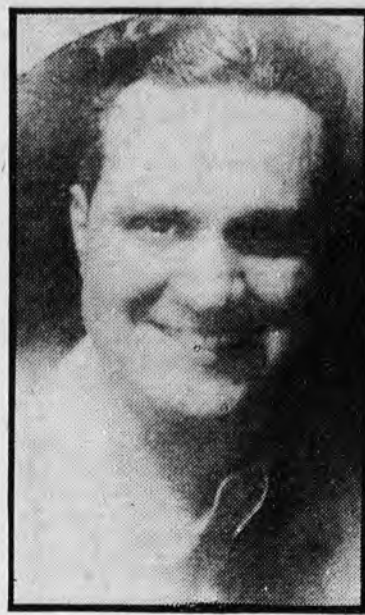
FREDERICK R. DOWNES.  
Leonia, New Jersey.

Sirs: I wonder how you are able to be of such great assistance to your subscribers. I doubted your advertisements but have received two cards as well as your weekly paper and I consider it one of the best investments I've ever made. How long has this been going on—and why didn't someone tell me about it?

HARRY L. HOFFMAN.  
Jamaica, N. Y.

We are pleased at this response. Other readers may be interested in the item on vocational guidance on page 13 of this issue.—Ed.

## Merit Men



PASCAL MARSICO simply wrote a letter to the Mayor saying he wanted to be Secretary of the Correction Department. And he got the job!

That's how Marsico is. If he wants something, he goes for it in the most direct way. It's a method that apparently works. Long ago he had made up his mind to reach his present position. And though he has done many things in the interim, there he is—and the youngest departmental secretary, too, at 29.

### School and Work

Two hundred and five pound Pascal Marsico looks like a football player. But he's essentially a schoolman. He spent seven years getting through City College, going nights, while he held down—also nights—the job of prison keeper in the city's penal institutions. Says he: "In the evening I went to school, then at midnight I went to work, at 8 in the morning I was off, went home to bed, then to the library. It was school, work, sleep, library, school, work, sleep, library, for seven years."

But this routine hasn't made Pascal a dull boy. Far from it. In fact, having taken his degree at CCNY, he went on to work

for his Master's at Columbia. Meanwhile, he had been promoted to a captaincy in the uniformed forces. And it was from this position that he leaped to his present job. He is a little abashed at having a few hours of leisure evenings—"the first time I can remember in years," he grins. But if you phone the Correction Department early in the evening, you'll generally find Marsico in.

His approach to leisure is conditioned by a background of work which started when he was 6 years old. He has been a delivery boy for a tailor, a clerk, a day laborer, a warehouseman, a hotel worker, and even an undertaker's assistant!

The problems of crime are deeply interesting to him. At the old Raymond Street jail, he paid especial attention to the adolescents—devising educational and recreational programs for them, trying to interest them in current events.

"No, they're not less intelligent than the general public. They may be less educated, however." What is the present-day attitude toward crime? "Well, we're experimenting. For centuries, criminals were punished. But that method has obviously failed. We're now trying to see what can be done by approaching them with a view to rehabilitation. Will it work? I think so, but we must be scientific about it, and judge only by results."

"The public needs to be educated, too. Very few people understand what we are trying to do. The public, in its own interests, should assist us. Don't deny a man the right to a livelihood just because he has been in prison. If occasionally the public has to 'take a loss' because a man violates parole, in the long run the community stands to gain if it can help prevent its former criminals from committing crime again. Because the cost of combating crime—the police forces, the jails, the courts—is enormous."

Marsico lays no claim to new views in the field. He wants to go back to school, study more psychology, perhaps do some intensive research, before striking out on untrodden paths.

## QUESTION, PLEASE

### Types of NYC Appointment

A.A.: A temporary appointment in the New York City service is one for a period of time not to exceed six months. It may be for a few weeks or a few months, but under no circumstances can it be longer than six months. If your services are required for longer than six months, your name is re-certified by the Civil Service Commission and you are again given a temporary appointment.

An indefinite appointment in the City service is one for a period of time longer than six months. The position is one for which there has not always been, and most likely will not always be, a permanent budget appropriation. Frequently, it is for seasonal work, such as the assistant gardener positions in the Parks Department, which average about 9 months work a year.

Those who accept temporary positions have their names removed from the list for a period of 90 days. If their employment should expire before the 90 days have passed, their names are immediately restored to the list. Those who accept indefinite positions and work longer than six months are considered permanent employees. Consequently, when their employment terminates, they are entitled to be placed on a preferred list.

### Resigning a Job

O. K.: If you accepted a permanent appointment from the Sanitation list for a job paying more than \$1,500 a year, you are only eligible for appointment to the Sanitation Department. However, if you do not like the conditions of your present job, you may resign and then write a letter to the Civil Service Commission, explaining your reasons for resigning and requesting them

to restore your name to the eligible list for another \$1,500 a year appropriate certification. If your reasons for resigning are as good as they seem form your letter, the Commission may do this. The Commission has the right to grant or deny your request, as it sees fit.

### Job Waits for You

X. Y. Z.: If you, a permanently-appointed clerk, grade 2, in the Board of Education, enlist in the Army, your job will be held open for you. It may be filled by temporary appointment while you are away, but it will be given back to you upon your return. You will not be able to file for the clerk, grade 3, promotion test until the applications are issued by the Civil Service Commission. If you should join the Army before the applications are issued, you will not be able to take the forthcoming test. However, you will be permitted to file for a special test as soon as you return to civilian life. Any city employee who misses an opportunity to take a promotion test because of military service is entitled to file for, and take, a special promotion test as soon as he returns to his job. You will not lose any of your rights by joining the army.

### War Work Grants No Privilege

K.R.: Civilians engaged in "vital war work" are not entitled to be placed on a special list after the war is over as are eligibles taken into military service.

### Good for Four Years

D.K.: The elevator mechanic's helper list expires February 12, 1945. The elevator mechanic list expires November 12, 1944. Both of these eligible lists are good for a period of four years.

# Women in War

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

## Women Wanted: These Jobs Available Now

The following lists show the occupations in which women who are qualified to do the work should register for jobs. These types of workers are in demand now. Applicants should be sure to register at the right office of the United States Employment Service. These offices are 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.  
Burrhoughs bookkeeping machine operators.  
Burrhoughs billing machine operators.

NCR posting machine operators.  
NCR billing machine operators.  
Punch card tabulating operators.  
Stenographers for U. S. Navy. (These must take their machines for a test at U. S. Civil Service office.)

Camp directors, counselors and teachers.  
Kindergarten and nursery teachers (live in).

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 measurer (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 operators.

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.

Operators on ladies' dresses.



Here's one of the National Youth Administration girls who has quickly converted her talents for war work. The young lady—nose shielded by rubber contraption to permit intake of fresh air—is operating a spray gun in the paint shop of a NYA Work Experience Center. Note the grease-stained uniform, rubber gloves, and set expression.

## New York Differs from Rest of Country In Employment Situation, USES Points Out

The United States Employment Service emphasizes that the impression about thousands and thousands of factory jobs waiting for women to fill them should be tempered with realism: New York City cannot, at this point, be compared with industrial cities experiencing war booms in other parts of the country.

In other areas, where the demands of war industry have created labor shortages, women are being employed in preference to importing labor from other areas and creating the housing problems inevitable as the result of any large in-migration to an already crowded community. This policy results in curtailment of opportunity outside of New York City for New York's surplus male labor supply, and a consequent brake on any extensive employment in New York City of women for jobs normally filled by men.

### Hired for Assembly, Inspection

The war industry which does exist in New York—a very limited proportion of the city's industry as a whole—is regularly hiring women for the industrial jobs in which women have always been used—principally assembly, inspection and light machine operation—but few new industrial fields have yet opened for New York City women.

To a very limited degree, in the professional and scientific fields, the places of men who have gone to the armed forces are being taken by trained women, but this development is exceedingly slow. The United States Employment Service has had occasional calls for women tracers and draftsmen, at starting wages of \$15 to \$25. [Certain private schools report the demand for women draftsmen increasing rapidly.] The Army uses a few women as topographical draftsmen at \$40 a week. One woman landscape artist was engaged recently as a sanitary engineer at \$85. Six college women have replaced male chemists in dairies and kindred fields. There have been some calls for college women as laboratory as-

assistants at \$20, to replace young men apprentices who had worked for the training, without pay. A few women have been engaged as chemistry assistants, and a few stores have hired women pharmacists. Anticipating increased calls of these types in the future, the USES urges women with professional training to register at the Professional Section at 10 East 40th Street, but warns that some time may elapse before actual placement is possible.

### Women in Chain Stores

A company operating a chain of retail stores has lost a large number of men to the armed forces and is trying out a few women as sales clerks on an experimental basis. Additional placements of women in the 30 to 35 age group with this concern are expected if the experimental group performs satisfactorily. Women are also being used now to a limited extent on dairy counters in groceries, and as checkers in some self-service groceries. Women are also being tried out in the shoe departments of some stores which have ordinarily been a province of men clerks. These placements are being made by the Retail Sales Section of the USES Commercial

Office at 10 East 40th Street.

A trend toward the employment of women elevator operators is reported by the Hotel, Restaurant and Service office of the USES at 40 East 59th Street, and women are also being placed in men's jobs in the services industries generally, to a slowly increasing extent.

Present indications are that the problem of unemployment in New York City as a result of curtailment of peacetime activities, will probably be intensified by layoffs in the garment industry, since it is not believed that war contracts sufficient to absorb the thousands of workers in this industry will be forthcoming. The employment situation in the garment industry will probably depend in very large degree on the extent to which continued production of peacetime goods is to be permitted.

The article in the April 28 issue of *The LEADER*, entitled "Survey of the New York City Labor Market," was prepared by the Bureau of Research and Statistics of the United States Employment Service.

## War Training At Advanced Level

Fifteen new war training classes admitting women are to start in New York University within the next fortnight to help speed America's production efforts. The courses will supplement 15 now in progress and ending every few weeks.

The new courses, of varying lengths, call for two or three years of college engineering or the equivalent in industrial experience (except in the elements of electronics radio and spectroscopic analysis courses, which require merely a high school education, and one year of college mathematics and physics or

chemistry, respectively). There is no age limit; citizenship is essential.

Applicants are asked to write or apply in person. The place: New York University Defense Training Bureau, University Avenue and West 181st Street, Manhattan.

The courses opening are production supervision, time and operation study, metallurgy and metallography, production inspection and quality control, factory planning for production, methods and motion study, mechanics of vibration, topics in strength of material, topics in mechanics, spectroscopic analysis, general acoustics, marine propulsion machinery, elements of electronics, part one; elements of electronics, part two, and industrial safety engineering.

(Continued on page 14)

## Chances Slim for Board of Ed. Course

The chance of a woman getting a free Board of Education course at the present time isn't very strong, according to Gustav A. Stumpf, assistant director of the Board of Education War Industries Training.

"Our courses are restricted today only to women being referred to the Board of Education by defense plant employers and government agencies . . . referred for upgrading, for supplementary training to fit in with their regular defense employment," said Mr. Stumpf. "As a result, they can't crowd in more than nine hours of our training a week in order to gain more skill on the job."

### Courses Given

Those Board of Education courses which are being taken are inspection of machine parts, related blue print reading, and radio operating. Small instruments prevail.

The trainees, of course, have to be referred by an employer. There is no age limit (most of them range from 20 to 45) and they can be either citizens or aliens. The courses are given in six of the city's high schools. The average course lasts from four to 12 weeks, depending upon the aptitude of the trainee.

An experiment, involving 11 women, is currently being conducted, Mr. Stumpf revealed, to test the capabilities of the average woman who hasn't yet been employed in a defense plant. This is being done in conjunction with the WPA and the State Employment Service.

"In time," said Mr. Stumpf, "this may prove to be the barometer that will direct a large training setup for women."

## What War Work For Women?

What share are women actually playing in defense industries and what are they most efficient at in training? Obviously, they are proficient mostly in the light instrument and inspection field.

Take the word of Roland Baxt, consultant for the Federation Employment Service, the non-fee charging placement agency, they excel in and their services are being demanded most in the following lines:

Drill press (single and multiple); touchup, radium; inspection, visual; electric work, such as wiring and assembling parts, winding coils and armatures, soldering and capping, and assembly, including all types requiring hand tools such as pliers, mallets, screw drivers, files, electric drills, bench assembly machines and riveting presses.

### Other Interests

Secondary interests are: milling machine, light; light punch and forming presses; bench and watchmaker's lathes; burring, polishing, buffing on lathes, painting (spray); soldering, packing and labeling; welding (spot).

Next in volume and significance: gauge (micrometer, caliper, blueprint); light hand and automatic screw machine; sheet metal forming and riveting; welding (acetylene), welding (arc).

As for women being adaptable to defense work, Mr. Baxt believes many of them are as capable as men, as accurate, fast (sometimes more accurate and swifter), and at least as steady and reliable as men.

"Women today certainly can be used in defense jobs and expected to make competent workers," he said.

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

# What Chance for You in an Aviation Plant?

## The Industry Gears Itself to Take On Women in Many Phases of the Work

Get ready, girls, for big doings in the metropolitan area's aircraft plants within the next few months!

A survey of the important aviation companies in Greater New York and Long Island by The LEADER this week reveals that, while the girls aren't playing a large part in aircraft production at the moment, plans are under way to turn over to them many vital defense tasks as more men are gradually being pulled into the armed forces.

Brewster in Long Island City; Republic in Farmingdale; Grumman in Bethpage, Sperry Gyroscope in Brooklyn, Colgate-Larsen in Amityville and Edo in Long Island City all have definite plans for hiring women. Only Colgate-Larsen and Edo were indefinite about when they would start hiring women. Currently they have a sufficient supply of men not to require any women at all in their plants. But that's not saying they're not going to face a changed picture within the next few months.

### Grumman Takes Women

The only firm actively hiring women at the moment is Grumman, but it is restricting its personnel to Nassau and Suffolk residents who have been graduated from State and Federal subsidized defense training schools in that area.

Grumman is recruiting women virtually as fast as it can get them—as yet it cannot place a ceiling on the total needed—from six training schools in the area,

some of which schools are sponsored partly by Grumman itself. The courses last ten weeks, consume some 400 hours and equip women students in blueprint (small parts), bench work, inspection, welding, shipping department and stock room work. Students are referred to the company by instructors in the schools. Interviews come immediately and the waiting period for jobs usually, according to a company spokesman, "is a matter of days." Local residents are required in order to speed up transportation.

Pay scales range from 60c an hour for beginners, with raises of 5c an hour each of the next three months, lifting the salary to 75c. After that, raises are provided in accordance with aptitude shown. Workers are always on a trial period, according to a spokesman for the firm.

### Brewster

Brewster presents the most original situation. It wants to hire women aircraft workers as soon as possible and, indeed, expects to do as much in about a month or certainly not later than three months from now. The trouble is, The LEADER learned, the complete conversion to defense work came so suddenly that the plant hasn't the rest room facilities for women employees. Maintenance men are working on this at the moment—with all speed.

"As soon as washroom facilities for the women are built," said a spokesman for the firm, "we'll be eager to hire women. We need them. Why, 40 percent of the personnel of one of our sister



Working the twin levers of a powerful electric switch box controlling a lathe is this industrious looking young lady — one of the small army of defense workers doing men's tasks these days. The idea is to follow up by setting the metal into the lathe and adjusting the machine according to the blueprint. Then — power.

plants out of town is composed of women. That'll give you an idea of the part we expect them to play."

Girls with defense training school experience of at least eight weeks will be hired first. Sub assemblers, riveters, inspectors, welders, sheet metal workers, electricians and cable installation workers, rivet sorters, drill press and lathe operators are all required. An elementary knowledge of tools, sheet metal and riveting is essential to advancement in the plant.

Brewster will co-operate with all training schools and the United States Employment Service in obtaining women employees. Learners (beginners) can get 60c an hour during a 60-day trial period. Then they'll get 70c an hour, if qualified. At the end of four months they'll be making 75c an hour.

Sperry intends to hire about 100 women in approximately a month from now. They are needed as routine workers in the assembly and inspection lines and on calibrating tests on aircraft units; they'll receive upgrading training over a two- or three-year stretch while on the job and become more proficient in drill press, assembly, lathe work, sub surface grinding, machine engraving, machine tool operating.

High school graduation is required knowledge of laboratory techniques. Chemistry or physics and mathematics in preferred. Unskilled workers are paid 50c an hour, skilled 60c an hour. Raises will be based upon merit. Reorganization is preventing the hiring of women at the moment.

Colgate-Larsen couldn't say when it expects to be ready to hire women. Edo said it should be ready to receive applications by July 1.

### Business School Adds Civil Service Section

The Civil Service Training Department of the Combination Business School, 139 West 125th Street, Manhattan, was dedicated April 26 at the school. The department is specializing in preparing applicants to pass Civil Service examinations. Prof. Norris F. Roach is principal and founder of the school.

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### If You're Bright, Young, Pretty—

About 20 young women will be added to the free training school of the American Airlines at LaGuardia Field, June 16, to emerge as stewardesses when they've completed the course. A class of 25 has already been recruited to start the seven-week course May 28.

If you'd like to apply, write to Victor Vernon, personnel director, American Airlines, LaGuardia Field. Requirements are two years of college education, age limits of 21 to 26, citizenship, height of not more than five-six, and weight not exceeding 125.

You'll be given an oral interview and asked to fill an application form. After that, you may hear from the school from one week to several months later. If you're accepted and take the course, you'll be assigned, upon graduation, to flight duty anywhere from Boston to Los Angeles as a stewardess on one of the flagships.

**10% OF INCOME IS OUR QUOTA IN WAR BONDS**

### Camouflage—New Field for Gals

Here's a specialized field for women seeking defense work: camouflaging.

Within the next few months Jack O. Straus, general manager of the Camouflage Engineering Corp., of 136 East 57th Street, intends to expand his feminine staff—which today consists of one woman portrait painter—to disguise factories so that enemy bombers will miss their mark. Thus, the women will be helping those other members of their sex in those factories themselves.

Women artists to be hired do not have to have any specific background other than some scientific sense and a knowledge of psychology.

### Become a Draftsman—Help Win the War

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

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

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

**National Training Corp.**  
Dept. L, 800, McCarter Highway, Newark, N. J.

**Free Interviews On Vocations**

To aid in the war effort, the Vocational Guidance Service of The Civil Service LEADER offers a limited number of free interviews to persons who believe they are qualified for war work. Such persons will be told which jobs are open in civil service and the requirements necessary for free training. Persons interested should apply at The LEADER office between the hours of 3 and 6 p. m. on Wednesday and Thursday, May 13 and 14. Interviews will be granted only to the extent of The LEADER'S facilities.

**How About Becoming Doctor's, Dentist's Aide?**

"Women in Defense work," says Miss Rosetta E. Wortzel, dean of Manhattan Assistants' School of New York, "is no platitude . . . it is a working formula which is showing a steady increase in selecting personnel."

Enrollments at Manhattan Assistants' School are largely in the fields of X-ray, medical laboratory work, and dental assisting. These three branches are specifically designated in defense programs, and have an important standing in civil and institutional fields.

Persons with two years of high school may qualify for these courses of training of the Manhattan Assistants' School, 60 East 42nd Street, New York. Classes are held during the day and evening.

**Get Paid While Training for War Jobs**

**NYA Calls for More Women to Take Its Courses; Do You Meet the Requirements?**

Over at the National Youth Administration they're enlarging their training program for women every day. Within two or three months, in fact, they expect to be training as many women as men, which would be more than 6,000. The feminine element at present totals some 2,500.

The female infiltration is mostly restricted to the lighter jobs in the machine shop field. Few can be found at the lathes, shapers, milling machines, slotters and sheet metal giants. Most girls are concerned with welding, radio repair and maintenance work as well as some sheet metal jobs.

The girls excel in inspection and assembly work. (The former deals with micrometers and other measuring instruments.) The reason: manual dexterity and co-ordination of fingers and mind. Indeed, they are better in some of these fields than the men.

Guided by skilled foremen, the girls in these work-training

courses actually become competent workers while turning out what private industry would consider "nuisance orders"—materials for the Army, Navy, Maritime Commission and other federal and city departments. Women in N.Y.A. also may train to become more efficient federal stenographers and typists.

**The Requirements**

To take a N.Y.A. course, an applicant must be unemployed and not receiving unemployment insurance (or she may waive the unemployment benefits to take a N.Y.A. course), between 17 and 25 years of age, a citizen and not a pupil at a full time day school. High school education is preferred.

The machine shop program consists of 160 hours a month and pays \$25.20. The regular program means 90 hours and \$22.50 a month. In the case of those assigned to army locations, it's 80 hours and \$26 a month. All workers commute to and from their N.Y.A. jobs.

All N.Y.A. students automatically go on the rolls of the United States Employment Service, which acts as a job finding service.

**Where to Apply**

Applicants are to apply in person at 145 East 32d Street, Manhattan, where the N.Y.A. administration offices are located. Those acceptable are given an occupational interview and an application form to fill out and mail in, following which the young lady may expect to hear from the N.Y.A. in a short time. That is, when the applicant's type of work arrives.

The metal trades units are located at 980 Atlantic Avenue and 1045 Atlantic Avenue, Brooklyn (the latter is now in the process of being established); Oyster Bay and Greenport, L. I. The auto repair center is at Corona, L. I., a regular work center at Glen Cove, L. I., and the radio communication division at 145 East 32d Street, Manhattan. Plans are also under way to

make the 980 Atlantic Avenue address the big machine shop center.

The army locations are in Camp Upton, Mitchell Field, and Forts Wadsworth, Hamilton, Jay, Totten and Tilden.

So get going you girls—you're wanted.

Start May 18! Special Classes for **DRAFTEES!**  
Trained men give their country better service, qualify for better ratings. Enroll now for training as:  
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**Lady, Want to Be An Engineer?**

**Here's How to Go About It, If You're a High School Graduate**

Almost certainly the Defense Training Institute of the Engineering Colleges of Greater New York is doing as much to encourage women in defense as any

other agency in the metropolitan area at the moment.

While not as large as some of the other groups, the Institute at 375 Pearl Street, Brooklyn, is making an all-out effort to train women as professional engineering aides.

"Far from trying to discourage women, regardless of the present outlook," said N. A. McManus, assistant director of the Institute, "we're doing everything in our power to get them ready for defense work. We want women and more women—all who want to become engineering aides or junior engineers, inspectors, junior draftsmen, testers, computers, production planners and junior engineers. Employers everywhere are asking us: 'How many women can you send us?'"

**33-Week Course**

Fully 50 percent, or 250 of the 500 persons currently taking the "sub-professional engineering" course, are women, Mr. McManus pointed out, adding that 200 more are to be recruited during June for the new 33-week, 30 hours a week, daytime course starting July 1. A class of 200 that started October 25, will be graduated June 18, thus making room for the newcomers. Three classes are now in operation, with a new one being started every two months.

Women applicants, indeed, are preferred to men, since there is no draft-problem. Women seeking to take this free course sponsored by the United States Office

of Education are required to be high school graduates, have three years of English, one year of algebra, one year of geometry and one year either of physics or chemistry. Moreover, they need have citizenship papers and no more than a part-time job to qualify; they must be at least 18 upon completing the Institute course.

**Where to Apply**

Applicants are urged to apply in person or write to the Institute's personnel office at 375 Pearl Street, Brooklyn, to fill out an application form and to submit to a psychological aptitude test. In the meantime, the Institute has already been circularizing defense plants (fully 90 percent of its placements are made in this manner) for the volume of women required in defense work. Graduates are moved out into defense jobs sometimes as quickly as one day after graduation; other times it takes several weeks, depending on the circumstances.

All of the classes, with the exception of physics and shop practice (which are given at Pratt Institute, Brooklyn) are conducted in the Institute building at 375 Pearl Street.

The courses are taught by members of college engineering faculties as well as outside industrial experts. Cooperating in the operation of the Institute are Brooklyn Polytechnic Institute, Columbia University, College of the City of New York, Cooper Union, Manhattan College, New York University, Pratt Institute and the Webb Institute of Naval Architecture.

**YMCA War Courses In Drawing, Radio**

City employees who volunteer for six hours a month civilian defense duty in the police precinct houses will be "reimbursed for part of the time spent in this

work," a spokesman in the Mayor's office said this week.

**"Reimbursed"**

Employees who report for this duty will be assigned to communications work of a "strictly defense" nature. The work will have nothing to do with regular police communications.

**New Welding School in Bronx**

The Tri-Boro Welding Works, announces the opening of the Tri-Boro Welding School at 700 Southern Boulevard, Bronx. The school offers short, intensive training in Gas and Electric Welding, based on 28 years' experience in the welding industry. Instruction is designed to prepare the student "the way industry wants him trained." The school has the latest type equipment. Every student must pass a five-hour aptitude test and may take his training days or evenings. Further information may be obtained at the school.

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**For your Civilian Defense Job!**

**CD1—The Home Guard Training Manual**

Edited by JOHN LANGDON-DAVIES

A former war correspondent in Spain and Finland—170 pages crammed with facts on fieldcraft, observation and messages, obstruction and demolition, rifles and automatic weapons, hand grenades, street fighting, anti-tank and anti-aircraft, night training, etc. \$2.50

**CD2—Chemical Warfare**

By CURT WACHTEL. 312 pages.

A complete study of known types of gases and protection against them. \$2.50

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By TECTON

An architect's discussion of the effects of various types of bombardment and protection against them given by buildings and shelters. \$2.50

**CD4—Civil Defense**

By C. W. GLOVER. 926 pages.

A practical manual for protection against aerial attack covering every phase of attack, bombs, gas, building protection, shelters, planning, camouflage, blackout, costs, etc. Fully illustrated, it contains working drawings for many situations. \$16.50

**CD5—The Air Raid Warden in America**

By JORDAN W. LAMBERT

A simplified 57-page manual of instruction for wardens. \$1

**CD6—Air Raid Defense**

By CURT WACHTEL. 240 pages.

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# WPA Places Women Students Fast

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The WPA in the city, through its Training and Re-employment Division, is one of our most active forces in placing women in defense industries.

Daily, an average of 60 women on WPA work or home relief are asked to file into the offices at 70 Columbus Avenue, Manhattan, have their abilities and training re-evaluated, submit their WPA job records to trained interviewers and in many cases wind up being paid by WPA while training for actual war jobs.

Applicants are "loaned" to already contacted employers for a month's in-training. At the end of this trial period, they become regular employees. If they do not prove satisfactory, they may return to their WPA project employment, or resume their home relief status. The speed with which women are placed in actual defense jobs depends, of course, on their aptitude.

### Must Have Aptitude

And, speaking of aptitude, WPA tries to make positive its women have just that—and plenty. It has even gone so far in its I.Q. and manual dexterity tests as to involve students in a procedure consisting of the picking up of pins out of a saucer with tweez-

ers, then setting them into holes in a board.

To prove it was headed in the right direction, the WPA recently offered one of these tests to 130 women at one time. The results proved a large percentage of women constituted training material. Their employment has since justified this contention, too.

### Many Placements

Through March 200 women were placed in civilian and war industries through WPA sponsorship. The April figure already is well above 200.

The WPA not only uses the services of the United States Employment Service in bringing women trainees to the attention of employers; it makes direct contacts with employers.

So effective has the WPA idea been, in fact, that in several instances women have given up WPA jobs to begin assembly work at less pay. As one said, "I'm proud of getting my hands dirty."

Three hundred women—also picked as a result of their WPA record—are currently training to become hospital attendants and, before the end of 1942, as many as 800 are expected to be qualified to serve in the city hospitals. Today 544 are on the regular payroll. By June, 181 women are to be added. The course is being given in the Welfare Island Hospital, under the sponsorship of



The gal with the intent expression here is taking one of the defense training courses at the Delehanty Institute. She's using a surface gauge and apparently doing a good job. One slight movement in the wrong direction is enough to spoil everything. Soon she'll be on the "firing line" in a defense plant, just like so many other gals.

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

The Great Seal of the State of New York

## They're Afraid Of the Gals!

They receive a huge amount of mail each week at the Academy of Aeronautics at LaGuardia Field from women insisting upon entering the aviation field. "Send the available men off to active duty; we'll take their place," is the general tone of the mail from Maine to Florida.

But no jobs or training are available at the field for mechanically-inclined women at the moment; instead, they're referred to the United States Civil Service Commission. One official put it this way: "Gosh, one woman would be enough to disrupt the activities of all our men out here." We don't agree! Women can do as well as men.

## Delehanty Offers Gals Quick, Varied Courses

Delehanty is offering quick courses in which you can train yourself in a specific skill usable in war production plants to do work where it is needed.

Delehanty has some 700 women either graduated or enrolled, to date. Its equipment is of the latest type.

The school was the first to open its doors to women in what is known as an Assembly and Inspection Course. This trains women in 100 hours, day or night, in the use of lathe, drill press, grinding machine and the much-talked of precision instruments. The course costs \$95, including a set of tools. Because of the need for skilled riveters, it recently opened an aircraft construction course at \$100 for 150 hours, day or night.

### Time's Fleeting

Drafting for women consumes 500 hours. It takes four years to produce a draftsman; the war can't wait. The best Delehanty can do is furnish that extra pair of hands to the creative drafts-

man. By taking half the course, 250 hours, at half price, you become a tracer and can go to work. The second half fits one for the more important work and better pay.

Delehanty has a placement department constantly in touch with the plants and plant needs. It has placed more than 80 percent of its graduates. By September, the demand in this area should force it to raise the age limit for women to 50.

### Wages Boost

Wages, hours and overtime vary with the plant and the type of work for which you are trained. The salary range is from 40c to 65c an hour on starting, and graduates usually are paid for a 52-hour week; that is, time and a half for Saturday. They are advanced according to ability and in all instances receive a better salary than non-trained women.

At present, Delehanty has a few more single women than married. It seems men prefer them young—as long as they can get them.

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## College War Courses Open

(Continued from Page Eleven)

Hunter College intends to offer cryptography and crypt analytics (coding deciphering) courses May 27 and 29 for elementary and advanced purposes, respectively.

Summer session courses are being planned in such subjects as mechanical drawing, microscopic technique, bacteriology, clinical teaching, principles and methods of teaching nursing education, mathematics of statistics, electricity, magnetism and light and a survey of Latin-American civilization.

Other college level courses open for women, under the sponsorship of the United States Office of Education, may be taken in the following colleges (pre-requisites may be obtained by writing or phoning the colleges):

Brooklyn Polytechnic Institute—Dr. R. E. Kirk, Brooklyn, N. Y. TRiangle 5-6920, Ext. 12.

The College of the City of New York—Professor William Allan, School of Technology, The City College, Amsterdam Avenue and 140th Street, N. Y. C. EDgecomb 4-5400.

Columbia University—A. Dexter Hinckley, Room 313; Miss M. V. Lee, Administrative Assistant, Engineering Building, N. Y. C.; UNiversity 4 3200, Ext. 145.

Hostra College—George H. Burnham, Hempstead, L. I.,



An instructor of the Smith Welding School gives an eager and smiling student a few tips in the art of welding. Part of the defense training program for the gals, welding's one of the most important war occupations

N. Y.; Hempstead 6227.  
Long Island University—Professor Henry M. Davis, Brooklyn; N. Y.; TRiangle 5-6211.  
Manhattan College—C. J. Velz, School of Engineering, N. Y. C.; Kingsbridge 6-2800, Ext. 44.  
Pratt Institute—H. Russell Beaty, 215 Ryerson Street, Brooklyn, N. Y.; MAin 2-2200.

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# Forthcoming State Tests Contain Attractive Titles

## City Tests

(Continued from Page Eleven)

Those who qualify will be placed on an eligible roster in the order of seniority. The passing grade will be set in accordance with the needs of the service.

**Fee: \$1.65.**  
Applications: File by May 19th. Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

## State Tests

Applications on the following New York State exams are not yet available. This exclusive information is printed to the opening prospective candidates for the following positions. As soon as the date is made known, the LEADER will inform you.

### 4128. Asst. Bookkeeping Machine Operator

(Applications should be filed by June 19)

State and County Department and Institutions. Usual Salary range \$1,200 to \$1,700. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,200.

#### Duties

Under supervision, to do work of some difficulty in the operation of one or more of the common types of multiple register bookkeeping and statistical machines used in the maintenance of financial accounts and records; and to do related work as required. Examples: Computing, posting, and performing similar operations involving such factors as balances due, penalties, refunds, credits, and new balances; posting to and verifying control records; computing and verifying allotments, expenditures, and balances; in some cases, in addition to the machine work, doing work of some difficulty in keeping records of amounts of receipts, disbursements and appointments.

Candidates must meet the requirements of one of the following groups: Either (a) four years of office experience involving work in connection with financial accounts and records, of which one year must have involved the operation of a multiple register bookkeeping and statistical machine; or (b) two years of office experience involving work in connection with financial accounts and records, of which one year must have involved the operation of a multiple register bookkeeping and statistical machine, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. The successful completion of an acceptable course in bookkeeping machine operation will be accepted in lieu of the required experience in bookkeeping machine operation. Candidates claiming such training must submit proof thereof with their applications. Such tests as are given will relate to either (a) the Burroughs Class 20 Multiple Register Accounting Machine, or (b) the Underwood Elliott Fisher Sunstrand Accounting Machine-Model D. Candidates must indicate clearly on their applications the machine on which they are experienced and on which they wish to be examined. Candidates may be examined on both of these machines if experienced on both. The resulting eligible list will be subdivided into and certified by groups. Group A (Burroughs Class 20 Multiple Register Accounting Machine) and Group B (Underwood Elliott Fisher Sunstrand Accounting Machine-Model D). Performance tests on these machines will be given at a date later than July 11.

#### Subjects of Examination

Performance test, relative weight 7; training and experience, relative weight 3.

### 4129. Assistant Education Examiner

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specialization in English, including written English; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be eligible to obtain a New York State Personnel Professional Grade III Library Certificate or higher. They must have fine critical judgment and keen discrimination in the selection of books for libraries; they must possess unusual ability to summarize the contents of a book clearly and concisely, reproduce the atmosphere and spirit of the book, and write the annotation with literary distinction. Candidates must have a wide knowledge of authors, publishers, and people's interest in books; they must have administrative ability and ability to supervise the work of members of the staff. Candidates must submit with their applications not less than five nor more than ten examples of printed book notes prepared by them and selected lists in printed publications which will show the quality of their work in book selection and annotation. These will be considered in rating. College transcript required.

#### Subjects of Examination

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

### 4131. Chief Occupational Therapist

Cardiac Service, Department of Health. Usual salary range \$2,000 to \$2,500. Application fee \$1. Appointment expected at the New York State Reconstruction Home at West Haverstraw.

#### Duties

Under direction, to organize and administer the occupational therapy program at the New York State Reconstruction Home; and to do related work as required. Examples: Organizing, developing, and administering the occupational therapy program at the Home, including work with cardiac and orthopedic patients; cooperating with those responsible for the education of the children at the Home; assisting in planning and arranging for the vocational training of patients whose physical activity is likely to be limited permanently; supervising the activities of all personnel concerned with occupational therapy at the institution; conferring with physicians; attending staff meetings; keeping records; preparing reports.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience in occupational therapy, preferably including some experience with child cardiac and orthopedic patients, and graduation from a three-year course in occupational therapy from a school approved by the American Association of Occupational Therapists and the Council on Education of the American Medical Association; or (b) a satisfactory equivalent combination of the foregoing training and experience that meet the minimum requirements of the American Occupational Therapy Association. Candidates must be registered as Occupational Therapists or eligible for such registration. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) Candidates must have ability to work with doctors and nurses and members of the educational staff, and to create effective teamwork in carrying out the program. They must have ability to plan, direct, and originate programs of arts and crafts for children, and maintain a high standard of craftsmanship. They must have sympathetic understanding of child patients; initiative; creative ability; resourcefulness; patience; good judgment.

#### Subjects of Examination

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

### 4132. Court Steno

Supreme and County Courts, Sixth Judicial District. Usual salary range \$5,000 to \$6,000. Application fee \$4. Two appointments expected at \$5,200.

#### Minimum Qualifications

Candidates must have been legal residents of the Sixth Judicial District which comprises the counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, and Tompkins, for four months immediately preceding the date of the examination. Eligibility for appointment to Court Stenographer in the county courts is restricted to legal residents of the county in which the appointment is to be made. Candidates must have a good command of English and spelling, and must be familiar with legal terms and with the rules and laws applicable to the functions of a Court Stenographer. They must be able to record dictation of legal matter, including testimony of witnesses, at 175 and 200 words a minute. Each candidate must attach to his application form CR-1,000 fully executed. This form can be obtained from the Department of Civil Service.

#### SUBJECTS OF EXAMINATION

Preliminary Qualifying Test: These tests will be given all candidates and an average rating in the preliminary qualifying tests (a and b) of 75 percent will be required. Candidates who fail to obtain such rating will be disqualified from further participation in the examination. The qualifying tests will consist of—  
(a) Test of knowledge of court

procedure, relative weight, 20  
(b) Test in recording and transcribing dictation at 175 words per minute of legal matter such as a court decision or an opinion, relative weight, 80

**NOTE:** In determining final ratings for written examination, the average rating of the preliminary qualifying tests of candidates receiving 75 percent or better will be combined with their average ratings in the final tests on the basis of 3 counts for the qualifying tests and 7 counts for the final tests.

**Final Dictation Test:** A final dictation test of candidates who are successful in the preliminary qualifying tests will be held at a later date. It will consist of recording and transcribing dictation of legal matter, including testimony of witnesses, at 175 and 200 words per minute. Four persons will dictate, representing the Court, and the opposing attorneys, and the Witness. Candidates must attain an average rating of 75 percent or more in this final dictation test or be disqualified from further participation in the examination.

**Final Ratings:** Candidates who receive 75 percent or more in both the Preliminary Qualifying Tests and in the Final Dictation Test will receive final rating on the basis of  
(c) Written examination (combination of average rating in preliminary qualifying tests, weight 3, and average rating in final dictation test, weight 7) relative weight 7  
(d) Training and experience (75 percent or more must be attained), relative weight 3

In connection with the rating of the latter subject, an interview may be held.

Transcription in both the preliminary qualifying tests and the final dictation test may be by typewriter or longhand, but each candidate should state in his application which method he expects to use. Candidates must furnish notebooks, pencils, pen and ink, and typewriter if they wish to use them for transcribing.

### 4133. Dietitian

State and County Service. Usual salary range \$2,000 to \$2,500. Application fee \$1. Appointment expected at the minimum but may be made at less than \$2,000. At present a vacancy exists at Mount Morris Tuberculosis Hospital at \$1,650 and maintenance.

#### Duties

Under general direction, to be in immediate charge of the organization and administration of the food service and dietaries in a hospital or institution; to plan and supervise the preparation of menus and special diets; to requisition supplies and make quarterly estimates; and to do related work as required. Examples: Supervising the preparation and distribution of foods; consulting with physicians and planning meals for patients on special diets; visiting patients and securing their food preferences within dietary limits; inspecting kitchen, pantry, and refrigerators for sanitary conditions; checking inventory of and ordering supplies.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience in hospital dietetic work, of which one year must have been in an institution having a capacity of at least 300 beds, and graduation from a recognized college or university for which a four-year course for which a bachelor's degree is granted, with specialization in food preparation, nutrition, and institution management; or (b) a satisfactory equivalent combination of the foregoing training and experience acceptable for membership in the American Dietetic Association. Candidates must have a knowledge of foods and nutrition, diet therapy, and institution management. They must have ability to organize and direct the food service and supervise the dietary employees. College transcript not required.

#### Subjects of Examination

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

### 4134. Harbormaster

Division of Canals and Waterways, Department of Public Works. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. Appointments may also be made for seasonal employment for approximately eight months a year at \$125 a month. Appointment expected at New York City Terminals.

**NOTE:** A promotion examination for this position will be held at the same time as this open-competitive examination. Although the law requires the promotion list to be used for making appointments, it is anticipated that there will be a sufficient number of appointments so that the open competitive list will also be used.

#### Duties

Under general supervision, to have charge of a State canal terminal; and to do related work as required. Examples: Directing water traffic; assigning and supervising the berthing of vessels; assigning the warehouse space for freight handled at the terminal; supervising the operation of freight handling equipment for the loading and unloading of vessels; keeping records of the services rendered by the terminal and submitted reports thereon and issuing clearances to boats.

#### Minimum Qualifications

Candidates must have had two

years of satisfactory experience in shipping and freight handling which involved the preparation of the papers and documents required thereby. High school education will be credited in lieu of experience in proportion to its value. Graduation from a four-year standard high school course will be accepted as one year of the required experience. Candidates should have a good knowledge of the rules and regulations governing waterway traffic and the use of terminal facilities on the New York State Barge Canal; ability to keep accurate records and ability to meet and deal with people.

#### Subjects of Examination

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

### 4135. Horticultural Inspector

Department of Agriculture and Markets. Usual salary range \$2,100 to \$2,600. Application fee \$1. Appointment expected at the minimum but may be made at less than \$2,100. Appointments as Japanese Beetle Inspector may also be made from this list.

#### Duties

Under general supervision, to inspect and certify nurseries, nursery stock and farm products as to freedom from plant pests and diseases; to enforce quarantines and regulatory requirements; and to do related work as required. Examples: Inspecting and certifying foreign and domestic incoming and outgoing shipments of horticultural

(Continued on Page 13)



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# State Tests

(Continued from Page Twelve)

and farm products for the purpose of controlling and eradicating injurious insect pests and plant diseases; conducting investigations and experiments on plant pests and diseases and the efficiency of insecticides and fungicides; making recommendations to farmers, nursery owners, and others on the culture and production of farm crops, fruits, vegetables, and ornamentals, and on the control measures against plant pests and diseases; enforcing the laws and regulations in regard to the grading and labeling of apples, potatoes, grapes, and other farm products; securing the cooperation of property owners in the furtherance of the program; preparing reports.

**Minimum Qualifications**

Candidates must meet the requirements of one of the following groups: Either (a) two years of satisfactory experience in orchard or nursery work, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in the science of horticulture, entomology, and of norticulture, and of a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the various species of insect pests and plants diseases and the modern methods of control, and of the law, rules, and regulations pertaining to inspection, certification, and quarantine of horticultural and farm products; they must be familiar with the production and handling of such products. They must have ability to make thorough inspections and investigations and to enforce the statutory requirements intelligently without arousing antagonisms; integrity; good judgment; reliability; pleasing personality good address. College transcript not required.

**Subjects of Examination**

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

### 4136. Jr. Accountant Contract Utility Accountant, Grade II

Public Service Commission. Usual salary range \$1,800 to \$2,300. (\$7 to \$9 a day). Application fee \$1.

**Duties**

Under direct supervision, to do specifically assigned tasks required in connection with investigations of accounts and records of public utility companies; and to do related work as required. Examples: Compiling voucher and payroll analysis data; auditing work order analysis; preparing and checking schedules from primary data furnished by others or drawn from company records.

**Minimum Qualifications**

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory accounting or auditing experience of which two years must have been with a utility regulatory commission, or a public utility company which is either an

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operating or holding company, or a public accounting or service or consulting company engaged in auditing the books of utility companies; or (b) one year of specialized utility experience as described under (a), and graduation from a recognized college or university from a four-year course for which a degree is granted in accounting or economics, including or supplemented by 12 credit hours in accounting courses; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates who are college graduates as outlined under (b) and who have earned an average in accounting subjects of 85 percent or better as certified by college authorities will be admitted to the examination without the one-year requirement of utility accounting under existing laws and regulations and a knowledge of general auditing practices. College transcript required.

**Subjects of Examination**

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

### 4137. Junior Analytical Chemist

State and County Departments and Institutions. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. At present one vacancy exists in the Division of Standards and Purchase, Executive Department.

If eligible, candidates may compete also in No. 4146, Senior Laboratory Technician (Analytical Chemistry), and No. 4167, Junior Chemist, Westchester County. A separate application and fee must be filed for each.

**Duties**

Under direction, to make chemical analysis of samples of materials to determine their constituents; and to do related work as required. Examples: Analyzing samples of foods, paints, varnishes, oils, and cements, water and sewage, textiles, and fuels; occasionally assisting in or performing more difficult analysis; taking care of chemicals and apparatus in the laboratory and making up solutions and reagents for use in the tests.

**Minimum Qualifications**

Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory laboratory experience in chemistry involving analytical determinations of inorganic and organic substances and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in chemistry; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a good knowledge of the principles and procedures of chemical analysis and skill in laboratory technique; accuracy; thoroughness; integrity; good judgment. College transcript not required.

**Subjects of Examination**

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

### 4138. Junior Calculating Machine Operator

State and County Departments. Usual salary range \$900 to \$1,400. Application fee 50 cents. Appointment expected at the minimum but may be made at less than \$900.

**Duties**

Under supervision, to operate a calculating machine (key set or drey drive) in making computations involving addition, subtraction, multiplication, and division, as well as the use of decimals, percentages, reciprocals, pro ratings, and averages; and to do related work as required.

**Minimum Qualifications**

Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard junior high school; or (b) three months of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. The successful completion of an acceptable course in calculating machine operation will be accepted in lieu of three months of the required experience. One year of satisfactory office experience will be accepted in lieu of each year of the required education. Each candidate must state on his application the make and model of calculating machine on which he is experienced and which he intends to use in the examination. Each candidate must furnish a calculating machine for use in the examination. The eligible list established by this examination will be subdivided into, and certified by, groups representing (a) the key drive and (b) the key set types of standard calculating machines.

**Subjects of Examination**

Practical test on the calculating machine, relative weight 10.

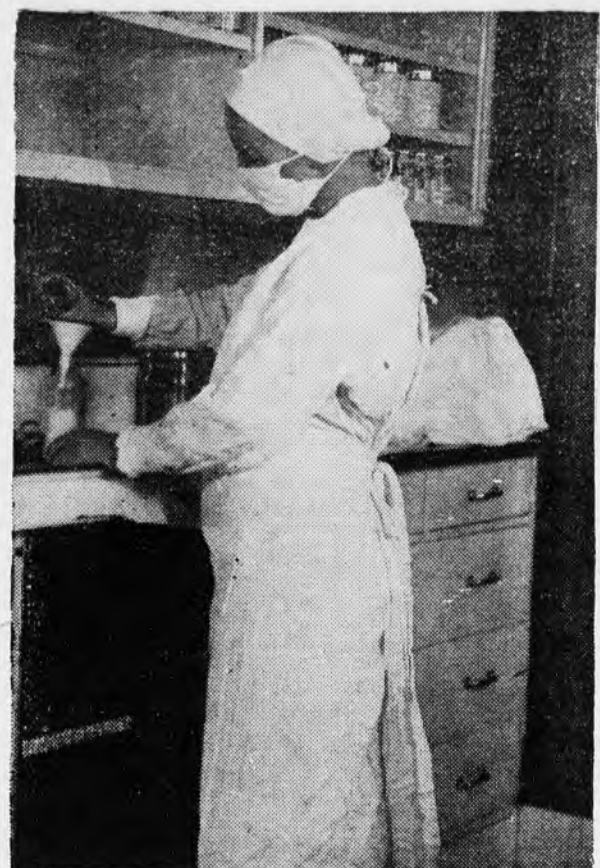
### 4139. Jr. Epidemiologist

Department of Health. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

**Duties**

Under direction, to assist in the

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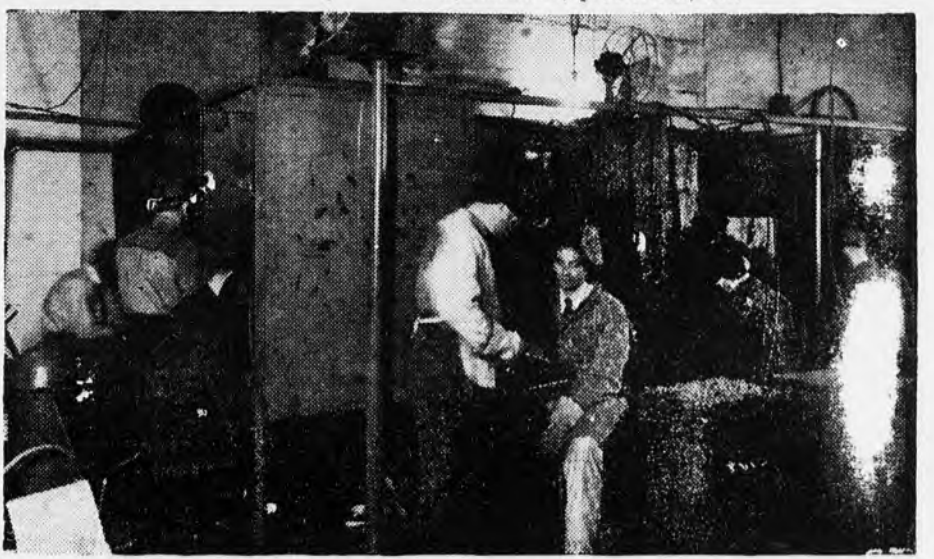
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## State Tests

(Continued from Page Thirteen)  
diagnosis of communicable disease cases, and in the investigation of outbreaks and the endemic occurrence of communicable diseases; to participate in epidemiological research studies; to assist District State Health Officers and local health departments in carrying out preventive and control measures.

### Minimum Qualifications

Candidates must be graduates of an approved medical school, and must be licensed to practice medicine in New York State or be eligible to enter the examination for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) In addition, they must have completed one year of internship in an approved general hospital, and a post-graduate course in public health approved by the Public Health Council for health officer, Grade II, in New York State, and must have had six months of satisfactory full-time public health experience, within the last three years immediately preceding the announced date of this examination, in a city, county, or state health department, or in similar organizations. College transcript not required.

### Subjects of Examination

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

Other State tests which are scheduled for July follow:

- 4140. Physiotherapist.
- 4140. Physo Therapist.
- 4142. Physiotherapy Technician.
- 4143. Sr. Compensation Clerk and Interpreter.
- 4144. Senior Economist.
- 4145. Senior Education Examiner.
- 4146. Senior Laboratory Technician.
- 4147. Senior Personnel Administrator.
- 4148. Asst. Physician, General County Service.

The applications for these examinations are not available yet. The complete requirements were published exclusively in The LEADER last week and will be printed again. As soon as the applications are ready, the dates will appear in The LEADER.

## U. S. Tests

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

Address: Recorder, Labor Board, U. S. Navy Yard, Brooklyn, N. Y.  
**Announcement Number and Title**  
2-474—Forger, Drop, Machinist, Toolmaker.

2-475—Anglesmith, Heavy Fires, Anglesmith, Other Fires, Blacksmith, Chipper and Caulker, Iron, Coppersmith, Diesinker.

2-475—Flange Turner, Frame Bender, Loftsmen, Sailmaker, Shipfitter, Shipwright, Welder, Electric (especially skilled), Welder, Gas.

2-476—Ordinanceman.  
**Address: Secretary, Board of U. S. Civil Service Examiners, Air Corps Eastern Procurement District, 90 Church Street, New York.**  
**Announcement Number and Title**  
2-480—Junior Administrative Procurement Inspector, Senior Procurement Inspector, Procurement Inspector.

2-480—Associate Procurement Inspector, Assistant Procurement Inspector, Junior Procurement Inspector (12 optional branches, each grade).

**Address: Secretary, Board of U. S. Civil Service Examiners, Pine**

Camp, Great Bend, New York.  
**Announcement Number and Title**  
2-501—Automotive Mechanic.

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

2-9—Firefighter (motor equipment).

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

2-443—Benchman.  
2-444—Gauge Checker.  
2-20—Senior Guard.  
2-35—Toolkeeper.  
2-48—Machine Operator (boring mill), Machine Operator (engine lathe), Machine Operator (horizontal boring mill), Machine Operator (milling machine), Machine Operator (planer), Machine Operator (shaper), Machine Operator (slotter), Machine Operator (surface grinder), Machine Operator (turret lathe).

**Address: Secretary, Board of U. S. Civil Service Examiners,**  
(Continued on Page Fifteen)

## Civil Service Legislation

(Continued from Page Seven)

Another bill, by Assemblyman Barrett, affecting certain employees in hospitals and institutions, which has become law, extends to employees guarding buildings and grounds of State institutions the provision for an 8-hour day and a 6-day week.

### For DPUI Employees

A popular bill introduced by Senator Condon and signed by the Governor, provides that civil service employees in the competitive class of the DPUI of the Labor Department, who on or after January 1, 1942 have been separated from the service by federalization of functions of the Division, shall have their names entered on a preferred list for the positions last held by them for a four-year period and shall be eligible for promotion examinations.

### Cities May Use State Lists

A measure permitting municipal civil service commissions throughout the State, in the absence of their own eligible lists, to request the State Commission to furnish names of persons on appropriate State lists, has won much comment. This bill by Assemblyman Fite was signed by the Governor last Friday. It provides further that the names of persons taken from the State lists must be residents of the civil division in which the appointments are to be made.

### War Workers' Pensions

Members of the State employees' retirement system who leave the State service for U. S. Government service, or war work in a defense industry, are protected under a proposal which would continue their membership in the retirement system, provided they contribute to the system the amount which would have been paid if they had remained in their regular positions. This bill would affect any employee who has been absent from his State position for this specified work from March 1, 1940 until six months after the termination of the war.

### Increments Increased

Under a bill by Senator Wicks now being considered by the Governor, changing salary grades and increments for the budget examining group, including budget examiners and similar positions, the number of increments is increased from 3 to 8, and the minimum salaries are to range from \$1,800 to \$11,000, and increments from \$100 to \$400.

### More on Pensions

The Rules Committee, during the last days of the Legislature,

reported a bill providing that employees in the Unemployment Insurance Division, Labor Department, on federalization of the Division and the transfer to federal service, after ten years of membership in the State retirement system, may continue in the system and pay into the annuity savings fund monthly contributions. The bill provides further that the State shall pay into the pension accumulation fund as if the members had continued in the State service.

I earnestly believe the 1942 session of the Legislature has accomplished more for the civil service employee than previous legislatures for many years. The continued program of the merit system entails constant effort which should be followed up in the 1943 session of the Legislature.

## St. George Association, Parks Department

The St. George Association of the Department of Parks, composed of Protestant members, conducted its first annual Communion Breakfast, May 10, at 8 a. m., at the St. Thomas Church, 53rd Street and 5th Avenue, New York. Following the services, breakfast was served at the St. Moritz Hotel, 50 Central Park South, 59th Street. The Parks Department Band escorted the group to the hotel.

Ernest Karstendick acted as chairman of the event; William H. Sleeper, Jr., is president of the association; Rev. Stanley R. Evans, spiritual director, and Rev. Hamilton Nesbit is the founder.

Among those attending were the Hon. Robert L. Moses, Commissioner of Parks; Newbold Morris, President of City Council; William Latham, James Mulholland, George L. Quigley, Bronx Borough Director.

## Finance Employees Plan Communion Breakfast

The fourth annual Communion Breakfast of the Department of Finance and Office of the Comptroller will be held at the Hotel Roosevelt on Sunday, May 24, following 9 o'clock Mass in St. Andrew's Church, New York City.

Among the guests of honor are: Comptroller Joseph McGoldrick, Treasurer Almerindo Portofolio, Deputy Comptroller Joseph Cunningham, Deputy Comptroller Alvin McKinley Sylvester, Special Deputy Comptroller George Marlin, Deputy Treasurer Arthur A. Lynch, Director Robert Granville Burke, City Collector William Reid, John W. Haslett, secretary to the comptroller; Paul Frankfurter, secretary to the treasurer, and Monsignor William E. Cashin, pastor of St. Andrew's Church.

## 5 Big Accountant Jobs Available

Five high-paying accountancy positions in the city service will be filled as a result of examinations now open. The tests are audit manager and senior accountant (methods). Applications are being issued until Monday, June 1, daily, except Sunday from 9 a. m. to 4 p. m. at the application bureau of the Civil Service Commission, 96 Duane Street.

One vacancy at \$6,000 a year in the Emergency Revenue Division will be filled from among candidates who pass the test for audit manager. Four positions as administrative assistants in the office of the Comptroller will be filled from those who pass the senior account (methods) test. The salary of one of these positions is \$4,200. Two pay \$4,000 and a fourth vacancy pays \$3,000.

A. C. P. A. certificate and a minimum of 15 years experience in accounting and auditing is required for the audit manager test. Ten years of experience is needed for the senior accountant (methods) exam. Candidates who file for the audit manager exam will not be given a written test, but will be judged solely on training, experience and personal qualifications. Senior accountant candidates will be given a written test which will count 40 percent of the final average.

## Grade 1 Clerk Test Is 'Up in the Air'

A possibility that the clerk, grade one test might be cancelled and the fees returned to the 31,644 candidates who filed in January loomed this week, when plans of many departments to lay off their grade one clerks in accordance with the Mayor's reduced budget were made known to the Civil Service Commission.

Samuel H. Galston, assistant director of examinations for the Civil Service Commission stated that the test might be cancelled if a large preferred list for the title was established as a result of the layoffs. All permanently-appointed grade 1 clerks would be entitled to a place on a preferred list if their services are terminated for budgetary reasons. According to civil service law, appointments must be made from preferred lists before they can be made from open-competitive lists.

Mr. Galston stated that, in the past, several tests have been cancelled after the applications were filed with the Commission. In all cases, fees were returned to the candidates who filed. The cancelling of an examination is a matter for the Civil Service Commission to decide, Mr. Galston pointed out.

### Not Before Fall

The clerk, grade 1 test cannot be held before the Fall, in any event, Mr. Galston stated. The large number of examinations confronting the Commission's staff at the present time was given as the reason for the delay in the holding of the test. Among the exams on the fire now are the patrolman exam, the conductor test, the trackman test and the typist test.

## Budget Squabble

(Continued from Page Six)

they intend to study the Federation of Municipal Employees' plan thoroughly; they agreed they see distinct merit in it. Mr. Phillips said he holds "slight hope it can be put into effect in time to stall off the approaching blow to 2,900 city employees, but that it may possibly be brought up before the entire Council and sufficiently publicized to force a reopening of the budget."

Mr. Phillips said he may propose a moratorium upon all interest rates on city bonds exceeding 2½ percent.

Mr. Quinn also admitted, after the meeting, he is going to poke over the merits of the plan.

Councilwoman Gertrude Well Klein, of Manhattan, also treated it sympathetically during the meeting and was promptly howled down by Mr. Kinsley.

Mr. Flood held that his plan has been concocted in the public interest; that, moreover, unlike the proposed budget, it is not in direct conflict with President Roosevelt's seven-point war program.

"Give us specific examples," stormed Mr. Kinsley. "If you are proposing a law to amend the charter, a special meeting will have to be held for that purpose."

"I have a specific suggestion to cut the budget, that fits in with what you are demanding," said Mr. Flood. "I warn you it will shock you if I spring the suggestion on you at the beginning."

Mr. Flood proceeded to spout that his plan would "delete those budget lines that call for payment of any interest rates on the funded debt of the city above 2½ percent. That's specific, isn't it?"

Councilman Quinn interrupted to point out "you can't do that, according to the charter."

**Two Wrongs, No Right**  
"The Mayor's omission of the paving item is also a violation of the charter," held Mr. Flood.

"Two violations don't make a right," shot back Mr. Quinn. Councilman Edward Vogel, of Brooklyn, addressed Mr. Flood.

"I have read your memorandum and admit it is scholarly," he said. He went on to explain its highlights.

"If you act on it," said Mr. Flood, "I am sure the courts will interpret the action as being in conformity with the war situation."  
"I'm running this meeting," shouted Mr. Kinsley.  
"Which I consider to be unfortunate," murmured Mr. Flood, retiring.

## How Civil Service Commission Works

(Continued from Page Three)

Civil Service Commission's service rating bureau. Here's how it works:

Each year department heads are required to forward to the Civil Service Commission reports on the services of its employees. The reports are prepared by the individual employee's immediate responsible superior and are passed on by a board of review in each department. This board usually consists of an official of the department and bureau heads, occasionally of fellow employees. The reports are forwarded to the Civil Service Commission and are judged by a rating board composed of experienced civil service examiners. On the basis of the evidence supplied in these reports, ratings, ranging from an extreme and rarely used low of minus 6 to a just-as-rarely-used high of plus 6, are assigned to each employee. The rating for "standard, satisfactory service"—by far the most commonly used, is plus 1. Over 80 percent of the city's employees receive this plus one rating each year.

In addition to the service rating received for the way in which the employee performed his duties, a seniority rating of ½ of 1 percent is assigned each employee for each year's service in his particular grade.

Frey explained that when

employee is appointed to a new position or promoted to a higher position, he is assigned a basic rating of 70 percent. To this basic rating is added his service ratings and his seniority ratings each year. When the employee takes a promotion examination, his service ratings and seniority ratings are computed in order to determine his "record and seniority."

### Johnny Jones

Johnny Jones, a hypothetical clerk, grade 1, would receive a rating of 70 percent immediately upon appointment. Five years later Johnny gets the opportunity to take a promotion test to clerk, grade 2. If he received a service rating of plus 1 (standard satisfactory service) each year for five years, his record and seniority would be computed as follows:

Basic rating	70 percent
Service rating	5 percent
Seniority rating	2.5 percent

**Total** 77.5 percent

Thus, Johnny Jones, clerk, grade 1, taking a promotion to clerk, grade 2, examination after five years' employment, would receive a rating of 77.50 for record and seniority.

### Starting With a Minus

It is possible for a particularly incompetent employee to receive so many minus ratings that when the time to take a promotion examination arrives he might not even have the original minimum

of 70 percent assigned him. In this case, the employee would not be permitted to take the promotion exam.

Conversely, if an employee performed a series of outstanding acts or services to merit plus 6 ratings for six years, he would enter a promotion examination with a rating of 99 percent on record and seniority. If the exam was held over for another year, and he merely received a satisfactory rating of plus 1, he would have the maximum allowed for record and seniority, 100 percent.

Frey insists that it is extremely unfair of reporting officers to fail to distinguish between competent and incompetent employees. If reports on all types of employees are similar, the Commission's rating board will assign them similar ratings. In this way, the department or bureau head is letting his poor employees enter an examination with the same chance for promotion as his good employees.

Frey admits that service rating is a "knotty" problem, but a necessary one in personnel work. Because of the human equation which enters into the writing of service reports, he realizes that it can often be disagreeable to reporting officers. However, he thinks more care would be given the writing of these reports if bureau heads kept in mind the following question:

"Do you want to promote a man with a bad record instead of one with a good record?"



# 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 Seaman:** The practical test is being held this month.
- Air Traffic Control Recorder:** The training, experience and personal qualifications test will be held as soon as practicable.
- Apprentice (Automotive Trades):** Objections to the tentative key answers are being considered.
- 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 is being continued this month.
- 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 abeyance pending promotion examinations in the I.R.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 practical test was held the early part of this month.
- Court Stenographer:** The list will be out next week.
- 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:** All parts of the examination have been administered.
- 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 (Burroughs Accounting or Bookkeeping 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. Name 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.
- Traveller (N.Y.C.T.S.):** The written test is being 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

- Air-Traffic 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:** All parts of the examination have been administered.
- 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 practical-oral test will be held as soon as practicable.
- 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 25th.
- 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 90 percent completed.
- Sergeant (P.D.), Special Examination:** The examination, which was held on May 9.
- Senior Accountant (City-wide):** The rating of the written test 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.
- 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.

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
Copying from plain copy (typewriting) ...	100 50
General ...	...
Stenography ...	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. 2-109 (assembled).

## U. S. Tests

(Continued from Page Fifteen)

- mill, rates of pay a day, \$5.92, \$6.64, \$7.36.
- Machine Operator, milling machine, rates of pay a day, \$5.92, \$6.64, \$7.36.
- Machine Operator, planer, rates of pay a day, \$5.92, \$6.64, \$7.36.
- Machine Operator, shaper, rates of pay a day, \$5.92, \$6.64, \$7.36.
- Machine Operator, slotter, rates of pay a day, \$5.92, \$6.64, \$7.36.
- Machine Operator, surface grinder (Blanchard) rates of pay a day, \$5.92, \$6.64, \$7.36.
- Machine Operator, turret lathe rates of pay a day, \$5.92, \$6.64, \$7.36.
- Aircraft mechanic, \$1,680 to \$1,860 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 \$5,600 a year.
- Physician Panama Canal, \$4,000 a year.
- Addressograph Operator, \$1,200 to \$1,440 a year.
- Radio Inspector, \$2,000 to \$2,000 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, \$9.94-\$8.96-\$8.48 per day.
- Tabulating machine operator, \$1,200 and \$1,440 a year.
- Under mimeograph operator, \$1,260 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.

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.

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

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**Time Required:** About three and one-half hours will be required for the entire examination.  
 Ask for Announcement No. 2-109 (assembled).

**Union Settlement Athletic Club**

The Old Union Settlement Athletic Club of 237 East 104th street, Manhattan, held a reunion last week in the Settlement House. The group was addressed by Dr. Eugene E. Agger, who years ago was a resident of the Settlement when the Athletic Club was breaking records. He is now New Jersey Commissioner of Banking and Insurance.

Michael Collins, of the New York Post Office; Joseph Swift of the Department of Public Works; Patrick Murtha, of the Brooklyn City Court; George Ofenberger, of the Fire Department; William A. Turk, of the Police Department, and Sam Annapolen, Frank E. Bachman, Max Brenner, Fred Falke, Dr. Harry Gilbert, Jerry Kelcher, Jake Lissner, Franklin C. Wells and Martin Mulderrig.

William F. Spangler and Dr. Agger, all civil service workers, served on the committee in charge.

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# BARGAIN BUYS

By Prudence Shopper

The Great Day is almost here! Our "Fashion-For Defense" Show at Hearn's, 14th Street, Thursday, May 14th, at 7:30 o'clock! The models are glamorous! The clothes are beautiful! Slacks, suits, short sets, cotton dresses, all so tempting it's hard to decide which is prettiest. The stage is set, the lights are dimmed and the music is playing! If you haven't written in for your tickets by this time you had better call CORTland 7-5666 and have them sent to you post haste. If you're a last minute lady, ask for one of our staff who will be at the door and will O.K. you through. Bring your friends if you care to, the more the merrier. It will be a good show and we want you to see it! See you at Hearn's, Thursday evening!

carpets which makes them look like new.

### If You're Shy About Glasses

Why tell the world you need glasses? No disgrace, of course, but Keen Sight, Optical Specialists, at 276 Livingston Street, Brooklyn, N. Y., make plastic contact lenses that are absolutely invisible and unbreakable, that will fit any eye and are made according to the individual molds of your eyes! They're specialists in this line. These glasses are suitable to any eyes, and are excellent for formal wear when you don't want to wear your tortoise shells!

### Cutting On Flowers

Just a tip—if you like to have fresh flowers in your house as much as I do, you'll know it's a pretty extravagant affair! I've discovered a florist whose shop is in the wholesale center and who does most of his business wholesale. His prices are almost the same for large or small lots—so you can get a buy. The name of the shop is "Superior Florist" and it is located on 6th Avenue, between 27th and 28th Streets, New York. I bought an armful of glorious lilacs last week that thrill me just to see them, and mixed with some lovely long-stemmed daffodils, they are handsome! Ask for Louis, and tell him Prudence sent you!

### Summer Vacation For Rugs

Off with those heavy mohair rugs, down with winter drapes, it's time for flowered chintzes and raffia mats! In the meantime treat those wintry wears of yours kindly, they'll look very good to you in September! Abbott & Wins Rug Cleaning Co., 74 Catherine Street (CO 7-2544), N. Y. C., will store your rugs, without charge, until October 1, if you leave your rugs for cleaning with them. They have a process known as "shampooing" your

# HEARNS

14th St. at 5th Ave.  
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6.95

## CLEAR & COOL

Career girl hit!

Clear-colored rayon shantung to live in from now till Labor Day. The plunging neckline, mammoth fern print and gay raffia type rayon belt are Spring '42 headline news. Have it at once in Luggage, Green, Black and Blue. 14 to 20.

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## Budget Buying On Clothes

Here's a place where you can save at least \$15 on hand-tailored woolen suits! M. S. Clothing at 33 Sands Street, Brooklyn, N. Y., specializes in excellent quality, slightly used clothing, odd lots and close-outs. Their merchandise sells as low as \$6 for coats.

### Preventing Baldness

If you didn't know it, baldness can be prevented if you check it in time. If you are troubled with dandruff, dry, itchy, or oily scalp and thinning hair, now is the time to take action.

At Leon Taub & Son, Hair and Scalp Specialists, of 1674 Broadway, (Co. 5-1755) New York City, you can be assured of an expert private analysis of your scalp condition . . . absolutely free! If you are one of the few cases that are hopeless, they will tell you so frankly—but if they do accept you for treatment, they promise to help you or you don't pay a cent!

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

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HOLLYWOOD Facts Between Acts

Mona Maris and Martin Kosleck will be teamed in featured role in 20th Century Fox "Berlin Correspondent." Virginia Gilmore and Dana Andrews head the cast of the film, which Eugene Forde will direct for Producer Bryan Foy...

Brenda Joyce has been assigned the leading feminine role in 20th Century Fox, "Little Tokio, U. S. A.," replacing Nancy Kelly. John Shepperd plays opposite Miss Joyce...

Robert Stevenson will direct "China Sky," RKO's screen adaptation of the Pearl Buck novel which Islin Auster will produce...

Resort News

Klein's Hillside, Parksville, N. Y., under the supervision of Hyman and Nat Klein, have renovated and refurbished their hotel for the coming season.

The Nemerson Hotel and Country Club of So. Fallsburg, N. Y., has been readied for its thirty-fourth season as a summer vacationland.

The Deep Hollow Guest and Cattle Ranch near Montauk Point, L. I., will open its fourth season, Friday, May 15.

On May 29, Cooks Falls Lodge, Cooks Falls, N. Y., begins its 14th consecutive season under the same management.

The annual spring reunion and dance of Hotel Evans, Loch Sheldrake, N. Y., will be held Sunday evening, May 17 in the grand ballroom of the Pennsylvania Hotel.

Resorts

STAR LAKE CAMP IN THE GLORIOUS ADIRONDACKS Between Thousand Islands and Ausable Chasms. A marvelous pleasure playground, 1,800 feet elevation and right on the lake with plenty of gorgeous woodlands.

BLUE MOUNTAIN LODGE "40 Miles from New York" A Resort Hotel of Refinement Low Cost Decoration Day Week End & June Vacations ACCENT ON ALL SPORTS

Amusement Parade

By Joseph Burstin



HEDY LAMARR Star of "Tortilla Flat" which will follow the current feature "Saboteur" in the Radio City Music Hall

Films of the Week

Alfred Hitchcock's new melodrama, "SABOTEUR," with Priscilla Lane and Robert Cummings in starring roles, now playing at the Radio City Music Hall, is the story out of today's headlines, telling of a young Glendale, California aircraft worker who is falsely accused of sabotage and then sets out on a cross country search to track down the real saboteurs and clear his own name.

Cummins, as the aircraft worker, and Miss Lane, as a photographer's model, are supported by a cast which includes Norman Lloyd, young Broadway character actor in his screen debut, and Otto Kruger, who is seen as the suave, millionaire head of a sabotage ring.

The film is a Frank Lloyd Production for Universal Pictures. On the great stage, Russell Markert presents a new spectacle of music and dance titled "A Portfolio of Art." Paul Haakon and Patricia Bowman highlight the production.

At the Strand Theatre, Warner Bros. features Bette Davis, Olivia de Havilland, Dennis Morgan and George Brent in the film, "IN THIS OUR LIFE" with Charles Coburn, Frank Craven and Billie Burke, in the supporting cast.

The film is set in the South where a once proud family, the Timberlakes, have lost most of their prestige, due to the finan-



LIONEL BARRYMORE who is featured with Frederic March and Warner Baxter in "The Road To Glory," beginning Thursday at the "Drive In Theatre" on Sunris Highway, Valley Stream, L. I. The co-feature will be "Free, Blonde and 21."

Stages Notes

Tom Tully, currently playing the plumber in "Jason" has been added to the cast of "The Strings Are False," the Paul Vincent Carroll play now in rehearsal under the direction of Elia Kazan. It is scheduled to open at the Royale Theatre on Tuesday, May 19.

John Leffler announced that he will produce a musical version of Avery Hopwood's farce, "Fair and Warmer." The Studio Theatre production of "War and Peace" is opening on May 20, at the New School for Social Research on W. 12th St.

Nite Life

Mary Lou Howard, pianist and songstress, is now entertaining at the KITTY HAWK ROOM at La Guardia Airport. The new show at the CARAVAN in the village is headed by Jerry Baker and Al Shayne.

Woody Herman Band & Ink Spots Will Open at N.Y. Paramount May 13

Woody Herman and his orchestra return to the New York Paramount in person this week, with the screen attraction "This Gun for Hire." Featured with the band are Carolyn Grey and Billie Rogers.

Racing

Much to the joy of horsemen, reports that the meet at Saratoga would be switched to Belmont have proven false. Racing will go on as always during the month of August, at Saratoga, and horsemen wishing stalls for this meeting are requested to make applications at an early date.



HOWARD DA SILVA Spy who runs the gauntlet of union members in dramatic moment of "Native Land" at the World Theatre

Teddy Black At Palisades

Teddy Black and his orchestra will be the headlined free attraction at Palisades Amusement Park, on the Jersey side of the Hudson, this Saturday and Sunday, May 9 and 10, appearing in the afternoon and evening of both days.

A new, novel beauty contest has been arranged for Palisades Park for the following Saturday, May 16, at which time "Miss Conservation of 1942" will be chosen. Phil Cooper, in behalf of the cleaning and dyeing industry, which is cooperating with the government in its conservation program, will crown the beauty winner.

Mr. Cooper reveals that instead of wearing bathing suits, which is the traditional beauty contest attire, girls who compete in this tourney will be garbed in last year's dresses, made over. Young ladies interested in competing are invited to write to Mr. Phil Cooper, in care of Palisades Amusement Park, N. J., and a free entry blank will be sent to them.

In addition to Teddy Black and his orchestra, Russ Irwin and his band will play for free dancing this week-end at Palisades Park and thrilling aerial act will be presented as part of the free show.

It may hurt, she is determined to do just as she pleases.

John Huston directed "In This Our Life" which is based on the successful novel by Ellen Glasgow. Howard Koch adapted the story for the screen. Max Steiner wrote the background music.

The "In Person" is headed by Jimmy Dorsey and his orchestra. Featured with Dorsey are Bob Eberly and Helen O'Connell, amusement on parade-leader vocalists, and Buddy Schutz, "The drummer man in the band." In addition are the Condos Bros. and Billy De Wolfe, comic impressionist.

The new 20th Century-Fox Technicolor musical "My Gal Sal," will remain for a third week beginning Thursday, May 14, at the Roxy Theatre. Rita Hayworth and Victor Mature are starred.

"My Gal Sal" was adapted from the story of Paul Dreiser's life by his author-brother, Theodore Dreiser. Paul Dreiser's famous old songs, including "On the Banks of the Wabash," "My Gal Sal," "Youse My Honey If You Wants Me," and many others are featured with a new musical score by Leo Rubin and Ralph Rainger.

The "Show Time at the Roxy" stage presentation headlining Joe Jackson, will also remain for a third week.

Protex-Rowe

A new reflection proof black-out coating called Protex-Rowe outside Black Out Coating No. 200, has been announced by Douglas Distributors, at 90 Broad Street, New York City.

The coating has a very dull, black finish. It is brushed or sprayed on the glass and can be removed easily with kerosene, withstands all weather conditions, and lasts well over a year.

YOUR OWN quota, is 10%! Lend your country 10% of your pay or have the Nazis and Japs take (not borrow) 100%! That's what we and every one of us face today!

Movies Starts Tomorrow VERONICA LAKE ROBERT PRESTON in "THIS GUN FOR HIRE" A Paramount Picture with Laird Cregar • Alan Ladd

NOW Showing! NATIVE LAND A Stirring Film of FAITH IN AMERICA Narrated by PAUL ROBESON Music by MARC BLITZSTEIN WORLD, 49th ST. Nr. 7th Ave. Clr. 7-5747

ENROLL NOW for... MINERVA CARLISLE'S OPEN AIR GOLF SCHOOL "In the Heart of the City" A TRIAL LESSON will convince you of this wonderful scientific game for health and relaxation.

Movies SECOND WEEK! Bette Davis 'IN THIS OUR LIFE' A WARNER BROS. HIT WITH George Brent • Dennis Morgan IN PERSON JIMMY DORSEY & his orch.

Restaurants BE WISE — EAT AT SOLOMON'S DAIRY RESTAURANT Specializing in Gefilte Fish, Cheese Blintzes, Pirogen Borsht and Schav 77 CHAMBERS ST., N. Y. C. (Just off Bway) Tel. Worth 2-7583

LEADER'S BEST PLACES TO DINE AND DANCE GREENWICH VILLAGE INN FIVE ARRANGEMENTS for Banquets & Office Parties SPECIAL INDUCEMENTS to ORGANIZATIONS THAT CAN USE OUR FACILITIES ON SUNDAYS. ANNETTE GUERLAIN-ROLANDE Lilyan Lorraine—Pat Rossi—Doris Nirley Dinner 6-10 p.m., \$1. 3rd St. at 6th Ave. Gr. 3 8839 ZIMMERMAN'S HUNGARIA Famous for its Food. DINNER \$1 Lively Floor Show Nightly at 7:30, 12:30. Gypsy and Dance Orchestras. Continuous Music and Dancing from 6 P. M. to Closing. No Cover. No Minimum. LO. 3-0115

## Time Off for Civilian Defense

The girls can be seen these days busily engaged in three defense training courses in the YMCA at 5 West 63rd Street, Manhattan: (1) mechanical drawing, or drafting, (2) auto mechanics, and (3) radio code operating.

Only the drafting course actually qualifies students for jobs. The auto mechanics and radio code operating sections provide the girls, respectively, with knowledge to make minor repairs that would be handy in connection with motor transports, and with the fundamentals required for the job of radio operator.

The mechanical drawing course, currently engaging the attention of some 25 women, will be enlarged May 11 to admit around 25 more, at the most. The other courses, which are rotating, will not be open again until the summer or early autumn.

### Cost and Requirements

The drafting course (for fundamentals) lasts three months and calls for a tuition fee of \$35. The more advanced type of drafting course lasts six months and takes \$70 of your money. The details for the other courses: auto mechanics, 15 weeks, \$20; 30 women now studying; radio code operating, 15 weeks, \$20, and 50 women now studying.

Aptitude and a liking for the course are among the requirements; a high school graduation is preferred. Applicants are asked to appear at 5 West 63rd Street, Manhattan, for an oral interview. Those who seem to be unfitted for the course selected are given a mechanical aptitude test after which they may even be discouraged from proceeding to study.

## 500 Volunteers Wanted To Man Fire Phones

Large numbers of volunteer emergency workers are needed in the Fire Department. Five hundred men have been requested for immediate service as telephone clerks for the communications system of the Fire Department. And James G. Blaine, chairman of the Greater New York Civilian Defense Volunteer Office, said this is only a beginning. Staffing the emergency fire alarm system now being installed in the Fire Department will require the services of over 2,000 additional volunteers.

Duties of the 500 telephone men now wanted will include receiving and transmitting messages. They will work on four-hour shifts, and take on three shifts weekly.

Applicants are to apply at the Civilian Defense Offices in their boroughs.

## NYC Typist Test Set for July

The New York City typist examination will be held in Washington Irving High School from Thursday, July 2 to Monday, July 13. Sixteen thousand, seven hundred and forty-seven candidates filed for this test in January.

Candidates will be rated solely on the practical typing test. In order to pass, they will have to type at the rate of 40 words a minute for fifteen minutes. Candidates must supply their own machines.

The 16,747 candidates will be summoned for the examination in several groups each day. No tests will be held on Saturday, July 4 or Wednesday, July 8. All those who filed will be sent notices to report for the examination by the Civil Service Commission. The notices will go out some time next month.

## At Campaign

The city subways are to carry postal workers' pleas for salary increases to meet the rising cost of living. This arrangement was announced by Martin Shapiro, who presided last week at a meeting of 24 organizations making up the Joint Conference of Affiliated Postal Employees.

## Subs to Protest

The Joint Conference will hold a mass meeting next Saturday (May 17) in Central Commercial High School, 214 East 42d Street, Manhattan, during which subs will protest the "freezing" of their status in the department.

ADVERTISEMENT

# WANTED: More Desirable Girls to Train as Government Secretaries

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

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

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

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

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

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

"How do you do it?" he asked.

Here is the substance of what I answered:

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

## THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

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

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

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

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

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

## BEING INTELLIGENT ISN'T ENOUGH

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

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

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

## GETTING A JOB — SCHOOL OR EXPERIENCE?

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

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

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

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

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


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

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

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Spring edition, 1942. Page 972.)

PREPARE FOR

**JUNIOR STENOGRAPHER**      **JUNIOR TYPIST**  
**I. B. M. CARD PUNCH**      **BUSINESS MACHINES**  
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