

27 NYC TESTS OPEN APPLICATIONS READY NOW

What to Study: NYC Clerk Test

Solid material for everyone taking the new tests, Clerk Grade 1 and Clerk Grade 2 Promotion.

See Page 11

Interviewer

Two New York State tests opened for Assistant Interviewer and Employment Interviewer. Salaries \$1,200 to \$2,300. Requirements unusually easy to meet. All college graduates advised to study requirements carefully.

See Page 15

Translator

U. S. opens tests in many languages for men and women. Pays \$1,800 to \$2,300.

See Page 16

CONDUCTOR

Pays 65c to 78c an hour. No experience required. Lower age limit 21—no upper age limit. Hundreds of vacancies.

PHONE OPERATOR

Open to women high school graduates with one year's experience. Pays \$1,200 to \$1,800 a year.

TRACKMAN

Pays 63c to 83c an hour. No experience required. A fine city job for strong young men. No age limits. Eligibles on present Fire, Police, Sanitation lists, as well as others, advised to take this test.

CLERK PROMOTION

This test is open to all persons in the competitive class who are earning less than \$1,800. The salary for the Grade 2 Clerk position is up to \$1,799.99. This promotion test offers the big chance for those city employees who wish to gain new positions, new opportunities for advancement.

See Pages 3, 12

A SPECIAL ^{Civil Service} LEADER REPORT

Civil Service After Two Months of War

See Page 2

FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

JOBS

Women for The Arsenals

Taking another major step in the direction of the increasing employment of women in war jobs, the United States Civil Service Commission today announced its program of furnishing to the War Department 1,000 women laboratory aides during the next 10 months.

Women to fill these jobs will be hired at the rate of 100 a month and will be employed at army arsenals throughout the nation at an initial salary of \$1,620 a year, the Commission stated.

Women who qualify will be engaged in the inspection of gauges used in testing ordnance materials—work that would customarily be done by men.

College Training

Because of the specialized nature of the work, women will be secured from among applicants who have completed two years of college study, including two laboratory courses in physics or chemistry and a course in trigonometry.

Women interested in these positions should apply at the nearest first- or second-class post office for the Commission's **Technical and Scientific Aid** application. In New York City, applications are available only at the Federal Building, 641 Washington Street, Manhattan. The Commission pointed out that no written examination is required.

As it is believed that the need for women to do chemical and physical testing or analysis and related work in research and test-

Wartime Civil Service

Third in The Leader's Series of Reports

1—Federal workers, both in Washington and in the field service, face the grim prospect of losing their Saturday afternoon holidays for the duration. That's the inside word from Washington where the possibility of a 48-hour work week for all Federal bureaus has been discussed in Administration quarters.

The fact is that the War and Navy Departments both have their civilian employees on a 48-hour work week and other agencies will soon be following suit. High Federal personnel officials frankly believe that a 48-hour will be universal throughout the Government service within a few months.

2—But these officials also know that the matter of paying Federal workers higher salaries for the longer hours also is a problem that must be met square-

ly. And opinion is widely-held that the Congress would be willing to pay employees, particularly in Washington, higher salaries if they were placed on a 48-hour week.

Suggests Higher Pay

Representative Edward H. Rees of Kansas, an influential Republican member of the House Civil Service Committee who can usually be counted on to protest measures that will benefit Federal workers, has nevertheless suggested to the Administration that Federal workers in Washington be placed on a 48-hour week and that the employees be paid overtime for the additional 8 hours.

Rees argues that office space and housing in Washington would be relieved somewhat if the employees already in Washington were made to do more work, thus cutting the number of new employees.

Draft Employees for War Work

3—Now of course the employee in a non-war agency is naturally going to ask why he should be called on to work a 48-hour week when he has gotten his work down in a groove so he can get it done in the standard 39 hours. That's a good question, informed opinion says, but it'll soon be answered to the satisfaction of the non-war employee.

It's a fact that the Civil Service Commission is now working on a more effective plan to draft the services of non-war Federal employees for duty in the war agencies. Priorities on the services on Federal workers will be here for the duration and it won't be long in getting here.

War agencies in Washington are crying and screaming for administrators experienced in Government red tape. They need budget, personnel, executive officers and the like. The jobs pay from \$5,600 to \$9,000. The Commission has set up a special unit headed by Emory Olson to supply the war agencies with administrators.

President Harry B. Mitchell of the Civil Service Commission has written the heads of 90 departments and agencies urging them to send him the list of top-flight officials that they will release to war agencies for the duration.

It's all on a volunteer basis now, but unless the agencies come through voluntarily you can expect the Commission to crack the whip on the non-war outfits. The Commission will transfer to the war agencies not only administrators but stenographers, accountants, mimeograph operators and all other classes where experienced people are hard to find.

4—The non-war agencies are going to be hit hard and they will have to struggle along without adequate help as replacements will be hard to get. And the employees who stay on the job must of necessity do more work.

How Many More?

5—All of which brings up the question: How many more employees does Uncle Sam plan to hire? No one knows exactly but it will be thousands, tens of thousands and hundreds of thousands. That may sound fantastic, but it's the truth nevertheless.

The Civil Service Commission is now placing workers at the rate of 100,000 a month and within a year it's anticipated from a million to 1,200,000 will be placed. These figures include new jobs and replacements. Between 700,000 and 800,000 new jobs will be created in the Federal Service during the 1942 calendar year. That's the estimate.

6—To get those million workers, the Civil Service Commission must continue to lower its requirements. It will mean that more old and younger people will be hired by the Government and it will mean further that the Government must establish courses to train people so they can do a job once they get on the Federal payroll.

TESTS

Want to Enter Foreign Service?

Recent college graduates and college seniors—here's your chance to break into the foreign service, that holy of holies.

Included in the 1942 announcement for junior professional assistant is a new option—junior State Department assistant.

Requirements: 30 semester hours in a combination of modern history, economics, and political science, in addition to a speaking or reading knowledge of either French, Spanish, Portuguese, German or Italian. Eligibles selected through this exam will be trained at the State Department and then sent to foreign posts for further training. Last day for filing is February 3—so rush!

Requirements Down for Stenos

Two important steps were taken last week by the U. S. Civil Service Commission to obtain stenographers for employment in defense agencies in Washington, D. C. They were:

1. The speed of dictation on the junior steno tests has been reduced to 80 words a minute. Formerly, steno candidates were required to take dictation at 90 words a minute.

2. The 30-day waiting period before a candidate who failed an examination can apply again, has been removed. Formerly, steno applicants were not permitted to file for another test until a month had passed after their previous examination.

The passing grade for the "copying from plain copy" part of the steno and typist exams is still 60 percent. Passing mark for the stenography is 70 percent. An average of 70 percent is required in both subjects for candidates who apply for both steno and typing.

New York Requirements

At the same time, the 2nd district of the U. S. Civil Service Commission, covering the New York State area, also reduced the test requirement for stenographers to dictation at the rate of 80 words a minute.

Applications for steno and typist positions in Washington are open to men and women. In the New York area, the positions are open to men only. The positions both in Washington and in New York pay \$1,440 a year. Typist jobs are also available, paying \$1,260 a year. Applications for steno and typist exams may be obtained at the Federal Building, 641 Washington Street, New York City.

Attorneys Under Civil Service

The 6,500 Federal lawyers probably will be brought under the regular Civil Service System. That's the outlook after the House of Representatives tied a rider on to a recent appropriation bill which will forbid funds to be used to finance the Board of Legal Examiners, an organization that was inspired by Supreme Court Justice Felix Frankfurter to recruit Federal attorneys. The Congress, apparently, will have none of it, and the alternative is that the attorneys undoubtedly will be brought under the regular Civil Service.

obligations and entitled to the same benefits as are provided for other members of the system.

2. All members of the system, except elective officers, and legislative and judicial employees, are placed in the 70-year-old retirement age group, thereby eliminating the present retirement age groups of 62 and 65 years. All elective officers and legislative and judicial

(Continued on Page Nineteen)

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STANDARDS NEW BILLS

AFL Berates Govt. Overtime Practice

WASHINGTON.—The Executive Council of the American Federation of Labor last week urged that government employees receive the "same consideration" as do workers in private industry.

"It would be grossly unfair," said a prepared statement, "for the Government to set standards for hours of work in industry and then violate these standards with respect to employees in the federal service. Yet this is happening today."

The statement pointed out that, while legislation exists permitting department heads to pay overtime to government workers, this practice is not being followed in many cases.

Agencies Move To New York City

WASHINGTON.—New York's Congressional delegation is putting the heat on Federal agencies to move to New York City.

Definitely on the way to NYC are the Wage and Hour Division of the Labor Department, a small unit of the solicitor's office of the Labor Department, and the Employees Compensation Commission, a total of nearly 900 employees.

A number of other Federal agencies will move from Washington and New York is a good bet to land several.

Meanwhile, on the New York end, civil and commercial organizations last week began to coordinate a campaign to bring a far larger number of agencies to the big city—perhaps all leaving Washington. Prominent in the effort is the Commerce and Industry Association of New York, with offices at 233 Broadway.

Retirement Bill Becomes Law

WASHINGTON.—The Ramspeck-Mead retirement bill is the law of the land, and the half a million employees who are brought in under the Civil Service retirement system by the act already are having 3½ per cent deducted from their paychecks. On July 1, the rate will be increased to 5 per cent for everyone. Employees in the service who are 70 and more and who are eligible for immediate retirement probably won't be retired for at least several months. The President is expected to sign an executive order extending the compulsory retirement date until such a time as replacements can be recruited.

The United States Civil Service Commission last week issued the following statement on the passage of H.R. 3487, an Act to Amend the Civil Service Retirement Act:

The amendment to the Civil Service Retirement Act which has been signed by the President extends the coverage of the civil service retirement system to all officers and employees in the executive, legislative, and judicial branches of the Government who are not already subject to another retirement system for such officers and employees. It is estimated that an additional number of approximately 250,000 federal officers and employees will become eligible for the benefits of the retirement system. Before amendment, the Retirement Act affected about 1,000,000 civilian employees.

The principal features of the amendment are as follows:

1. Elective officials, including members of the United States Congress, may exercise an option to become members of the system within certain time limitations. They will be subject to the same

CIVIL SERVICE IN NEW YORK CITY



Shown above are some of the candidates for the Clerk, Grade 1 and Typist, Grade 1 tests who stood in the rain last Monday, January 26, to file their applications on the last day before the application period for the popular tests closed. Most of the applicants are recent high school graduates who want to get into government service. Moral of this story: FILE EARLY!

PAY RAISES Prevailing Pay Conflict Continues

The Comptroller's Office this week stood firm in its offer to city workers of a 50 percent deduction in back pay and full prevailing wage rate from date of determination of the current rate in private industry.

The major groups to be affected by the new rate are asphalt workers, dock builders, pile driving engineers, steam roller engineers, motor grader engineers, bridge painters, and bridgemen and riveters.

"We are doing all in our power to speed up the cases and to determine the date from which we shall pay the prevailing rate in industry," said a spokesman in the Comptroller's office.

Henry Feinstein, general organizer for the Hod Carriers', Building and Common Laborers' Union of America, A. F. of L., meanwhile revealed he was "reluctantly accepting" the city's offer while reserving the right to question the date that will be fixed for the establishment of the new prevailing rate.

Mr. Feinstein stated that "long legal proceedings to collect full back pay would still further defer the time when the men would begin receiving the full prevailing rate. And if the court battle were lost, the ultimate wage status of the men would be much worse than if we accept the present offer. There are times when compromise is demanded by the nature of the situation—this is one of those times. We're not compromising the prevailing rate of pay—but we would be rendering a disservice to asphalt workers and other city employees if we jeopardized prevailing pay by fighting through the courts."

The Civil Service Forum continued to contest the administration's procedure in attempting to set up a prevailing wage rate. Asphalt worker members of the Forum last week passed a resolution rejecting any plan of the Comptroller's office which would settle prevailing wage differences by requiring workers to waive claim to one-half back pay in order to achieve the legal wage in the future. It is possible the Forum may institute legal proceedings against the city on this matter.

Quiet Before The Storm

And meanwhile, on the consuming issue of general pay raises for city employees, a sullen quiet settled over the departments as no word came from the Mayor's office, as no word came from the Board of Estimate, as sparse words came from the Comptroller's office: a study of pay scales is nearly finished.

That the air is electric was evident to all who saw the conferences held among members and officials of employee organizations: the letters sent, the petitions drawn, the dour words, and the soaring cost of living, which hit civil service workers as it did all others.

What the next big move would be no one knew. That it is in the making, that it will stir the city service to its depths, is abundant-

Conductor, Phone Gal, Clerk Promotion, 24 Other Titles in New NYC Test Series

Applications for city open-competitive examinations for conductor, trackman, telephone operator, grade 1, and for promotion tests for conductor, clerk, grade 2, special patrolman, grade 2, stenographer, grade 2, are being issued for two weeks by the Municipal Civil Service Commission.

Altogether applications are being issued for a total of 11 open-competitive and 16 promotion tests. The last date for obtaining and filing these applications is Saturday, February 14.

With no experience required, the conductor and trackman tests offer the widest opportunity for a railroad career in the New York City Transit system, since the city took over the transportation lines. In particular the conductor list is expected to be widely used. In addition to the 90 jobs now open for conductors, hundreds of other positions as conductors, street car operators and railroad clerks are expected to be offered to young men who pass the conductor exam.

Depending on the nature of

their work, conductors are paid salaries of 65 cents to 78 cents per hour, for a 48-hour week. The salary for trackman is 63 to 83 cents per hour. At present there are 51 vacancies as trackman in the three divisions of the subway system. The physical and medical requirements for trackman are much stiffer than those for conductor.

Telephone Operator

One year's experience as a telephone operator and graduation from high school is required for candidates for the telephone operator, grade 1, (women) test.

Wider Eligibility for Promotion

The promotion test for clerk, grade 2, is the first announcement of an examination since the city adopted wider eligibility requirements for promotion tests in clerical service. This test is open to all employees in the competitive class whose salaries range up to but not including \$1,800 per annum, who have served continuously for one year in the city service at the time of the written examination. Previously, candidates for clerk, grade 2, promotion tests were required to serve one year at the time of filing applications.

Revised Requirements

The revised eligibility require-

ments also affect the stenographer, grade 2, test. This exam is open to permanent employees who have served for one year at the time of the first assembled test. The permanent employees eligible for this test are those who have served in the clerical services, grades 1 and 2, except stenographer, grade 2, the attendance service, grade 1, and the accountant service.

Nine promotion tests in the New York City Transit System offer a wide range of promotion opportunities for employees of the subway system. These tests include exams for promotion to assistant station supervisor, assistant train dispatcher, conductor, foreman, electrical power, maintainer's helper, group B, power maintainer, group A, signal maintainer, group B, special patrolman, grade 2, and train dispatcher.

Applications for all of these examinations can be obtained every day except Sunday until Saturday, Feb. 14, from 9 a. m. to 4 p. m. at the application bureau of the Municipal Civil Service Commission, 96 Duane Street. The complete requirements for all these tests are printed on page 12 of this week's issue of The LEADER.

TESTS

Clerk Test Attracts Young People

Most of the applicants who braved cold and the rain on last Monday, the final day for filing applications in last month's series of New York City tests, were fresh out of high school, 17- and 18-year-old January graduates interested in the clerk, grade 1, exam. Busy with Regents exams and the numerous details attending graduation, they had waited until the last minute to bring their applications to the Civil Service Commission.

Typical of these interviewed by The LEADER were:

Jean Fitzgerald, attractive 17-year-old January graduate of Our Lady of Wisdom Academy in Ozone Park, Queens. Jean, who lives at 116-05 111th Avenue, Richmond Hill, learned about the clerk exam just in time to get an application, fill it out and bring it down to the Commission's office. She likes clerical work and likes the idea of working for the city.

Paul Newman, 35-23 Neptune Avenue, Brooklyn, 18½ years of age, is a member of this winter's graduating class of Brooklyn Automotive Trades High School. He filed an application a few months ago for the apprentice, automotive trades, test. He likes mechanical work but intends to take every Civil Service test that comes along, for which he is qualified.

Ben Smirman, 18-year-old graduate of Seward Park High School was advised to get a clerk application by his school's placement

(Continued on Page Five)

ly clear. For this is apparent to one who speaks with city employees: they are determined not to become the scapegoats of a "budgetary situation."

PROBE

Emil Ellis Warns Councilman

Emil K. Ellis takes exception to the defense which Councilman Stanley Isaacs has announced of Paul Jerome Kern and the Municipal Civil Service Commission.

Last week, Mr. Isaacs referred to the re-establishment of the Council Committee Investigating Civil Service as "continued sniping." Mr. Ellis, counsel to the committee, wrote a letter to The LEADER saying:

"It is interesting to note that Mr. Isaacs has assumed the role of Kern's defender. Mr. Isaacs should be reminded of what happened to Mr. Kern's former champion in the City Council, Robert K. Straus.

"It is a sufficient answer to Mr. Isaacs' second-hand comments to call his attention to the fact that Mr. Straus found my report scholarly, objective and useful and therefore voted to adopt it, although he had earlier been a critic of the investigation.

"Despite Mr. Straus' unimpeachable integrity, Mr. Kern turned upon his former friend and denounced him as a 'stooge' of Tammany Hall. Mr. Isaacs may well take heed.

"I suggest that Mr. Isaacs first read the report and then find fault, if he can. If he takes the trouble to read the report, he will find that far from containing a single political allusion or attack, it recommends safeguards against political domination of Civil Service. He will find 46 constructive, specific recommen-

dations for much needed improvement in Civil Service administration in this city."

Councilman Isaacs, informed of the Ellis statement, stated that he would reply "at the proper time."

BULLETIN BOARD

PATROLMAN, P. D., SPECIAL LIST

The Patrolman, P. D., Special List Association has been reorganized and will conduct a vigorous campaign to obtain permanent positions. Since immediate united action is necessary for maximum results, all eligibles who desire to join the association should communicate at once with the secretary, Arthur H. Brown, 305 Broadway, N. Y. C.

GREATER NEW YORK PARK EMPLOYEES

Next regular meeting of the Manhattan Council, Greater New York Park Employees Association, Inc., will be held in Room 413 of the Pulitzer Building, 63 Park Row, New York, at 8 p. m., Thursday, February 5.

CLEANERS COUNCIL, WELFARE DEPARTMENT

An organization meeting of Cleaners Council, Local 1, Department of Welfare, is scheduled Tuesday, February 3, on 6th floor of 3 Beekman Street. Night cleaners will meet at 1 p. m., day cleaners at 4:30 p. m. Election of officers will take place at the meeting.

ASCSE VICTORY BALL

The Association of State Civil Service Employees has set February 11 as the date for its 1942 Victory Dinner-Dance in the De-

Witt Clinton Hotel, Albany. Guests of honor are expected to include Governor and Mrs. Lehman, leaders of the State Legislature.

PLUMBER ELIGIBLES MEET FRIDAY

Eligibles on the city plumber list will meet at 778 Rogers Avenue, Brooklyn, Friday, Feb. 6, to discuss the possibility of being appointed to existing vacancies in city departments. The meeting will start at 7:30 p. m.

FILL VACANCIES, SUPERMEN URGE

Immediate filling of vacancies in the Sanitation Department was urged by members of the Sanitation Eligibles' Association at their most recent meeting Friday night in P. S. 27, Manhattan. The possibilities of having the Sanitation list certified to appropriate positions in the Board of Transportation other than porter were discussed. President John Bendetti requested all men on the eligible list to get in touch with the eligibles' office at 38 Park Row, New York City, as soon as possible.

PRISON GUARD ELIGIBLES

Next meeting of the Prison Guard Eligibles Association has been called for Thursday night at Jacob Riis House, 48 Henry Street, New York City, at 8 o'clock.

BUDGET

Sanitation Dept. Getting Smaller

The Sanitation Department is suffering deeply from impending budget cuts. There's a shortage of almost 600 men in the department; and by September, according to one official, it may reach 1,000. Replacements aren't being made, and the kind of budget the department must get up looks as if the city's streets will be cleaned by less men.

JR. PROFESSIONAL ASSISTANT

State Department, Washington Applications obtainable to Feb. 3 Intensive training in all required subjects.

Spanish-Portuguese Translators

Examinations expected soon. Army needs translators.

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LISTS Clerk, Grade 2 List Is Highly Active

The highly active clerk, grade 2, list was certified during the past week to the following departments: Comptroller's office, Hospitals, Health, Purchase, Correction, the Borough Presidents' offices of Brooklyn and Richmond.

Twenty-eight names, up to 1,571, were certified by the Civil Service Commission to fill temporary vacancies in the Comptroller's office at \$1,200 per year. Selective certification was used to certify female telephone operators to hospitals at \$960 per year. Highest number reached was 6,394.

Female eligibles up to number 1,344 were certified to fill positions as attendants at \$1,200 per year in the boroughs of Brooklyn and Richmond.

Appropriate jobs as clerk, grade 1, at \$840 per year in the departments of Health, Purchase and Correction were offered eligibles up to numbers 10,710, 5,964 and 7,840, respectively. Seventeen names, up to 7,890, were sent over to the Board of Education for jobs at \$858 a year.

Sheriff Canvasses Many Eligibles

Eligibles on the sheriff, city marshal, and P.D. No. 3 (special) lists are being canvassed this week by Sheriff J. J. McCloskey, Jr., to fill approximately 55 positions as deputy sheriff at entrance salaries of \$1,800 per year. Automatic retirements will bring the deputy sheriff salaries to \$2,399.99 after five years.

Because of the wide difference in the deputy sheriff salaries and the salary for which sheriff candidates took an examination, it is expected that most of the acceptances for the deputy sheriff positions will come from the city marshal and the P.D. No. 3 (special) list.

Sheriff McCloskey told the LEADER that he will show no preference to eligibles on either the city marshal list or the P.D. 3 list. He intends to treat both lists equally.

Tax List Canvassed

Eligibles on the tax counsel, grade 4, list were canvassed by the Sheriff to fill four positions as law assistant, grade 2, at salaries of \$1,800 per year. On January 23, the Civil Service Commission certified the names of eight eligibles on this list to Sheriff McCloskey as appropriate to fill the law assistant, grade 2, vacancies. One man will be employed in this title in each of the boroughs except Richmond. His duties will be to represent the sheriff in local action, pass on promotions, advise deputies and assist the Sheriff's counsel. One vacancy is expected to be filled immediately.

Subway Helpers Put to Work

Vacancies as maintainer's helper, groups C and D, will be filled in the Board of Transportation from certifications made by the Civil Service Commission. Fifty-one eligibles on the C list were certified for permanent jobs at \$0.63 per hour. One hundred four eligibles on the D list were certified for permanent jobs at the same salary. The highest number reached on the C list was 325, on the D list, 250.

In addition, 26 eligibles on the list for maintainer's helper, group C, were certified to City College to fill vacancies as maintenance man and radio repairman at salaries of \$1,560 annually. Highest eligible reached was number 135.

Subway List Sent To Transit Board

Two new subway promotion lists were sent this week by the Civil Service Commission to the Board of Transportation. They are the promotion list for car maintainer, group A, and the promotion list for power distribution maintainer.

The first 18 names on the car maintainer group A list, promulgated Dec. 30, 1941, were certified

to fill vacancies at \$0.75 per hour, while the first six names on the power distribution maintainer list were certified to fill jobs as third rail maintainer at \$0.75 per hour. In addition, 23 names on the open-competitive list were certified to fill similar vacancies.

Public Works Gets Supermen

Sixty-one eligibles on the sanitation man, class A, list will be offered jobs as laborers at \$5.50 per day and \$1,320 per annum in the Department of Public Works some time this week. The boys were certified to Public Works by the Civil Service Commission last week. Highest number reached was 213.

Porter Jobs Offered To Lab. Helpers

Three jobs in the Board of Transportation as railroad porter at \$0.57 per hour have been offered the first fifty eligibles on the laboratory helper (women) list. The names were certified by the Civil Service Commission during the past week.

To date eligibles as high as 1,500 on this list, established Feb. 24, 1939, have been certified to the Department of Hospitals for positions as hospital helper at salaries of \$720 per year.

Attendants Used as Reservoir Guards

The need for guards on upstate reservoirs due to the war situation has spurred activity on the watchman-attendant list. Last week, the Civil Service Commission certified the names of 336 eligibles on this list to the Board of Water Supply to fill temporary positions as watershed guards at salaries of \$125 per month.

The unusually large certification reached the eligible whose number is 3,181 on the list. The total number of names on this list is 3,292. It expires May 10, 1942.

Messengers Out, Fire Boys In

A previous certification by the Civil Service Commission of a preferred list for attendant-messenger to fill vacancies as special patrolman in the Department of Welfare was returned to the Commission by Leo Arnstein, first deputy Commissioner of Welfare.

In his letter returning the attendant messenger certification, Commissioner Arnstein pointed out that the physical qualifications for attendant messenger are much less vigorous than the physical qualifications for special patrolman. He said that special patrolmen are required to be five feet, eight inches in height while attendant messengers can be as short as five feet, four inches. In sharp contrast are the physical examinations for the two titles. Special patrolmen candidates must lift 80-pound dumbbells with each hand, attendant messengers, 40 pounds.

The Civil Service Commission approved the return of the attendant messenger certification and decided, at its meeting last week, to certify the new fireman list for the special patrolman vacancies instead.

Porters Sent To Hospitals

The names of 123 eligibles on the porter list were certified by the Civil Service Commission to the Department of Hospitals to fill vacancies as hospital helper at salaries of \$720 per year with maintenance. The highest eligible reached in the certification was number 6,233.

Jobs in LaGuardia airport as porters under the Department of Docks were offered 94 eligibles on the list. Eligibles up to number 1,540 were certified for these vacancies which pay \$1,800 per year.

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

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

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

Table with columns: Title, Department, Salary, P.T.I., Latest, and Expiration. Lists various job titles and their corresponding departments and salaries.

LISTS

Police Gals Sent To McCloskey

Thirty-four names on the police-women's eligible list were certified by the Civil Service Commission to Sheriff John J. McCloskey, Jr., to fill positions as deputy sheriff keeper and matron. The highest eligible on the list reached was number 142. Deputy sheriffs under the reorganization now being undertaken will pay \$1,800 per year.

Auto Enginemen Operate Street Cars

One hundred fifty-eight eligibles on the auto engineman list were certified to the Board of Transportation to fill positions as street-car operators at \$0.64 per hour this week. The highest eligible reached was the lad who is number 2,778 on the list. In addition, 28 eligibles on this list were certified to the Department of Hospitals to fill temporary vacancies created by the entrance of permanent employees into the military service. Auto enginemen in the Hospitals department are paid at the rate of \$4.80 a day or \$1,500 per annum. Highest eligible reached on the certification was number 376.

Fire Boys Become Transit Men

Certification of all eligibles on the fireman list over 21 years of age to positions in the Board of Transportation as conductors and railroad clerks was completed this week by the Civil Service Commission. The certification reached the last eligible on the list, number 2,507, omitting only those over 21 who have previously been appointed to appropriate positions. At present there are 90 vacancies as conductor at \$0.65 per hour in the three divisions of the New York City Transit system. Nearly all of the vacancies as railroad clerk are temporary ones to replace permanent employees in military service. The fireman list will be certified in the near future to vacancies as special patrolman in the Department of Welfare as a result of a decision made by the Civil Service Commission at its meeting last week.

City Public High Schools, is also at Ft. Totten. Pvt. McGiver received his B.A. from Fordham and is studying for his M.A., at Columbia. McGiver is well-known as an actor and director of the Irish Repertory Players from 1935-1938.

Pvt. MAURICE KOSSTRIN, 1523 East 35th Street, Brooklyn, was a fiscal clerk in the Fiscal Office of the New York City Civil Service Commission. Pvt. Kosstrin received his B.A. Cum Laude from City College and finished half of his M.A. degree before his enlistment.

LONG WEEK

Fair Treatment In War and Peace

Councilman Stanley M. Isaacs this week declared that the city owes its civil service employees fair treatment in war as well as peace and held that "nothing is gained in time and efficiency" if an amount of work necessitating only five days a week work is stretched into an unreasonable six-day week.

Without putting it in so many words, Councilman Isaacs called upon the city to prove that the new long week instituted on orders of Mayor LaGuardia is necessary.

He said that, in his opinion, civil service workers are "only too eager to give all their time and energy to carry out their part in the national emergency program," but he didn't think they ought to be taken advantage of, especially when "they have extra defense duties at night which they didn't have before."

Wants More Give-and-Take

Mr. Isaacs called for greater cooperation between the heads of city departments and workers. He said that it would have been a good idea if, before the long week was put into effect, each department head had discussed the situation with his employees, and that they do so in the future if they would keep up cordial relations.

He added that, in view of the fact that wages for civil service workers haven't kept up with the rising cost of living, increasing the length of the work week is all the more unjustified unless the city can show valid reasons for the additional work hours for many employees.

No Gal Cop Test Till June at Least

An examination for police-woman will not be ordered by the Municipal Civil Service Commission until June or July of this year, according to a decision reached at the most recent meeting of the Commission.

Last September, a suggestion had been made by an examiner on the Commission's staff to hold one written test for both patrolman and patrolwoman. The written test for patrolman is tentatively scheduled for June. Because of the different problems involved in the work of patrol-

men and policemen and the large number of exams confronting the Commission's staff at the present time, the suggestion was dropped. A separate test for police-woman will be held in the latter part of this year.

The present policewoman list expires on February 15, 1943. Of the 308 girls who passed the test, 111 have been appointed as police-women, and correction officers.

Gardener Test February 14

Saturday, February 14, is the date set for the literary qualifying

test for assistant gardener. Applications for this job were issued by the Municipal Civil Service Commission from October 7 to October 27. More than 2,500 applications were filed with the Commission.

Assistant gardener, when employed from this list, will be paid \$5.50 per day and will be required to perform laboring work on grounds of city institutions, watersheds, or any other project outside of New York City.

There is at present 25 existing vacancies.

The Coast Guard needs men. If you're between 18 and 31, why not join up now!

CONDUCTOR TRACKMAN

Applications now open. Classes for the above city examinations will form WEDNESDAY, FEBRUARY 4, at 1:15, 6:15 and 8:30 P.M. Physical classes meet twice weekly in our modernly equipped gymnasium.

CLERK PROMOTION, Grade 2

Class forms TUESDAY, FEBRUARY 3, at 6:15 and 8:30 P.M. TUESDAY and THURSDAY thereafter at same hours.

CLERK PROMOTION, Grs. 3 & 4

Class forms WEDNESDAY, FEBRUARY 4, at 6:15 and 8:30 P.M. WEDNESDAY and FRIDAY thereafter at same hours.

**CLERK — GRADE 1
TYPIST — GRADE 1
MALE & FEMALE**

Classes meet TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M. Applications closed.

INVITATION—Anyone interested is invited to attend a class session with a view of observing the type of instruction offered, after which he may enroll if he so desires.

PATROLMAN PREPARATION

Applications for Patrolman are expected to open in March and the examination is expected in May.

SIX FEATURES OF OUR COURSE — 1. Free Medical Examination. 2. Outdoor Running Track on Roof of Gymnasium. 3. Agility Test Equipment. 4. Coordination Machines. 5. Lectures and homestudy material prepared by experienced and expert instructors. 6. Physical and Mental Classes at hours to suit the convenience of the student. Attend a lecture as our guest and take a free physical trial exam.

MOTOR VEHICLE LICENSE EXAMINER

Classes meet MONDAY, TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M. Additional class in Mathematics on FRIDAY.

CARD PUNCH OPERATOR

Applications will be received until further notice for Alphabetic Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our course not only prepares you for Federal and city examinations that are expected in the near future, but also qualifies you for employment in the commercial field. A good typist may efficiently operate a card punch machine after 60 hours of instruction.

STENOGRAPHER, GRADES 2 AND 3 (Prom.)

Mental classes Monday, Tuesday and Thursday at 6:30 p.m. Special classes in Dictation and Typing Wednesday and Friday, 6:30 p.m., at 120 West 42d St., New York City.

MOTOR VEHICLE INSPECTOR (Bus)

Entrance salary \$2,400 per annum. Classes meet on WEDNESDAY and FRIDAY at 8:30 p.m.

POST OFFICE CLERK-CARRIER — RAILWAY POSTAL CLERK

Classes in preparation for this examination which should be held within the next few months are meeting on MONDAY and FRIDAY of each week at hours to suit the convenience of the student.

TELEPHONE OPERATOR (Grade 1)—Female—Class Now Forming.

INSPECTOR OF ELEVATORS (Gr. 3) — Class meets Friday at 8:30 P.M.

FINGERPRINT TECHNICIAN—Class Now Forming.

ASST. GARDENER—Physical and Mental Classes meet three times weekly.

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WAR

Docks Dept. Note: The Time Is Late

Employees in the Department of Docks building at the Staten Island Ferry are confronted with the terrifying fact that, in case of an actual air raid upon that strategic waterfront site, they would not know what to do or where to seek shelter.

Reports have reached THE LEADER that at no time since the war emergency became as great as it is at present have oral instructions been given to the 60 clerical workers and engineers employed in the grotesque, old-fashioned, three-story structure down by the jutting point of Manhattan's lower waterfront. And there isn't as many as one poster to be found anywhere in the building instructing employees what to do in case of an air raid. The nearest thing to it is the solitary notice, printed in small typewriter type and posted insecurely and inconspicuously on one of the corridor doors.

City Employees At Fort Totten

Two employees from the Board of Education and one from the N. Y. C. Civil Service Commission have enlisted at Fort Totten, N. Y.

Pvt. ALFRED C. POLCHOW, clerk in the Board of Education, is already a clerk at Fort Totten. He lives at 65-23 80th Avenue, Glendale, N. Y.

Pvt. JOHN I. MCGIVER, 2426 University Avenue, New York City, teacher of English in the

TESTS

(Continued from Page Three)

bureau. Ben is also interested in mechanical work, but he is taking the test because he wants to get a Civil Service job.

Dorothy Aita, one of the few who filed for the typist, grade 1, test, is taking the Civil Service exam because it's a "more secure job." Dorothy, an experienced typist, is 21 years old and lives at 800 E. 175th Street, the Bronx. Dorothy was graduated from Haaren High School two years ago.

Looks for Advancement

Loretta Tiernan, a clerk employed by W. T. Grant & Co., likes bookkeeping. That's why she's taking the clerk, grade 1, test. After a year's experience as a grade one clerk, she'll be able to take promotion exams to better paying bookkeeping and accounting positions. Loretta was graduated from Bishop McDonnell Memorial High School in June, 1940.

Harry Rosenfeld, an advertising man of 948 Beck Street, the Bronx, filed for the clerk, grade 1, exam because he's interested in a Civil Service career. Harry is 27 years of age and lives at 948 Beck Street, the Bronx.

Twins Don't Mind Rain

Mildred and Grace Tennent, 17½-year-old twins of 1555 Boston Post Road, the Bronx, are freshmen at Hunter College. They filed for the clerk, grade 1, test. They didn't seem to mind waiting in the rain at all.

Daniel DiGiorgio, 18 years old, of 202 Thompson Street, Manhattan, has just been graduated from Haaren High School. Although he likes mechanics, Daniel filed for the clerk, grade 1, test, because he wants to get a Civil Service job as soon as possible.

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

LISTS

14 Appointed from Prison Guard List

Fourteen appointments came through last week from the prison guard list. Here are the numbers of those appointed:

Perm.	Temp.—1 yr.
25	117
25	123
98	125
99	137
100	153
102	160
107	—
111	—

See page 3 for announcement of next meeting of eligibles.

Counsellor List Sees Fast Action

The employment counsellor list, established last week, is witnessing fast action. Appointments are being made daily, and approximately 50 of the men from the list are already at work.

Interviewer Exams Open; Requirements Not Too-Tough; Wide Use of Lists Seen

Two related exams, of wide appeal, were opened last week by the State Civil Service Commission with the announcement that applications are now ready for:

1. Assistant interviewer.
2. Employment interviewer.

Both positions are in the Division of Placement and Unemployment Insurance, State Department of Labor.

Interesting facts about these two exams:

a. Relatively easy requirements: For the assistant interviewer position, graduation from college may be sufficient. For the employment interviewer position, one year of specialized experience, plus graduation from college may be sufficient. The State allows a combination of experience and

education, thus opening the exam to persons who might be qualified but unable to meet any rigid set of requirements (full requirements on page 15).

Wide Use of List

b. Increased use of list: The persons who pass the examinations are informed that they may become eligible for federal jobs. Says the announcement form: "The names of eligibles on these lists will be certified to the Federal Government for use in filling positions in the federal service. The eligible lists may be revised by the Federal Government to meet its regulations, especially with regard to veterans' preference. Acceptance or refusal to accept an offer of federal employment will not prejudice the right of an eligible to certification from those lists in the State service."

c. Candidates may compete in both tests, if they are eligible.

d. A promotion examination for assistant interviewer will be held at the same time as the open-competitive exam. The law requires that the resulting promotion list of eligibles be used first in making appointments, but officials expect that there will be sufficient appointments so that the open competitive list will be used also. Temporary appointments will probably be filled from the open-competitive list.

The assistant interviewer position pays \$1,200 to \$1,700; the employment interviewer position pays \$1,800 to \$2,300. Applications are available at the Civil Service Commission, State Office Building, Albany; or at the State Civil Service Commission offices, 80 Center Street, New York City. Filing is open until February 27.

TESTS

Small Filing for Hospital Jobs

The Department of Mental Hygiene today is in a quandary over what it will do if the indicated low (very low) number of filing for the newly announced hospital attendant test continues right up to the time of closing, February 14.

The department, it was learned this week, has no particular plans at the moment in case the filings continue to remain at the embarrassing level. Officials admitted that "this bridge will have to be crossed when we come to it." This situation, ironically, exists despite the extremely simplified test that has been drawn up and the easing of physical requirements.

The duties of the job consist of exercising patients, caring for them, compiling simple records, and so forth.

Minimum qualifications include a knowledge of reading and writing English and of elementary arithmetic. The age limit has been removed; 16 is the minimum. The jobs start at \$54 a month and reach \$66 for the same period. Husbands and wives may have their own quarters. Maintenance for all workers is included in the pay.

Applicants in New York City may apply to the State Civil Service Commission offices, 80 Center Street, Manhattan.

Many Novel Schemes Proposed as Means Of Raising State Employee Salaries

ALBANY.—Although Governor Lehman failed in his executive budget to make any provision for so-called "bonus" or "cost of living" emergency pay increase for State employees, Republican legislative leaders have not receded from their public announcement that they intend to provide additional compensation.

This was made plain today by the fiscal chairmen of the two houses, Senator Arthur H. Wicks and Assemblyman Abbot Low Moffat. The latter, chairman of the Assembly Ways and Means Committee, declined to be quoted now that he disclosed that he does hope to work out a scientific "cost of living" bill that would provide pay increases for the majority of State Workers.

Feld-Hamilton Increases

In submitting his fiscal plan, minus the proposed "war bonus" features, the Governor pointed out that his program includes \$1,500,000 for routine Feld-Hamilton career law pay increases. These range from \$60 a year up to \$300 a year and more for every employee covered by the Feld-Hamilton act. The increases occur each year until the employees

reaches the top salary of his grade, and for most of them this means at least two more steps, two more increases. They have already received three increments since the law was adopted.

No Ifs or Buts

The "war-bonus" plan, which would provide a pay boost on top of the Feld-Hamilton and other increases, was first made public before the opening of the 1942 legislative session when Senator Joe R. Hanley, Speaker Oswald B. Heck, and Senator Wicks walked into the press room at the Capitol and announced flatly that State employees would get an emergency pay rise this year. There were no "ifs" or "buts" about the declaration. They told the press to go ahead and say so—and the press did.

Since the Governor's budget makes no provision for the \$1,000,000, more or less required to meet the proposed pay increases, it will be up to the GOP legislators to figure a way out. They will not only have to agree upon a pay increase plan—including the percentage and to what brackets it will apply—but they will have to find the money.

Dip Into Surplus

The Governor's fiscal program provides for a cash surplus on June 30, this year of \$15,000,000, even after allowing a 25 per cent reduction in the personal income tax. But this plan also provides for carrying over that surplus into the next fiscal year, untouched, to form a reserve for a similar income tax cut next year.

The Republicans might attempt to dip into that surplus this year—for pay increases—but this is sure to arouse Mr. Lehman's opposition and complaint from him that the Legislature is upsetting his tax-saving program.

He might accuse the Republicans of "wrecking" his fiscal plan for "political purposes." After all, there are 50,000 men and women on the State payroll, including those in the institutions, and most of them are breadwinners and voters.

The smarter procedure, according to some of the GOP leaders, including Senator Wicks, may be to find another way out—a way by which the tax-saving can be kept and the pay increase allowed, all without upsetting the fiscal apple-cart.

Sources of Revenue

This way lies toward further cuts in the Governor's budget. If the Republicans can slash \$2,000,000 or \$3,000,000 out of the budget and pick up a couple of millions somewhere, without imposing new taxes, they'll be able to do the trick. One of the untapped sources of new revenue would be to increase the State's share of the pari-mutuel betting. A tax of 10 per cent is now levied on money bet at the race tracks, the State getting 5 per cent of this, the track the other 5 per cent. Exponents of the plan feel it would be simple to raise the State's share to 7 or 7½ per cent, but that's questioned.

Boosting the State's share of the race track money plus a cut in the budget seems, at the moment, as one of the ways by which the pay increases can be realized. There are bills already in the Legislature to raise the State's percentage of the race track levy but the proceeds would go to finance local defense costs. The GOP leaders may grab the method but substitute the purpose.

Numerous pay raise bills have been introduced but the official measures will come when Senator Wicks and Assembly Moffat submit their proposals. And they will be withheld, probably, until the leaders decide on just how they will finance the cost.

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15 Rowan, Jane, 87.43
16 Flalko, Miriam, 86.88
17 Carnicelli, Nina, 86.54

ASSISTANT PHYSICIAN Dept. of Mental Hygiene

1 Gray, Lloyd P., 87.22
2 Jacobs, Milton, 91.87
3 Gold, Max, 91.45

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1 Shaplow, Irving, 88.98
2 Popper, Stella, 88.30
3 Rosenberg, Sylvia E., 88.28

SR. EDUCATIONAL SUPERVISOR, VOCATIONAL EDUCATION

1 Arnold, David J., 83.58
2 Klein, Chas., 83.35
3 Mucke, Herman G., 82.70

ASST. TEST DEVELOPMENT, EDUCATION DEPT.

1 Tremor, Carl, 91.62
2 Goldstein, Harry, 90.02
3 Young, M., 89.48

HEAD KEEPER, ERIE COUNTY PENITENTIARY

1 Weitz, Henry, 86.42
2 Newton, Max, 84.15
3 Phillips, Kathleen, 82.29

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1 McHuron, Ernest, 95.00
2 Spies, Frank C., 97.00
Salary: \$2,900.

SR. STATISTICS CLERK, Labor Dept., DPUI From Units

1 Radner, Rosalyn, 86.487
2 Salend, Harry, 85.186

3 Irwin, Thyra, 84.393
4 Bashuk, Ida, 84.289
5 Watzman, Alex, 84.201

SR. PAROLE OFFICER, Dept. of Correction

1 Coty, Everett W., 84.04
2 Slattery, John T., 83.90
3 Pinto, Jos., 82.44

ASSISTANT TYPIST, DPUI Dept. Labor

1 Tavender, Ottilia K., 90.247
2 Boshea, Mary H., 89.425
3 Lamburg, Bea, 89.186

PHOTOSTAT OPERATOR, County Clerk's Office, Queens College

1 Quattrocchi, Jos., 93.33
2 Lunegan, John F., 88.90
3 Kiddy, Edward, 88.15

PHARMACIST, STATE AND COUNTY DEPTS. AND INSTITUTIONS

1 Keilin, Harry, 90.80
2 Saphiro, Isidor A., 90.00
3 Wiener, Celia, 89.50

SR. STATISTICS CLERK, Labor Dept., DPUI From Units

1 Radner, Rosalyn, 86.487
2 Salend, Harry, 85.186

117 Traych, Esther A., 82.556
118 Peller, Pearl, 82.498
119 Gottesfeld, Belle, 82.188

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3 Wiener, Celia, 89.50

90 Taub, Julius, 82.30
91 Laugeran, Jonas, 82.30
92 Konopolsky, David, 82.30

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PAY RAISES They Simmer In Albany

ALBANY.—Although additional additional proposals for state salary pay increases, notably that of Assemblyman Bernard Austin, Kings County Democrat, were introduced this week, they simply served to keep the question simmering in the Legislature.

PENSIONS Bills to Protect Pension Rights

ALBANY.—Legislation to protect the pension rights of more than 100 employees of the divisions of architecture and engineering who will lose their jobs July 1, is being drafted with the probable approval of both the legislative and executive branches of the state government.

G.O.P. Will Hit New Motor Bureau

Arthur H. Wicks, chairman of the Senate Finance Committee, today confirmed reports that the Republicans in the Legislature intend to make drastic cuts in Governor Lehman's \$380,000,000 budget for 1942-43, beginning with the new auto insurance bureau.

TRAIN FOR CIVIL SERVICE PHYSICAL EXAMS at BROOKLYN CENTRAL Y.M.C.A.

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DEFENSE NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

NYC Defense Training Program—How It Works

The Board of Education this week pointed out that those seeking to enroll for defense training courses must not confuse the Board with the United States Employment Service offices. The distinction, officials told *The LEADER*, is this: The Board gives training, the U. S. E. S. does placement work.

Replying to numerous reports that applicants for defense training under the board aegis of the Board of Education are compelled to wade through miles of red tape, an official explained the training enrollment procedure and elaborated upon the Board's training plans, in answer to questions by a *LEADER* reporter.

Q. Suppose an individual wants to take a Board of Education defense training course. How does he go about it?

A. The easiest way is to register with your local United States Employment Service office. They'll classify you. Then they'll refer you to the list of training vacancies available at the moment in specific courses (this list is sent to the U. S. E. S. by the Board of Education and is kept up to the minute).

The Employment Service then has a record of your qualifications, and knows what courses will be best for you. If an opening exists, and you're unemployed, the U. S. E. S. will refer you directly to a Board of Education training course. If you're employed in a defense industry or one closely related to it, however, you need merely obtain an employer's referral to one of the training centers under the administration of the Board of Education for a particular training course. The WPA may also refer persons for training.

Q. There's an impression around that person are required to have 18 months' previous experience, or something of the sort, before they can qualify for defense training courses given by the Board of Education. What is there to this report?

A. If an unemployed individual



What are the problems of defense training? What needs to be done in order to train men and women in time to keep pace with the demands of war production? These were the questions that came under scrutiny last Sunday in a round table discussion originating over radio station WINS, from a studio in the Mayflower Hotel, 61st Street and Central Park West, New York City. Participating in the discussion were (left to right) Richard C. Brockway, New York State Director of the U. S. Employment Service; Jerry Finkelstein, publisher of *The LEADER*, who acted as moderator; Maxwell Lehman, executive editor of *The LEADER*; Lieut.-Commander Valentine, U. S. Navy; Lieut.-Commander Hail, U. S. Naval Reserve; Albert C. Newman, Dean of Engineering, C.C.N.Y., and regional director of defense training courses for the U. S. Department of Education. Points made in the discussion: (1) There should be closer coordination of training facilities; (2) training should be in terms of actual industrial needs; (3) industry should be urged to set up its own training schools. The round-table discussion was one of the Mayflower Guest book series, broadcast each Sunday at 1:30 P. M.

can show some experience, he or she need not apply at a U. S. E. S. office; the Board of Education Advisory Board on Vocational Education, set up to determine the scope of the individual's experience, will designate the proper course for that individual, merely upon receiving a background report from the applicant. The type of course is known as a "refresher," given to one who wants to brush up on a skill he once had but permitted to grow rusty.

An unemployed person without any mechanical experience must, of course, apply directly to the Employment Service.

In cases where an employer in a defense industry, or one closely related to it, recommends an employee to the Board of Education for defense training to increase his efficiency or to upgrade him, that employee is sent directly to a training school by the Board of

Education. If the employer sends along a "green" hand, he or she is referred first to U. S. E. S. The same goes for an employee sent along by an employer in a non-defense industry.

Q. How many persons are now taking these courses offered by the Board of Education?

A. For the week ending December 30, 1941, the total came to 10,270.

Q. What is the total capacity of the Board of Education in this respect?

A. The Board is expanding its facilities as rapidly as possible. If necessary, courses will even be given on Saturdays and Sundays to step up the pace. Starting February 2, some ten courses were thrown open to about 1,000 high school seniors who will be graduated in June. The boys don't give up their regular school work but take the courses on top of their regular lessons.

Q. Is the Board of Education, in these courses, being guided by the needs of industry?

A. Certainly. The U. S. E. S. has scouts in industry who keep us posted on what is deemed necessary.

Q. What percentage of trained people does the Board of Education place?

A. The Board doesn't place people. That's the job of Employment Service. They pick up when we finish, and place enrollees in available defense training jobs. The percentage constantly varies.

Q. Is any special consideration being given those who have lost their jobs through priorities orders?

A. Congress is now considering legislation to create training programs for such persons.

Q. How about the women? Is there any further move to furnish courses for them?

A. Frankly, the Board of Education is inaugurating training courses for women in restricted areas for specific jobs requested by employers. The training of women in general—while under consideration—has not yet been proved feasible because the absorptive capacity of industry for women trained or untrained is not what it is for men. It is unfair to the women to train them and then have them find that they cannot obtain jobs because employers prefer men and can still get men. This situation ex-

ists mainly for the protection of women themselves.

Q. Can unions in non-defense industries refer their unemployed for training?

A. Congressional legislation now being considered will take care of that question.

Q. What training opportunities are there for men over 40?

A. There is no maximum age limit set on applicants. The minimum age is 17½.

Q. What can be done to help this man? He is registered with the U. S. E. S. He applied to the Board of Education to take a defense training course. He was told he would have to apply to the U. S. E. S. He phoned the U. S. E. S. and they informed him they couldn't do a thing for him unless he already had training in a defense occupation. He replied that, if he had the training, he would not need them. He wanted to know how he could get the training. They answered, "Nothing we do."

A. This apparently was an an-

swer from somebody entirely inexperienced in the setup. It could happen in any business. The truth is that such an individual can be placed in a defense training course by the U. S. E. S.

Q. How do you square the attitude of the Board of Education about limited opportunities with the constant releases from Washington saying: "We need more men and women to train for the war industries?"

A. Here in New York City the situation is far different from that in much of the rest of the country. New York is not a heavy industry town, strictly speaking; it is principally a commercial center. The country as a whole has the industrial outlets for the help now greatly needed.

The LEADER has received a number of complaints from persons desiring defense training or, having procured it, find it difficult to land jobs. If you have any such complaint, please write to Editor, Defense Page, Civil Service Leader, 97 Duane Street, New York City. *The LEADER* is trying to track down just what the difficulties are and what bottlenecks exist in training, to the end that suggestions may be made to improve training efficiency.

Become a Draftsman Help Win the War

Thousand of trained draftsmen, young men as well as 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.

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Welding for War

The Haller Welding School, looking toward the future, is making intensive surveys among manufacturing firms in order to gather information to prepare men to take over effectively in peace-time plants.

Display Work

The training of women in all phases of display work will be stressed at the Display Institute, 3 East 44th Street, Manhattan, during the spring term that begins February 16.

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“What Can I Do to Help In the Battle of Production”

CIVIL SERVICE LEADER PRIZE ESSAY CONTEST

EVERYONE today is asking himself, What can I do to help? Biggest part of the war for the men and women on this continent is the battle of production, the fight to produce planes, tanks, guns and munitions to help feed fifteen million fighting men for the United Nations.

The Rules

To stimulate thinking along this line, the Civil Service LEADER is sponsoring a PRIZE ESSAY CONTEST among all citizens over 16 years of age. Essays may be of any length but a limit of 500 words is suggested.

The Prizes

Through the courtesy of various defense training schools, prizes have been arranged in the form of full scholarships at these schools. The prize winners will have their choice of scholarships in the order of their placement.

DELEHANTY INSTITUTE - Choice of course in (1) bench assembly and inspection; (2) aircraft

production mechanic; (3) machine tool operator; (4) electric arc welder; (5) secretarial course; (6) various civil service courses.

MANHATTAN TECHNICAL INSTITUTE - Choice of course in (1) drafting; (2) blueprint reading; (3) surveying; (4) mathematics; (5) certain civil service courses.

NEW YORK DRAFTING INSTITUTE - Choice of course in (1) mechanical drafting; (2) ship drafting; (3) aeronautical drafting; (4) architectural drafting.

In addition to the courses, each of the five winners will receive, from The Civil Service LEADER, an engraved medal testifying to the quality of his ideas.

The Judges

The committee of judges consists of the following:

CHARLES POLETTI, Lieutenant-Governor of the State of New York.

RICHARD C. BROCKWAY, New York State Director of the United States Employment Service.

TEX McCRRARY, chief editorial writer of the New York Daily Mirror.

The judges will render their decision as soon as possible after the final date for submitting essays. Address essays to Defense Contest Editor, Civil Service LEADER, 97 Duane Street, New York City.

‘Quick-Action’ Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the local U. S. Employment Service office.

Technical

10 East 40th Street-LExington 2-0160

Designers of Structural Steel and Reinforced Concrete-Must have recent experience on heavy industrial buildings, power plants, bridges, etc. Must have worked for consulting engineering firm or steel fabricators.

Marine Draftsman-Experienced on hull, structure or mechanical equipment of deep water cargo and passenger ships. Experience on small pleasure crafts not acceptable.

Method Engineer-To write processes for shop production. Must be familiar with machine shop processes and methods and know steel or aluminum forgings and castings and sheet metal work.

Oil Refinery Designers and Draftsmen-To work for consulting engineer firm on design and detailing of oil refineries. To work on structural details, plant layout, piping diagrams, mechanical equipment, electrical circuits or fractionating tower details.

Plant Superintendent-To operate a shell loading plant for small caliber shells. Plant has been tooled up and is ready to go into full production.

Radio Engineer-Development work on radio. Must have two years college engineering with six months full time paid experience in radio manufacturing field.

Industrial

(87 Madison Avenue, Phone LExington 2-8910)

Armature Winders - Experience on AC and DC motors. Must be citizens. (Ask for Miss Zimmerman).

Assemblers-Female-Must be experienced on fine mechanical and electrical instruments. Must be citizen under 30 years of age. Able to handle tools. Some blueprint reading preferred. Apply in person.

Automatic Screw Machine Operator-Experienced man able to set up and operate-to take charge of department as night foreman.

Coil Calibrators-Experienced making AC bridge measurements and coil adjustments. Apply in person only. (Ask for Mr. Burnham).

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

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

Flare and Fire Setters-Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. Apply in person only. (Ask for Mr. Burnham).

Foreman-Must be first class machinist to act as working foreman in a general machine shop making tools, dies, jigs and instrument parts. Must be able to set up and operate all machine tools. Must be citizen. (Ask for Mr. Dean).

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

Grinders-Must know how to set up and operate Cincinnati centerless grinder for work on shafts, bearing rods and roller bearings. Also grinders on surface, internal and external precision work on wide variety of material. Must be first class man. Must be citizen. (Ask for Mr. Dean).

Instrument Assemblers-At least three years' experience assembling fine instruments. Must read blueprints. Must have worked on such instruments as electric clocks, control devices, speedometers. Must be citizens. (Ask for Mr. Betz).

Machinists, Tool and Die Makers-First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Will

Educators Approve Young Air Cadets

A momentous event took place last week with the formation of Air Training Cadets of America, a volunteer pre-flight organization open to youths 16 to 18. The plan, which immediately engaged the interest and support of teachers, was devised to prepare young men for aviation careers-to train them early, and give them solid grounding in every phase of aviation except actual flying.

Air Cadets of America will train after school hours and possibly during their summers. They will be provided with appropriate uniforms. Leaders of the new group expect to train young men in "units"-each unit consisting of approximately 50 boys. It is anticipated that units will be organized in the high schools.

Heading up the new organization are Dr. Ben D. Wood, professor of Collegiate Research at Columbia University; Dr. Paul R. Mort, professor of Education at Teachers College, and Dr. N. Engelhardt of Columbia University. The organization has the support of Robert Lovett, Assistant Secretary of War for Air, the CAA, and other governmental circles.

consider non-citizens not employed in defense work. (Ask for Mr. Dean).

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

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

Sheet Metal Workers-Production experience. Must read blueprints and do layout work. Men with background in radio manufacturing. Must be citizen. (Ask for Mr. Kopf.)

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

Toolmaker-First class, to do experimental work in a Queens laboratory. Must be citizen. Prevailing rate of pay. (Ask for Mr. Daughtry).

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

Wood Pattern Makers-Must have recent experience in foundry work, jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Cauldwell).

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

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

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Tuesday, February 3, 1942

Bring 'Em to NYC

"DECENTRALIZATION" is a word that worries Washington employees. It refers to the exodus of governmental agencies from Washington to points all over the country.

There isn't enough space in the capital to house all the new agencies and the workers who must man them. But distributing agencies all over the map is hardly an efficient way of running the government.

The solution is obvious. New York City must become the nation's second capital. It is that in fact now, if not in name. The controls over vast areas of finance, production, planning, and government are centered in the city. Communication between Washington and New York is comparatively rapid. The housing situation in New York City is no problem at all—there is plenty of office space throughout Manhattan, plenty of housing in all the boroughs.

The ideal solution is to bring the agencies that must leave Washington into New York, where they can be together, and continue functioning through close contact with one another. It would mean least dislocation, most efficiency.

Why Another Attendant Test?

WELL, New York State has ordered another hospital attendant test. This makes the fourth in a period of less than two years.

This merry-go-round is getting to be preposterous. The business of holding exams over and over isn't going to provide enough attendants. Everybody knows that the mental hygiene department can't fill the jobs because the pay is low, because attendants are resigning in droves to take better jobs in private industry, and because several of the hospitals are run like private feudal systems. Morale is astonishingly low.

The situation isn't going to be improved so long as employees are expected to live on \$54 to \$66 a month (plus maintenance), and to maintain families on such wages. There's no point in holding tests over and over again—the big point is to improve working conditions first.

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. It is the intention of this department to be an open forum for people interested in civil service.

Cleaners Seek Competitive Status

Sir: The cleaners are still among the few employees who haven't been reclassified into the competitive class. If this is done it will solve their legitimate salary and promotional complaints.

This can be done by the Municipal Civil Service Commission reclassifying the cleaners from the labor class to the competitive, with two grades as follows:

Cleaners, male, grade 1, \$1,200 to but not including \$1,800 per annum; Cleaners, male, grade 2, \$1,800 to but not including \$2,400 per annum.

Practically all Civil Service employees are graded and getting increments within their grade. Why not the cleaners?

A WELFARE DEPT. CLEANER.

Call 6-Day Week Unproductive

Sir: The experience of the past few weeks has demonstrated that the Mayor's six-day week order was promulgated without planning, with no conception as to the use to which the extra time would be put. As a matter of fact, the lengthened city work week has admittedly interfered with many civilian training activities, so that the net effect of the order thus far with respect to civilian defense has been entirely negative.

About six months ago, city employees were notified by the Mayor that an emergency existed which required volunteer service in various branches of the civilian defense effort. Men and women in the employ of New York City's government registered as auxiliary firemen, air raid wardens, first-aid

workers and in various other specialized branches of the training program. This they did after working hours and without recompense, because they knew that these activities are vital to the defense of their country. City employees stand ready to make whatever sacrifices are necessary to insure victory over the Axis.

But the six-day week has thus far shown itself to be the antithesis of intelligent sacrifice. Saturday afternoons in city departments have been unproductive of anything but confusion and resentment. The workers are not rolling bandages, they are not filling cartridge shells, they are not knitting army clothing. Added services are definitely not being given to the public.

Very truly yours,
IRVING ENKELLS,
PHILIP KLARNET.

Don't
Repeat This!



THAT big mahogany table in the NYC Civil Service Commission's examining Room 703 used to belong to Boss Tweed. . . . The Mayor is said to have tongue-lashed some of the WNYC boys for the poor quality of their recordings. . . . One of the words being blacked out by U. S. censors at Trinidad is "bagel." . . . Chicken loaf must contain chicken, says Holton V. Noyes. He's Commissioner of State Dept. of Agriculture & Markets. . . . Since the war began, more than 2,000 new jobs have been tabulated. . . .

Democracy Notes

An attempt to segregate 20 Negro girls in the typist section of the Army Signal Corps in Philadelphia was scotched. . . . In the Army recruitment booklet: "If you have a yearning for globe-trotting, the Army is a solution to your problem." . . . Good trick if you can do it: This appears in the official Motor Vehicle Examiner's Manual: "If the applicant appears desiring a license to operate two different types of automobiles, he shall be given a test on both cars at the same time." . . . Watch for a blast at the State Conservation Commission for its treatment of some of its employees. . . . What's this about a top-flight official asking to have a "whoopie-cellar" in his home fixed up by a civil service employee? . . .

Grievance Dept.

A major grievance has developed between a post office union and one of the postal supers. They're trying to settle it amicably. . . . It's no more Sunday pay in the Sanitation Department. . . . A scroll in Councilman Stanley Isaacs' possession, paying tribute to his qualities of leadership when he was borough prexy, contains upside-down signatures, dirty signatures, fingermarks. The names were gathered from workers on the job. . . . A candidate for a New York City job may be fingerprinted as many as five times. . . . Several Commissioners are chafing under what they call—off the record—"remote control by the Mayor."

Merit Men



YOU ASK Assistant Deputy Comptroller Morris Paris what he does for recreation and he tells you: "I delve into political and social economics."

That's the sort of serious, deep-thinking man you find in rotund, moon-faced, 44-year-old Mr. Paris.

Father of two young children, he also helps to exert a paternalistic influence over a full-grown city. Says he: "My most solemn duty is to see that city funds aren't wasted."

Graduate of Boys' High School in Brooklyn, University of Michigan in 1919 (Phi Beta Kappa), and Columbia University Law School in 1921, the assistant deputy comptroller is a member of the bar in New York State, Ohio and Illinois, former assistant counsel to the State Housing Board, ex-Housing consultant in the city's law department, ex-labor lawyer, ex-counsel for the Brooklyn Tenants' As-

sociation and the Tenants Consumers' League in the rent law litigation days from 1921 to 1925, former insurance company counsel, and is still prominent in American Labor Party circles. Quite a versatile guy.

Not So Serious, After All

When you insist he must have some recreation, he finally admits to "music and poetry—and plonchle and thick steaks." Other wise, while at home at 915 Washington Avenue, Brooklyn, he is always likely to interrupt a conversation with his wife to point to the social significance of the subject under discussion.

Mr. Paris' big ambition these days is (on behalf of the Comptroller) "to reduce the procedure and disposition of labor law cases to a point of simplicity so that the average city employee will understand his rights to wage increases and will be able to enforce those rights without the necessity of paying legal fees in the process."

The formula will doubtless require further clarification by virtue of court process in a limited number of cases, Mr. Paris points out, but, once completed, it may well be worked out to a point where anyone may refer to it in judging his status in terms of his wage rate.

As Easy As That!

Under this system, Mr. Paris believes, a man can look at the formula and actually say he's entitled to a difference in wage. From which point he can draw up a proper complaint form so that he won't be barred by technical reasons when his case comes up for consideration.

In short, the assistant deputy comptroller doesn't intend to be satisfied until he can do away with all technicalities and ambiguities which currently and for years and years have tended to defeat what he considers "just claims."

(Continued on page Eighteen)

QUESTION, PLEASE

Can You Get Pay Difference?

L.B.: If you join the Naval Reserve, you will not be entitled to the payment of the difference in your military and city pay. Only city employees who joined Reserve and National Guard outfits before these organizations were federalized are entitled to the salary differentials under section 245 of the State military law. Although it is strictly a local draft board matter, we doubt if you would be reclassified from 3A to 1A because of your dependents.

Probational Indefinite—What Does it Mean?

N.M.: A probational indefinite appointment in the federal service is the equivalent of a probational (permanent) appointment, except that the probational indefinite appointment is usually made to a position for which there has not always been a budget appropriation. Most of the federal positions being filled in defense agencies today are paid for out of emergency funds. The length of time for which Congress will continue to appropriate money for these positions is not known. Consequently appointments are made on a probational indefinite basis.

A person appointed to a probational indefinite position has the same rights and privileges as a person appointed to a probational (permanent) position. He has vacation rights and privileges. He is included in the federal retirement system. After six months of employment he has the privilege of requesting a transfer or of participating in promotion examinations. When his period of employment is over, he may request that his name be placed on a re-employment list and he has the privilege of reinstatement to a vacancy in his title.

Residence Requirements in New York City

J.D.: In order to be appointed to a civil service position in New York City you must have been a resident of the city for a period of three years prior to the date of

appointment. However, non-residence is New York does not prevent you from filing for and taking a city civil service test. It is possible for you to fulfill the residence requirements by moving to New York City now, as every eligible list has a potential life of four years. Also, it will probably be some time before an eligible list is established as a result of an examination for which applications are being issued at present.

The three-year residence restriction does not apply to positions in nine city departments and agencies. They are: Board of Transportation, Board of Water Supply, N. Y. C. Parkway Authority, N. Y. C. Housing Authority, Municipal Civil Service Commission, Triborough Bridge Authority, N. Y. C. Tunnel Authority, Board of Education, Board of Higher Education. Residence restrictions are also waived for any municipal position outside the city limits.

Candidates for positions in any one of the nine agencies listed above or for municipal employment outside of New York City, must be residents of New York State at the time of appointment.

Sanitation List

A.R.: Inasmuch as your name was not placed on the sanitation man, class A eligible list, you are not entitled to appointment to any positions from that list. Only the names of the first 7,826 eligibles were placed on that list. There is no possibility of the Civil Service Commission extending the list further because of the war situation.

What Chance For U. S. Appointment?

J.B.: There is no way of estimating your chances for appointment from or determining your standing on the federal list for apprentice, Government Printing Office, as the U. S. Civil Service Commission does not release its registers for publication. We would not advise you to write to the Commission for your relative standing at the present time because the staff of the Commission is kept busy with defense recruitment.

Page of Examination Study Aids

STUDY AIDS FOR CITY CLERK TEST

Improving Your Reasoning

The Ninth of a Series of Articles on Proper Preparation for Civil Service Examinations

By Gertrude B. Slavin, B.S., M.A., and Alvin Slavin, B.A., M.A.

Bureau heads of all government departments are constantly searching for persons who possess the ability to meet new situations—persons who can readily adapt themselves to unfamiliar problems—in short, who have the ability to think clearly.

It is for this reason that nearly all Civil Service examinations include questions which test the candidate's judgment, reasoning, and power of analysis. We indicated in last week's article on REASONING TECHNIQUES the type of questions which test the candidate's judgment and his ability to come to proper conclusions when faced with a series of facts. There is still another form of testing, always popular with civil service examiners, which may indicate a candidate's ability to recognize the degree of logical relationships in varying factors of problems. These questions determine your power of analysis and likewise demonstrate your ability to think clearly. They are often referred to in civil service testing as Analogy problems.

Here is an example of a typical analogy question:

IDLE is to **BUSY** as **ABSENCE** is to (1) alone (2) willingness (3) presence (4) sadness (5) dismissal.

The problem presented seeks the identical relationship that **ABSENCE** bears to any one of the five alternatives listed possessing the same degree of relationship between **IDLE** and **BUSY**. What is the specific relationship between these two words? An analysis of the meaning of both indicates that they are opposite in meaning. Our next step is to word from the choices listed one that is opposite in meaning to the word **ABSENCE**. Naturally the only choice possible is **PRESENCE**. The complete answer then would read:

IDLE is to **BUSY** as **ABSENCE** is to **PRESENCE**.

The Analogy in civil service tests is similar to the ratio problem in Arithmetic. For example: 2 is to 4 as 3 is to (1) 9 (2) 12 (3) 14 (4) 15 (5) 16. The answer is obviously 16. Once you establish the relationship between the first two members of an analogy, it is relatively simple to discover the fourth member that is paired with the third.

The Analogy questions resolve themselves into several different types. The first example given above denotes a relationship of oppositeness.

Another type of relationship might be one of similarity:

EXIT is to **DEPARTURE** as **EXPENDITURE** is to (1) Budget (2) Disbursement (3) Fiscal (4) Entrance (5) Savings.

The relationship between **EXIT** and **DEPARTURE** is one of sameness. Therefore the word **DISBURSEMENT** is the correct choice because it is synonymous with the word **EXPENDITURE**.

Another relationship might be one of function:

ARMY is to **WAR** as **GOVERNMENT** is to (1) Peace (2) Navy (3) Forestation (4) Rule (5) Freedom.

Once more we determine that the relationship between **ARMY** and **WAR** is one of function; that is, the purpose or function of an **ARMY** is a design for **WAR**. Then the most logical choice for the second group is **RULE**, for to rule is the function of **GOVERNMENT**.

Still another form of relationship is one of character:

COPPER is to **SOLID** as **OXYGEN** is to (1) Purity (2) Air (3) Tank (4) Hydrogen (5) Gas.

The relationship between **COPPER** and **SOLID** is one of character; that is, **COPPER** is in substance a solid. Therefore, the fifth choice **GAS** is the correct answer, because the character of **OXYGEN** is a gas.

There are numerous types of analogy relationships that cannot be classified. If the candidate will follow the methods analyzed above, he will be able to determine the various relationships in a similar manner and arrive at the correct conclusion.

The important rule to remember in answering an Analogy question is to determine the specific relationship of the first two members of the Analogy, and then choose the word given in the alternatives with a similar relationship to the third member of the Analogy.

Test your Analogy reasoning by answering the following questions:

EXERCISE XIV

1. **REMUNERATIVE** is to **PROFITABLE** as **FRAUDULENT** is to (1) liar (2) slander (3) false (4) plausible (5) reward.
2. **AX** is to **WOODSMAN** as **AWL** is to (1) cut (2) hew (3) plunder (4) pierce (5) cobbler.
3. **SURGEON** is to **SCALPEL** as **BUTCHER** is to (1) mallet (2) cleaver (3) chisel (4) wrench (5) medicine.
4. **CAT** is to **FELINE** as **HORSE** is to (1) vulpine (2) tiger (3) quadruped (4) carnivorous (5) equine.
5. **ADVERSITY** is to **HAPPINESS** as **VENGEANCE** is to (1) misfortune (2) gayety (3) troublesome (4) petulance (5) serenity.
6. **NECKLACE** is to **ADORNMENT** as **MEDAL** is to (1) jewel (2) metal (3) bravery (4) bronze (5) decoration.
7. **GUN** is to **HOLSTER** as **SWORD** is to (1) pistol (2) scabbard (3) warrior (4) slay (5) plunder.
8. **ARCHAEOLOGIST** is to **ANTIQUITY** as **ICHTHYOLOGIST** is to (1) theology (2) ruins (3) horticulture (4) marine life (5) mystic.
9. **SHOE** is to **LEATHER** as **HIGHWAY** is to (1) passage (2) road (3) asphalt (4) trail (5) journey.
10. **SERFDOM** is to **FEUDALISM** as **ENTREPRENEUR** is to (1) laissez faire (2) captain (3) radical (4) agriculture (5) capitalism.

Here are the answers to last week's exercise:

Exercise XIII: 1-A; 2-A; 3-B; 4-C; 5-B; 6-A; 7-B.

Our tenth article will deal with the Proverb type of question given in civil service examinations. Methods of analysis and ways to answer the Proverb type of question will appear in next week's issue of the Leader. Follow the Leader for the answers to this week's exercise.

For Clerk Grade 2

An extensive bibliography for the coming New York City clerk grade 2 test has been prepared by the Municipal Reference Library. Here is a selection from that bibliography, for those who plan to take the test.

OFFICE PRACTICE

- Brown, Harold S.**—Filing theory and practice; the fundamental principles of filing simplified, together with complete laboratory practice. New York: N. E. H. Hubbard and Co., Inc., 1933. 144p., \$2.50.
- Chaffee, Allen**—How to file business papers and records; a practical business manual dealing with the filing systems and equipment in use today. 1st ed. New York: McGraw-Hill Book Co., Inc., 1938. 186p. \$2.00.
- Darlington, George M.**—Office management. New York: Ronald Press, 1935. 203p. \$2.00.

Duddy, Edward A., and others—Business correspondence and office management, by Edward A. Duddy, L. E. Fralley and Raymond V. Credit. Chicago: American Technical Society, 1938. 234p., illus. \$1.75.

Hainfeld, Charles F.—Secretarial practice. Chicago: Lyons and Carnahan, 1932. 369p. \$1.40.

BUSINESS ENGLISH

- Aurner, Robert Ray**—Effective business correspondence. 2nd ed. Cincinnati: South-Western Pub. Co., 1939. 629p. \$1.32.
- Butterfield, William H.**—The business letter in modern form. New York: Prentice-Mall, Inc., 1938. 246p. \$2.65.
- Connelly, Mary E.**—Guide to approved punctuation; approved by the Department of English and by the Department of Secretarial Studies in the Boston University College of Practical Arts and Letters as standard usage. 2nd ed. Boston: Parker Marshall Company, 1940. 14p. 25c.
- Daringer, Helen Fern**—Grammar for everyday use. Yonkers-on-Hudson, N. Y.: World Book Co., 1938. 338p. \$1.00.
- Deffendall, P. M.**—Actual busi-

ness English and correspondence. New York: The Macmillan Co., 1939. 224p. \$1.20.

BUSINESS ARITHMETIC

- Capital Publishing Institute**—Civil service arithmetic... questions and answers. New York: 41 Union Square, 1940. 33p., min. 50c.
- Kanzer, Edward M., and William L. Schaaf**—Essentials of business arithmetic. Boston: D. C. Heath and Co., 1936. 435p. \$1.28.
- Binney, Lucien Blair**—Business mathematics. New York: Henry Holt and Co., 1936. 350p. \$1.32.
- Lasley, Sidney J., and Myrtle F. Mudd**—The new applied mathematics, rev. ed. New York: Prentice-Hall, Inc., 1937. 544p. \$1.60.
- Lennes, N. J.**—New practical mathematics. New York: The Macmillan Co., 1939. 426p. \$1.32.

NEW YORK CITY GOVERNMENT **Cord Publishers**—Municipal government outline chart of New York City. New York: 147 Fourth Ave., 1940. 25c.

New York City Charter—New York City Charter adopted at the general election held November 3, 1936. Effective January 1, 1938. 1936. 83p. 25c.

New York City, City Record—The City of New York; official directory, 1941. 460p. 50c.

New York City, Mayor—New York City. Edited by Rebecca B. Rankin, 1939. 270p. 50c.

Rankin, Rebecca B.—Guide to the municipal government—City of New York. 4th ed. Brooklyn: Eagle Library, Inc., 1939. 111p., illus. \$1.25.

CIVIL SERVICE STUDY MANUALS

- Arco Publishing Co.**—Clerk, grade 1. by Nathaniel Show. New York: 480 Lexington Ave., 1942. v.p., min. \$1.00.
- Arco Publishing Co.**—Clerk, typist, stenographer; a concise and effective preparation for these three job categories. New York: 480 Lexington Ave., 1940. v.p., min. \$1.50.
- Arco Publishing Co.**—College clerk, grade 2 (Board of Higher Education). New York: 480 Lexington Ave., 1940. v.p., min. \$1.00.
- Arco Publishing Co.**—Junior and assistant clerk, typist, stenographer. New York State Civil Service, by Nathaniel Shaw. New York: 480 Lexington Ave., 1941. v.p., min. \$1.50.
- Arco Publishing Co.**—Junior clerk (filing option). New York: 480 Lexington Ave., 1941. v.p., min. \$1.25.

For License Examiner

Continued from Last Week

Procedure for Junior Operators' Licenses. Follow the same procedure as in the case of chauffeurs' or operators' tests.

If the Examiner conducts an examination for a junior operators' license, he should not concern himself with the purposes for which this license is being given. The issuing office having accepted the applicant, the Examiner is merely to determine whether or not the applicant can drive safely.

Procedure for marking the examination permits by Examiners. Examiners should use a punch issued by the Deputy Commissioner, each punch having an individual character.

The result of vision, English and color tests must be marked plainly with indelible pencil or ink in spaces provided for the purpose. No erasures are tolerated on any examination permit.

If the applicant has passed the test, the Examiner is to punch twice in the "result" column, using punches furnished him for that purpose.

If the applicant is rejected, the Examiner is to mark the examination permit with the letter "F" in the result column. He should also check the reasons for failure on the back of the road test permit in the column corresponding to the test given, whether first, second, etc.; also on the corresponding stub attached to the road test permit.

In all district offices, a report form, MV-228 or MV-243-B shall be prepared, to be given to the Examiner each morning, and containing the following information: date, place of road test and pending numbers of all examinations listed hourly.

The Examiner must check opposite each pending number the result of the examination. The Examiner then enters the total number passed, failed, eye test failures, English failures and number of examinations. The report and exam permits must be turned in daily to an individual authorized to receive them.

In case the applicant is a chauffeur, examine the photograph to determine if he's the proper party. Picture and permit should be cut with punch to prevent substitution of picture.

Care should be exercised to ascertain that perforation in no way destroys any part of the photograph or any result entered, either on the face or reverse side of the road test permit.

If the applicant appears to desire a license to operate two different types of cars, he is to be given a test on both cars, provided he appears with both automobiles at the examination.

More Next Week

Playground Director Study Series

Series No. 6

Directions: One of the answers A, B, C, D best completes the item. Write in the correspondingly numbered space on the answer sheet the capital letter preceding the best answer.

1. The keynote of tuberculosis prevention is the control of (A) the active case, (B) the sputum, (C) pulmonary tuberculosis.
2. The childhood type of tuberculosis may be detected by a (A) sputum examination, (B) tuberculin test (C) cough.
3. Of the following, the most important point in nursing tuberculosis in regard to patient and public is to (A) inculcate the lessons of personal hygiene, especially as regards the disinfection of sputum, (B) keep the patient in bed in a room to himself, (C) boil the dishes and disinfect clothing.
4. Of the following, the most valuable aid in the cure of tuberculosis is (A) sunshine, (B) rest, (C) mountain air.
5. Passive immunity is acquired by (A) having the disease, (B) injection of toxin, (C) injection of antitoxin.
6. Etology means (A) cause of disease, (B) outcome of disease, (C) treatment of disease.
7. Pasteurization of milk will kill (A) all bacteria present, (B) pathogenic bacteria, (C) spare bacteria.
8. Quackery is a good disinfection for stool and urine because (A) it destroys odor, (B) its action is rapid, (C) it is economical.
9. Of the following, the chief complication of diphtheria is (A)

endocarditis, (B) bronchopneumonia, (C) lumpy pneumonia.

10. The lungs passers (A) Two lobes, (B) Three lobes, (C) Four lobes, (D) Five lobes.

11. An individual whose I.Q. is 40 is usually classified as (A) idiot, (B) imbecile, (C) average, (D) moron.

12. The bones of children do not break as easily as those of old people because they contain more (A) organic matter, (B) morganic matter, (C) peristum, (D) marrow.

Course Opens in Labor Relations

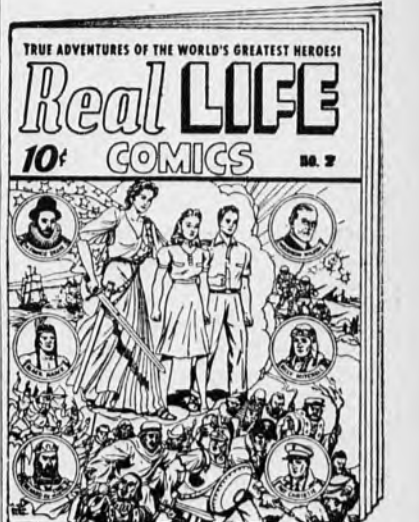
A course in the Law of Labor Relations is to be offered during the spring semester in the Evening Session of the City College School of Business, according to an announcement by Professor Robert A. Love, in charge of the Evening Session.

The course, deemed of importance because the problem of labor relations are of vast importance in relation to the current all-out production programs for national defense, is to be given by Herbert A. Lien, specialist in labor law.

Nationally known figures in the field of labor relations will take part in the course as guest lecturers. Among these are Mrs. Elinor M. Herrick, Regional Director of the National Labor Relations Board for the New York region.

Registration, open to men and women, is taking place in the School of Business, Lexington Avenue and 23rd Street, Manhattan. Closing date for registration is February 6. The course will be given Tuesday nights, starting February 12.

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An Inspiration to American Youth!

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Housing Course At City College

In keeping with the growing importance of public housing programs, particularly in centers of defense industry, a course in public housing has been scheduled for the spring semester of the evening session of the City College School of Business. The course will be given by

Ira S. Robbins, counsel to the State Commissioner of Housing. Prominent officials in the field of public housing will participate from time to time as guest lecturers.

Registration is open to both men and women, at the School of Business, Lexington Avenue and 23rd Street, New York. Registration dates are February 3 through February 6. The course will be given on Thursday evenings, starting February 12.

Examination Requirements

How to Apply for a Test

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

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

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

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

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

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

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

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

City Tests

Audit Manager

Salary: \$6,000. Vacancies: 1 in the Emergency Revenue Division.

Duties

To have direct supervision and responsible charge of the accountants, junior accountants, bookkeepers; formulate and put into effective operation all audit procedures and policies necessary to conduct a proper and efficient audit and examination of the books and accounts of all persons required to file returns pursuant to the City's Emergency Revenue Tax Laws;

make decisions with reference to all audit problems arising in the Department; confer with taxpayers; coordinate the activities of the various Audit Units.

Requirements

The incumbent of this position must be equipped by training and experience to direct the activities of a staff of auditors and office assistants of approximately 180 engaged in the administration of the audit functions of the Emergency Revenue Division. Candidates must possess a certificate as a Certified Public Accountant of the State of New York, with at least 15 years' experience in auditing and accounting, including at least 10 years' experience with a large business or governmental organization or with independent certified public accountants or as a Certified Public Accountant conducting his own business. Appropriate college and graduate training may be substituted for the required experience on a year for year basis, except that every candidate must have had 10 years of accounting experience of a character and magnitude to qualify the candidate to manage the Emergency Revenue Division staff as described under "Duties."

Subjects and Weights

Training, experience and personal qualifications, weight 100. Training, experience and personal qualifications will be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigations as may be deemed necessary to determine the extent to which such experience has qualified the candidate for the position sought. Such oral interview will be designed to probe the essential factors of technical competence and administrative ability necessary for the efficient performance of the duties of the position. Fee: \$5.00. Applications: File by February 14.

Blacksmith

This list may also be used for industrial instructor in this trade.

Salary: Presently paid \$9.50 per day, prevailing rate. Vacancies: 2 in the Department of Sanitation.

Duties

To make angle irons, bridle irons, tools, automobile parts, or similar pieces of equipment, either by hand or steam hammer, or related work as required. To repair iron parts of fire engines, trucks, hose wagons, automobiles, carts, sweepers, sprinklers and other vehicles; to perform such other work as may properly be required of blacksmiths. Age: Not over 45 on the date of appointment. This position requires extraordinary physical ability.

Requirements

At least five years of experience along the lines outlined under duties.

Subjects and Weights

Written, weight 40; Practical, weight 40; Physical, weight 20. The practical test may include the testing of the candidates' knowledge and ability by an actual work sample or by detailed questioning of the candidate concerning experience and knowledge, or by a combination of such tests, or by other tests of competency. The Commission will also establish a supplementary list for industrial instructor in this trade in the following manner: Whenever the needs of the service require, the Commission will canvass the eligible list for Blacksmith, for those persons who desire to be certified for industrial instructor. Such persons will receive a qualifying test designed to ascertain their ability to teach this trade and those who pass will be placed upon a supplementary list in the order of their original general average.

Medical and Physical Requirements

No disease, injury or abnormality that tends to impair health or usefulness. In addition, candidates must pass in four tests: Weight lift, pectoral squeeze, abdominal muscle lift and ladder climb. Fee: \$2.00. Applications: File by February 14.

Bus Maintainer—Group B

BMT Division, New York City Transit System

Amended Notice

Candidates who filed under the advertisement of December 9 to December 29, 1941, need not file again. With the holding of this exam, a promotion examination will be held. The eligible list resulting from such promotion examination will be used first to fill vacancies. Salary: 75 cents to 90 cents an hour. Vacancies: 107 at present. Others occur from time to time.

Duties

To maintain or repair the electrical, mechanical, hydraulic and pneumatic equipment of buses and other automotive vehicles.

Requirements

At least three years' recent satisfactory experience as a mechanic in the maintenance and repair of buses or other automotive vehicles as described under "Duties," or a satisfactory equivalent. This experience must have been in the capacity of a full time mechanic and NOT incidental or occasional experience in connection with other work. Full time formal education in an accredited trade or technical school of a nature to fit these requirements will be accepted on a year for year basis. Candidates must possess a New York State Chauffeur's License.

Subjects and Weights

Written test, weight 40; Practical, weight 40; Physical, weight 20. The passing grade will be set in accordance with the needs of the service. Medical and Physical Requirements: No disease, injury or abnormality that tends to impair health or usefulness. The competitive physical examination will consist of tests designed to grade the candidate's strength and agility. Fee: \$1.00. Applications: File by February 14.

Conductor

New York Transit System (All Divisions)

With the holding of this examination, promotion examinations will be held. The eligible lists resulting from such promotion examinations will be used first to fill vacancies. The list established from this examination will be certified as appropriate for the positions of Street Car Operator and Railroad Clerk. Eligibles accepting appointment to an appropriate position will be withheld from further certifications for a period of one year from the date of appointment. Salary: 65 cents to 78 cents an hour, at present. Vacancies: 64 in the BMT Division, 50 in the IND Division and 40 in the IRT Division, at present. All appointed from previous lists for Conductor. Hundreds of vacancies expected in the titles of Conductor and Street Car Operator during the life of this list.

Duties

To be responsible for the safety, regularity and proper care of trains, in accordance with the rules, regulations and special instructions governing the employees in operation; when assigned as conductor of trains, to take charge of trains; when assigned to secondary position of trains, to assist conductor in charge in the performance of his duties; when assigned to stations, to handle passengers, assist in the safe dispatch of trains, watch exit gates, patrol stations and perform special duties for the protection of passengers; when assigned to yard or work-train service, to operate hand-throw switches, assist in making couplings, serve as flagman; turn in lost property; make detailed reports of unusual occurrences.

Requirements

Not less than 5 feet 6 inches in height (bare feet). Minimum age, 21. This position is one of the principal means of entrance to a railroad career service in the New

York City Transit System. There will be active opportunities for promotion. Although railroad experience is desirable, it is not required. The most important attributes which will be required for this position are an aptitude for the type of work listed under "Duties," evidence of an ability to learn, and physical strength and agility.

Subjects and Weights

Written, weight 50; Physical, weight 50. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements

Candidates may be rejected for any disease, injury or abnormality, which in the opinion of the medical examiner tends to impair health or usefulness, such as: hernia, defects of the heart or lungs, impaired hearing in either ear, defective color vision, vision of less than 20/30 in either eye (eye glasses allowed). The competitive physical test will be designed to test the candidate's strength and agility. Fee: \$1.00. Applications: File by February 14.

Director of the Division of Building Management and Procurement

Salary: \$3,500 per annum, subject to budget. Vacancies: 1 in Department of Welfare.

Duties

To administer the Division of Building Management and Procurement of the Department of Welfare, including the administrative supervision of its 500 employees.

Requirements

Graduation from senior high school. Candidates must have had within the past 10 years, in a large governmental or private organization, 6 years full time paid experience of a character to qualify candidates for the duties of the position; 4 years of full time college technical training in building management, engineering, or architecture may be substituted year for year for the above experience. At least 2 years' experience must have been in an administrative capacity involving responsibility for the procurement and management of buildings; or the layout of office space; or the requisitioning, control, budgeting and distribution of office supplies, equipment or services, or a satisfactory equivalent. Experience in a city department as a chief clerk dealing with the Department of Purchase, the Budget Director and the Board of Estimate, or experience as an office manager with wide discretionary authority in a large real estate organization is of the type desired.

Subjects and Weights

Written test, weight 30; Training, experience and personal qualifications, weight 70. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by February 14.

Foreman, Furniture Maintainer

Salary: \$2,200 up to but not including \$2,600 per annum. Vacancies: At present 1 in the Board of Education and 1 in the Dept. of Public Works.

Duties

To be in immediate charge of work of all forces engaged in the installation, maintenance and repair of all types of furniture.

Requirements

At least 10 years of recent satisfactory practical experience as a carpenter or cabinet maker, or as a journeyman in the manufacture or repair of furniture for wholesale furniture houses, department stores, large hotels, large public institutions, at least 2 years of which must include responsible supervision of a considerable number of employees, or the equivalent; ability to prepare data for plans and reports, to estimate costs, to recommend repairs or other disposition of furniture; familiarity with the paints and varnishes used in the manufacture, repair and maintenance of furniture, the need for such paints and their proper application. The supervisory experience required must have been of a permanent nature. Mere relieving or substituting or acting as assistant supervisor will not qualify the applicant. The supervisory experience specified in advertisement must show that the applicant had full charge of and responsibility for the work of other employees.

the planning of the work, its inspection and satisfactory completion.

Subjects and Weights

Written test, weight 50; Training, experience and personal qualifications, weight 50. Admission to this examination, or any part of it, conditionally or pending subsequent determination of qualifications does not imply that the candidate possesses the minimum qualifications required for the position or is entitled to a passing rating on the experience part of the examination. If the experience interview, held after the written or other parts of examination, discloses that the candidate lacks the requisite experience or education, he may be disqualified or given less than a passing rating for experience. Fee: \$2.00. Applications: File by February 14.

Junior Civil Engineer

Amended Notice

Candidates who filed under the advertisement of December 9 to December 29, 1941 need not file again. Salary: \$2,160 up to but not including \$3,120 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: Occur from time to time.

Duties

To perform elementary civil engineering work in the investigation or development of civil engineering projects the design, lay-out, construction, inspection, testing, operation, or maintenance of civil engineering works or equipment for tunnels, bridges, schools, public buildings, highways, sewers, rapid transit railroads, etc.; or in scientific civil engineering research; keep records and make reports.

Requirements

An engineering degree (June, 1942 graduates are eligible); or graduation from a four-year day high school and eight years' satisfactory practical experience in civil engineering; or a satisfactory equivalent; general knowledge of the fundamental principles of civil engineering, of physics and mathematics; ability to prepare field notes or data for plans and reports; ability to use drafting instruments, instruments of precision and mathematical tables.

Subjects and Weights

Written test, weight 80; Training, experience and personal qualifications, weight 20. Training, experience and personal qualifications will be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs for the service. Fee: \$2.00. Applications: File by February 14.

Mechanical Engineer (Salvage)

Salary: \$4,260 up to but not including \$6,000 per annum. Appointments may be made from the list to a lower grade. Vacancies: 1 at \$4,000 in the Department of Purchase.

Duties

To have charge in connection with the salvage or sale of obsolete or worn-out equipment, such as automotive equipment, machinery, office equipment, etc.; also waste materials and supplies such as ferrous and non-ferrous metals, rubber products, building and construction materials; keep records and make reports; perform related work.

Requirements

An engineering degree plus at (Continued on Page Thirteen)

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(Continued from Page Twelve)

least six years' diversified practical production work in the skilled trades, preferably including one or more of the following: automotive equipment, metallurgical products, furniture or office equipment; three years of this time must have been in responsible charge of operations or the equivalent of these requirements. Candidates must be capable of determining whether salvaged articles have further service life and whether the cost of reconditioning is commensurate with future value. A knowledge of market conditions and commodity prices is desired to assure full value to the City.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$4.00. Applications: File by February 14.

Senior Accountant (Methods)

Salary: \$3,000 up. Vacancies: Four positions of provisional administrative assistants in the Comptroller's office are to be filled from this list. The salaries presently being paid are \$3,000, \$4,000 (2), and \$4,200.

Duties

To devise methods of recording, reporting and accounting in the several departments.

Requirements

Not less than 10 years of experience in accounting with a large governmental or business organization, or in auditing with a firm of public accountants. Not less than 5 years of this experience must have been in a supervisory capacity or as a senior accountant, and not less than 2 years of the required experience must have been in the responsible formulation and installation of accounting systems or methods and procedures, or in the analysis of accounting operations. Appropriate training at the college and graduate level may be substituted for the above required experience on a year for year basis, except that in every case candidates must have had the 5 years of required supervisory or senior experience including the required 2 years' specialized experience in accounting systems or methods.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination of the candidates' application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the ser-

vice. Fee: \$3.00. Applications: File by Feb. 14.

Telephone Operator, Grade 1 (Women)

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

Duties

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

Requirements

Applicants must be high school graduates and have had at least one year full time experience as telephone attendant or operator with operating telephone companies, public utilities or large industrial, commercial or governmental organizations or an additional year of education.

Subjects and Weights

Written, weight 40; Experience, weight 60. Qualifying practical tests will be given to those who pass the written test as the needs of the service require. Fee: \$1.00. Applications: File by February 14.

Trackman

New York City Transit System (All Divisions)

Salary: 63 cents to 83 cents an hour, at present. Vacancies: 44 in the BMT Division and 7 in the IND Division, at present. 199 appointed from last list. Several hundred vacancies expected during the life of this list.

Duties

To maintain tangent and curved track, special track and roadway, in subway, surface and elevated service, rails.

Requirements

Although track experience is desirable it is not required. This position involves heavy manual labor and the examination will require a very high degree of strength and a considerable amount of agility.

Subjects and Weights

Physical, weight 60; Written, weight 40. The passing grade will be set in accordance with the needs of the service.

Medical and Physical Requirements

Candidates may be rejected for any disease, injury or abnormality, which in the opinion of the medical examiner tends to impair health or usefulness, such as: hernia, defects of the heart or lungs, impaired hearing in either ear, defective color vision, vision of less than 20/20 both eyes together, (no eye glasses allowed), blindness in either eye. The competitive physical test will be designed to test the candidate's strength and agility. Fee: \$1.00. Applications: File by February 14.

Promotion to Assistant Station Supervisor

This examination is open only to employees of the IRT and BMT Division of the New York City Transit System. Separate divisional lists for the IRT and BMT Divisions will be established from this examination. A list for the IND Division is already in existence. The list established for each division will be used first to fill vacancies in that division. If the number of eligibles on a divisional list is insufficient to fill the vacancies in that division, the other two divisional lists may be combined and certified as appropriate. Salary: \$1,800 to and including \$2,400 per annum. Vacancies: 7 in the BMT Division, and 3 in the IRT Division, at present. Others occur from time to time. Date of test: The written examination will be held June 27, 1942.

Requirements

Open to all permanent male employees now serving in the titles of Railroad Clerk, and Collecting Agent, who have served continuously at least one year in the title or titles (or in an equivalent title or titles) in the IRT or BMT Divisions on the date of the written test, and who are otherwise eligible.

Duties

To assist the Station Supervisors in the work of the Station Section, including the following details: make investigations and reports, arrange for the proper manning of stations, supervise and assign station personnel, make inspections and take appropriate action on condition of stations and station equipment; supervise receipt and collection of revenue; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Subjects and Weights

Record and Seniority, weight 50, 70 per cent required; Written, weight 30, 75 per cent required; Practical-Oral, Weight 20, 75 per cent required. The practical-oral test will include the following factors: experience, technical competence and judgment.

Medical and Physical Requirements
Eligibles must pass the medical and physical examination given by the Board of Transportation immediately prior to appointment. Fee: \$1.00. Applications: File by February 14.

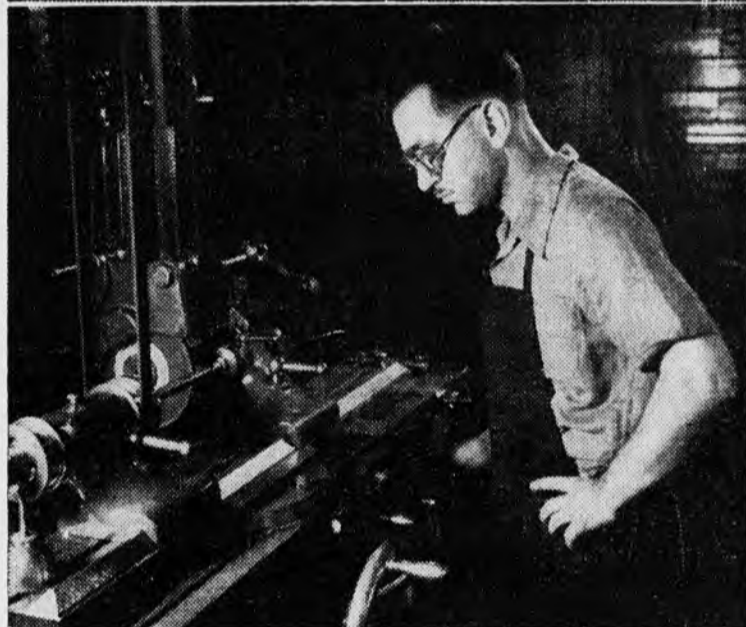
Promotion to Assistant Train Dispatcher

This examination is open only to employees of the IRT and BMT. Separate divisional lists for the IRT and BMT Divisions will be established from this examination. A list for the IND Division is already in existence. The list established for each division will be used first to fill vacancies in that division. If the number of eligibles on a divisional list is insufficient to fill the vacancies in that division, the other two divisional lists may be combined and certified as appropriate. Salary: \$1,800 to and including \$2,400 per annum. Vacancies: 17 in the BMT Division, 3 in the IRT Division, at present. Others occur from time to time. 40 appointed from last promotion list. Date of Test: The written examination will be held May 6, 1942.

Requirements

Open to all permanent male employees now serving in the titles (Continued on Page Fourteen)

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LISTING OF CAREER TRAINING SCHOOLS

ACADEMIC & COMMERCIAL—COLLEGE PREPARATORY
Boro Hall Academy—DeKalb and Flatbush Ext., Brooklyn—Regents accredited—MAIN 4-8558.
Columbia & Lee—147 W. 42d St.—Request Free Early Employment Booklet—BRyant 9-6294.

ACCOUNTING MACHINES
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith Printers, Sorters, Key Punchers—Circle 5-6425.
AUTO DRIVING INSTRUCTION
Bill's Auto Driving School—171 Worth St. (opp. State Bldg.)—Worh 2-6990
AVIATION PRODUCTION MECHANIC
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. STuyvesant 9-6900.
BENCH ASSEMBLY—AVIATION
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—STuyvesant 9-6900.

BUSINESS MACHINES
Delehanty Institute—115 E. 15th St.—Day and Evening Classes—Card Punch, Comptometry—STuyvesant 9-6900.
Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping, Typing—Day and Evening—ST. 3-7660.
CIVIL SERVICE
Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.
Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.

DRAFTING
New York Drafting Institute—276 W. 43d St. — Day and Evening Classes. Wisconsin 7-0366.
Manhattan Technical Institute—1823 Broadway (59th) — Day and Evening Classes—Circle 5-7857.
Mondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2086.

FINGERPRINTING
Delehanty Institute—115 E. 15th St.—New class forming. STuyvesant 9-6900.
New York School of Fingerprints—22-26 E. 8th St.—GRamercy 7-1288

MACHINE SHOP
Delehanty Institute—11 E. 16th St.—Day & Evening Classes — 200-300 hr. Course—STuyvesant 9-6900.
Lurz—Machine Shop Practice—1043 6th Ave., N. Y. C. — Day & Evening Classes—PE. 6-0913.
Practical Machinist School—109 Broad St.—Machinist school only. BO. 9-6498.

MECHANICAL DENTISTRY
New York School of Mechanical Dentistry—125a W. 31st St. — Day and Evening Classes—Employment Service—Free Booklet—CHickering 4-3994.

RADIO—TELEVISION
Radio Television Institute—480 Lexington Ave. — Laboratory Training — Day and Evening Classes—PLaza 3-4585—Dept. L.

SECRETARIAL SCHOOLS
Delehanty Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—STuyvesant 9-6900.
Bowers—228 W. 42d St.—Graded Speed Classes—BRyant 9-9092.
Washington Business School—130 W. 42d St.—WIscnoin 7-5811
 Complete Secretarial Courses—Including Comptometry.
Mary A. Mooney, Brown's Business College—7 Lafayette Ave.—Brooklyn—NEvins 8-2941.
Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn — Day and Evening Classes—Individual Instruction—SOuth 8-4236.
Merchants and Bankers Business School—55th Year — Day and Evening — 220 East 42d St.—MU. 2-0986.

TABULATING MACHINE OPERATION
Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith Printers, Sorters, Key Punchers—Circle 5-6425.

WELDING
Delehanty Institute—11 E. 16th St.—Day and Evening Classes — 224-hr. Course—STuyvesant 9-6900.

X-RAY AND ANALYTICAL TECHNICIANS
Harvey School—384 E. 149th St.—Day and Eve. Classes—Mott Haven 9-6655.

City Tests

(Continued from Page Fourteen)

Duties
 To test, inspect, maintain or repair the railroad signal system including: electric, electro-pneumatic or mechanical interlocking machines, switch machines, automatic train stops, color-light and semaphore signals, and associated power and control equipment; keep records; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Subjects and Weights
 Record and Seniority, Weight 50, 70 percent required; Written, weight 25, 70 percent required; Practical, weight 25, 70 percent required.

Medical and Physical Requirements
 Eligibles must pass the medical and physical examination given by the Board of Transportation immediately prior to appointment. Fee: \$2. Applications: File by February 14.

Promotion to Special Patrolman—Grade 2
 This examination is open only to employees of the New York City Transit System. Salary: \$2,401 to and including \$3,000 per annum. Vacancies: 40 at present; 20 additional expected. Date of Test: The written examination will be held June 6, 1942.

Eligibility Requirements
 Open to all permanent employees now serving in the title of Special Patrolman—Grade 1, who have served continuously at least one year in the title (or in an equivalent title) on the date of the written test, and who are otherwise eligible.

Duties
 To supervise the work of the Special Patrolman—Grade 1, engaged in the protection, patrolling and guarding of the property of the New York City Transit System; investigate and compile reports and take appropriate action for the safety of passengers and employees.

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

Medical and Physical Requirements
 Eligibles must pass the medical and physical examination given by the Board of Transportation immediately prior to appointment. Fee: \$2. Applications: File by February 14.

Promotion to Stenographer, Grade 2
Amended Notice
 Candidates who filed under the advertisement of January 6 to January 26, 1942 need not file again.

This examination is open to all departments. In departments for which there is an eligible list in existence, the list resulting from this examination will not be promulgated until the expiration of the existing eligible list. As of December 10, 1941 such departments are: Comptroller, E.R.D. Administration, 5 names remaining; Board of Estimate, 1 name remaining; Police Department, 1 name remaining; Department of Purchase, 1 name remaining; Water Supply, Gas and Electricity, 1 name remaining; Department of Welfare, 14 names remaining; Board of Transportation, 1 name remaining. Salary: \$1,200 to \$1,799.99 per annum. Vacancies: Occur from time to time. Date of Test: The written examination will be held March 28, 1942.

Eligibility Requirements
 Open to all permanent employees in the city service who have served continuously in the following service or services for the period of one year next preceding the date of the first assembled test; and who are otherwise eligible: Clerical Stenographer, Grade 1 and 2; Attendance Service—Grade 1; Accounting Service.

Scope of Examination
 The written test will comprise tests of capacity to follow written directions, mental alertness, reasoning ability, spelling, vocabulary, office practice, knowledge of civic affairs and other related knowledge and abilities. Dictation will be given at the rate of 120 words per minute for five minutes. Candidates must furnish their own notebooks, pen, ink, and typewriting machines. Those using stenotype machines will so state in their application, and will be required to furnish their own stenotype machines and paper. The Commission is not responsible for machines, nor will allowance be made for late arrival or defective condition on the day of the examination.

Subjects and Weights
 Record and Seniority, weight 50, 70 percent required; Transcription, weight 30, 70 percent required; General paper, weight 10, 70 percent required. Fee: \$1. Applications: File by February 14.

Promotion to Train Dispatcher
 This examination is open only to employees of the IRT and BMT Divisions of the New York City Transit System.
 Separate divisional lists for the IRT and BMT Divisions will be established from this examination. A list for the IND Division is already in existence. The list established for each division will be used first to fill vacancies in that division. If the number of eligibles on a divisional list is insufficient to fill the vacancies in that division, the other two divisional lists may be combined and certified as appropriate. Salary: \$2,401 to and including \$3,300 per annum. Vacancies: 16 in the BMT Division and 2 in the IRT

Division, at present. Others occur from time to time. Date of Test: The written examination will be held June 14, 1942.

Eligibility Requirements
 Open to all permanent employees now serving in the titles of Assistant Train Dispatcher, Motorman and Towerman, who have served continuously at least one year in the title or titles (or in an equivalent title or titles) in the IRT or BMT Divisions on the date of the written test, and who are otherwise eligible.

Duties
 To direct the operations and correct dispatch and movement of all trains; have supervision of transportation department employees; handle unusual occurrences in train service; compile and analyze data; make studies of train delays and equipment failures incidental to train operation; make reports and investigate accidents; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Subjects and Weights
 Record and Seniority, weight 50, 70 percent required; Written, weight 30, 70 percent required; Practical—oral, weight 20, 75 percent required. The practical-oral test will include the following factors: experience, technical competence, and judgment.

Medical and Physical Requirements
 Eligibles must pass the medical and physical examination given by the Board of Transportation immediately prior to appointment. Fee: \$2. Applications: File by February 14.

Promotion to Warden
 This examination is open only to employees of the Department of Correction
 Salary: \$3,600 per annum and over. Wardens are now being paid from \$2,940 with maintenance to \$4,800 with maintenance. Vacancies: 3. Date of Test: The written examination will be held on April 3, 1942.

Requirements
 Open to deputy wardens who have served continuously in the title for a period of not less than one year on the date of the written test and who are otherwise eligible according to the rules of the Commission. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

Scope of Examination
 The examination will be designed to test the candidates' knowledge of correctional administration and practice, including the interpretation and application of pertinent laws and ordinances, the efficient management of the plant of an institution, the supervision of its personnel, and the construction and oversight of the various programs—educational, recreational, and rehabilitative—carried on for the benefit of inmates.

Subjects and Weights
 Record and Seniority, weight 50, 70 percent required; Written test, weight 30, 70 percent required; Oral test, weight 20, 70 percent required. Fee: \$3. Applications: File by February 14.

Licensing Examinations
 Applications for the following licensing examinations are being issued and received continuously from 9 a.m. to 4 p.m., daily, except Sunday, at the Commission's Application Bureau. The complete advertisements for these advertisements may be obtained at the Information Bureau free of charge. Fees must be paid at the time of filing application. Licensing examinations are not subject to the requirements of the Lyons Residence Law.
 License for Master Electrician Fee: \$5.00.
 License for Master Rigger, Fee: \$10.00.
 License for Motion Picture Operator, Fee: \$5.00.
 License for Oil Burner installer, Fee: \$5.00.
 License for Portable Engineer (Any Motive Power Except Steam), Fee: \$5.00.
 License for Portable Engineer (Any Motive Power, Including Steam), Fee: \$10.00.
 License for Portable Engineer (Steam), Fee: \$5.00.
 License for Refrigerating Machine Operator (Ten Tons Capacity or Less), Fee: \$5.00.
 License for Refrigerating Machine Operator (Unlimited Capacity), Fee: \$5.00.
 License for Special Electrician, Fee: \$5.00.

State Tests

Assistant Interviewer
 Division of Placement and Unemployment Insurance, Department of Labor. Usual salary range \$1,200 to \$1,700. Application fee, \$1.00. File by Feb. 27. (Announcement No. 4061.)

Duties
 Under immediate supervision, to do the work preliminary to or following placement, such as receiving and referring applicants to proper sections by examining identification papers or routing slips, or by searching the alphabetical index file; to fill in registration cards with referral and placement data or to make preliminary selections for referrals to job openings; to take job orders by telephone and to follow up referrals by telephone; in some instances to take original claims for benefits; to validate, review and prepare pay orders for processing; to deliver and explain statements of benefit rights to claimants; to maintain a section of

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 Finest glasses at lowest prices. Special courtesy given to civil service employees and families. Dr. J. L. Lozea, 100 Canal St. W.A. 5-8816.
 Eyes examined, prescription furnished. Fee \$2. No inducement forms to prescribe unnecessary glasses. Dr. John Wilday, Times Building, 42nd Street and Broadway. BRyant 9-2282.

Pawnbrokers
LIBERAL LOANS on Personal Property, Jewelry, Watch Bargains, G. Edelstein & Co. Oldest Established Bronx Pawn Brokers, 2629 Third Ave., at 141st St. MO. 9-1055.
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Travel
SHARE EXPENSE, Miami, \$10; Los Angeles, \$21; Chicago, \$7.50. Auto travel Agency, 137 West 45th St. LO. 5-9750.

Waste Paper
 ALL GRADES of wastepaper bought for cash. Files, old records. Guaranteed destruction. Troiano & Defina, 225 South St. WOrth 2-2061.

Civil Service Car Owners
PROTECT YOUR RIGHT TO DRIVE
 Under the new N. Y. Motor Vehicle Responsibility Act effective January 1, 1942, your right to drive is in danger of being lost if you cannot furnish sufficient security when you are involved in an accident causing death or bodily injury in excess of \$25.00.
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Entertainment
BRIDGE. Ballroom, square Dancing, Rhythmic, Glee Club, Languages, Lectures, Sports, Dances, Parties, New York League of Girls Clubs, 55 West 44th St., VA. 6-3954.

Foods
IF IT SWIMS we have it. Fresh Sea Food for Shore Dinners. Frogs' Legs, Brook Trout Maine Lobsters, Petrosino Bros. Washington Market. BA. 7-5399.

Funeral Directors
MICKEY FUNERAL SERVICE, INC., 228 Lenox Ave., in the HARLEM SECTION, offers its best attention to CIVIL SERVICE EMPLOYEES of N. Y. C. LE. 4-0699
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CLEARANCE—377 Samples from Fashion Shows!!! FUR COATS—CLOTH COATS—DRESSES. To give you an opportunity to save on your wardrobe just when you need new clothes. We are disposing of every garment at drastic reductions. FUR COATS—one of a kind, \$45.00. Luxuriously furred CLOTH COATS, \$25.00. Handsome TWEEDES, \$12.95. Sample Dresses, \$7.95. All Sizes. Shop early. These are wonderful bargains!!! Budget Terms arranged. DOROTHY FRANCES STUDIO, 22 East 41st St. (Near Madison Ave.), N.Y.C. 1 flight up. Open till 7 P.M.; Thursdays, 9 P.M.

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ELECTROLYSIS - SUPERFLUOUS HAIR painlessly removed by doctor. Your home at no extra cost. Finest references. NEvins 8-4281.

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VITAMIN Headquarters for Tasty Health Foods. Keep fit with our products. Columbus Health Food Shoppe, 104 West 57th St., at Columbus Avenue, SC. 4-1207.

Help Wanted—Agencies
A BACKGROUND of SATISFACTION in personnel service since 1919. Secretaries, Stenographers, File—Law Clerks, Switchboard Operators, Brody Agency (Henriette Roden, Licensee), 240 Broadway. BArlay 7-8135.
BOOKKEEPERS—Stenographers—Billing and Bookkeeping Machines operators, all office assistants. Desirable positions available daily. Kahn Employment Agency, Inc., 15 West 38th St. WI. 7-3900.

Home Study
MECHANICALLY INCLINED? Prepare at home for high paying job in defense. Send \$1 for complete home study manual "TRADE MECHANICS." Includes welding, sheet metal, electricity, carpentry—tests, list of defense factories. Technical Trades Publishing Co., 347 Fifth Ave., Room 1209

Instruction
CIVIL SERVICE Home Study Courses. 50c to \$1.00. Write for free list. **PRINTER'S ASSISTANT**. Sample Questions, Answers, 50c. Merit Publications, Munsey Building, Washington, D. C.
FREE Trial Lesson. Learn to play the Accordian at the De Bellis Accordian School. Accordians furnished. 159 West 10th St and Sixth Ave. CH. 3-3420.
SWIM for health and safety—Instructions to men, women and children Women's Swimming Assn., 470 West 24th St. CH. 2-2227.

License for Special Rigger, Fee: \$5.00.
 License for Stationary Engineer, First Grade, Fee: \$5.00.
 License for Stationary Engineer, Second Grade, Fee: \$5.00.
 License for Stationary Engineer Third Grade, Fee: \$5.00.
 License for Stationary Fireman, Fee: \$5.00.
 License for Structural Welder, Fee: \$15.00.

State Interviewer List Will Be Used by U. S. Govt.

State Tests

(Continued from Page Fifteen)
pete also for No. 4062, Employment Interviewer. A separate application and fee must be filed for each.

Employment Interviewer

Division of Placement and Unemployment Insurance, Department of Labor. Usual salary range, \$1,800 to \$2,300. Application fee, \$1.00. File by February 27. (Announcement No. 4061.)

Duties

Under supervision, to interview and take registrations or reregistrations of applicants, including Handicapped, for employment, and code the registration cards; to solicit and receive job orders; to select and refer applicants to fill

orders; to assist in the receipt and processing of clearance orders; to visit employers to solicit job orders to promote the use of the Employment Service, to follow-up on referrals and to maintain or develop good public relations; to interview claimants for Unemployment Insurance; to explain their rights and responsibilities under the law; to adjust contested claims; to prepare work reports; and to do related work as required.

Requirements

Candidates must meet the requirements of one of the following groups: (a) five years of satisfactory experience in accounting, public administration, personnel administration, financial management, or other related fields, one year of which must have been in full-time paid employment in

one of the following fields: Interviewing, personnel, or employment work in a regularly organized personnel or employment office, and graduation from a standard senior high school; or (b) one year of specialized experience as described in (a) and graduation from a recognized college or university of recognized standing; or (c) a satisfactory equivalent combination of the foregoing training and experience. The specialized experience to be acceptable must have involved the receiving and routing of applicants, registering and interviewing applicants, making preliminary selections for referral, and the contacting by field visit or telephone of employers for follow-up on job solicitation. Candidates must have a good knowledge of modern personnel methods and techniques in interviewing, classifying, placing, assigning or reassigning workers. They must be able to meet and deal tactfully with the public, and to maintain good public relations. Candidates must have a knowledge of the New York State Unemployment Insurance Law.

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

Candidates may compete also for No. 4061, Assistant Interviewer. A separate application and fee must be filed for each.

Hospital Attendant

State and County institutions. Usual salary range, \$54 to \$66 per month, and maintenance. Appointment will be made at \$54 per month plus maintenance for self

but not family. The salary is increased \$4.00 a month at the end of every six months of service until it reaches \$66 a month at the end of 18 months' service. Also, automatic time service payments further increase the salary to \$86 a month in a period of years. Written test, Feb. 28. File by Feb. 14. Fee 50c.

Duties

To bring trays of food to patients, watch them in the dining room, or actually feed them; assist patients in getting dressed and undressed; keep patients and their beds, clothes, and quarters clean; change or assist patients in changing their clothes when they have soiled them, changing soiled bed linens, scrub and clean beds and rooms; assist with housecleaning of wards and rooms; keeping order and maintaining the welfare of patients; watch over patients and report upon their actions and conditions; work on the lawns, etc.; assist doctors and nurses in preparing patients for treatments and attending them while undergoing prescribed treatments.

Requirements

No experience required. Candidates must be able to speak, read, and write the English Language. They must be of good moral character and in good physical condition. Minimum age, 16. Candidates under 18 years of age must obtain working papers before appointment. Candidates must be citizens of the United States and legal residents of New York State for not less than one year preceding February 28.

Subjects of Examination

A written, general intelligence ex-

amination will test elementary knowledge of the skills involved in bathing, clothing, feeding, and cleaning of patients, making beds, cleaning wards, etc., and an elementary knowledge of common health, safety, and precautionary measures required in the care of patients.

Civil Service LEADER

Home Study Preparation

MOTOR VEHICLE LICENSE EXAMINER

STATE DEPT. OF TAXATION AND FINANCE, BUREAU OF MOTOR VEHICLES - TEST WILL BE HELD IN FEBRUARY

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100 Safe Driving Questions Answered
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THE HOSPITAL ATTENDANT'S JOB: First Aid—Care of the Patient—Attitude Toward the Patient—Taking Care of the Room—Preparing and Handling Food—Laundry Practice—General Hospital Duties—The Medical.

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Hospital Attendant Home Study Guide

EXTRA

Clerk, Grade 1, Study Manual

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ADDRESS

U. S. Tests

Translator, \$1,800 to \$2,300 a Year

For Filling the Positions of:
Senior Translator, \$2,300 a Year;
Assistant Translator, \$2,000 a Year;
Junior Translator, \$1,800 a Year.

Optional Languages

Chinese, Danish, Dutch, French, German, Hebrew, Italian, Magyar, Modern Greek, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish.

Note.—Persons qualified to translate languages other than those listed above are also requested to file applications with the United States Civil Service Commission under this announcement. It is not contemplated at this time that written examinations will be given nor registers of eligibles established in other languages than those listed, but such applications will be kept on file for use in the event requests are received for persons with such translating ability.

1. Closing Date—Applications must be on file with the United States Civil Service Commission at Washington, D. C., not later than March 17, 1942.

2. Employment Opportunities—A separate list of eligibles will be established for each of the optional languages listed above. Competitors may apply for and be examined in all optional languages for which they believe themselves qualified.

3. Duties—Under general supervision, and with a degree of responsibility appropriate to the grade, to make close idiomatic or literal translations from or into one or more of the optional languages shown above. The number of languages required for each of the three grades of positions to be filled varies with the degree of responsibility, the amount of supervision involved, and the difficulty of translation.

4. Requirements—Age: 18 to 53. No education or experience requirements specified.

5. Basis of Ratings—Competitors will be rated on the subjects listed below, which will have the relative weights indicated.

Subjects Weight
(1) General qualifying language test..... 100
(2) Translation 100

Total 100
Subject (1) will test the competitor's general language facility. It will be in English and will be the same for all competitors regardless of the optional or optionals in which a competitor is examined. Subject (2), Translation, will test the competitor's ability to translate both in and from the optional language or languages selected.

Student Aid, \$1,440 a Year Optional Branches

1. Engineering
2. Political Science
3. Public Administration
4. Statistics

Applications Must Be on File With the United States Civil Service Commission at Washington, D. C., Not Later Than February 3, 1942.

Junior Professional Assistant, \$2,000 a Year

- OPTIONAL SUBJECTS
1. Junior Agricultural Economist.
 2. Junior Agronomist.

3. Junior Aquatic Biologist (Physiology).

4. Junior Archivist.

5. Junior Bacteriologist (Foods).

6. Junior Biologist (Wildlife).

7. Junior Chemist.

8. Junior Entomologist.

9. Junior Forester.

10. Junior Geologist.

11. Junior in Household Equipment.

12. Junior Olericulturist.

13. Junior Pomologist.

14. Junior Public Welfare Assistant.

15. Junior Range Conservationist.

16. Junior Soil Scientist.

17. Junior State Department Assistant.

18. Junior Statistician.

Applications must be on file with the United States Civil Service Commission at Washington, D. C., not later than Feb. 3, 1942.

Full requirements appeared last week.

(Continued on Page Seventeen)

Thomas M. Quinn & Sons Inc.
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COMPLETE QUALITY FUNERAL \$150
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NEwtown 9-3400
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LEGAL NOTICE

CERTIFICATE PURSUANT TO PARTNERSHIP LAW Section 91 I. The name of the partnership is KOLMER-MARCUS. II. The character of the business is to engage in the purchase and sale of men's apparel.

U. S. Tests

(Continued from Page Seventeen)

Medical technician, \$1,620 to \$2,000. Junior laboratory helper, \$1,440. Public Health Nursing Consultant, \$2,600-\$3,200.

Inspector (Dredging) \$1,800

For employment in the New York Engineer District, War Department. Present vacancies exist on the Hudson River in the vicinity of Albany.

Requirements

Applicants must show familiarity with the use of surveying instruments. They must have had at least three years of experience in dredging operations which must have included establishing survey lines, setting slope stakes, taking soundings, settings and observing tide gauges, and computing the amount of dredged material removed.

Basis of Ratings

No written test. Candidates will be rated on the extent of their education, and the extent and quality of their experience relevant to the duties of the position, and on their fitness on a scale of 100.

Radio Operator

Salary: \$1,620 and \$1,800 a year. Applications will be issued and received until further notice at the local office of the U. S. Civil Service Commission, 641 Washington Street, New York. Age limits, 18 to 55.

Requirements

Applicants must show conclusively that they are able to transmit and receive by radio-telegraph (International Morse Code) at a sustained speed of not less than 20 words per minute, transmitting either by hand or bug.

For certain positions certification of eligibles will be restricted to those who show that they are able to operate a regular typewriter with accuracy at a minimum speed of 40 words per minute, by touch system, or teletypewriter at a minimum speed of 35 words per minute by touch system and to copy messages to typewriter at a minimum speed of 20 words per minute.

Persons appointed as a result of this examination who are unable to maintain the required speeds at the time of appointment will be separated from the service, and no part of their expenses in returning home can be borne by the government.

Basis of Ratings

No written test. Candidates will be rated on their experience, education and fitness according to sworn statements made in the application.

Junior Aeronautical Inspector (Trainee), \$2,600 a Year

Civil Aeronautics Administration Age limits—21 to 30 years. Announcement 202 (1942).

LEGAL NOTICE

GUDE, WINMILL & CO.—NOTICE is hereby given of the filing and recording in the office of the Clerk of New York County on Jan. 16, 1942, of the certificate of limited partnership of Gude, Winmill & Co., dated January 15, 1942.

ROBERT A. DRYSDALE (L. S.) LAWRENCE CRAFTURD (L. S.) WILLIAM E. BERGEN (L. S.) ROBERT A. DRYSDALE, Jr. (L. S.) JOHN A. WRIGHT, Jr. (L. S.) DAVID G. WAKEMAN, Jr. (L. S.) CHARLOTTE B. DRYSDALE (L. S.)

Liquor License

NOTICE is hereby given that License No. RL 8104 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 25 Lenox Avenue, City and County of New York for on-premises consumption, 111th Street Cafeteria, Inc., 25 Lenox Avenue, New York.

NOTICE is hereby given that license number RW 1106 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 109 West 46th Street, City of New York, for on-premises consumption, Lejourne Restaurant Corp., 109 West 46th Street.

Engineering Aid, \$1,440 to \$2,600 a Year—Optional Branches

1. Photogrammetric. 2. Topographic. This announcement cancels Announcement 120 of 1941 listed on the Supplement to Issue 1 of this form.

Orthopedic Mechanic, \$2,000 a Year—Options

1. General. 2. Bracemaker. 3. Shoemaker and Leatherworker. 4. Limbmaker. Announcement 204 (1942).

Lithographer (Artistic or Mechanical)—\$1,400 to \$2,000

This announcement cancels Announcement 148 of 1940 listed on the Supplement to Issue 1 of this form. Announcement 205 (1942). Senior medical officer, \$1,600; medical officer, \$3,800; and associate medical officer, \$8,200.

Merit Men

(Continued from Page Ten)

His most prized possession is recognized impartiality that has existed throughout his surveys, he contends. He is delighted when all parties concerned in a case accept his decision as downright fair.

Started Young

The assistant deputy comptroller's boyhood ambition was to be a lawyer; then it became a specific desire to be a labor lawyer. For he was quite active in debating throughout his schooling. He was a member of the Boys' Debating Team in 1915—the team that won the high school championship that year; he was captain of the University of Michigan debating squad in 1918, the year he received the Gray medal for distinction in oratory.

Mr. Paris is currently the fiscal officer designated by law to sit in the quasi-judicial proceeding involving the setting up of a prevailing wage rate in the cases of a considerable number of the city's per diem workers, cases that have been hanging fire for some time now.

Mr. Paris is particularly jealous of guarding his integrity in the prevailing pay proceedings. "Mine is of necessity a dual role," he points out, in referring to the fact that he represents the city as assistant deputy comptroller and is sitting in as a legally constituted judge at the same time.

Direct From Welt

If you are one of those fellows who likes to make his dollar go as far as possible, and you're shopping for furniture, drop in at Welt Furniture Company, 39 West 19th Street. They have a fine selection of stock from all manufacturers, and they require only a minimum mark-up in fixing their prices.

ELECTED TRUSTEE



George E. Ruppert

George E. Ruppert, Vice-President of the New York Yankee Baseball Club, and President of the Ruppert Brewery, has been elected to the Board of Trustees of St. Francis de Sales R. C. Church, East Ninety-sixth Street, New York City, according to announcement by Rev. Charles J. Finnegan, Pastor.

Tabulating machine operator, \$1,260 to \$1,440 a year. Junior veterinarian, \$2,000. Under mimeograph operator, \$1,260. Senior radiophone technician, \$2,000. Industrial specialist, \$2,600 to \$3,600. Agent, trade and industrial education, \$3,800 to \$1,000. Radio mechanic-technician, \$1,620 to \$2,300.

Where's Patrolman Test?

Conspicuous by its absence from the list of eleven open-competitive city exams announced this week by the Civil Service Commission is the patrolman test. Civil Service has had the announcement prepared since last December and is merely awaiting approval of the budget director, while the budget director is apparently awaiting for the go-ahead sign from you-know-who. . . . Tentative plans call for the written part of the test to be held in June, the physical in the summer.

Where Do I Stand?

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

Table with columns for position, salary, and status (P/T). Includes Junior Clerk, Junior Stenographer, Junior Typist, Assistant File Clerk, Assistant Clerk, and Assistant Stenographer.

Table with columns for position, salary, and status (P/T). Includes Assistant Typist, Junior Clerk, Junior Stenographer, Junior Typist, Assistant File Clerk, Assistant Clerk, and Assistant Typist.



LEADING SHOWS OF THE WEEK

MUSICAL

Featuring Henry Sylvern's Orchestra and Vocalists

Monday Through Saturday

- 10:00 A.M.—Musicolorama
11:45 A.M.—Sing and Swing
1:45 P.M.—Winstrumentalists

SPORTS

Don Dunphy, This Year's Discovery in Sportscasting, Keeps Sports Fans Posted on Latest Events

- 4:00 P.M.—Monday Through Saturday—Sports News
4:30 P.M.—Thursday—Highlights of Sports
1:00 P.M.—Friday—Sports Personalities
1:15 P.M.—Saturday—Between Rounds

NEWS

10:45 A.M.—"Copydesk"—Monday Through Friday News Commentators—Maurice C. Dreicer and Senator Phelps Phelps

1:00 P.M.—Sunday—Selwyn James
8:15 A.M.—Tuesday, Wednesday and Thursday Civil Service Leader News

Scheduled Newscasts—Monday Through Saturday

8:30, 8:55 and 9:45 A.M. — 12 Noon, 2, 3, and 4:45 P.M.

Sunday

10:00 A.M. — 12 Noon and 4:30 P.M.

News Bulletins Broadcast Throughout the Day as Received

Advertisement for '1000 On Your Dial' featuring a large number '1000' and the slogan 'On Your Dial'.

Stage Notes

The Theatre Guild announces that Katharine Hepburn will play an important role in Philip Barry's new comedy "Without Love." Rehearsals are scheduled to begin within two weeks with a preliminary road tour planned before the



MARY BOLAND as she appears in "The Rivals," Theatre Guild production at the Shubert Theatre.

New York premiere. Robert B. Sinclair will direct. . . Paula Laurence of "Junior Miss" and the Ruban Blue, is chairman of the entertainment committee for the Tea Dance which the Junior Division of the Navy Relief Fund will give at the Cotillion Room of the Hotel Pierre on Sunday afternoon, February 15. . . Cheryl Crawford will definitely open Marc Connelly's new play, "The Flowers of Virtue," at the Royale Theatre, Thursday evening, February 5. . . "Porgy and Bess," at the Majestic Theatre, will have a matinee on Lincoln's Birthday, Thursday, February 12, instead of the usual mid-week afternoon performance on Wednesday of that week. . . Showgirls from "Banjo Eyes," "High Kickers," "Best Foot Forward," "Lady In The Dark," "Let's Face It," and "Sons 'O Fun," will compete at the Gay Blades Ice Rink for the title of Miss Valentine. The contest will be held this week so that the photos of the winner will be in St. Valentine poses and will be available in time for national publications. . . "They Shoulda Stood In Bed" has shifted its premiere at the Mansfield Theatre from Thursday night to Monday night, February 9. . . "Of V We Sing" is scheduled for the Concert Theatre on Wednesday, February 11. There are to be five performances weekly, Wednesday through Sunday.

FRANKIE MASTERS & BAND AT N. Y. STRAND FRIDAY
Beginning Friday, February 6, the N. Y. Strand has engaged the orchestra leader Frankie Master's and his swing musicians to head the "In Person" show, in conjunction with the screen feature, Warner Bros. saga of the riotous West, "Wild Bill Hickok Rides," which stars Constance Bennett, Bruce Cabot and Warren Williams.

MARTIN BACK AT SE. GEORGE BAR
Billy Martin, Brooklyn's own singing pianist and accordionist, sings out these nights in the Cafe-Bar of the Hotel St. George to an ever-increasing bevy of appreciative fans. Martin was brought back in response to popular demand.

Vacation—Travel

MIAMI BEACH—All expense tours (except meals). De Luxe streamline round trip fare, 8 days, \$67.35 up. Hotel—Sight-seeing tours—taxi. American Hotel & Resort Bureau, 1457 Broadway. CH. 4-1482.

Restaurants

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We Serve a Full Course De Luxe Dinner from 4 P.M. to 8 P.M.—55c
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De Luxe Dinner 5 to 8 P.M.—55c
Orders Delivered to Your Office Between 10-12 A.M. and 2-6 P.M.
327 Broadway (Nr. Worth St.)
New York City WOrth 2-8272

Amusement Parade

By Joseph Burstin

Films of the Week

With "Joan of Paris" on its schedule, the **RIVOLI THEATRE** has achieved a startling success. This picture from Nazi Occupied-France tells the touching story of a simple young Paris girl, who becomes a hero in helping the man she loves (a shot down "Free French" flier) to escape. She sacrifices herself for France, the true France which will never perish.

A beautiful tale, superbly acted by Michele Morgan, a French actress, who makes her debut in an American film with this picture. Paul Henreid (we saw him last in "Night Train") plays the part of the flier with great charm and talent. Thomas Mitchell is a wonderful Father Antoine, while Laird Cregar and Alexander Granach play their Gestapo parts convincingly. A great thriller nobody should miss.

Preston Sturges runs true to form again with his new picture "Sullivan's Travels," at the New

York **PARAMOUNT THEATRE**. The story is new and fresh, a bit on the fantastic side, but nevertheless entertaining. The leading characters, John L. Sullivan as the picture director, and the girl, are ably brought to life by Joel McCrea and Veronica Lake.

The story concerns a Hollywood director, successful for his slapstick comedies, who has aspirations for making a picture with a moral, from the book "Brother, Where Art Thou." In order to become more acquainted with the story which has to do with Hobos and Bindlestiffs, he journeys into the world dressed as a typical tramp. In his travels he meets Veronica Lake, the girl who didn't make good in Hollywood. The ensuing sequences and scenes have the audiences rollicking with laughter. Both Joel McCrea and Veronica Lake turn in grand performances.

The ever popular Glenn Miller and his boys, and comedians Lorraine and Rogan hold forth on the stage.

U. S. Explains Retirement Bill

(Continued from Page Two)

employees are exempt from any automatic separation age.

3. The rate of contributions to the retirement fund is increased from 3½ percent to 5 percent of the employee's salary for all service beginning with July 1, 1942.

4. Federal employees attaining the age of 70 after serving at least 15 years are automatically separated for retirement purposes unless continued by executive order. This provision for automatic retirement does not apply to elective officers and certain employees in the legislative and judicial branches of the Government.

5. Members of the retirement system may retire at the age of 60 after 30 years of service. This provision for optional retirement may be exercised either by the employee or by the head of the employing agency. If exercised by the employing agency, such action may be taken only if the employee is disqualified to perform satisfactorily and efficiently the duties of his position. The act provides that this option may not be exercised in the case of elective officers, employees in the legislative branch, or employees of the Architect of the Capitol. If the employee desires, he may appeal the action of the employing agency to the Civil Service Commission, and the Commission's decision as to whether the employee shall be retired at the request of the agency will be final.

6. Employees who have completed 30 years of service may, upon reaching the age of 55, voluntarily retire on a reduced annuity.

7. The act establishes a new method of computing annuities, stipulating that the benefit shall in no case be less than an amount equal to the employee's highest average basic salary for five consecutive years of service, multiplied by the number of years of service, not exceeding 36 years, and divided by 70. This is merely supplementary to and does not change any of the previous methods of computation, and it will in no case reduce the annuity otherwise payable under the previous provisions of the

Movie Shorts

Chic Chandler, Virginia Sale and Henry Hall have been added to the cast of "Escape From Crime," Warner Bros. picture now in production with Humphrey Bogart and Irene Manning co-starred. . . Fifty children between the ages of seven and twelve were hired by Warner's for a difficult scene in "Kings Row" currently playing at the Astor. The kids were paid to be guests at an ice cream party. They made 28 gallons of ice cream disappear. . . As a result of her performance in "Always In My Heart," in which she makes her first film appearance, fifteen-year-old Gloria Warren will be starred in Victor Herbert's "The Fortune Teller." . . Frances Langford has been signed to sing "Over There," George M. Cohan's most famous song, in "Yankee Doodle Dandy," which stars James Cagney as the famous Broadway figure. . . Betty Wells, young singer and dancer from that number one beauty state, Texas, has been given a featured part in the new Hardy family story, "The Courtship of Andy Hardy." . . Hollywood's youngest actress, fifteen-day-old Norma Jean Wayne, has checked in at Columbia for her role as Cookie, Penny Singleton's brand-new baby, in "Blondie's Blessed



SPENCER TRACY co-starred with Katharine Hepburn in the M-G-M picture, "Woman of the Year," which opens at the Radio City Music Hall, Thursday, Feb. 5.

Event." . . Columbia announced the acquisition of Michael Powell's elaborate and timely production, "The Invaders," starring Laurence Olivier, Leslie Howard, Raymond Massey, and a new feminine screen discovery, Glynis Johns. . .

Nite Life

From Estrella, palm reader at the **CHATEAU MODERNE**, we hear that the most constant question asked these evenings is "How will I react to a blackout?" . . . The violin which Enric Madrignera uses in leading his rhumba band at the **BILTMORE BOWMAN ROOM**, was presented to him 12 years ago when he was conductor of the Cuban Philharmonic Symphony in Havana. . . Herb Graffis, a Chicago Times writer, is collaborating with Tommy Lyman, the **MAISON PIERRE** tenor, on a book partially including a biographical sketch of Lyman. . . Rose Marie Lombardo, young sister of Guy Lombardo, **ROOSEVELT GRILL** maestro, will be a regular performer with the band when it goes on tour this fall. . . Mary Raye and Naldi, the **PERSIAN ROOM** dancers, are creating a film of their latest dance routines to be loaned to army camps throughout the country for showing exclusively to the boys in the service. . . The new show at **CHARLIE'S** on Route 6, Little Ferry, N. J., features Don Higgins and his Dixie Land Band. . . Al "Paris" Green heads the floor show at the **SWING CLUB** on West 52nd Street. . . "Screwball Revue" is the name of Bernard Bernardi's newest at the **NUT CLUB**. . . New additions to the **CLUB CINDERELLA** are Sherry Marden and Florence Bender. . . Mimic John Hoysradt, at



MILT HERTH rhythm organist at Jack Dempsey's B'way Restaurant.

the **SAVOY PLAZA**, has evolved the best take-off on Hitler this year. He doesn't use a prop mustache, doesn't give the Nazi salute, doesn't rant and doesn't comb his hair over one eye. He simply runs around the floor—looking anxiously over one shoulder.

The **VILLAGE BARN'S** show, which spotlights June Bentley, singer, and The Music Hall Boys, adds Chuck Palmer's Royal Rangers tonight. . . The **VILLAGE VANGUARD'S** show features Lead Belly, the famed Negro folk singer; Joshua White, Anna Robinson and the Eddie Heywood Trio.

act. This amendment is in accord with the principles recommended by the President's Committee on Civil Service Improvement of which Justice Stanley Reed was chairman.

8. The act provides that any employee separated after serving at least five years shall be paid a deferred annuity beginning at age 62. If the separation is involuntary, not by removal for cause on charges of misconduct or delinquency, the employee may elect to receive an immediate annuity beginning at age 55 (or at date of separation if subsequent to that age), having a value equal to the deferred annuity at age 62.

9. An employee who is transferred to a position not within the act or absolutely separated from the federal service after serving less than five years, may receive a refund of the sum credited to his individual account with interest. If such a separation is involuntary and not by removal for cause on charges of misconduct or delinquency, total deductions with interest are returnable.

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PROGRAM Tentative Key Answers To Recent City Tests

Supermen Incorporate

Newest organization of eligibles is the New York Supermen Association, Inc. Under Johnny Mandel as president, the new group has been set up to serve as a social club for eligibles on all lists. It will not conflict with present eligibles associations, serving merely as a club going in for athletic and social activities. Officers, in addition to Mandel: William Kraus, first vice-president; Louis O'Derno, second vice-president; Michael Priete, correspond-

Tentative key answers to recent city exams appear below. Candidates who took these tests should study these answers carefully. If they think that some of these answers are incorrect, they may file

ing secretary; Max Saks, recording secretary; Joseph Hagman, membership committee.

Eligibles are invited to join. The address is 1501 Broadway, and the man to ask for is William Kraus.

their objections, with their versions of the correct answers, and supporting proof in writing with the Civil Service Commission, 299 Broadway, New York City, by the dates specified below.

Air Traffic Control Recorder

Candidates have until February 20th to file objections to any of these tentative key answers.

- 1. C; 2. A; 3. A; 4. C; 5. B; 6. D; 7. B; 8. D; 9. B; 10. C; 11. D; 12. C; 13. B; 14. C; 15. A; 16. B; 17. B; 18. C; 19. C; 20. A; 21. C; 22. D; 23. A; 24. B; 25. C; 26. D; 27. B; 28. A; 29. A; 30. D; 31. C; 32. B; 33. B; 34. B; 35. C; 36. A; 37. D; 38. A; 39. D; 40. C; 41. A; 42. D; 43. B; 44. D; 45. B; 46. B; 47. B; 48. C; 49. C; 50. D; 51. A; 52. A; 53. B; 54. D; 55. C; 56. C; 57. B; 58. A; 59. B; 60. C; 61. C; 62. A; 63. B; 64. B; 65. D; 66. B; 67. D; 68. B; 69. D; 70. A; 71. B; 72. B; 73. B; 74. C; 75. D; 76. D; 77. B; 78. A; 79. C; 80. C.

Elevator Operator Department of Hospitals (Promotion)

Candidates have until February 20th to file objections to any of these tentative key answers.

- 1. C; 2. B; 3. D; 4. D; 5. B; 6. D; 7. B; 8. A; 9. C; 10. C; 11. C; 12. C; 13. B; 14. D; 15. B; 16. C; 17. D; 18. C; 19. B; 20. A; 21. B; 22. C; 24. A; 25. B; 26. B; 27. C; 28. D; 29. B; 30. A; 31. D; 32. B; 33. C; 34. D; 35. C; 36. B; 37. B; 38. A; 39. D; 40. A; 41. A; 42. C; 43. D; 44. D; 45. C; 46. D; 47. D; 48. D; 49. B; 50. B; 51. C; 52. A; 53. B; 54. C; 55. A; 56. C; 57. B; 58. C; 59. A; 60. B.

Radio Operator, Grade 1 (Open Competitive)

Radio Operator, Grade 2 (Promotion), Part 1

Candidates have until February 20th to file objections to any of these tentative key answers.

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

Health Inspector, Grade 2

Candidates have until February 20th to file objections to any of these tentative key answers.

- 1. C; 2. A; 3. A; 4. C; 5. B; 6. C; 7. C; 8. D; 9. A; 10. D; 11. C; 12. D;

Final Key Answers On State Clerk Test

Final key answers to the October 4 examination for junior clerks, typists and stenographers differ from the tentative answers in only six items.

Work on protests to answers in the "assistant" titles of these tests are not yet completed, but results of the appeals will soon be made known.

The official memorandum issued by the Civil Service Commission reads:

"The final key answers for the examinations on the junior level differ from the tentative key answers only in the following respects:

Junior Clerk

Item 50—C or D in place of the original D only.

Item 60—B or C or D, in place of the original D only.

Item 132—D or X, in place of the original D only.

Item 138—A or B, in place of the original B only.

Junior Typist and Junior Stenographer

Item 50—C or D, in place of the original D only.

Item 60—B or C or D, in place of the original C only.

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

Dietitian

The Civil Service Commission has modified the tentative key for the dietitian examination. The following answers are now acceptable for the items indicated. The Commission will consider protests from candidates the selected options published as he tentative key but rejected as the final key, provided that such protests are filed on or before February 9th.

- 65. stricken out; 70. stricken out; 71. stricken out; 73. A and C; 75. stricken out.

THE LAW

4 Old Sheriff Employees Remain

Supreme Court Justice Carroll G. Walter this week ruled against Paul J. Kern, president of the Municipal Civil Service Commission, in Kern's contention that the transfer of four persons by the State Civil Service Commission to the municipal body for assignment to the new City Register's office was illegal.

The decision affecting the four, Irwin A. McKenna, Patrick Marlarkey, Frank S. Conway and Helen Braun, holders of non-competitive positions employed in the Bronx, New York and Kings Counties, compels Mr. Kern to certify them to the city payroll, Gov. Lehman had already approved a resolution to that effect, Corporation Counsel William C. Chanler in court indicated he had Mayor Guardia's backing in refusing to support Mr. Kern. He referred to the matter as an "unseemly squabble" over jurisdiction with the State board.

State Counsellor List OK'd by Court

ALBANY—The State Employment counsellor list, long subject of legal controversy, will finally be established (the complete list appears elsewhere in this issue). The Supreme Court in Albany denied the contention of 10 petitioners who had argued for postponement of the list. Their attorney, Charles Barasch, of 55 West 42nd Street, New York City, held that the list should not be established until the courts have had an opportunity to rule on the protests of rejected candidates who were declared disqualified at experience interviews. Mr. Barasch made the point that should a rejected candidate later be declared eligible, he would nonetheless lose out, since the list would already be established and appointments made.

The court didn't directly refute this argument, but ruled against the petitioners on the ground that "the court cannot undertake to administer civil service policy or the state in detail."

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Automobile mechanics wanted! New York City has 107 civil service vacancies for bus maintainers in the BMT division of the Transit system. Salaries range from 75 cents an hour to 95 cents an hour for a 48-hour week. Only 3 years full-time past experience as a mechanic in the maintenance of buses or autos is required to file for the est. Formal education in an accredited trade school may be substituted, year for year, for the experience.

Applications may be obtained at the application bureau of the Municipal Service Commission, 96 Duane Street, daily except Sunday, from 9 a. m. to 4 p. m., until Saturday, February 14. Complete requirements appear in this week's LEADER on page 12.

Clerk Test Probes Brains

Over 48,000 candidates filed applications for the clerk, grade 1, and typist, grade 1, examinations last month. The clerk test open to high school graduates with no previous experience attracted 31,406 applicants, while the typist exam drew 16,640 candidates.

The dates for these two examinations were not set by the Civil Service Commission as THE LEADER went to press. Tentative plans call for both tests to be held in the spring, probably some time in April. This would give typists candidates ample time to brush up in order to obtain the speed of 40 words per minute required to pass the examination. The practical typing

test is the only one on which typist candidates will be rated.

Intelligence Test

Clerk applicants will be given a written general intelligence examination. This examination will consist of questions designed to test mental alertness, reasoning ability, vocabulary, spelling, arithmetic, capacity to follow written directions, elementary office practice, knowledge of civic affairs, and other appropriate information and abilities.

Filing Period Is Shortened

In the future applications for New York City civil service examinations will be issued and received for a period of two weeks instead of three weeks, according to a decision reached at last week's meeting of the NYC Civil Service Commission.

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