# Civil Service <br> EADER 

Vol. 2. No. 24
New York, February 25, 1941
Price Five Cents

# TYPE-COPYIST ELICIBLE LIST READY 

 Practical Test Next-See Page 2
## Dirst Dsact Details

 FREEMAN EXAM See Page 3
## Full Requirements <br> COURT ATTENDANT <br> LAWYERS, LAW CLERKS, ENFORCEMENT OFFICERS MAY TAKE THIS TEST

See Page 4

## MAINTAINER'S HELPER, B

And 20 Other City, State ELIGIBLE LISTS
See Page 10

## CITY TO OPEN NEW TESTS

## Barber, Electrician, Labor Jobs <br> See Page 2

## Seek Probe of SANITATION

 RACKETSFollowing The LEADER'S expose of conditions in the Sanitation Department, the State Legislature has been asked to urge New York City officials to investigate. Below is the resolution.
"Whereas, Unanswered charges made by many citizens of the City of New York, published in the Civil Service Leader, a newspaper for government employees, and in daily newspapers of wide circulation, have persistently asserted that the morale and efficiency of the Department of Sanitation of the City of New York are seriously impaired by the activities of the leaders of four employee groups; and
"Whereas, These charges allege, among other activities, that these four leaders have been able to obtain special and unusual privileges for themselves and their associates; have received exorbitant sums for 'expenses' for many days each year for alleged trips to Albany to influence legislation; have been accused by a Grand Jury of organizing and promoting racketeering in the Department of Sanitation; have given 'protection' to some employees and have caused reprisals and punishment upon others; have made no accounting of moneys collected into the treasuries of the organizations that they head; have, in contradiction to the regulations of the Department of Sanitation, wined and dined superior officers, presumably for favors received or to be received; have evidenced that they do insufficient work in return for the salaries they collect from the City of New York; signed a monopoly contract for the sale of uniforms to employees; and
"Whereas, Various employee organizations charge that there exist in the Department of Sanitation widespread intimidation, vindictiveness, terrorization, and corruption emanating from these leaders; and
"Whereas, The four organizations are the Manhattan, Bronx and Richmond Sweepers Protective Association, Inc.; Chauffeurs and Auto Drivers Protective Association, Inc.; Brooklyn Sweepers Protective Association, Inc.; Queens Drivers and Sweepers Association, Inc., organized into the Joint Council of Drivers and Sweepers, affiliated with the Civil Service Forum; therefore be it
"Resolved, That the Legislature of the State of New York respectfully requests the Mayor of the City of New York, the Commissioner of Investigation, the Sanitation Commissioner, the District Attorneys of New York, Kings Queens, Bronx, and Richmond counties, and all other appropriate officials of the City of New York, to properly investigate the activities of these organizations and their leaders so that any and all wrongdoing may be exposed and ended; and be it further
"Resolved, That copies of this resolution be transmitted to the Mayor of the City of New York, the Commissioner of Investigation, the Sanitation Commissioner, the District Attorneys of New York, Kings, Queens, Bronx, and Richmond counties, and all other appropriate officials of the City of New York."

Type Copyist List
Practical Test Next
The Muntcipal Civil Service Com-
mission, which released 14 new
eligible eligible lists early this week, has an-
nounced that the new Type-Copyist
list, containing 5,700 names, will be list, containing
ready next week.
The delay in publishing the list was caused by the flood of other lis
which were completed this week. More than 28,000 candidates to the Type-Copyist exa.
held in August, 1939. After publication of the list, suc-
eessful candidates will face practical
tests
Candidates must furnish their own Candidates must furnish their own
typewriters and they will receive no
allowances if the machines are not in good order.
Last week the Commission officially changed the title of the jobs from Type-Copyist to Typist.
The huge flling on the test The huge fling on the test re-
sulted from the simple requirements, sulted from the simple requirements,
which called for only a high school which called for only a high school
education. On the written exam, education. On the written exam,
candidates were tested on their
knowledge knowledge of English, spelling,
grammar, ability to follow direc-
$\qquad$

## CitytoOpenNewExams

Barber, Electrician, Labor Jobs
The Municipal Civil Service
Commission will receive applica-
tions eariy next week for a series
of 12 new examinations, includ-
ing labor class, licensing, promo-
tion and competitive tests.
Among those included are Elec-
trician, Barber, Hospital Helper
and Laundry Worker.
Full official requirements, salary
ranges and olher details on all these
exams will be pulblished in full in
The LEsDr next week. The list of
new tests which the Commission an-
nounce is sill somewhat tentative.
but it is expected that they will all
beopen next week. Occasionally the
Budget Director's office holds up an-
nouncement of a test at the last min-
ute.
A promotion exam open to all em-
ployees in the city making less than
\$1,800 is expected to be announced
soon and if the Budget Director gives

Three hundred men from the eli gible list for Maintainer's Helper issue of the LEADER, will be appoint ed within two weeks. This number of jobs will be filled from the top eligibles to replace provisionals now working in the city's transit system Qualifying practical exams begin Tuesday, February 25, at the Com
mission's office for several hundred of the top men on the Group $B$ list These tests will be finished by March 3, when a total of 960 eligibles from the four groups will have been ex amined.
The Group B list contains the The practical tests are not difficult, according to an official of the They are designed merely to test a candidate's skill with the various tools he will use on the job. The age score is given. A candidate is age score is given. A candidate
marked either "passed" or "failed."

Diserio Clarifies
Stand on Kasoff Case
An article which appeared in
last Friday's issue of The Chief last Friday's issue of The Chief did not correctly present his cording to a statement by Mat thew Diserio, Trial Commis
sioner of the Sanitation De-
partment. The Chief story was headlined: Diserio Sustains Kasoff in Contention Over Widow's Claim. The story referred to Leader, about the widow Junius Bolling, who was paid a $\$ 200$
death-benefit by Abe Kafts organization five months after her husband's death, and only after The Leader had intervened in her behalf.
The Trial Commissioner was quoted in the Chief story as having said: "The problem was ferring it to this office delayed the payment."
The impression from reading the article is that "referring it
to this office" delayed payment to this office" delayed payment
for the entire five-month period. "That is not so!" the Commissioner said, emphatically.
Coner said, emphatically.
Commissioner Diserio denied the viewpoint expressed in The
Chief headline, and stated: '"The only delay, if any, caused by any investigation by me lasted perhaps only one week-to permit time to call in persons interested or necessary, and check

Officials of the Sanitation DeService Commission and Hunter College are this week working out inal details for obtaining the aditorium of Hunter College for he Sanitation in-service training courses. The auditorium seats 2,500 , and is one of the few places in the city large enough to accommodate the number of anitation employees who wis to attend these courses
Besides the lectures which will be held once a week for ten weeks, answer sessions once a week for fiv weeks in high school auditoriums in the five boroughs. The in-service in the Sanitation department men being prepared under the direction of Harry R. Langdon, Chief of the Division of Finance and Supply of the Department of Sanitation. Aiding him are William J. Powell, asC. Nugent, assistant to the Commis C. Nugent, assistant to the Commis-
sioner and City Superintendent Gabarini. Over 3,000 sanitation men have ers everything about sanitation work-street-cleaning, incineration,
engines, supplies, department opera-


United States, and is co valuable that universities the lectures which will The course provides cr all men planning to a ing promotion examinatio The Leader will keep and about all coming ex

TO EVERYBODY IN THE SANITATION DEPT

For a limited time only you can get The Leader a half price, 81 a year, de livered to your home. In coming months, The Leader will give you complete new about your departmen Take advantage of this offer and subscribe NOW - b enclosing a $\$ 1$ bill i velope addressed Civil Service Leader, 97 Duane Street, New York City.

## Details About Labor Jobs

 Last Time "First Come, First Served"| aplar peris |  |
| :---: | :---: |
| large city labor tests-Hospital | ready. Candidates |
| Helper and Laundry Worker- | be given a |
| has been set for next week by |  |
| he Municipal Civil Service Com- | The Hospital Helper |
| ssion. Approval of the an- | $\$ 460$ and |
| uncement of the tests was | nance, |
| ven late last week by Budget | Worker jobs pay about \$760. |
| rector Kenneth Dayton. |  |
| e place where applications will |  |
| received has not yet been deterined, but it will probably be a city |  |
| chool in either Brooklyn or ronx. |  |
| Since the order of fling determines | Court Attendants |
| Since the order of fling determines | As Probation |
| nding on the eligible list it is | Michael Lelter, |
| xpected that lines of applican | Court Attendant Elig |
| ait for some time before | tion, recently reques |
| Full details including | pal Civil Service Com |
| an details including | clare the list |
| 1 appear next week in | tion Officer. Last we |
| appear next week in | sion denied the request. |
|  | it pointed out that Pro |
| 800 to 1,000 Jobs | are primarily of a so |
| 800 and possibly as many | ture, requiring experie |
| bs will be filled within a | er |
| s after the appl | that the exams for Cour |
| oses. There are 800 provi- |  |
|  |  |

## What EverySergeant ShouldKnow

## Study Material for Coming Police Test: Part 9

## Plight of Subway Aliens

They're Losing Jobs Rapidly

| The plight of several hundred | outcome will have an important bearing on the status of nearly 500 |
| :---: | :---: |
| lens in the city transit system | bearing on the status of nearly 500 other men and women who have |
| ill appears dark. The Leader | been or are now working in the tran |
| arned this week that aliens | sit system. |
| ing dropped rapidly, or as fast |  |
| s their individual cases are con |  |
| sidered by the Municipal Civil | P |
| Service Commission. | Accountants |
| Originally the Commis | A city-wide pr |
| continue as provisional empl | Senior Accountant was ordered |
| til January 15, when | week by the Municipal Civil |
| re would have an opportunity to | Commission. Last week promoti |
| mend the Wieks bill. | xams for Junior Accountant |
| Senator Wicks, Newburgh Repub- | Accountant were also ordered. |
| can, has introduced a bill in the | It is the intention of the com |
| State Senate which would give the | sion to hold these three tests |
| Civil Service Commission the power |  |
| determine the final |  |
| liens, who in good faith, attemp |  |
| file first citizenship papers in the | Masons on List Will |
| atled time. | Replace Provisionals |
| No action has been taken | The preferred and co |
| icks' proposed amendment, and | lists for Inspector of Masonry |
| aliens are losing their jobs. | Carpentry, Grade 3, were declar |
| Mazzarella Case | appropriate last week by the M |
| ime, the Court of Appeals | nicipal Civil Service Commission |
| ed to rule in the Mazzarella | replace provisionals now serving |
| n Tuesday, February 25. This | the title of Foremen of Mechanics |
| e was brought by H. Eliot Kaplan |  |
| etary of the National Civil Serv-1 |  |
| form League, and it seeks the | the best introd |
| ement of an alien who was | LEADER is the best introdu |
| missed for non-citizenship. It |  |

As the men on the force were
filling out their applications for an exam which has caused deep interest in the Police Department, they were thinking of the type of exam they would be called upon to take.
thinking of the kind of exam which Patrolmen will take, that we are
running in each issue-up to the running in each issue-up to the
very week of the exam itself-study material built upon the knowledge that will be required. The author of this series is a distinguished
authority on police work, intimately acquainted with rules, regulations,
procedures, and cases. His questions and answers are written in a manner to compel each candidate to search his mind fully, and thus to expose to himself those areas of his knowledge wherein he is weak, and to aid
strengthening these weaknesses.
The manner in which these questions is presented, now well known to all who have followed the series
up to the present, is this: Each issue, date is to give his answer to this question in as complete a manner as he can. The following week, he will compare his answer with the one

Last Week's Question
(No. 10)
Occasionally the Police Depart-
ment is called upon to meet large
scale emergencies of a serious na-
ture. These emergencies ture. These emergencies arise, at times, without any advance notice, and instant mobilization of large riot of large proportions broke out in this city, how would a sufficien force of men be mobilized imme diately?
Answer to Question 10
 graph Bureau, giving the locatio and extent of the riot

## a. The Police Commission

b. The Chief Inspector.
c. The Assistant Chief Inspect
d. The Bureau of Operations.
e: The Borough Commandin
Officer. The Division Commanding
The Division Commanding
Officer.
The Precinct Commanding
8. The Precinct Commanding
Officer.

The Con Emergency Service Division 8. The Telegraph Bureau would many radio motor patrol cars from all other precincts throughout the city as would be necessary or as could b
duty.
4. A sufficient number or all avallable, as would be necessary, Emergency Service Trucks with crews
would be dispatched to the scene as directed by the Chief Inspector

## Borough Commanding Commanding Officer o

 Commanding Officer o gency Service Division.5. If additional man p
be 'required, all availa be 'required, all availa duty throughout the
directed to proceed to all available means of would be used to arrive as quickly as possible. 6. If there were not
number of men on duty to cope with the situati men would be called up used in the Department
 a card index (U. F. 7
members of the For within the confines of of members of the For irst by numbers of recincts to which assigne c). The cards contain Indicate which men are that notification will not homes of men already on
$\qquad$

Copyright, 1941, by C
Publications, Inc. Ente Publications, Inc. Enter
ond-class matter Octobe
the the post office at New
under the Act of March


# Fire Dept. Wants Vacancies Filled 

McElligott Criticizes Councilmen on Draft Action
GANITATION MEN :
The Leader has received many letters from mem-
bers of the Sanitation Department with grievances against the Joint Council. If you have such a grievance, don't hesitate to bring it to The Leader's bring it tontion. Everything will attention. Everything will
be held in strictest con-

## Dark Outlook

 On Budget
## hearings on the 1941-42

 1or New York City nearwas revealed this week epartments have already
creases totaling $\$ 50,125$, nereases last year.
$\qquad$ represents mandatory inas McCarthy increThere is no way of prunly be drastically slashed her end of the problem
that city revenue will no larger than last year another two months, or before the final picture Right now, however, the that have asked for more employees, expa
es and so forth.
> quested the Budget Director to include funds for the appointment of 500 eligibles to current vacancies and, in addition, has asked for 105 more Firemen to handle two new stations. These requests for additional men will rector and finally by Mayor LaGuardia, who has the final say on how much money the city will spend for the coming fiscal year. the Fire Department's Budget, Comout that there are 450 to 500 present

## Sanitation Eligibles Confer With Civil Service Commission

| The S anitation eligibles, | however, or certain types of mechan- <br> through their representatives jobs, the list would certainly |
| :--- | :--- | :--- |
| ical |  |
| be considered. |  |

 School 27, at 3rd Avenue and 42nd Street. The executive board has ob
tained Matthew Napear, secretary of the Sanitation Department, as speak er. It is understood that Mr. Napear
will make a speech of first importance to everybody on the list, and all eligibles are urged to be present
and on time. The meeting, like
$\qquad$
$\qquad$ you're on the list-either a notifica-
tion from the Sqnitation Eligibles Association, or some record
Civil Service Commission
Read next week's Leader for full opments on your list.

## Parks Department Asks More People

Laborers, Climber-Pruners, Gardeners Wanted; Also Salary Increases

The Park Department's budget
request of $\$ 12,995,413.17$ repreequest of $\$ 12,995,413.17$ reprechanging from per diem to per an-
num status of various classifications nd other miscellaneous changes 2. $\$ 817,616.49$-New personnel. 3. $\$ 652,586$-Additions other than
personal service-that ts, for equippersonal service-that is, for
ment, material and supplies. In several lines the increases replished by modification and, to great extent, were compensated for
by elimination of unflled vacancies

No Bookkeeper Johs for Clerks In Welfare

| Commission explained, "would be |
| :--- |
| employed in cases where the eligibles |
| on the list were examined on the |
| basic and general qualifications for |
| the position but not on certain |
| special or additional qualifications, |
| which could be evidenced by an ex- |
| perience record, a license, etc. |
| "It is believed that this procedure |
| should be employed only in cases |
| that are clearly covered by the rule |
| in order to guard against the pos- |
| sibility of litigation that might re- |
| sult in an order declaring the entire |
| procedure illegal." |
| The clerks in the Department of |
| Welfare pointed out that only one of |
| 300 elligibles had received a promo- |
| tion to Grade 2 and they were con- |
| sequently looking for other appro- |
| priate jobs. |

Although the Department has ma-
terially increased the efficiency of
its working forces during the past
year, there are still two major condi-
tions which must be corrected if the
City's parks are to render continued
satisfactory service. The first of
these is the lack of personnel in
many of the older developments,
caused by drawing personnel from
these developments to staft new
areas for which no provision had
been made in previous budgets. Many
of these old areas are retrogressing
and some, notably the northerly and
westerly sections of Central Park,
Morningside and St. Nicholas Parks,
and sections of Prospect Park, have
reached the stage where major re-
construction will be necessary if
they are not adequately staffed with-
out further delay,
An example of this conditi8n car-
ried to its ultimate conclusion is
best illustrated by Crotona Park in
the Bronx which during the past
year had to be completely recon-
structed because it had deteriorated
to such a point that proper mainten-
ance was impossible. Unless this re-
constructed area is adequately
staffed finmediately it will again
deteriorate within a few years.


service of process, attachment, arrest,

$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Grade 2 Clerks Get Phone Jobs

 Telephone Operator (female), and last week the Municipal Civil Serv-

ice Commission formally adopted a
procedure for the conduct of the

According to this procedure, prac- expected that all those who fled for

be appointed. practical tests will be permitted, since the Commission feels a candidate might fail because of nervous-
ness or for some other reason on the first chance. Candidates who are notified to ap
pear for a test, and who fail to show
up, will be marked not qualified, Eligibility to appointment as Teleber, 1942, the date of the expiration

Eligibles Oppose Vet. Joh Bill



 front this week to protect their
$\qquad$ Fite, chairman of the Assembly Civil
Service Committee, the research
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

[^0]
## Full Requirements for Court Attendant Test

## Applications Expected Within Coming Weeks for Test in Next Series

| Exclusive <br> Requirements for the long awaited Court Attendant test have just been settled by the State Civil Service Commission Candidates must be 21 to 40 ure at least five feet seven, and |
| :---: |
| SPANISH』 FRENCH ENGLISH |
|  |
|  |




## Fite Commission Minority Asks Simplified Procedure

 mission, in an addition to thesecond report that was submitted to the Legislature on Thursday,
ness," is their opinion of the vari-
ous options which would allow
county and city commissions to move
in and out of the State and county
commissions' jurisdictions at will.
They point to the possibility of more
than 100 city and county commis-
sions operating at one time, with
increased cost of Civil Service ad-
ministration and lack of uniformity
in administration.
As a solution, Jones and Kaplan
propose:
"The problem, we believe, would
be greatly simplified, and would
lead to more effective, practical, and
economical administration of the
system throughout the State if the
technical functions of classification
and examining for eligible lists were
vested in the State Commission.
All other personnel functions could
then well be retained under local
auspices. This is the practice now
operative in Westchester County."
Under the terms of the Fite-Bech-
told bill, the counties must pick their
set-up by December 31, 1941, and
the Civil Service rules must go into
effect by December 31, 1942. All
employees working by December 31,
1941, stay on the job without further
examination.

Called for Medical
A group of 125 State Trooper can-
didates who passed the written test
last December 16 have been called
to the offices of the Division of State
Police in the State Capitol at A1-
bany Tuesday morning, February 25
or their qualifying medical. This
having taken the tests two week
The test takes about 20 minutes,
and is a complete check-up to see
that the candidates meet the physi-
lent physical shape. The examin
ing physicians are reported to
particularly careful that candidates

These Lists Die



COURT ATTENDANT

IWD. HOMEWORK investigator
JR. PROF. ASSIST.
ACCOUNTING and AUDITING ASSIST.
accountant \& AUDITOR
POSTAL CLERK REFEREE (Compenensis ${ }^{\text {Win }}$ )
RAND

## JR. PROFESSIONAL ASST.


 ASSISTANT
COURT ATTENDANT
FIREMAN, MENTAL
JR. CALCULATING \& CARD PUNCH MACH. OPERATO!

RITE LAYING, NTPEGTOR
MONDELL 'INSTITUTE
${ }_{20} 20$ wermondrill
First and Second Judicial Districts
(the five boroughs), and the Appel-
late Division of the First and Second
Departments (the five boroughs,
Nassau, Suffolk, Westchester, Put-
nam, Dutchess, Orange, and Rock-
land counties). Residents of the
seven counties outside New York
City will be eligible for positions
only in the Appellate Division,
Second Department.
Salary of the Job
The salary of the job is listed at
$\$ 2,500-\$ 3,000$
The requirements for the coming
test are similar to those for the
previous exam with two exceptions:
the age limits are reduced from 25-
45, and the strength and agility test
for criminal court work is added.
Full details on this test will ap-
pear in The Leaver as soon as avail-
able. Study material is being pre-
pared.

## DPUI May Move to N. Y.

Assemblyman Malcolm Wilson,
Yonkers kepublican, has introduced
a bill which would establish a branch
For the past few years, he has
offered legislation to move the main
office of the Division to New York
office of the Division to New York
City, without success.
Upstate residents are already up in
arms over the bill, which they say is
part of a general movement to move
the capitol down the Hudson. Its pro-
ponents maintain, on the other hand
ponents maintain, on the other hand,
that much saving-of time, postage,
etc.-will be effected.
DPUI employees anxiously await
DPUI employees anxiously await
the fate of the bill, as a good number
the fate of the bill, as a good number
of the 2,000 working in Albany hail
of the 2,000 working in Albany hail
from New York City, and are con-
from New York City, and are con-
stantly bothering officials about
affected are eligibles on present
affected are eligibles on present
Clerk, Steno, and Typist lists and
prospective candidates for the tests
coming later this year. DPUI uses
coming later this year. DPUI uses
hundreds from these lists.
No. 245 Gets Job-
He's on Tax List

## Oral Tests for

Employment Counselor Oral examinations will be given for Employment Counselor, officials Une Division of Placement and
Unemployment Insurance have just ruled. None have been scheduled yet, so no one knows whether or not he has passed.
The promotion list for Assistant Unemployment Insurance Claims week. About 350 are on it. Three appointments are to be made, probably by the middle of March.

68 on Law Clerk List Are Certified
Sixty-eight eligibles on the Head Law Clerk list were certifled las week for Junior Corporation Ex aminers in the Division of Audit and The certification dipped down to number 70.

Late Flashes
Here are some late flash
the examinations division
Probation Officer, Comm
-The list will be out sh
March 1.
Prison Guard-The
following the ratings is
Qualifying physicals for
gibles will start next
Senior Dentist-The
within the next week

## Future State Tests

open competitive lists
departments and institut be publicly announced
before the State Comm
action. The following titles being advertised (the dat when the 15 days are up) partment-Game Protector County.
March 4-Onondaga Cou
office-Book Repairman HOME of Civil service MEN \& WOMEN
 your reasonable water pool, gymnasium r 0 O m s,
planned social activition economical restaurants. a limited budget! CLUB TOWER ROOMS 9.50


## STGEZORGE

Alvan E. Kallman, Mqr. Clark St. 7 th Ave.I.R.T. Sta. EATER NEW YORX'S LARGEST HOTI BING \& BING INC. MANAGEMENT

## Tis. .msum <br> \author{ By Charles sullivan 

}
## Custom Eligibles Insist on Jobs

## Argue Their Case on Ground of "Very Real Grievance'



Eligibles Associa-

$\qquad$

SPANISH NATIVE TEACHER NEW YORK BUSINESS SCHOOL NEW YORK BUSLNESS SCHOOL
the Customs and ing to live up to the princip
presumably protects-merit. The eligibles point to the history their "very real grievance," their "very real grievance."
After candidates took the scheduled examination for Immigration Patrol Inspector, the Immigration and Naturalization Service was transferred from the Departmet of Labor to the Department of Justice. The Immigration Patrol Inspectors then became "Border Patrolmen," and, the eligibles complain, "with tha najustification, someone decided the justincation, someone decided the no longer satisfactory. Instead of calling Immigration Patrol eligibles for physical examination in order of ratings and submitting for appointment the names of those passing, the Commission established new and
more severe physical and other requirements after the original exam was held."
Only those who were thought to
meet the new requirements were meet the new requirements were
called, and those who met them were appointed.

Insufficient Numbers ficient number of Border Patrolmen, so a new test was held, from which those eligibles who had been passed over were barred.
The eligibles argue: "Our association understands clearly that national defense emergency needs must be met. But we belleve, too, that a Commission to provide appropriate
opportunities for the eligibles ad appointments should be made to available positions as would normally have been made from the list." The Commission replies to this tha the original recruiting program of the Immigration Patrol involve tions were substantially filled from the Immigration Patrol register, and that these eligibles as a group
ceived as many appointments were contemplated when the test wa
The eligibles ask: Does this mean that if eligibles are appointed
group," it does not matter at all group, it does not matter at all that order of ratings? That many of those who fulfilled the original requirements aren't appointed? The elig-
ibles have informed the Commission frankly that they are reluctant to believe the Commission "really
thinks such an unusual procedure thinks such an unusual procedure
should be satisfactory. A man get ting a rating of 90 , for instance, will
hardly agree that appointment in his hardly agree that appointment in his place of a man getting 72 is proper
group,
appointment," total outsider, got the
The eligibles insist that they are legitimately entitled to preferential treatment by the government
respect to available positions.
The Leader will keep eligibl
the General Investigator eligibles on informed of all matters in their in erest. See item in U. S. News Flashes below.

## U. S. News-Flashes

## Male Typists Wanted At Once

exam for male typists is about to be announced by the U.S. Civil Service Commission, ThE eader has learned.
Already there is an "open" test for male stenographers and it will remain open for some time to come,
according to word from the Comaccordin.
mission.
Men who are expert typists and stenographers are urged to conta immediately their nearest Service office. Several branches of the War Department prefer males, office. The War Department hired 1,500 stenographers, typists and mes-
sengers alone in its Washington headquarters during January. It is relatively easy to get female stenographers and typists but the Commission is finding it difficult to supply the department with males.

Good News for Those
On General Investigator List Here's good news for the thou sands of New Yorkers who passed the General Investigator examination. Your chances of getting a federal job are much better now than they ever were, in faci, the prospects
there are thousands of eligibles on The Civil Service Commission has decided to use the General Investigator register to fill clerical jobs, Thousands will be taken from the register for these jobs, the Commis sion believes
Moreover, the Commission will use Junior Custodial Officer registers to supply the men that will make up supply the men that will make up
the Navy civilian police force. The force will ultimately consist of at least 3,000 men.
Meantime, Immigration and Nat uralization Service is daily using the register to get border patrolmen, and Customs Bureau will use it to ge on July 1 .

Want a Guard Job?
The guard force is being increased ington and departments are finding it difficult to get men to fill the jobs. Treasury Department will hire about 100 additional men for weeks.
Applicants must be between the ages of 21 and 55 and must be a least 5 feet, 7 inches tall and physically fit. The jobs pay only $\$ 1,200$ contact E. A. Schurman, superintendent of the uniformed Secret Service force at the Bureau of Engraving and Printing annex in Washington, between 9 a.m. and 3 p.m., before Feb. 28.

## New Lists

New registers established and the number of eligibles on each: Graduate Nurse, Panama Canal service, general duty, 382, and psychlatry, 54;
safety instructor, 79, assistant safety safety instructor, 79, assistant safety
instructor, 90; assistant marketing specialist, 41; cotton technologist, 198, and senior taxidermy scientific aid, 24.

Mention of the CIVIL SERVICE LEADER is the best introduction to

Junior Professional Tests

## Dates: March 8 and 15

Uncle Sam
defense jobs.
the junior engineer optional un-

The Leader has learned that young engineers who filed for

## Navy Yard Group Urges Overtime Pay



 kins, the reaction of other members gressman Magnusson reportedly was enthusiastic about the bills; Con-
$\qquad$

$$
\begin{aligned}
& \text { The next meeting of the Associa- } \\
& \text { tion will be held Tuesday, March } 4 \\
& \text { at } 6 \text { p.m., in the auditorium of } 592
\end{aligned}
$$

$\square$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
der the Junior Professional Assistant exam won't be required They'll assembled mental tests. and education.
The Leader also has learned that 's highly likely that an "open"

Meantime, written tests for the ant options will be given next
month. Here's the schedule:

## BUSINESS

 MACHINESOPERATOR BOOKKEEPIVG, GR BOOKKEEPING, GR. 1 DIBAKESS

154 NASSAU ST Tel. BEekman 3-4840

CIVIL SERVICE PREPARATION

## STATE COURT ATTENDANT

Salary $\$ 2,500$ to $\$ 3,000$ per Annum

Natinn wim

## FIREMAN


 Our mentan classes are meeting three days weekly tn Manhattan and
Jamaica-physical claseses twice weekly at hours to sult tha conven incere

## PATROLMAN

The present 1.st for Patrolman should be exhausted by January 1 .

Examinations for Which Applications Have Closed
 ASSO. ACCOUNTANT \& AUDITOR ASST. ACCOUNTANT \& AUDITOR TELEPHONE OPERATOR (FED.)


JR. CALCULATING MACHINE OPER.
Examinations Expected in Near Future
ASST. FOREMAN (Sanitation) Clase form, Thurr, Fobe nt.


 FINGERPRINT TECHNICIAN: Clase torms Wed., Fob. as, at 8 p.m. POST OFFICE CLERK-CARRIER; RAILWAY POSTAL CLERK


# Civil Service LEADER 

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway), New York, N.Y. Phone: COrtlandt 7-5665
Copyright 1941 by Civil Service Publications, Inc.
Jerry Finkelstein, Publisher; Seward Brisbane, Editor; Maxwell Lehman, Executive Editor; Burnett Murphey Managing Editor; H. Eliot Kaplan, Contributing Editor David Robinson, Art Director.

## -Subscription Rates -

In New York State (by mail).
Elsewhere in the United States
Canada and Fore
\$2 a Year
\$2 a Year

Advertising Rates on Application
member, audit bureau of circulations
Tuesday, February 25, 1941

## The Sanitation Dept.

## Must Be Cleaned Up

THE situation in the Sanitation Department is rapidly coming to a head. Not lightly can the
resolution be taken which has been introduced into the State Legislature. By this time, too, various official investigating bodies should be ready with their reports.
From this point, official action should be quick and decisive.

## A Letter to

## Councilman Kinsley

Wunderstand, Mr. Councilman, that you refrain from introducing the 11 -squad bill because You are, of course, in sympathy with the objectives of the 11 -squad bill-a decent working schedule for cops, a full day off each week.
It seems to us, Sir, that you will find the people of New York City in sympathy with these objectives, too. And therefore you ought not feel timid about attaching your name to a necessary reform.
It is argued that the 11 -squad bill will necessitate adding men to the force. Well and good. The force requires to be brought up to full strength, anyway.
The speed-up system has gotten a bad name in private industry. Is there any reason why it should be retained in public service? If so imperative a service as that of policing the city is to be accomplished by piling more and more work on less and less men, the results can only be lowered morale and decreased efficiency
The way to accomplish the establishment of the 11squad system is to bring it before the public in the form of a bill. This will enable open debate upon precise data.

## Custodial Workers Get Civil Service

Tthe custodial workers of the Board of Higher Education, congratulations! They put up a tough, stubborn battle to obtain Civil Service status, and finally-after a most inglorious run-around
-they've succeeded. Last week the Board of Higher Education finally gave in.
The Leader is happy to have had a part in helping the custodial workers win their fight.

## A Petition to the Mayor <br> On the 11-Squad Chart for Cops

Dear Mr. Mayor: As a member of New York City's Police Force, 1 feel that the 11-squad chart, which would give us a 48-hour swing each week, will improve the morale and efflciency of the men. I urge that you, as Chief Executive of the
city, get behind the 11 -squad plan and help us to city, get behind the 11-squad plan and help us to
gain the decent working hours which it provides.
Name. .

## Precinct

Home Address
${ }^{[ }$[Please send this coupon to the Civil Service Leader, 97 Duane St., N. Y. C. It will then be forwarded to Mayor LaGuardia.


## Repeat This!



WHAT WERE the Four Horsemen trying to do in City The AFL plans to charter independThe AFL plans to charter independant teacher groups in New York City
to replace the Teachers Union. Presto replace strategy calls for a giant mass meeting with AFL chief William Green and Mrs. Roosevelt the featured speakers... Attendants in crowded State Hospital are sleeping in beds usually reserved for the sick ... Civil Service officials charge that a dismissed commission employee is one of Emil Ellis' main informers...
Harry Langdon's in-service SanitaHarry Langdon's in-service Sanitation training course has met opposi-
tion from surprising sources... Uncle Sam is compiling a list of his employees who'd like to work abroad ...Some labor leaders are recalling the part a so-called Sanitation labor

## Defense Notes

One million persons have been ast March 1..Detroit is facing a shortage of Civil Service applicants ..The Albany secretary of the new Director of State Employment Service, meritman Dick Brockway, still
hasn't met her boss...Paul Brennan's hasn't met her boss...Paul Brennan's
secret ambition: to be a deputy fire secret ambition: to be a deputy fire
commissioner ... Two card punch commissioner
registers are being set up: male and female... Third Ave. trolley cars still go to the "Post Office" even
though the City Hall building was though the City Hall building was pulled down years ago... the U. S. of the Washington offices to eligibles anxious to find out their relative standing

## Legislation News

Watch for a movement to set up
a hearing board for disciplined NYC employees, similar to that which Senator Mead's bill would set up for the federal government at a public hearing next month on the Fite bill...Albany's Chamber

Merit Men


THIS IS A BIG WEEK for Nathaniel Fensterstock. Thursday he turns 25. On Saturday the Social Welfare Law, which he wrote, goes into effect.
When Nat Fensterstock was appointed an Assistant Attorney appointed an Assistant At herney
General on July 1, 1939, he was the youngest person ever to gain that high post in the history of New York State. For two years previously he had been special counsel to the State Board of Social Welfare, and it was only natural that his assignment be the Social Welfare Department.

In a quarter-century Nat has packed mere accomplishments packed mare accomplifetime.
than usually come in a lifeter than usually come in a lifetime.
He received his bachelor's deHe received his bachel 1934 after gree from C. C. N. Y. In 1934 after
editing the official newspaper, winning a major insignia for outstanding extra-curricular work, earning the vote of his classmates as the "best type of young American manhood," and still finding time to win a Phi Beta Kappa key and a key from Beta Gamma Sigma, honorary
business fraternit School, where columbia of the Law Review though working a Master of Business Admin rece tion degree from 0 is now working on a Ph. $\mathrm{D}, \mathrm{Y}$
lumbia in Govern lic Administration
The Social Welfa careful compilatio vant and useful tion passed by New As the very fir As the years wen
became obsolete; became obsolete; others had be revised. The legislation into two separate the State Charities
Public Welfare Law maze Nat Fensterstock woven a compact, 137 -page signed $1 t$, termed step."
When not working on legis Nat Fensterstock is arguing points of the Social Welfare points of the Social Welf partment in the courts. preme Court, Appellate D Court of Appeals, and a
three-judge federal court, he is yet-knock to lose a single case. He sh soon be appearing before U. S. Supreme Court, to which was admitted t this month-agai
Pointing to to win this
Pointing to the millions most fundamental needs fected by his work, Nat-
plete understaement-say plete understaement-say nating branch of the law. As he starts in on his sec can rest very secure in the ha of sober, clear-headed Nat sterstock.
against itinerant merchants hawking wares to State employees in
the State Office Building...Patients in many of the State institutions know more about certain
duties than the hattan's Borough the small petty small petty cash

## letters

## Why Residence Restrictions?

Sirs: Don't you think that this is an excellent time to campaign against quotas and residence restric-
tions of all kinds in Civil Service tests? I read that in every branch of the services throughout the coun-
try-city, state, federal-shortages of try-city, state, federal-shortages of applicants exist. Yet no one seem such restrictions which tend to keep out qualified applicants merely because they happen to live in another city or another state.
By lifting these restrictions during the present emergency, we would be paving the ground for a final removal of such barriers. They belong to the horse-and-buggy age of public service. The point of a merit for a job, regardless of where they live. We are at present engaged in as national national, let's allow all Americans to compete in exams for public jobs wherever in the nation they chance to be located.

Arthur Sweeney.

## Departmental

## Promotions

Sirs: I wish to commend The Leader for the editorial on promotions. I know that many Civil Service employees like promotion exams on a city-wide basis, because that
means increased opportunities. At means increased opportunities. At
the same time, an employee like myself, who wishes to make a career in a single department-to advance by learning all there is to know about his department, ought not to be prevented from doing so Yes, you've made a very strong

## Wants Standing

On U. S. List
Sirs: I am glad to see you are paying so much attention to the efforts their relative standing on lists. I have taken several U. S. tests, and frankly, I have been shocked at what
looks like anything but a merit sys-

## Study Corner

mission can't be s
isn't answerable to
of its actions, and fr
even reply to letter
I don't want to
condemnation of the
sion, but it seems
time they explained
you're taking to gla
a good idea to
"Housing for Defens "Housing for Defens with the administra you're interested of the draft, there you should look Relief Draftee Relief for Draftee Public Administrat can Managemen cently released
Covering Long ice of Employees The Municipal has published bibliography ous exams. S clude: Apprentice, Engineer, Electrical tor, Janitor, Scient tionary Engineer,
tions, Water Supply A major contr material for U.
F. Bartlett's colle
lished under the Procedures of (Public Service, $\$ 4.50$ ).

## Another mimeographed volume

 has been added to the list of books the clerical tests. Helen Gordon has just released "Civil Service Handbook" for Clerical, Card Punch, TypIng and Steno Exams. Including sample tests, it contains a few unique paragraphs on "Patronage in theWe've just come across an interesting series of pamphlets published by McKnight \& McKnight of Bloomington, Ill. Written principally for high school students, they are ful
tical hints on adjustment to life situations. The booklets have such titles as "Making Good in High School," "Taking a Look at Yourself," "A Health Program," "Keeping Physically Fit," "The Graduate Looks to the Future," "Selecting An Occupation," and "Getting a Job." All of them apply the principles of psychology and medicine to the difficulty of a period of changing viewpoint
responsibilities-adolescence.
responsibilities-adolescence.
Arco and Cord publishers have put out study books for Buildings Super-
intendant and Resident Buildings Manager. Both sell at $\$ 1.50$....If

## POLICE CALLS

## t PBA Plans Entertainment

Aqueduct $P B A$ and reception is being planned for Friday, March Aqueduct Patrolmen's Benevolent Association of the Board of Manhattan Center, 34th St. and Eighth Ave.
m of entertainment consisting of stars of the stage, screen and Junior Drum, Bugle, and Maneuvering Corps of the Richard J.
drill of the
McNally Post No. 263, American Legion.
Many notable guests have been invited to attend the affair.

## Penalties Reduced

Sergeant Penalties Reduced eant was made last week by the Municipal Civil Service Comating on the suggestion of Police Commissioner Lewis and 0.06 for each reprimand.

## 11-Squad Chart

ates like the 11 -squad chart is in for a more or less indefinite delay. Kinsley has a draft of the proposed bill but so far he has not it in the City Council and he may decide not the sponsor
e difficult times in which to accomplish shorter and better ours for cops. A sort of emergency atmosphere hangs over the rally, and more particularly over the uniformed departments.
acancies increase through retirements, deaths and other causes,
intments are blocked. Commissioner Valentine is convinced that the 11 -squad chart or the addition
11 -squad chart will come along one of these days, but how long it before its adoption is anyone's guess.

## Compensation for Overtime

Aldin expected this week on the bill, Introduced by Joseph Clark the City Council to provide for hour for hour compensation

PBA Delegates Meet March 11
meeting of the delegates of the Patrolmen's Benevolent Asill be held Tuesday, March 11 at the Hotel Commodore.
Same Benefits in N. Y. or Out
is expected to be introduced in the City Council this week by Shile performing police work that men killed outside of New same compensation and other benefits given to men killed in the regular performance of their job.

## Coming Events

Police Post 460, American Legion, will give its annual entertainment and
Manhattan Center, 34th St. and Eighth Ave., Manhattan, on
Bronx and Richmond will be held March 30 . Mass will be celebrated at 8 a.m. at St. Patrick's Cathedral and breakfast will follow at the
Hotel Astor.

## Welfare Department News



## It Happened in Welfare

## Beatrice Arcoleo, unit stenog

 rapher in D.O. 15, while vacationingat Lake Placid, struck a tree while at Lake Placid, struck a tree while
skiing, and broke her leg. She is now in a hospital up there.... Laura Hirshman, investigator reported trousseau - hunting.
Safran, head file clerk in Safran, head file clerk in Commis sioner Hodson's office, has just ob-
tained his B.A. degree from Brooktained his B.A. degree from Brook
lyn College. Dave got it the hard way, working during the day and attending evening sessions at col
lege....Ralph Astrofsky, Director o the Division of Shelter Care, is the father of a baby boy, born February
11. Name: Richard Bruce. . . Add in-ter-office romances: Gertrude Gish ner, relief issuance clerk in D. O. 5
and Morris Stutman, head relief issuance clerk in D.O. 60, were married Saturday, February 15. The young
couple are now honeymooning.... couple are now honeymooning....
More than 100 staff members of D.O 5 attended a farewell banquet give early last week in honor of three Fort Ethan Allen, Vermont. The boys are Lieutenant Edward Schenk (unit clerk); Corporal Max Heller
(file clerk), and Private Edwin Buthorne (file clerk). After the banquet, held at the Broadway Casino, each of the boys was pre-
sented with a gold wrist watch... Anthony Marulli, clerk Grade 1 in D.O. 10, is the father of a baby girl

Hreet, Manatatan.

## Mental Hygiene Notes


the Association of State Civil Service Employees takes place at the Club bush.

## Transfers

Moving of Hospital Attendant eli gibles from one zone to another is one of the problems with which
Civil Service is already wrestling. Civil Service is already wrestling.
What's being done is this: an eligible What's being done is this: an eligible
must live in a zone four months before he can be certified for institutions within the zone. His name is placed on the zone list at the point where his rating would have placed him originally.

## "Hell Bent.

Harlem Valley's dramatic club presents "Hell Bent for Heaven" on
Tuesday night, March 4, at 8:1 o'clock, in the Alfred E. Smith Hal Mrecent resignations have included and Henry Rohr...New employees at Wassaic State School: Mary Fogg,
Mrs. Viola O'Neill, Mrs. Beulah Roe Mrs. Viola O'Neill, Mrs. Beulah Roe,
Mrs. Marion Bellows...These have Mrs. Marion Bellows...These have
resigned: Mrs. Cora Johnson and George Vasiloff

## Legislation

The Willard State Hospital chap ter of the New York State Hospita Employees' Association urges em ployees of the department to get
behind the following legislative behind the following legislative
planks: Eight-hour day, salary difplanks: Eight-hour day, salary dif-
ferential, sick-leave, payment of ferential, sick-leave, payment contribution.

## Obituary

Veteran members of the staffs of St. Lawrence and Hudson Rive State Hospitals have mourned the a former colleague. He was psychia and physician in charge at St March 6, when the annual dinner of. Vincent's Retreat, in Harrison.


# U.S. GOVERNMENTJOBS Start $\$ 1260$ to 52100 a Year 

Brooklyn and vicinity examination



Call or mail coupon at hay how to qualify for one of these jobs etting result in your S. Government
ace. Open Until 9 P.M., U. U. S. Government Job"; (3) List of

Franklin Institute Dept. R248 130 W. 42 St . (near B'way) N.Y. Rush to me entirely free of charge (1) a full description of U. S. Government jobs; (2) Free Government Jobs; (4) Tell me ame .

## Question, Please?

## by H . ELIOT KAPLAN <br> CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, enclose stamped, self-addressed envelope. Questions for this column receive thorough analysis by a well-known Civil Service authority

Status of Custodial Helpers

$$
\begin{aligned}
& \text { 3,999 School Porters and Clean- } \\
& \text { ers-The Court of Appeals has }
\end{aligned}
$$


though not under the Civil Serv-

## Temporary Does Not

## Become Permanen

lemporary employee, such as
substitute carrier, if not appointe
obtain
such c titled t

## taining permanen

Character Investigations

## character of a candidate in an ex- amination, based on an investiga-

$\qquad$

UNIFORMS
ALL PURPOSES
BARNEY UNIFORMS

## MACY $*$ SPECIALS

## JUNIOR

 PROFESSIONAL ASST . $\$ 100$ CORD

## FEET HURT?

Flat Feet-Fallen Arches

and to the type of job to be filled
The State Commission is not bound by its previous determination nor
by the determination of the city or tederal commissions. Similarly, the city and federal commission

Appointing Ófficer
Need Not Interview
In making selections from among the eligibles certified for appoint-
ment, the appointing officer is not required to interview personally
the eligibles the original application or the ex amination papers in determining the relative merits of the candi-
dates. He may select any one of dates. He may select any one of
the first three available eligibles as he sees fit. The fact that the
Commission has investigated the experience and character records of the eligibles does not preclude the appointing officer from picking

Temporary Appointments In Defense Program
or pending examinations for filling
the eligible register is established
the list. The fact that one has been
serving temporarily does not re
quire the appointing officer
lect him from among those certi-
fied if the appointing officer does
fied if the appointing officer does
not wish to continue him in per-
Comptroller Jobs
Get Increments
ons in the Comptroller's Office
or less-such as Non-Social Service
Investigator ( $\$ 1,200-\$ 1,800$ )
ment Law. It is doubtful if a per-
son serving as an Investigato w will
be permitted to compete in promo-
be permitted to compete in promo-
tion tests in the clerical or ac-

No Life-Time Jobs
In Civil Service
Mrs. J. Z.--It is impossible to
determine now how long Navy Yard jobs are to last. There is no
such thing as a life-long job in
Civil qualified and reached for appointment get permanent status. Others
remain temporary until so qualified remain temporary until so qualified
and reached. Employees are conand reached. Emplo
tinued at work just as
services are needed.
Appealing From
Federal Ratings
. B.-To appeal from a rating on a federal test, either oral or
written, the candidate is required to submit evidentiary facts giving specific reasons why the rating
should be changed. These need not should be changed. These need not
be submitted in any formal fashbe submitted in any formal fash-
ion. It can be done in a simple letter to the United States Civil
Service Commission, Washington, Service Commission, Washington,
D. C. If the application for remerit, it is referred to the Appeals
Board for consideration.

## HAIR TODAY-None TOMORROW



When Ramspeck Law
Goes Into Effect
B. H. Z.-There appears to be much misapprehension in regard to the present status of employees In the federal agencies that have heretofore not been under Civil recently approved by the President does not automatically transfer any position to the classified at the present time remains the same as it was before the Rams same as was adopted. Until the President acts under the new law and, by executive order or amendment to the Civil Service rules, transfers your particular position to the classified service there can be no change in your status. After he classifies the position you hold
you will be given a classified you winl be given a classinied
status only (1) if your department staus only yor your dopartment ang test therefor, (2) the Civil Service Commission qualifies yo after $\begin{aligned} & \text { non-competitive examina- } \\ & \text { tion. } \\ & \text { Employees who fail the }\end{aligned}$ qualifying test must be removed from their positions six months
after the test. Those who do not obtain approval for taking the qualifying test remain in the
service without Civil Service service without Civil Service
status. Vacancies occuring after the positions are classified may be filed only from eligible registers
after open competitive examina tions. The United States Civil recommendations of what positions the President should transfer to
the classified service, and as soon the classified service, and as soon
as these are approved by the President the changes will be made. It is expected that this
will get under way before April 1. It is expected that the Reed of the classified service to the tive positions, pa ticularly the
legal positions in the federal departments, will be made public at

## List "Exhausted"

M. R.-When it was reported that the male stenographers' list Mederal service) established last Mect so far as appointments from states with excess quotas was concerned. While there were many
still on the list not appointed and passed over because of the state quota requirement, the Commission found it necessary to hold
further examination in order to further examination in order to get sufficient eligibles from states
not in excess of their quota. not in excess of their quota. This
probably explains why eligibles with lower standing on the May, 1940, list for department positions at Washington received appointments ahead of others higher on the same list; and also explains why appointments are being made
from the later (November, 1940) from the later (November, 1940)
list. You must understand that list. You must understand that
eligibles from states in excess of eligibles from states in excess of
their quota are passed over in favor of eligibles from other states still under their quota. It is annoying, I admit, but that is how works out.

## Get Reinstated

In Post Office
M. G.-A Postal Clerk or Carappointment from an eligible register for a defense agency, or even eligible for reinstatement to his old position in the postal service
after his defense employment after his defense employment
terminates. Reinstatement, howthe Postal authorities, Seniority in the Postal service is not carried over to the new position in the
other department, unless the new department chooses to treat it as such. Vacation and stck leave time unusued in the postal position
may not be carried over to the may not be carried over to the
new defense agency for credit as new defense agency for credit as
a matter of right. $J$ ye chances are
a the new agency.

## Postal News

By DONALD MacDOUGAL

## Appreciation of a Good Man

One day recently the full membership of the Letter Carr aged 65, who had served 35 years and was about to retire, with a gold watch. For
Godspeed through life.
File, Forget, or Remember
New York's Post Office does 10 per cent of the total post of
in the United States....Last year was the biggest in New Yo history....Every P. O. in the U. S. has a tree at Christmas idea: In Chattanooga, Tenn., street cars are equipped with m the 17th Century, in England, an enterprising London named William Dockwra set up a postal system superior service to anything we have today. He included special rate tising matter, parcel post, and special delivery. It was such
ess that the Duke of York, who ran the official postal syst
im into jail for invading the royal preserves and confiscati
em as punishment.
Have you an interesting postal item ruminating around in
Like to Play Basketball?
Basketball enthusiasts at Penn Terminal are stirring up inte neighboring stations for a Midnight League, teams drawn from
workers whose shifts end or start around the witching hour workers whose shifts end or start around the witching hour , $11: 30$ p.m.- 8.00 a.m. boys now play Wednesday and Friday rite to Sam Schur Penn Torminal R interested should

Like to Shoot?
The Railway Mail Service Pistol Club has grown in leaps uring the year just passed. Not so long ago, Shakedown S hattan School of Firearms on Murray St. Sam Cohen, pres

Dietz Receives Merit Award
William Dietz, popular member of the New York City Bran executive Committee and Chairman of the Seniority Commit vania Terminal R. P , O and the Long Island lines), succee inard, who is the new Chief Clerk of District 11, which

The Sub's Problems
We asked David Popper, Secretary of the Joint Conference, to givg
The sub is the forgotten man of the Post Office. During
 acrifices necessary-the pay cuts, the furloughs-made life or the regular employee. Imagine the conditions under In order to get along with its reduced appropriation, the that the sub continued to be a sub-his chances of rising il. At times "speed-up" methods were used to absorb the acancies. The sub saw his earnings rapidly diminish; so mersel ' hew hours' for as long as 18 hours in order grudgingly. I say grudgingly because the supervisor who time actually Pay for the sub was 65 cents an hour for time actually his a 10 or 15 per cent went to a pay cut, and a $31 / 2$ per plated applying for relief, so little did they earn
The National Affiliated Organizations did all they could situation, but it was a slow, tedious job. At every turn, the funds.
It wasn't until 1935-36 that the condition of the sub bega provement
The sub suffered from certain inequalities. Let me men though the sub passed a competitive Civil Service examin General had ruled appointed to the position he held, the eave privileges. In 1939 sion Sweeney bill, which i9ss, Congress was prevailed upo the regular employee gets both sick and annual leave)
vas the intent of Congrace to cive the euh the ame sint
e sub the same sick le

$$
\begin{aligned}
& \text { rivileges as enjoyed by the regular employee, the Com } \\
& \text { uled that a certain phrase in the act meant that the sub }
\end{aligned}
$$

ruled that a certain phrase in the act meant that the sub
lock ${ }^{\prime \prime}$ in order to get the benefits. Last year Congress Another problem confronting the postal substitute is hours constitute a work-year? At present, the law says th shall be equal to a year; 1,904 hours constitute a year for a
gress has before it a bill to correct this difference.
The third inequality is the difference in pay for the same unanimously by the AFL at its recent convention.
substitute postal employees must qualify to perform the s reguar postal employees, but must be available for duty day or night, 365 days a year, having no regular schedules nlances, extends over many ... the period of substitution, higher hourly pay regardless of length of service"
The AFL passed a resolution endorsing legislation
(More next week)

## CIVIL SERVICE EMPLOYEES

 MUST FILE STATE and FEDERAL INCOME TAXES
## EMPLOYEES EARNING $\$ 800$ ANNUALLY IF SINGLE

 EMPLOYEES EARNING $\$ 2,000$ ANNUALLY IF MARRIE MUST FILE INCOME AND DEFENSE TAXES THIS YEAR

LET
CIVIL employees tax service
潞品

## Teachers Newsweekly

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS


## You

 and I
## by May Andres Healy

May Andres Healy is granted the widest latitude expressing her views. Her opinions do not necessarily represent the views of The Leader.
$\prod \mathrm{HE}$ organized taxpayer groups in this city and state must be told noy at their cry of wolf cannot be taken seriously any longer. The will not be intimidated by those who try to dodge their responsibili-
and pay. Teachers and parents are taxpayers; they receive no axes, to heed the wail of the taxpayer representatives at tax

How Much Longer?
ch longer must children attend overcrowded classes where inention is impossible?
longer must childre
atention is impossible?
e whimpering tax dodg
environment causes nine-tenths of the juvenile crimes. Lack of
ighty dollar denied school authorities causes ignorance, intoler
eracy and delinquency in our youth
man lives be measured in dollars?
or on the other side of the ocean could never have happened

## Draftees

now drafting young men into a peace-time army. Have you not read of the illiteracy and lack of educational training exre than the lack of educational advantages during school age. egislators and others in a position to provide such opportuni$t$ too late to start now.
Infuenced by the so-called big taxpayer. The reason they our democracy is to survive every last member of it must have tunity to succeed
min business man does not hire mediocre help. The more ee is, the better the quality of his employees, and the more he individual seeks other employment. To obtain the best the on must be attractive.
admit that poor teachers get poor results. Good teachers are ant, but to attract good teachers we must offer a professional路 ge on all subjects and happenings in the world about us is essena good teacher.
wage, but that is can get people who would like to teach at almost any are leaders who guide children and prepare them to take their place in society.

## No More 3 R's

day of the three " R 's" has long passed. The world today is far re complex and employers look for the individual with ability in many ortionate to efticient to be trained by some teacher and results artionate to efficient training. cannot economize at
more at a later day.

## More Opportunities

must be officials responsible for the administration of our governmen defense. intelligent enough to see that education is the strongest means o Leaders are needed and intelligence is essential. You would not build city, State on stilts-a strong foundation must be laid. Officials of ou re edua nation who are not brave enough to insist on more and rate We hartunities must be removed from public office by We have had some weak sisters in the past, but they were and sent into retirement.
ho has devoted his life to training a child needs than the for their knowledge. The professional taxpayer representhe one to prescribe educational standards. The day has must be tau
institutions.

COLDS
666
NOBE DROPS
COUGH DROPS

Dr. H. J. Kornbluh
Surgeon Dentist IS NOW LOCATED AT
200 EAST 33rd STREET 200 EAST 33rd STREE orner Third Avenue
LExington 2 -s214
Review of the Week
A shortage of teachers to staff the
summer playgrounds conducted by
the Board of Education is fore-
seen...So far only 558 have applied
for vacation playground licenses...
Officials blame the anti-dual job-
law, which eliminates teachers earn-
ing more than $\$ 1,800$, for the dearth
of applicants...The new speech tests
devised by the Board of Examiners
will be tried on candidates in the
current examinations for licenses as
teacher of home economics...336
custodial employees of the four
municipal colleges were brought un-
der civil service...The Joint Com-
mittee of Teachers' Organizations
protested against the interpretation
is to be given, would be open to teaching in classes for the deaf and
engineering students and graduates
the hard of hearing or three year and to liberal arts graduates who experience as a substitute or regular have specialized in physics, mathe- teacher in elementary or junior high matics or chemistry. Under the school. Candidates must be at least tentative plan, classes would be
established in the following subjects:
21
ent mears of age, and, if not at pres-
ene New York City established in the following subjects:
Airplane Structures, Chemical Engi-
ent members of the New York City
school system, candidates must not neering Tests and Inspection of Air- be over 41 years of age. A fee of craft Materials, Chemical Properties
of Aircraft Materials, Inspection of
Applications may be obtained and
Fuels and Lubricants, Photogram-
flled at the Board of Education, 110 Fuels and Lubricants, Photogram-
metric Mapping, Physical Properties and Tests of Aircraft Materials,
Physical Properties and Tests for Non-Engineering Students, Prepa-
ration and Reading of Maps, Principles of Radio Engineering.
Courses Available
For Adults

schoolboy traffic cop is a familiar
New York... Assemblyman McLaugh -
 committee, was pledged to suppor State aid for kindergartens... A five
months leave of absence with pay
has been granted Dr. Nelson P. Mead of City College to "catch up City College have initiated a drive to
raise $\$ 2,000$ to purchase a mobile kitchen and first aid unit for war re
lief in Great Britain...Teacher ganizations wishing to offer construc-
tive suggestions for the removal of
unfit teachers should communicate with Commissioner Johanna M
Linldlof...The committee on vocational and technical education of the has submitted a report to the Board of Superintendents recommending the tional school divisions, and the ad
mittance of all students who desire to learn a trade to evening trade
school classes...To the questions, "What is the attitude of the writer to the American form of Govern-
ment?" and "What is his attitude to prise?" Dr. Ralph M. Robey, aslumbia University, subjected 600 civics, history and geography. stracts of
National
ture's...Sum of the abstracts and the N.A.M. was: A substantial percriticism of books inclined towar democracy and derided or attacked the private enterprise system...
Early this week the textbook con-

## Engineering Course

At CCNY
The School of Technology of ment of special engineering courses to be organized under the Engineer ing Defense Training Program of the United States Office of Education The courses, for which no credit

Federation Class Has Big Attendance
The class for Grade 2 Foremen pal Employees, had so many anicicants last week that it looked like "Standing Room Only." The class is free to all candidatesfor the coming Grade 2 Foreman exam.
On February 21, Roger Wells, En gineer in the Construction Division of the Manhattan Borough Presi-
dent's office, lectured on General Construction
On February 24, William Vanden Dries, Superintendent in Charge o his specialty
The next two lectures: February 26; Asphalt; by Harry Petty, Super-
intendent of Asphalt Construction intendent of Asphalt Construction
(Borough Works); General Construc(Borough Works); General Construc-
tion; by Commissioner Walter D. tion; by
Binger.
Classe
Room 2117, Municipal Building

Ban on "Temps"
closing its replacement list sons who have held temporary Federal jobs, except those persons who have held jobs "temporary by law." The latter provision allows temporary Census employees eligibility on
$\qquad$
$\qquad$
$\qquad$

## BLOOD -SKIN

## -



DR. SPEED 22 Years Practice
Europe and Here
205 E. 78th St.
(Cor.8rd Ave.) 400 West End Av.
(Cor. W. 79th St.)
Weekday 11 to :


FIRST AND ORIGINAL CHECKING ACCOUNT
PLAN REQUIRING

## NO <br> MINIMUM BALANCE

You Pay Only



FOR EACH CHECK DRAWN AND ITEM DEPOSITED

NO
PAYMENTS IN ADVANCE! CHECKBOOKS FREE!
A deposit as little as $\$ 1$ opens your account. Statement and cancelled checks returned every 90 days without charge.
NATONAL Shride? BANK
AND TRUST CO. ORN, $\mathbf{Y}$. (ixamuntitisi

## Complete List: Maintainer's Helper, Group B



## Hundreds on New City, State Eligible Lists



## 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 st:
Bronx, 6 cents elsewhere).
For State Jobs: Obtain applications at 80 Centre Street, New York City, ( 9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.
For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.
For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington street, New York City, ( 9 a.m. to $4: 30$ p.m.),
in person or by mail. Also available from first and second class post in person or by mail.
offices, Second District. U. S. citizens only may file for

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.
The "weights" listed for various titles on these pages refer to the The "weights" listed for various titles on these pages refer to the
relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30 , this means that the written part
counts for 30 per cent of the final mark.

## PARK TOPICS



Epidemic of Cold Symptoms


## Meet Feb. 27

Climber and Pruner Eligible Organization will be held Thursday
Feb. 27, at Germania Hall. Third Feb. 27, at Germania Hall. Third
Ave. and 16th St., Manhattan, at 8 p.m. who have successfully passed the requested to attend. News of much importance will be discussed.

## Think It 0ver

Natici is heroby given that Llconene A

## City Tests

Increased three.told. Most ot the automotive equipment is obsolete, worn out and should be replaced. Insufficient foresters attempt to
maintain $2,250,000$ trees in maintain $2,250,000$ trees in eity
streets and parks with the result streets and parks with the result that
thousands of uncared for trees are a public menace. Facilities less than six years old have already begun to deteriorate due to inadequate main-tenance.-From "Six Years of Park

## Appointments

Blacksmith - Michael S. Szabo Stephen Bocklet, Orion E. Bo Ass't Gardener-Jack Winderman Harry H. Parker. vestigation-from Policewoman ist) Ray Schuman.

Ass't Gardeners to Discuss Survey
The next general meeting of the ill be held on Tuesday, March 11 at $8 \mathrm{p} . \mathrm{m}$., in the auditorium of Wash ington Irving High School, East 16th St. and Irving PL., Manhattan John J. Devlin, president of the
Park Foreman's Association, will Park Foreman's Association, will ad-
dress the group. All interested dress the group. All interested ellgibles are urged to attend since
there will be read the report of the appointments survey.

Five Boro Gardeners The Five Boro Permanent Ass't
Gardeners Organization, headed by Edward Sanseverino, will meet Tuesday, March 4, at $8: 30$ p.m., at
the City Court House, 52 Chambers the City Court
St., Manhattan.
All Ass't Gardeners are requested to attend this meeting. Matters of much importan
for discussion.
(Address all communications to this column in care of the Civic Service Leader)

## Sewage Workers Join Federation <br> An even 100 sewage treatment

Wednesday, February 26, is the
tast day on which you can fle an hast day on which you can file an
application to take the following
tests. Full requirements have aptests. Full requirements have ap-
peared in preieding issues of The Leader: Sergeant, Police Department (Pro-
motion), Salary $\$ 3,500$. Alienist (Phychiatrist) Grade 4, Salary $\$ 3,000$ and up.
Car Maintainer, Group A, Salary
75 c to 80 c an hour. 75 c to 80 c an hour.
Car Maintainer, Group F, Salary Jr. Physicist (Radiation) Salary $\$ 1.500$ to $\$ 2,100$.
Power
Distribution Maintainer, Salary 80 c to 85 c an hour.
Roentgenologist, Grade 4, Salary $\$ 3.000$ and up.
Telephone Maintatror, Salary 80 c to 85 c an hour. Assistant Foreman, Track (Promo-
tion), Salary 85 c an hour. tion), Salary 85c an hour. - Mivewig to

 motion. Salary $\$ 2.401$ to $\$ 3,000$.
Foreman. Turnstiles Foreman, Turnstilies
Salary $\$ 2,401$ to $\$ 3,000$.
Mechanical Mechanical Maintainer, Group A
(Promotion), hour.
Mechanical Maintainer, Group $C$ (Promotion)
hour.
Power Power Distribution Maintainer
(Promotion), Salary 80c to 85 c an Telephone Maintainer (Promo-
tion), Salary 80c to 85c an hour.
Trainmaster (Promotion), Salary.

## Upstate Tests <br> Buffalo

Buffalo Sewer Author
Buffalo Sewer Authority, Salary
$\$ 2.100$; several vacancies for indefinite period are open. File by March
18. Fee, $\$ 2$. Test will be held March
29.
Inspect the Duties
Inspect the construction and re-
pair of sewers, catch basins, manpair of sewers, catch basins, man-
holes, tunnels, and other sewer ap-
purtenances in order to inswre purtenances in order to insure com-
plaints with plans and specificaplaints with plans and specifica-
tions and good workmanship; in-
spect the quality of materials enspect the quality of materials en-
tering into quanstruction; see that the
concrete is mixed to concrete is mixed to proper con-
constency, take measurements and
colculat. sistency, take measurements and
calculate quantities of work com-
pleted and under calculate quantities of work com-
pleted and under way for estimates;
keep necessary records and make keep necessary records and make
daily reports of observations and inspections. Requirements
Candidates must be residents of
Buffalo for two years preceding the Buffalo for two years preceding the
exam date. Three years experience in inspection or supervision of con-
struction work covering excavetio struction work covering excavation,
reinforced concrete, and structurai steel; graduation from high school, Experience may be substituted for for one year of education.
Basis of Ratings Written, 7 ; training, experience,
and general qualifications, 3 .
Inspector of Weights and Measures
Bureau of Weights and Measures.
$\$ 1.501-18,800$. File by March 13. Fee,
$\$ 1$ Exam will be held March $\$ 1$. Exam will be held March 29. Inspect and test weighing and
measuring apparatus for accu measuring apparatus for accuracy;
check preweighted commodities;
related work. related work.
Requirements
Candidates must be residents of
Buffalo for two years preceding exam date. High school graduation. Full-time paid experience in the inspection service, sales or adjustment
of weighing or measuring devices
may be substituted may be substituted, year for year,
for education. Candidates must
know the laws. know the laws, ordinances, and
standards relating to control and use of measuring and weighing appara-
tus, have a working knowledge of measuring and weighnow methods and apparatus, be able to make cor-
rections and adjustments to scales
and measuring devices inspected and to make mensuration compu-
tations and solve arithmetic prob-
lems, Basis of Ratings
Written, 7 ; training, experience,
and general qualifications, 3 .

## Yonkers

Case Supervisor (Grade A) Appointment expected at $\$ 2,400$ File by March 7. Fee
be held March 22 .
Supervise the activities of investi-
gators or other case supervisors in
gators or other case supervisors in
the Department of Public Welfare:
be responsible for their training: be responsible for their training;
hold individual conferences with in-
vestigators for review of cases ind Vestigators for review of cases and
interpretation of policies and proworkers stepped into the offices of ployees last week, and said: "W want to join up."
The progran of action for these men, according to Herry Feinstein, President of the Federation, inludes:

1. Per annum salary.
2. Guaranteed sick leave
3. Vacations.
4. Tenure.

At present, the sewage treatment workers receive $\$ 5.50$ a day, as workers recelve $\$ 5.50$ a day, as

Every Book Mentioned in The Leader Is on Sale at the Leader Bookstores
Pick out a career for yourself in government service. Get your study material early.
And begin your preparation NOW for the next Civil Service exam!
The LEADER BOOKSHOP
97 Duane Street


## BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance. in the Bulletin Board Please have your notice in by Friday of the week

## Assistant Gardener Eligibles Meet <br> Assistant Gardener Eligibles Asso- ciation will be held in the Audiciation will be held in the Audi- torium of Washington Irving High School on A report of an appointment survey of different departments will be of differen discussed. <br> Customs Eligibles <br> Meet Feb. 25

## Sanitation Benevolent Points to Recent Gains

 At a meeting held last Wednesdayevening of the Sanitation Benev-
olent Association, member-organizers
pointed to many gians in recent
weeks, and indicated that memberweeks, and indicated that mereent
ship was fast rising. President ship was fast rising. President Louis
Klopper outlined the program of the Benevolent, and told his listeners
that it was an ideal one for the Sanithat it was an ideal one for the Sani-
tation Department. In the course of tation Department. In the course of
hit speech, he stated: ${ }^{\text {ch }}$ The
Benevolent first opposed the Joint Coun-
cil four years ago..
He reterred to

Cil four years ago. He retered.
the present clo drive in the depart-
ment, and stated his opinion that Mene CIO was trying to cash in on
the good work of the Benevolent." Meembers told of instances where
they were coerced by the Joint Council, and resorlved that they would fight the influence to the end. its attorney, Philip Kirschner, is pro-
ceeding with its court action against the Department of Sanitation, to obtain the right to organize. At last Wednesday's meeting the offer was
repeated that the SBA is willing to repeated that the SBA is willing to
participate in an open election held participate in an open election held
under the auspices of the Honest Ballot Association, to determine wish to join.
Another meeting of the Benevolent is scheduled for Wednesday evening, 8 p.m., at the Times Square Hotel.

## Gardeners Campaign

 For Per Annum Status num status will be outlined at the next meeting of the Five Boro's As sistant Gardeners Association, Coun-cil 350 , to be held Tuesday night, March 4, at eight oclock at the City Manhattan. All Asssistant Gardeners, regardless of affiliation, are invited

## Truck Drivers

## On Litigation

Court litigation is on the agenda tion of eligibles for Auto Truck Driver (appropriate for Laborer) The meeting is called for Thursday night, February 27, at outh meetin the Seventh Av
rooms.

## Masonry Inspectors Hold Special Meeting

 of Masonry and Carpentry, Grade 3, Eligibles Association will be heldThursday, February 27 at $8 \mathrm{p} . \mathrm{m}$., in room 413, Pulitzer Building, 63 Park

Epstein to Speak Before BMT Men
 Ot Supervisory and Administrativy
Employes of the New York City Employees of the New York City
Transit System-BMT Division, be be
held Friday night, February 28, at
and

Governor to Dine With ASCSE
With Governor and Mrs. Lehman, State officials, and legislative leaddinner of the Association of State Civil Service Employees will be held Thursday evening, March 6, at Club Edgewood, East Greenbush, near Albany. Dinner is set for $7: 30$
o'clock, to be followed by a show, and dancing to the tunes of Franki, Masters and his radio orchestra.
Thomas Stowell, from the Department of Health, who is chairman crowd of at least 1,500 members and riends.
Other members of the social comnitiee are: Francis Griffin, Educa Ford, Tax; Frances Sperry DPU Jesse McFarland, Social Welfare Grace E. Keck, Health Laboratory John J. Joyce, Audit and Control Nina Foran, Civil Service; Mary Meany, Public Works; Lillian Hyatt, Agriculture and Markets.

## Ex-Mounted Men's

Garrison
The next general meeting of the Army and Navy Union will of the Any and Navy Union will be held the Central Queens YMCA, 89-25 Boulevard, Jamaica. All honorably
discharged Field Artillery and Cal vary have been invited to attend th meeting.

Mention of the CIVIL SERVICE LEADER is the best introduction to our advertisers.

Buy The LEADER Every Tuesday

Engineer Eligibles
tended an organizational meeting on Tuesday, February 18 of the Stationary Engineers Eligibles Association. E. W. Chittenden was elected presi vice-president, and M. Ladd, secre-tary-treasurer.
The next meeting of the group will be held on March 11 at the as sembly hall of the AFL Local 319.

Park Employees Assn.
The next regular meeting of the
Greater New York Park Employees Association will be Peld on Thursday Association will be held on Thursday,
March 13, at $8: 30 \mathrm{p} . \mathrm{m}$. at the 121st St. Harlem Courthouse, between Willive, and Sylvan Place. and George Spargo, Superintender of Parks, are expected to attend.

Bronx Gets Catholic Vets Convention
State Commander Edward Mc-
Caffrey has announced that Bronx Caffrey has announced that Bronx
County has been awarded the fourth County has been awarded the fourth
annual State Convention of the annual State Convent.
Catholic War Veterans.
The activities of both the Manhattan and Bronx County posts in gram of welfare, Americanism and Catholic activity earned for the Bronx this year's award, Commander McCaffrey declared.

## Veteran Firemen

To Meet March 3
The next regular meeting of the be held Monday, March 3, at Volunteer Firemen's Room, Borough Hall, Brooklyn. All members have been requested to attend.

## Sergeant Study Material

## (Continued from Page 2)

 duty, as indicated by the squad as signments are given to the patrolmen covering the respective posts, for notification. Radio motor patrol carsare also used for delivering these are also us notifications.
e). In case

In case of a call for the off duty men from one precinct, the same the cards of men assigned to that particular command will be taken from the flles.
f). A member of the Force receiv-
ing such notification is required to
proceed forthwith to his Command
for duty. There he will receive pecific orders, where and to whom he is to report.
facilitate matters at the would be set up. This temporary headquarters would not only aid in the mobilization of forces reporting
at the scene but would also be used
operations. A telephone, as. well as
two-way radio communication would be available for communicating with Police Headquarters, Manhattan and other public and private agencies as required.
Except for the members of the Force required to perform - other police duty, mobilization of almost the entire remaining force at any location in the City would be pos-

Next Week's Question
The Police Department takes cog-
nizance of outstanding acts performed by members of the Force and, in certain cases, of civilians.
Describe the procedures and the manner in which persons who
The answer to this question
as easy as might appear at first sight as easy as might appear at first sight.
Think carefully before writing. Then compare your answer with the one which will appear here next week.
thousand units of motoriz Auto Machinist, being as the other mechanics working as an Acting large proportion of th
up of Laborers and qualified personnel title. The borough are being supervised in acting charge, either the title or
priate to the job

Not Enough Men The Department best it can with
available by using ant Gardeners, Att in other titles, to work ordinarily done chanics. There are qualified men availab the required work, tion of these new which should have past years could catch up on these and to handle new quires 95 additional chanics in various titles.
There are also reque
man Painter and $1,200 \mathrm{~d}$ man Painter and Bridge Painters. The Department jurisdiction about There are on the ro
and Pruners. Trees and Pruners. Trees 66,000 trees were moved. Each year is obvious from these present force cannot the rate of growth and trees under the Depa diction. Even the provide far Prom an

Use
Check-(1)- - Aldatic Chech-(i). Itanil NO-MINIMUM-BALANCI CHECKING ACCOUNT

Entitr © Trust
$\mathfrak{C}$ numpany 50 LaFA Yette strert neer Worth stity
Momber Federol Deposiil niwuronce Corperete

Income Tax Trouble? Civil Employees Tax Service Ad on Page 8

Mark 'Em All 'Paid'

$\star$ PERSONAL LOAN
Loans of from $\$ 60$ to $\$ 3,500$ for periods of 12 months or longer can be
arranged without co-makers. The discount rate is low- $41 / 2 \%$ per arranged without co-makers. The discount rate is low-41/2\% per
annum-and life insurance costs only 50 cents per $\$ 100$. Bronx annum-and life insurance costs only 50
County Trust Company service is prompt.

## MAIN OREICE:

## BRANCH OFFICES

Third Avenue at 137th Street East Tremont Ave. at Eastern Blvd. Third Avenue at Bost on Road White Plains Avenue at 233rd Street Fordham Road at Jerome Avenue East Tremont Ave. ot Boston Road
Ogden Avenue at University Avenue Eleven Hugh J. Grant Circle

MEMBER FEDERAL DEPOSIT INSURANCE CORPORATION

A MUST FOR EVERY MEMBER OF NEW YORK CITY'S POLICE FORCE. INDISPENSIBLE FOR EVERY PATROLMAN WHO WILL TAKE THE COMING SERGEANT EXAM.
The Revised Manual of Procedure, including Rules and Regulations, now being prepared by the Civil Service Commission with the cooperation of the Pollce Department.

This well-printed, well-bound book will contain all the Information you should know, brought up-to-date. Extra features: It's loose-leaf, so that you can retain a record of all material released by the Police Department in the future. It's accom panied by a little envelope containing tabs, so that you can make your own index.

This volume, almost 400 pages, is being made available to members of the force AT THE EXTREMELY LOW PRICE OF \$1. Reserve your copy now, so that you get it as soon as it com
pay the postage.

Remember, this book is compiled by the Civil Service Commission itself.

Distributed by the
Civil Service Leader

> Civil Service Leader
> 97 Duane Street, New York City Gentlemen: Please reserve in my name a copy of the RULES AND REGULATIONS AND MANUAL OF PROCEDURE. It is understood that my copy will reach me as soon as the edition is printed. I enclose $\$ 1$ in full payment.
> Name
> Address.

# 约 <br> By JAMES CLANCY MUNROE 

| The Radio City Music Hall is olding to the high standards set by <br> frs, Smith. The <br> sup in farce time, is one of the which have been producert Montgomery and Carole because of a mixce years, boundary in the place where were supposed to have been Mrs. rill imm. Mrs. expects that to bring them into the proper hly wedlock but to her chagrin The collures-at are carried out under the diof Alfred Hitchcock who medium of the thriller for light <br> different brand of comedy is week, Go West Marxist offering of together in a film which might aptly subtitled, "Strictly Slapick. Most anyone can get a hearty these three incongruous antics Lady Eve is receiving a build-up milar to that of Preston Sturges' Christmas in July. that is, nobody tras much of an idea tho the featured players are or what te story is about; the only fact ofon Sturges. That's not enough to |
| :---: |

## Is Your Exam Here?

## Below is the latest news of exams which attracted 300 or more candi-

 ates. The Leader will publish changes as soon as they are madeDPEN-COMPETITIVE TESTS Administrative Assistant (Wel): Rating of Part II of the Pubspecialty completed. $g$ of Part II of other sed with the exnistrative Procedure. d recently. Ratings er: Appeals on tentaconsideration. Railroad): Rating of (Utility Buildings):

Starts wednesday LADY EVE" BAKBARA
STANWYCK - FONDDA Tony Pastor and Hia Ella Logan - Ben Blue RARMOOUTH


Written test rated
Assistant Director (N. Y. C. Infor mation Center): Objections to tentaAssistant Engineer (Designer) Grade 4, Board of Water Supply Rating of Part I of the written test in progress.
Assistant Engineer (Drill Operator), Grade 4: Rating of experi-
ence completed. The written test will ence completed.
Baker: Rating of written test com pleted. The physical and medical will be held in two weeks.
Buildings Manager (Housing Authority): Written test held recently Car Maintainer, Group G: All parts Clerk, Grade 2 (Board of Higher Education): Rating of Part A, Continuity Writer: The 1 published within two weeks.
Cook: Rating of written te pleted. Medical and ent comin progress. Court Stenographer: Rating of Part A held up pending clarification o
Car Malnt
Car Maintainer, Groups $A$ and $\mathbf{F}$
(NYC Transit System): Application period closes Feb. 26.
Dentist (Part Time): Appeals on tentative key being received. Dietitian: Rating of qualifying experience nearly completed. Gasoline Roller Engineer and As-
phalt Roller Engineer: Written phalt Roller
being rated. Inspector of Blasting,
Written test being rated. Jr. Adminis rated. 2 Ing) : Part II of the maintenance (Houscialty netd Saturday, February 15 Jr. Administrative Assistant (WelPare): See Administrative Asst.
(Welfare) (Wunior
List is published this week.
Junior Engineer (Mechanical) Grade 3: Appeals on tentative key considered
Junior Engineer (Sanitary), Grade 3: All parts of examination held. Junior Engineer (Signals), Grade
3: Written test nearly completed. 3: Wunior Psychologist: Rating of written test completed. The oral will be held soon
Maintainer's Helper, Group B: List is published this week.
Mechanical Maintainer, Group B: List is published this week
Office Appliance Operator: Practi-
cal tests for various appliances in


MR. AND MRS. SMITH This is the Mrs. half of the hit playing at the Music Hall. Some know her as Carole Lombard.

## Your Chances for Appointment

given below. An asterisk ( ${ }^{*}$ ) with the latest number certified indicates that given below. An asterisk ( ${ }^{*}$ ) with the latest number certified indicates that
certification has been made during the past week. The letters $P$ and $T$ stand for probably permanent and temporary,

Readers should remember that certification does not necessarily mean
ppointment. Usually more names are certified than there are vacancies. Anyone with a question on a certification should call or write to the Information Bureau, Municipal Civil Service Commission, 299 Broadway,
New York City, COrtlandt $7-8880$, New York City, COrtlandt 7-8880.


|  |  |
| :---: | :---: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Court Stenographer: Rating of written test held up pending litiga Elevator Operator (Dept of Hos pitals): Report on final key answer submitted,
Head Dietitian: Rating of written est under way.
Junior Administrative Assistant (City-Wide): Objections to tentative
key answers bening considered key answers bening considered.
Junior Assistant Corporation Cou
sel, Grade 3 (Law Department): Written test rated. The experience
Junlor Counsel, Grade 3 (N. Y. C

Housing Authority); and (Division of
Franchises, Board of Estimate):
Senior Dietitian: Rating of written
test begun.
Senior Psyehologist: Test held up
pending final reclassification determinatio
Senior Supervisor, Grade 4 (Social
vertised.
Station Supervisor: Rating of writ
Supervising Tabulating Machine
rated.
Supervisor, Grade 3 (Social Ser-
vice): Will be readvertised.
pplication period closes Feb, 26 .
Towerman: 50 percent of written
Train Dispatcher: Rating of writ Yardmaster: Rating of written test
completed.
JUNIOR CALCULATING
MACHINE OPERATOR BURROVGHS or COMPTOMETEE
AMERICAN SCHOOL


## WHEN IN NEW YORK $\quad$ Be Thrifty... <br> Thru Our Personal Service

LICENSING TESTS Master Plumber: Canvassing of
Advisory Board in progress.
Master Master and Special Electrician:
Part I rated. Part II nearly rated. Oil Burner Installer: A report on final key has been approved by Com-
mission. Rating of written test

Classified Advertisements (Rates: 20 c for each six words. Min-
num $\$ 1.00$ Copy must be submited
efore noon on Friday preceding pub-

REAL ESTATE

164th St., 90 West


LET YOUR INGENUITY PAY!

De.D.G.POLEOCK
KENMORE HALL

id some underground and completey secret (Shhh) work and succeeded
in discovering that Henry Fonda and Did you see the original advance the dailies?
Basil Rathborn and Ellen Drew Be to the Criterion at the end of pheduled the Mad Doctor, Also Mer Moris and ochelle Hudson vehicle.

Exciting eleases from interested Nity Foyle resemblance contest th in for Harlen He Most Popurt ping piece: Frank Capra, producer he double world premlere his picture in this city early in March. And here's a tender human interest item. Gary Cooper, star of he pieture, was once refused ad atic to the Grinnell College dra matic club." "The Great Dictator wentieth week at the Astor and thus oins the small list of hits which have approached the half-year mark how many films approaching the be in "the past few years."
Yes, patient reader, 'tis fodder such as this on which the columnist must feed in a lean week.
U. S. Releases New Exams

As the Leader was going to various grades of Lithographic press, the U. S. Civil Service Pressman. The application period | Commission announced a series | $\begin{array}{l}\text { for these will be open until March } \\ \text { of nine new examinations. They are: Lithographic Press- }\end{array}$ |
| :--- | :--- | of nine new examinations.

Four of the tests are to fill posi-
tions in various grades of Superintendent of Constructions, Filing on this group will be open until further notice. The grades and salary ranges are: Principal Superintendent of Construction, $\$ 5,600$; Senior Superintendent of Construction, $\$ 4,600$; Superintendent of Construction, $\$ 3,800$; Association Supe man, $\$ 2,000$. Assistant Lithographic Pressman, $\$ 1,620$; and Junior Lithographic Pressman, $\$ 1,440$.
A test for Senior Instructor, Mobile Laundry is included in the se-
ries and the eligible list resulting ries and the eligible list resulting
from the exam will be used to fill jobs at $\$ 2,900$ and $\$ 2,600$. A separate lest is now open for Instructor, Mobile Landry, $\$ 2,000$
Applications for these tests can be obtained at the Federal Building,
641 Washington St., Manhattan.

Three of the new exams are for

## No News Today Either

 Labor Reclassification Still StymiedA resolution to reclassify some 12,000 laborers into the competitive class is still "under discus. sion" in Budget Director Kenneth Dayton's Office.
A published report last week that the resolution had been approved was emphatically denied by Dayton.
Adoption of the resolution by the
Municipal Civil Service Commid
Municipal Civil Service Commission
and approval by the Mayor and the
State Civivi Servici e Department will
reduce the number of city worker
 the labor class for all except a few
thousand low paying jobs which the
Commission feels cannot be filled by competitive examination.
Dayton's approval of Dayton's approval of the resolu-
tion is not technically necessary for its adoption. However his interest
springs from the possible increased cost to the city its adoption might mean. Dayton is also anxious to
see the resolution so worded that employees in labor jobs who do the hardest work receive the largest sal-
aries. He is also interested in seeing that a salary differential exists be-
tween employees in the same type of job who work five and six-day

Third Hearing Coming The Civil Service Commission has
already held two public hearings on
the resolution. A third is scheduled as soon as the resolution is returned
from Dayton's Office. Additional changes which have been added since the last hearing will be discussed. Whether or not the resolution will ever be finally adopted substantially in its original form is questionable. The Commission originally intended to have the 12,000 labor-class em-
ployees transferred to the competitive category by July 1, 1941. It now seems highly doub
be accomplished.

No Non-Competitive D of the D of C on RC

## Wiliam Hodso

 Welfare, that the Municipal Civil Service Commission order a nonDirector of the Division of Com-plaints on Racial Discriminations plaints on Racial Discriminations, was denied last week.
Commissioner Hodson said that he
did not believe the position could
be filled by be filled by competitive exam, but
the Civil Service Commission disThe position in the department is now held by Mrs. Edith Alexander

Buy The LeADER Every Tuesday

## You Pay Na Extra Premium

Since 1893, the name "Mayfair House" has been
synonymous with sold in New York quality furniture. It is Brothers . . . and it bexclusively at Michaels cee . . at no time will your Lifetime Guaran. extra for service or repairs. Yave to spend one extra premium for repairs. Yet you pay no find Mayfair Hous this guarantee .. pay no priced.

FOR YOUR CIVIL SERVICE CARD which entilles you to a special discount and spe-
cial privileges, write to

11 Fulton St., Brooklyn.


## Resigns Job;

 Loses Job
## A former employee of the State

 Insurance Fund lost a suit before Supreme Court Pecora for reinstate ment to a job from whichsigned in October 16, 1940.
The employee had written a formal letter stating his intention to resign, effective the end of the month, but superior officer and asked him to disregard the first letter-that he wasn't resigning, after all. The superior officer said that was just too bad, that the job had already been "vacated." and the State Insurance Fund had no power
resignation.
In upholding the Department, Juslar cases, in which several other simiheld that a resignation, which was in writing, became effective upon the date of its delivery.
"It is my opinion that by his letter of October 16, 1940, petitioner
signed his office, and that it became signed his office, and that it became
vacant immediately upon delivery of acant immediately upon delivery of
his letter on that date. His letter of his letter on that date. His letter of
October 31, 1940, was wholly ineffec(ive to change his status," Pecora declared in his decision.

Promotion Exam To Laundry Foreman Laundries, Grade 2, Department Hospitals, was ordered last week by the Municipal Civil Service Com-
mission. The commission said that mission. The commission said that a
suggested list, Laundry Bath Atsuggested list, Laundry Bath At-
tendant, Grade 2, was not appropritendant, Grade 2, was n
ate to fill the position.
Filing dates, requirements and other information will be published in The Leader as soon as announced by the Commission.

Where Do I Stand
The following are the latest certifications, in New York and Albany, from popular State lists:
Junior Clerk


## 

Temporary-New York- $\$ 900$
Ranking
571
2,504
1,041
2,719

Permanent-New York- $\$ 900$ Junior Typls
Permanent-Alw
Permanent-Albany- $\$ 900$
Junior Typist
Temporary-New York- $\$ 000$
Temporary-Albany- $\$ 900$
Permanent-New York- $\$ 1200$ File Cierk
Permanent-New York- $\$ 900$
Permanent-Albany- $\$ 900$
Temporary-Albany - $\$ 960$
Permanent-Albany- $\$ 1,200$ Assistant Clerk
Permanent-Albany- $\$ 1,200, \ldots$
Temporary-New York- $\$ 1,200$
Temporay-New York- $\$ 1,200$
Temporary-New York- $\$ 990$
Temporary-Albany- $\$ 1,200$
Temporary-Albany- $\$ 900$ Assistant Stenographe
Temporary-New York- $\$ 1,200$
Temporary-New York- $\$ 900$
Temporary-Albany- $\$ 1,200$
Temporary-Albany- $\$ 960$
Latest permanent appointments from the
New York- $\$ 900$................... Junior Clerk
New York- $\$ 900$
Albany- $\$ 900 . .$.
New York- $\$ 900$........................
................
New York- $\$ 900$
Albany- $\$ 900 \ldots$
601
1893

Nen York- $\$ 900$ Assistant File Clerk
New York- $\$ 1,100 \quad$ Assistant Clerk
New Assistant Stenographer
65
345


## The State Clerk Test

## Study Material That Will Help You

Here are the answers to the Clerk test, appearing in last week's issue of The Leader. This is presented as study material for the coming Clerk, Steno, and Typist tests, expected late this an F. As examples, state D. New York City is the
city in New York State F. Buffalo is east ote. T. 71. Adding zeroes to the right of the last significant figure of a decithe fraction changes the value of 72. "Stamp placing postage stamps on outgoing mail. Small size rubber bands ma be bought by the pound. 74. As applied to storeroom articles, "grades" and brands" mean the same thing.
75. A good way to check the accuracy of the grand total of parallel umns both vertically and horizontally.
76. It is better for a clerk in an office to give no information at all than to give some incorrect infor-
$\qquad$
77. The primary purpose of a com-
plete annual inventory is to discover

whether
careless. 78. The proper way to answer telephone in an office is to a "Hello, who is calling, please?" 79. In a large office, the centra
ized handling of all ized handling of all m
80. A notary's sea
addition to his statement addition to his statement and sigm
ture in order to make an affider vare id. business firm is " say the check of mean cipal signature it must be signed 82. To officer of the firm. made out on a regular bank form 83. In commercial transactions, is terest is most commonly compura
on a basis of 365 days for a year. 84. A satisfactory method of send
ing an amount of $\$ 10$ through th mails is to enclose stamps in the amount.
85. Large business concerns units of government may, by spee 86. A certified ch
as a cashier's check.
more rapidly when stor
place than when stored in a
88. Conscientiousness
89. If a clerk, in making up thbu to be an error in the original datb he should make wha
90. A duty may be levied by state from another one of the Unite States.
91. The terms " $20 \%, 10 \%$, 5 ther a bill mean that the sum orm list price.
92. Three signed payrolls of toy pages each should be sent
class mail. 93. The term used to designate ! person who holds a mortgage on other person's property
gee."
94. The person named in a pelin the proceeds accruing known as the assured.
95. A perpetual inventory is an mot on permanent file.
Answers to these questions, ether with further queries week. The Leader
tive candidates not
about these tests at this time, as lests are details about


[^0]:    Further action will be planned at
    an executive committee meeting an executive committee meeting
    Tuesday night, February 25 , at 7
    o'clock at 3 Beekman Street, Man oclock at 3 Beekman Street, Man-
    hattan.

