

Civil Service LEADER

**Prison Guard
Study Material**

—Page 9

Vol. 1. No. 45

New York, July 23, 1940

Price Five Cents

STENOS TYPISTS

**FEDERAL
EXAM
COMING**

—Page 5

Older Men Get U. S. Jobs

—Details on Page 5

Maintainers *exam answers A, B*

—Page 2

Sanitation Men:

*Your questions answered
on Coordination Test*

—Details on Page 3

Must Score 100% for Apprentice Jobs

Story on Page 20

City Adopts New Appointing Plan

—Page 2

New Method of Appointment

"SELECTIVE CERTIFICATION" INTENDED TO CHOOSE BETTER PEOPLE

A new method of appointment from Civil Service lists was adopted last week by the Municipal Civil Service Commission. It means that some city appointments will not be made in numerical order from lists but by a process known as "selective certification."

The system of selective certification has been used by the Federal Civil Service Commission but not by the Municipal Commission except in an occasional modified form.

Purpose of the plan is to secure better qualified persons for specific jobs. It would work as follows:

A department wants a Civil Engineer who knows something about evaluation. There is no list for this particular job, although there is a Civil Engineer list. Under the process of selective certification, a person on the Civil Engineer list who has had experience in evaluation would be found and appointed, even though he was not on the top of the list.

Safeguards
Commissioner Ferdinand Q. Morton, who is drawing up plans for the system, emphasized that "safeguards" will be erected to protect the system from abuse.

In order that departments cannot choose anybody they want on a list, the Civil Service Commission will have complete control.

When a department wants a person to fill a job through selective certification, the request will be turned over to the Commission's Board of Examiners. Persons on the most appropriate eligible list will be notified to send in their qualifications for this particular job. Then the Board of Examiners will call in the qualified persons for oral interviews (or even a written exam, if necessary). The person closest to the top of the list who qualifies will be appointed. The Board of Examiners will be the sole arbiters, not the

department. A departmental representative might be called in to help with the interviews, but this would be at the Commission's discretion.

Applies to All Lists

It is assumed that the plan will apply to all existing eligible lists. Commissioner Morton believes the Commission holds this power. In the future, all exam advertisements will carry the stipulation that selective certification will be applied to the list when necessary.

The closest thing to selective certification formerly existing in the city service is the selection of Licensed Firemen from the Porter list. This list has been canvassed for men who have licenses to be Firemen. Those who have such licenses are eligible for appointment to these jobs.

It is not known yet just how widely the plan will be used by departments. Morton believed it "would not be infrequently resorted to."

Subscribers are requested to inform The Leader of any change of address at least one week in advance.

Unofficial Key Answers to Maintainer's Helper Exams Groups A and B

Following are unofficial key answers to the first two Maintainer Helper exams, Groups A and B. They were prepared by a board of experts from the Transport Workers Union. Next week The Leader hopes to have unofficial answers for the Group C exam, which will be held Thursday, July 25:

GROUP A

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

*Probably A, but could also be D. **B or C.

***No answer. Correct answer is 2,700 R.P.M.

GROUP B

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

* B or C

"It's for Geniuses" -- Complaint About Maintainer's B Exam

GROUP A EXAM CONSIDERED EASIER

"You gotta be a college graduate to pass that exam!" lamented Charles Pizza, as he emerged from Evander Childs High School last Thursday.

"And a good one," chimed Nick Dimora.

That was the tenor of comments on the Municipal Civil Service Commission's Maintainer's Helper, Group B exam, given for 5,293 candidates.

Much of the criticism was directed at the technical nature of the questions, most of which dealt with machine shop practices.

Charles Webster, 500 West 143rd Street, who took the Group A exam on July 9, said the Group B exam was much the harder. "You had to be either a genius or have a four leaf clover to pass it," he said.

J. Goldman, of 2042 Washington Avenue, Bronx, said if he'd been Einstein, he'd have passed.

The exam wasn't anything like the requirements for the job, as-

serted Ralph Ragasto, 560 St. Ann's Avenue, Bronx. The word "machinist" was not used in the announcement; yet much of the exam dealt with the subject.

"It was fair enough for me," countered Jim Dambrosio, 1911 Matthew Avenue, Bronx. No many agreed.

The Commission will give the Group C exam for 1,312 candidates this Thursday, July 25, at Seward Park High School, Essex Grand and Ludlow Streets, Manhattan. Group D, Tuesday, July 30.

Subway Conductor Exam

A competitive test for Conductor, to fill jobs on the city-owned subway lines, will be announced early in September. The last examination for Conductor was held in November, 1937 and a list of 283 eligibles resulted from the test.

When the last exam was held, age limits of 23 to 44 were set as one requirement. Applicants had to be at least five feet, five inches. Other requirements were: two years of experience as conductor, trainman, guard, brakeman, locomotive engineer, locomotive fireman, guard, motorman, motor switchman, switchman, hostler, switch tender, yard conductor, yard brakeman, or driller.

Full official requirements for the Conductor's test will be published in THE LEADER as soon as they are officially announced by the Commission.

Buy The LEADER every Tuesday

State Trooper Study Books
Phone Orders Call MURRAY HILL 2-0326 C. O. D. \$1.15

AID PUBLISHERS
505 - 5th Ave., N. Y. C.

Instruction In Coordination Test For Sanitation Men

'Apparatus similar to that used in the official test.

Speed, which can only be acquired through practice, is an essential phase of this test, as men have received as high as 98 in other parts of the examination and as low as 60 on the coordination. Full information as to days and hours applicants may practice this test can be obtained by calling in person or phoning.

The Delehanty Institute
115 East 15th Street STuyvesant 9-6900

Preparation for Civil Service Examinations

UNEMPLOYMENT INSURANCE REFEREE

Classes meet WEDNESDAY at 6:15 and 8:30 p.m. at 115 E. 15 St., N. Y. C. and THURSDAYS at 7:30 p.m., at 90-14 Sutphin Blvd., Jamaica Special Review Lecture, Mon., July 29, at 7:30 P. M.

ALPHABETIC CARD-PUNCH OPERATOR and CARD-PUNCH OPERATOR

Begin preparation for next exam and many openings in commercial field.

STATE PRISON GUARD: Monday at 8:30 p.m.

JR. & SR. STENO. & TYPIST: Examination Ordered Class Now Forming

JUNIOR INSPECTOR: Monday & Thursday at 8:30 P. M.

CITY ELECTRICIAN: Class forms Mon. July 29, at 8:30 P.M.

FIREMAN-PATROLMAN

The present list for Fireman expires Dec. 15, 1941, and all of the eligibles on the present Patrolman list should be appointed before Jan. 1941. Consequently the Fireman examination should be held in the Spring 1941 and that for Patrolman shortly thereafter.

FUEL OIL LICENSE: Examination ordered. -- Classes now forming.

STATE COURT ATTENDANT: Wednesday at 1:15, 6:15 and 8:30 p.m.

MAINTAINER'S HELPER, SANITATION MAN, POST OFFICE CLERK-CARRIER, RAILWAY POSTAL CLERK
For full information regarding these examinations, the days and hours which classes meet, inquire at the school that has a background of 350,000 SATISFIED STUDENTS

Office Hours: Daily, 9 A.M. to 10 P. M.—Sat., 9 A.M. to 5 P.M.

The DELEHANTY INSTITUTE
115 East 15th Street STuyvesant 9-6900

COLUMBIA INSTITUTE

formerly SCHWARTZ-CADELL SCHOOL announces courses for

SANITATION MAN—Three courses a week. Free medical examination.
MAINTAINERS' HELPER—Physical. Free medical examination. Minimum Fee \$3.
PRISON GUARD—New classes now in session. Fee \$15.
GENERAL EDUCATION—Intensive course in Civil Service fundamentals.
PATROLMAN-FIREMAN—Classes now forming.

Small Fee For All Courses. Fees Payable In Installments

OUR PHENOMENAL RECORD TO DATE—Top men in the last Patrolmen's and Firemen's examination. 94% of our students passed the physical. Top men in the present Sanitation Physical. The only school with two 100% men. Many others with 99.3, 98.7, 96.6, 95.5.

UNEQUALLED SUCCESS WITH NEW TYPE TEST
Open 9 A. M. to 10 P. M., 9 A. M. to 5 P. M. on Sat.

COLUMBIA INSTITUTE
(Formerly Schwartz-Caddell School)

101 EAST 13TH STREET, N. Y. C. Phone ALgonquin 4-6169
Directors: Walter A. Caddell, B.S., LL.B and James F. Casey, A.B., M.A., LL.B.

UNEMPLOYMENT INSURANCE REFEREE

You Are Invited to a FREE LECTURE
Wed., July 24th--7 P.M.
Fee \$25 to Exam

MIDTOWN SCHOOL

276 W. 43 St. (8th Ave.) WIS. 7-0366

REFEREE

Div. of Unempl. Insurance
FREE LECTURE
Tues., July 23, 6:30 p. m.

- Court Attendant
- Probation Officer
- Wage-Hour Inspector

Rand Educational Inst.
7 E. 15 St. AL. 4-3094

360 EAST 234 STREET
BRONX, NEW YORK CITY

Mondell Institute
230 W. 41, N. Y.

Gentlemen:

This letter is to congratulate you on your splendid work in preparing candidates to pass engineer examinations for Civil Service positions. I have just been notified that I passed second on a recent promotion examination for Engineering Inspector, Grade 4. I was also notified a short while back that I passed eleventh on the open competitive examination for Jr. Engineer, Mechanical, Grade 3.

Both of the above successes were due in large part to the splendid instruction I received in your school. I thoroughly recommend your school and its teachers to aspirants for Civil Service technical positions.

Very truly yours,
PHILIP E. HAGERTY,
July 15, 1940.

ALPHABETIC CARD-PUNCH OPERATOR UNDER CARD-PUNCH OPERATOR

Classes meet every day and evening including Sundays.

MAINTAINER'S HELPER

Review instruction every day and evening.

FACTORY INSPECTOR

Review instruction every day and evening.

UNEMPLOYMENT INSURANCE REFEREE

LECTURES TUES. and FRID. 6:15 P. M. FEE UNTIL EXAMINATION \$25.
Jr. Engineer (Signals), Asst. Engineer Designer, Jr. Engineer Mechanical, Gr. 3, Jr. Administrative Asst., Airport Asst., Towerman, Station Supervisor, Train Dispatcher, Insp. Elevators, Marine Engineer, Motorman, Conductor, Insp. Pipe Laying, Accountant State, Boiler Insp., Prison Guard, Court Attendant, Probation Officer, Engineering Draftsman, Asst. Scientific Aid (Physics, Chemistry), Wage-Hour Insp., Postal Clerk-Carrier, Navy Yard Exams.

LICENSES, PROFESSIONAL, ENGINEER, ELECTRICIAN, STATIONARY, DRAFTING, BLUEPRINT READING, MATHEMATICS, MASTER BOOKKEEPING.

MONDELL INSTITUTE

230 W. 41st St., N. Y. C. Tel. Wisconsin 7-2086 Call Daily 9-9, Sat. 9-4

MONDELL SCORES AGAIN!

Passes 2nd on List for Engineering Inspector, Grade 4

ALSO MANY OTHERS ON TOP OF LIST!

MONDELL INSTITUTE

230 W. 41st St., N. Y. C. Tel. Wisconsin 7-2086 Call Daily 9-9, Sat. 9-4

Short, Chunky Men Win In Sanitation Exam

By JOHN F. MONTGOMERY

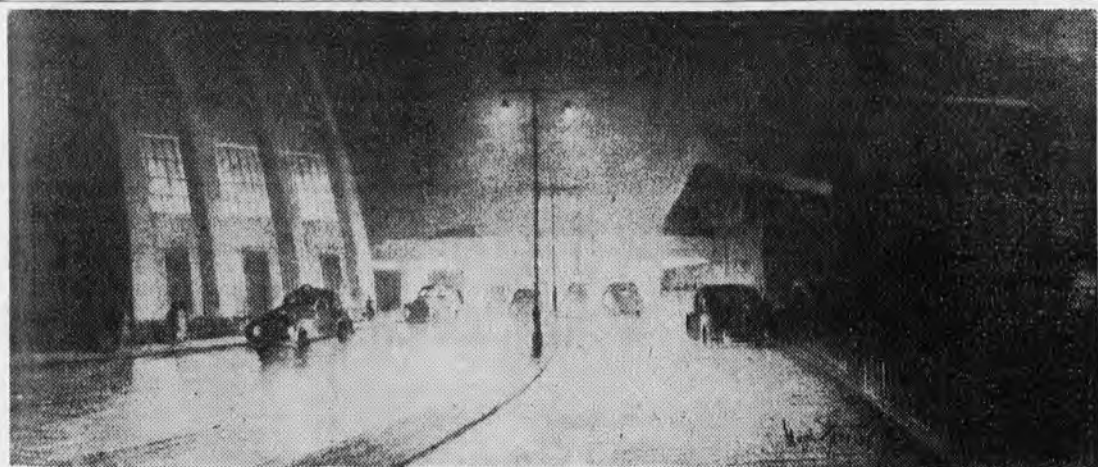
We took the ferry over to Staten Island last week to have another look at the Sanitation exam and talk with handsome, curly-haired "Tubby" Raskin, Brooklyn College coach in charge. . . . We learned some odd facts. . . . New York's next group of Sanitation men will be mostly short and squat. They probably won't average more than five feet seven inches in height. . . . The boys with strong legs, broad shoulders seem to do best in the physical competition. . . . The tall, lanky ones have trouble, especially with the weight-lifting and abdominal tests. . . . Most of the failures are caused by the 8-foot wall in the agility test. If they had only practiced in advance, many of those who flunked could have scaled the wall. . . . Two brothers both made hundreds last week. . . . Here's a curious thing: men from different parts of the city score differently. Highest scores were made by the men from Woodhaven and Jamaica. . . . We haven't tried to figure out why. . . . We saw several fat men trying to get through the test. Not a single one did. . . . Overweight means thumbs down for

anybody who wants to be a Sanitation man. . . . It's surprising to see some of the little, scrawny-looking candidates go through the tests brilliantly, while their more muscular brothers fail. . . . The reason, says Tubby Raskin, is training. "Very few can get through this test without previous training" We were somewhat disheartened by the number of men without training—good, clean-cut fellows who could have knocked the test for a loop if they'd only had a little running, broad-jumping and weight-lifting for a few weeks. . . . Tubby Raskin and his monitors were most courteous to the contestants. . . . Every part in the exam was carefully explained to each man, and all questions fully answered. They were given a chance to make good if they didn't do the job right the first time. . . . The men who failed received sympathetic words from the monitors. . . . There is very little kicking among the candidates about the fairness of the test. Almost all, those who pass and those who fail, admit the test is fair. . . . THE LEADER still estimates, unofficially, that a grade of 86 or above will be passing.

Thousands to Be Tested In Sweltering Weather

Examinations for several thousand candidates for city jobs will be given in the next two weeks, the Municipal Civil Service Commission announced this week. The type of test, position and scheduled date for the examinations follow:

- Practical, License for Master Plumber, July 22, 23 and 24.
- Practical, Carriage Upholsterer, July 22, 23 and 24.
- Medical, Playground Dir. (Male) temporary, July 23.
- Oral, Medical Social Worker (open competitive and promotion), July 23 and 24.
- Practical Oral, Pro. Marine Engineer (Uniformed force, Fire Department), July 23, 24 and 26.
- Written, Maintainer's Helper, Group C, July 25.
- Oral interview, Sr. Administrative Assistant, (Housing Authority), July 26.
- Oral, Division Engineer, (Mech-
- elec.) Gr. 4, B.W.S., July 25.
- Special Written, Fire Lieutenant, July 25.
- Oral test on training, experience and personal qualifications, Radio Dramatic Assistant, July 27.
- Physical (medical) experience interview, investigation interview, Superintendent (Cold storage plants), July 28.
- Oral, Superintendent of Landfills, July 29.
- Technical, Oral, Chief Life Guard, (Temporary Service) July 29, 30 and 31.
- Written, Maintainer's Helper,



WHERE ASPHALT MEN WILL WORK

A conception, drawn by Hugh Ferriss, of a night scene on the new East River Drive at 92nd Street looking north. At the left stands the recently re-designed municipal asphalt plant, a bright modern building where Asphalt Men will find their work more pleasant than heretofore. A block north can be seen the Department of Sanitation Dump, also re-designed to prevent sight, sound or odor of garbage disposal from reaching the adjacent residents. The overpass will be used by Department of Sanitation trucks driving into the dump. The illustration is from "East River Drive," published by the office of Manhattan's Borough President

Ellis and Kern at Grips

By MAXWELL LEHMAN

The tussle between bland Paul Kern and bland Emil K. Ellis begins. This week, in the chambers of Supreme Court, Foley Square, Ellis moves up his light artillery for public inspection. The heavy munitions come later.

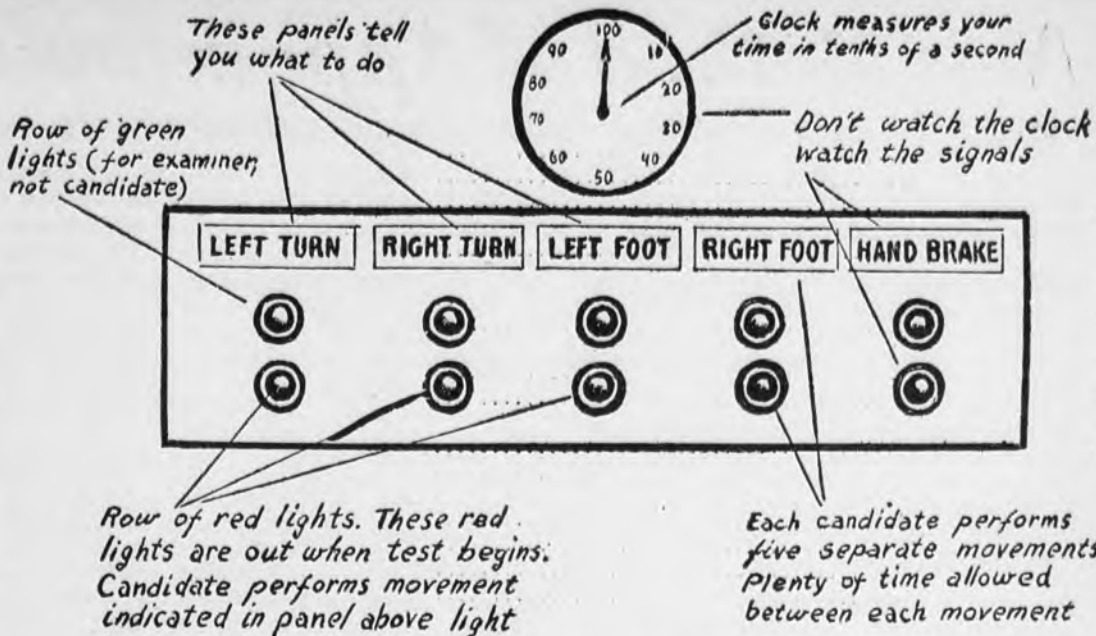
The investigation of the Municipal Civil Service Commission, ordered this spring by the City Council, had heretofore been held in secret session. Ellis and his staff of 22 volunteer lawyers and three stenographers had been gathering complaints, studying the complex structure of Civil Service, hunting

for skullduggery. Paul Kern claims that skullduggery doesn't exist; Ellis claims he already has evidence that it does. And that evidence seems to involve not only the Commission, but also the Mayor. Ellis modifies the impression likely to result from this fact,

"I may have to impugn Democratic politicians too."

Ellis had planned to call Kern and his associates early in the course of public questioning. That plan is now abandoned. The Ellis strategy now is to accumulate all

(Continued on Page 11)



SIGNAL BOX IN THE SANITATION COORDINATION TEST

Questions and Answers On Coordination Test

Last Tuesday, the coordination test for Sanitation men got under way in Staten Island. The Leader has received hundreds of questions from Sanitation candidates concerning this part of the test. The most typical of these questions are answered below.

What is the purpose of the coordination test?

The purpose of the coordination test is to find out how rapidly a man can get into action after he gets a signal. Eye-hand and eye-foot speed are registered by the coordination exam.

Is the coordination test competitive?

Yes, the coordination is competitive. It is part of the physical test, and counts just as much as the other parts of the physical test.

How would I rate myself to find out my total grade if I received 85 on the coordination test?

Suppose you received 90 on the strength part of the test, 74 on the

Group D, July 30.

Technical Oral, License to Operate Oil burning equipment, July 29, 30, 31, Aug. 1, 2 and 3.

Practical, Fire Telegraph Dispatcher and Radio Operator, Aug. 6, 7 and 8.

Medical, Physical and Coordination tests for Sanitation men continue.

agility, 92 on the endurance, and (as you say) 85 on the coordination. Now add these four marks together and divide by 4. Your final mark would be 87 1/4.

The Signals

How does the coordination test work?

The candidate is seated in a cab like that of a regular Sanitation truck. Ten feet in front of the cab is a signal box. The signal box has five panels in which are printed: LEFT TURN, RIGHT TURN, LEFT FOOT, RIGHT FOOT, HAND BRAKE. Under each of these panels there are two lights. The top light is green, the bottom light is red. But only the top lights are on when you begin the test.

Don't worry about the green light; that's for the examiner—not the candidate. In the cab there are a steering wheel, two foot pedals (one for the right foot, and one for the left foot), and a hand brake. The candidate keeps both feet on the floor, both hands on the steering wheel. When the candidate is ready, he informs the examiner, and the test begins. The test is simple. A red light flashes on under each of the signals (one at a time) and the candidate then does what the signal says, as speedily as he can. Suppose a red light flashes under RIGHT FOOT; he pushes in the right foot-pedal. Suppose the next red light flashes LEFT TURN, he turns the steering wheel to the left.

Please explain the clock above the signal box.

The "clock" is a measuring device which records in tenths of a second the amount of time a candidate takes to perform the various signals. You should watch the signals, not the clock.

How is the coordination test graded?

Candidate sees signals through window of cab



INSIDE THE CAB

These are the only instruments involved in the coordination test now being given in Staten Island

The grades, which appeared exclusively in The Leader last week, are as follows:

Less than	100%	3.7	83
2.1	99	3.8	82
2.2	98	3.9	81
2.3	97	4.0	80
2.4	96	4.1	79
2.5	95	4.2	78
2.6	94	4.3	77
2.7	93	4.4	76
2.8	92	4.5	75
2.9	91	4.6	74
3.0	90	4.7	73
3.1	89	4.8	72
3.2	88	4.9	71
3.3	87	5.0	70
3.4	86	5.5	65
3.5	85	6.0	60
3.6	84	7.0	50

Over 7 seconds fails. Does this mean that in order to get 100% a candidate must do all the signals in two seconds with no time between each of the signals?

No. There is plenty of time between each of the signals. The two seconds is the actual amount of time taken to perform the signals. The time between signals doesn't count.

Practice

Do I have a chance to try out the coordination test before I get graded?

Yes. Ample opportunity is given to get acquainted with the test. When you sit down in the cab, you may turn the steering wheel to left and to right, try out the foot pedals and the hand brake. Then, when you are ready, the examiner gives you a practice trial. He starts the signals and you go to work. Then the grading begins. You get two trials, and the higher grade is the one that counts.

How many different movements do I make in response to the signals?

Five. Do the signals come in the same order for each candidate?

No. They vary with each candidate.

How are the men making out so far on the sanitation test?

The average grade so far is about 77. That means it takes the average candidate about 4.3 seconds to respond to the signals. Has anybody made 100% on the coordination test?

At this writing, the highest mark is 96%.

Does this mean that men who had made 100% on the physical might have their grades brought down by the coordination test?

Yes. If you have any further questions about the coordination test or any other part of the Sanitation exam, The Leader will be glad to answer you. In the meantime, full information on the progress of the test will appear regularly.

Where Do I Stand?

The following are latest permanent appointments made in New York and Albany from popular State lists:

JUNIOR CLERK		
Albany—\$900		2166
Albany—\$820		2194
New York—\$900		212
ASSISTANT CLERK		
Albany—\$1,200		302
ASSISTANT FILE CLERK		
Albany—\$1,200		42
New York—\$1,080		43
JUNIOR FILE CLERK		
Albany—\$900		956
New York—\$900		61
JUNIOR STENOGRAPHER		
Albany—\$900		1174
New York—\$900		409
ASSISTANT STENOGRAPHER		
Albany—\$1,200		98
Albany—\$1,060		166
New York—\$1,060		570
New York—\$960		405
JUNIOR TYPIST		
Albany—\$900		1287
New York—\$900		410
ASSISTANT TYPIST		
Albany—\$1,200		119
Albany—\$900		386
New York—\$960		173
New York—\$1,140		8

Latest certifications in New York and Albany from these lists, including ratings, follow:

JUNIOR CLERK		
Albany—permanent—\$900	82.95	2238
Albany—temporary—\$900	82.275	2778
New York—permanent—\$900	87.70	323
New York—temporary—\$900	84.675	1286
ASSISTANT CLERK		
Assistant Mail & Supply Clerk—Albany—permanent—\$1,200	88.80	326
Assistant Clerk—Albany—temporary—\$960	85.75	1582
Assistant Clerk—Albany—temporary—\$900	81.49	6068
Assistant Clerk—Albany—temporary—\$1,200	87.65	641
Assistant Clerk—New York—temporary—\$1,200	88.87	306
Assistant Clerk—New York—temporary—\$960	87.67	631
Assist. Clerk—New York—temporary—\$4 a day	88.51	403
ASSISTANT FILE CLERK		
Junior File Clerk—Albany—permanent—\$900	85.90	989
Junior File Clerk—New York—permanent—\$900	88.90	153
Assistant File Clerk—New York—temporary—\$1,200	89.90	74
Assist. File Clerk—Albany—temporary—\$1,200	86.30	793
Assistant File Clerk—Albany—temporary—\$960	85.80	1046
Assistant File Clerk—New York—temporary—\$1,200	88.90	159
Junior and Assistant File Clerk—New York—temporary—\$900	89.10	138
Junior and Assistant File Clerk—Albany—temporary—\$900	84.20	1946
JUNIOR STENOGRAPHER		
Albany—permanent—\$900	85.00	1351
Albany—temporary—\$900	77.80	2347
New York—permanent—\$900	88.30	476
New York—temporary—\$900	85.70	1170
ASSISTANT STENOGRAPHER		
Albany—permanent—\$1,200	88.10	290
Albany—temporary—\$960	78.50	1987
Albany—temporary—\$1,200	81.799	1646
New York—temporary—\$960	76.90	2028
New York—temporary—\$1,060	83.90	1200
New York—temporary—\$1,200	80.40	1857
JUNIOR TYPIST		
Albany—permanent—\$900	86.40	1458
Albany—temporary—\$900	84.48	2119
New York—permanent—\$900	89.84	426
New York—temporary—\$900	86.50	1423
ASSISTANT TYPIST		
Albany—temporary—\$1,200	83.299	922
New York—temporary—\$960	81.06	1240
New York—temporary—\$900	83.40	897

NYC Provides 5 of Every 6 in DPUI Tests

Five of every six candidates for two open competitive DPUI tests given Saturday by the State Civil Service Commission came from the metropolitan New York City area. Filing for the Payroll Examiner test was 1,477 State-wide, 1,243 from the metropolitan area; on the Employment Counselor test, 684 State-wide, 529 from the metropolitan area.

97 employees filed for the promotion test for Employment Counselor, 76 from the metropolitan area. The promotion to Senior Payroll Examiner found 136 filing from the State, of which 111 came from the city area.

The present Payroll Examiner list is exhausted for up-State, but still contains names in the city. The new list will be used up-State only, until the present list is completely exhausted.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's

FREE Information Bureau
It's at 97 Duane Street, just off Broadway, New York City.

Examiners Must Wait

The 500 candidates who took the Examiner of State Expenditure (Junior, Assistant, and Senior grades) tests on December 9, 1939, will have to wait several weeks before learning the results. Latest status on the three lists is: Junior—rating has been completed, and the list will be established by August 1. Assistant—experience is not yet rated. Senior—interviews on experience are now being conducted.

Latest Information on State Referee Exam

By MORTON YARMON

As exclusively and accurately revealed in The Leader of July 9, the test for Unemployment Insurance Referee is tentatively set for a Saturday in October or November. Should the State Commission schedule a series of exams for October 26, the next open Saturday will be November 16, as Election Day and Armistice Day week-ends intervene on November 2 and 9.

The Saturday schedule for State exams and holidays now reads something like this: September 28—welfare exams; October 5—welfare exams, Prison Guard test; October 12—Columbus Day; October 19—State-wide registration; October 26—Unemployment Insurance Referee test, or State series; November 2—Election Day week-end; November 9—Armistice Day week-end; November 16—Unemployment Insurance Referee test, or State series. The last two November week-ends are during the "first" and "second" Thanksgiving holidays.

Application blanks for the Referee test will probably be available at least two months prior to the exam date, to meet the expected large registration. The test has just been opened to all lawyers in

practice five years, following the ruling of the Court of Appeals in the Cowen v. Reavy case. They will not have to meet further requirements.

1,023 candidates took the first test for the job, given March 25, 1939. An injunction immediately afterwards stopped the Commission from marking the papers. The papers are locked up, ready to be destroyed. No fees were charged for candidates for the first exam. Since that time, however, the State has set up a fee system, and candidates for the new exam will probably pay \$2. Applications filed for the previous exam will probably be returned.

The examination will be run by the special DPUI unit of the State Civil Service Commission.

Weights for the coming test are to be 50 for the written, 50 for

training and experience. 31 provisionals are now serving as Referees; they will be displaced by eligibles on the new list. The position pays \$3,500-\$4,375, according to the Temporary Salary Standardization Board.

In addition to lawyers, the exam will be open to high school graduates with six years experience, or college graduates with four years experience, in either 1) the placement or personnel office of a business or labor organization or an employment agency; or 2) a position involving management or direction of a large staff of personnel; or 3) the Workmen's Compensation Bureau; or 4) a public or private agency dealing with compliance with labor laws or labor agreements; or 5) a position involving the settlement of insurance claims.

Court Rules It's OK for Small Town Employees to Come Under Civil Service

While printers rushed through the presses its final statistical report on local public employment in New York State, members of the Fite Commission pondered a recent Appellate Division ruling which may have considerable effect upon its work.

Under the court's ruling, clerical, maintenance, and cafeteria employees of Union Free School District No. 1, Town of Eastchester, Westchester County, have a constitutional right to come in under the State's Civil Service system. These jobs have long been the scene of political maneuverings; under the ruling, employees may be fired only after cause has been proven.

The Appellate Division's ruling showed that the court appreciates that the Fite Commission is studying the extension of Civil Service to all local employees throughout the State, including such school districts. The decision reads:

Says the Court

"... we are dealing here with a mandate of the people as set forth in the fundamental and basic law... The Legislature may not disregard, evade, or weaken the force of that mandate... Petitioners are being deprived of a clear constitutional right..."

The decision may still be taken to the Court of Appeals.

One major effect of the decision is that the Fite Commission may have to speed up its report on ways and means to extend the merit system to some 200,000 employees in 44 counties not now under Civil Service. The Legislature may in-

sist on learning the Commission's recommendations early in 1941, and fashion appropriate legislation soon afterwards. Meanwhile, the State Civil Service Commission will probably start a campaign for additional funds.

The Report

Prepared by W. Earl Weller, director of the Rochester Bureau of Municipal Research, the Commission's statistical report went to a printer this week. Copies will be distributed to Commission members, to key officials in towns and villages throughout the State, and to the public at large.

Next step on the Commission's agenda is a number of public hearings in various representative parts of the State. Interested groups and individuals will be urged to explain their views on extending the merit system to the Commission members. The Commission will weigh these suggestions when it formulates its own recommendations in the fall.

Professor Emerson D. Fite, chairman of the Assembly Civil Service Committee, is chairman of the Commission.

Eligibles Await ABC List

Three provisional Investigators for the Alcoholic Beverage Control Board—two in New York, one in Albany—will be replaced by eligibles on the new list, expected within the next few weeks. The jobs pay \$2,400-\$3,000, with \$120 annual increments. 54 Investigators are on the staff of the state-wide authority, which has offices in New York, Albany, and Buffalo.

In addition, action will soon be forthcoming for the list in the various county offices, which employ another 66 Investigators throughout the State. In New York City, however, where a staff of 25 Investigators are at work, nothing is on the horizon.

State-wide Investigators examine applications for wholesalers and distributors, while retail applications are considered by the county employees.

The State board has authority to remove county officials, but not to hire them.

1,058 Welfare Tests Await Job Study

Minor changes in the classification of 1,053 jobs in 44 county welfare offices are all that stand in the way, before announcement is made of exams for these posts. The tests are set for Saturdays mornings, September 28 and October 5, and applications will probably be available late in August.

A tentative schedule of 19 classifications has been set up by the

State Commission. Last week, Commission officials asked county officers to determine which of these 19 titles cover the positions in their department. Included are clerical, bookkeeping, and stenographic jobs, in addition to the regular social-work posts.

Incumbents in these jobs are to be admitted to the exams without meeting the requirements. They have been serving as provisionals since April 1.

The tests will be held over two days so that some candidates may qualify for two titles.

Salaries of Attendants

The salary of Hospital Attendants in the State's institutions starts at \$54 a month and goes up to \$66, at the rate of \$4 every six months. Those appointed from the new list after January 1, 1941, enter at the \$54 minimum. In one year and a half, they receive the \$66 maximum of the grade.

The first of the month nearest the date of employment is the date from which the six months is reckoned. That is, those who enter on January 14 will figure from January 1; those appointed on January 17 will reckon from February 1.

In addition to this increase, Hospital Attendants enjoy salary raises after long service. This is true of many other titles in Mental Hygiene institutions. Monthly increases of \$4 are granted at the end of 3, 5, 10, 15 and 20 years, making a total of \$20 a month at the end of 20 years. A

Hospital Attendant who has not received a promotion can still be making \$86 a month, plus maintenance, 20 years after appointment.

Status of Title Examiner Test

With part one of the Title Examiner, Grade 2 test already completed by the Municipal Civil Service Commission, the State Commission prepares to carry on its part of marking part two. This exam, given December 9, 1939, was the first to be jointly held by the two commissions.

Candidates for the city jobs are rated on part one only, and the list is expected soon. Those competing for the State jobs must pass part one, and will be rated on the record they make on the two parts.

State Trooper Jobs

State Trooper jobs at a starting salary of \$900 will go to those who pass the new examination, tentatively scheduled to be held by next spring. 100 recent appointments have gone down to number 207 on the 295-name list, and another 100 appointments are expected in the Fall.

The elaborate promotion regulations of the Division of State Police give Troopers an opportunity to compete for Corporal after three years. Two more years, and Corporals are eligible for promotion to Sergeant, and after another two years to Lieutenant.

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

Stenographer -- Typist Exam Coming Soon

A new stenographer and typist examination will be announced within the next three months, The Leader has learned exclusively.

The demand for additional stenographers and typists, both male and female, during the past few weeks has hardly any parallel. During the month of June, in Washington alone, for example, the War Department hired 400 new stenographers and typists and 225 were added at the Navy Department.

A stenographer-typist examination for both males and females was given last year and Civil Service officials at the time predicted the eligible list would last for about three years. About 12,000 persons passed the tests and experience showed that from three to four thousand would be called from the list annually.

Didn't Foresee It

But Civil Service officials, like good many of us, didn't foresee the huge national defense program in the offing. The stenographer-typist register for females is down to around 6,000 names now after only a few months, and at the rate new employes are being

added and the length of time it takes for the Commission to give a test and grade the papers it won't be a bit too soon to announce another test within three months.

In the preceding exam for stenographer and typist, the salaries were listed at \$1,620 for Senior Stenographers and \$1,440 for Junior Stenographers; \$1,440 for Senior Typists and \$1,260 for Junior Typists.

Applicants were tested in the subjects listed below:

1. Copying from plain copy (typewriting)
2. Copying from rough draft (typewriting)
3. General test
4. Stenography (required only of stenographic competitors).

stenographic competitors).

For senior stenographers, the dictation was at the rate of 120 words a minute; for junior stenographers, 96 words a minute. Any system of using notes, including the use of shorthand-writing machines, was acceptable.

Requirements

Applicants in the former test had to meet the following qualifications. Age: 18 to 53; health sound. There were no educational requirements.

The Leader will keep interested persons fully informed of the progress on these exams. Stenographers and typists are invited to make use of The Leader's free information service.

Top Age Raised to 62 for Skilled Men; Jobs Available

The U. S. Civil Service Commission is being applauded on all sides for slashing red tape to a minimum and cutting corners generally in order to supply the thousands of new employes to the national defense agencies.

The truth is that the Commission is on the old hot spot and it fails to produce now when the pressure is on, an irate Congress would give the agencies themselves full authority to hire whomever they please. Here are a few changes in the rules that have been made by the Commission:

1. Navy yards used to select the highest eligible on the list. Now they can select one of the three highest eligibles.

2. The maximum age limit of 45 in many trades has been extended to 62, the retirement age. In other words, the demand for skilled labor is so great that age

limits were lengthened in the following trades: machinist, toolmaker, loftsman, shipfitter, shipwright, coppersmith, boilermaker, boatmaker, steel molder, blacksmiths, caulker and chipper, precision lens, prism and test plate maker, anglesmiths, metalsmiths, pneumatic driller, and pipe coverer and insulator.

3. Transfers from defense agencies have been clamped down on, unless the defense agency submits to the transfer. Transfers from one defense agency to another won't even be permitted unless the defense agency in which the employee is working agrees to the switch. The ruling was made in an effort to keep employees in the places where they are the most valuable to the Government.

Replacement List

4. A replacement list, composed of persons involuntarily separated from the Government service since January 1, has been set up by the Commission. People on the list, whether or not they have Civil Service standing, will be given a chance to get jobs in the following national defense agencies: War, Navy and State departments, Civil Aeronautics Authority, certain jobs in Coast & Geodetic Survey and Bureau of Marine Inspection & Navigation, Federal Bureau of Investigation, Immigration & Naturalization Service, Procurement Division, Coast Guard, Bureau of Labor Statistics, Division of Labor Standards, Apprenticeship Division, certain jobs in the Bureau of Mines and Geological Survey, Executive Office of the President, Advisory Commission to Council of National Defense, National Advisory Committee for Aeronautics, Maritime Commission, Panama Canal, Civil Service Commission, Office of Education, Bureau of Employment Security, and certain jobs in Federal Communications Commission.

5. The waiving of time limits in the case of reinstatements to positions in national defense agencies. This ruling is exceedingly important and it will mean that hundreds of former employees will be able to get jobs in national defense agencies. The old rule limited reinstatement to one year for persons who had worked only a year; a two-year period for persons who had worked two years; three years for three years service, and four years for four years service, but the reinstatement period was indefinite for persons who served five or more years.

6. Authority has been granted the War Department to promote or transfer probational appointees after 30 days service within the same line of work without prior approval of the commission. Heretofore, the department was not permitted to promote employees until after they had successfully completed a six-month probationary period.

Border Patrol Job Not an Easy One

The Leader is able to present information which will help enlighten many who have taken the U. S. General Investigator quiz and have since wondered what has happened to the exam. In preceding weeks, Leader reporters in Washington and in New York have dug up a quantity of information, and in last week's issue a series of typical questions were answered by this paper's Washington correspondent. In its effort to give more detailed information to its readers, The Leader reports the contents of the letter sent out to candidates by the U. S. Civil Service Commission, Second District. That letter reads as follows:

"You are requested to report for an oral examination and physical examination, in connection with the position of Immigration Patrol Inspector, July—1940. The oral and physical examination is an integral part of your examination for the position outlined above.

"The physical examination for this position is a very rigid one and your failure to pass the physical examination will eliminate you from any consideration in the oral examination. Eyesight must be not less than 20/30 in one eye and 20/40 in the other, regardless of whether or not corrected by glasses. Clinical and laboratory tests will be taken of all applicants.

"Vacancies in the position of Immigration Patrol Inspector exist along the Canadian and Mexican borders. This physical and oral examination will not be used to fill vacancies occurring in the Immigration and Naturalization Service in New York City or other metropolitan centers.

"If interested in this position, and qualified from a physical standpoint, the expense of reporting for the physical and oral examination must be borne by the applicant.

"If you are to report for the physical and oral examination at the time and place specified, please outline your education and ex-

perience in accordance with the sample given on the attached sheet.

"This is not an offer of appointment. PREPARE TO REMAIN ALL DAY."

Signed to the letter is the name of John A. Galvin, Field Civil Service Examiner. The Leader learns that Mr. Galvin is very gracious to the men who go up to find out about the job.

Tough Conditions

However, the Commission is finding that not many men are willing to take the job of Border Patrolmen. Reason: tough conditions to meet. Thus, when six men appeared one day last week at the Veterans Hospital, Kingsbridge Road, Bronx, in response to a letter such as that reprinted above, five left without taking either the oral or physical exam. A Mr. Hudson, representing the Border Patrolmen, who comes from Utica, N. Y., told the men "straight from the shoulder," that the job imposes stringent conditions. He told the men that the probabilities of obtaining increments is remote, even though the men would be entitled to increments. Congress, Mr. Hudson stated, just hasn't loosened the purse-strings, and doesn't show any intention of doing so. Most of the jobs—about 500—will be along the Mexican

(Continued on Page 15)

Second Card-Punch Exam Probable

The Alphabetic Card Punch and Under Card Punch exams will be held sometime in August, The Leader learns exclusively.

Because of the great demand for machine operators, the exams will be run off as soon as possible after the closing filing date, which is August 7.

Persons who were unable to acquire three weeks intensive training before the closing date will be glad to know that the Federal Civil Service Commission is considering another Card Punch exam in the near future, possibly in August as well.

Popularity of the two tests, which are being given to fill vacancies in the Census bureau and other Federal departments, continued unabated last week as thousands of persons enrolled in schools to secure the required three weeks intensive training. There are no other experience requirements.

STENOGRAPHERS • TYPISTS

FEDERAL EXAMINATION EXPECTED THIS FALL

Salaries To \$1,620

These popular examinations afford young men and women a fine opportunity to start a Civil Service Career. Day, After Business, and Evening Classes Now Forming.

CITY ELECTRICIAN

PRESENT LIST EXPIRES AUGUST 22, 1940

Instructor: A. T. BUCKLEY (Salary \$11.20 Day) CLASSES NOW FORMING


DRAKE SCHOOLS

Civil Service :-: Secretarial :-: Journalism :-: Drafting
154 NASSAU ST., N.Y.C. Tel.: BEekman 3-4840
(Opposite New York City Hall) Thomas G. O'Brien, Pres.

There Is a Drake School in Each Borough

PREPARE FOR THE STENOGRAPHER-TYPIST EXAMINATION AT THE NEW YORK BUSINESS SCHOOL

NEW YORK BUSINESS SCHOOL



Secretarial School

SECRETARIAL ACCOUNTING

ALL OFFICE MACHINES

FRENCH and SPANISH • STENOGRAPHY

Intensive 3-MONTH Shorthand Course

A Select School

"WE HAVE PLACED EVERY GRADUATE"

Call, Write or Phone for Catalogue

11 West 42nd St., Corner 5th Ave., New York City

Wisconsin 7-9757

OPEN ALL YEAR • DAY AND EVENING

DICTATION

\$1 WEEK (DAILY)

60 to 200 words, graded Classrooms

TYPING \$1 WEEK

Gregg-Pitman

Beginners Review

Private COURT REPORTING Course \$75

BOWERS

228 W. 48 ST. BRyant 9-9092

(Stenotypists Welcome)

Civil Service LEADER

401

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

Entered as second-class matter October 2, 1939, at the post office at New York, N. Y., under the Act of March 3, 1879. Copyright 1940 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)\$2 a Year
Elsewhere in the United States\$2 a Year
Canada and Foreign Countries\$3 a Year
Individual Copies5 Cents

Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, July 23, 1940

Weasel Words?

THE two major parties have held their conventions and adopted platforms. Tucked away in each of the long statements of forthcoming policy are Civil Service planks. The LEADER herewith presents them:

Republicans

We shall re-establish in the federal Civil Service a real merit system on a truly competitive basis and extend it to all non-policy-forming positions.

Democratic

We pledge the immediate extension of a genuine system of merit to all positions in the executive branch of the federal government except actual bona fide policy-making positions. The competitive method of selecting employees shall be improved until experience and qualification shall be the sole test in determining fitness for employment in the federal service. Promotion and tenure in federal service shall likewise depend upon fitness, experience and qualification. Arbitrary and unreasonable rules as to academic training shall be abolished, all to the end that a genuine system of efficiency and merit shall prevail throughout the entire federal service.

What Do These Platforms Mean?

An analysis of these two platforms leaves something to be desired. In the first place, when the Republicans say that "we shall re-establish," what do they mean? There is already a federal Civil Service system covering more than two-thirds of the employees of the executive branch of the federal government. The Republicans, instead of "re-establishing" anything, should campaign for the extension of a classified civil service to the 300,000 employees now in exempt positions.

On the other hand, the democratic pledge for "the immediate extension of a genuine system of merit to all positions in the executive branch of the federal government" rings a little hollow. For months, the Ramspeck bill to do exactly that—to extend competitive Civil Service to some 300,000 exempt positions—has been knocked around from pillar to post in a Democratically-controlled Congress.

If both parties are so anxious to extend the merit system, they should do so immediately, even before the election, by passing the Ramspeck bill. It has been a legislative step-child long enough.

Merit Men

Harry B. Mitchell



AN ADMINISTRATIVE expert, after having examined the operations of the U. S. Civil Service Commission some time ago, was heard to remark:

"You know," he began, "Chairman Mitchell is just Scotch enough to see that Uncle Sam and the people get every penny's worth that's coming to them. There is little wasted effort at the Commission and a pretty thorough job is being done with what money is available."

The expert probably didn't know it, but Chairman Harry B. Mitchell was born in Scotland, near Montrose on the East Coast. He came to America when he was nine years old with his parents. The Mitchells settled in Minnesota and young Harry, after he finished high school, learned to set type. Later on he became foreman of the composing room on a Fergus Falls daily paper.

Mr. Mitchell moved to Montana where his newspaper interests varied. He operated a couple of mining weeklies, became part owner of the Great Falls Leader and was managing editor of the Great Falls Tribune. The number one Federal Civil Service official is a three-time mayor of Great Falls. His hobby is fishing and reading poetry. Carlyle is perhaps his favorite, but he loves Kipling.

Appointed by Roosevelt

President Roosevelt appointed Harry B. Mitchell to the Civil Service Commission soon after he took office in 1933 and the years since have been history-making for the Commission. There isn't any doubt about it, the country at large today is more Civil Service conscious than it has been at any other time in its history.

Significant, also, is the indis-

putable fact that the Commission today is recognized as the central recruiting body of the U.S. Government. Of course, you might say: "Why, that was the purpose behind the creation of the Civil Service Commission." That's true, but the cold facts are that the Commission has been treated as a step-child most of the times.

Ramspeck Bill

All friends of Civil Service are hoping the Ramspeck bill will pass Congress which will give the President authority to cover into merit the thousands of patronage jobs in the Federal government. The Commission now has a record number of employees under Civil Service and if the Ramspeck bill passes it will have about all it is possible to have under a real merit system, for the first time in the history of this country. And much of the progress made by the Commission within the past few years is due to Chairman Mitchell. The public and Government officials now have confidence and faith in the Commission to produce the best type of public servant.

Civil Service is a very broad subject and like everyone connected with it, Chairman Mitchell has certain definite interests. For example, the chairman worked like a trojan for approval of the Ramspeck-O'Mahoney Act of 1938 which brought postmasters under Civil Service. The chairman is an expert on retirement matters and at the moment he is working on a plan to bring all Federal employees under the Civil Service retirement system. He also is responsible for the conciliation committee set up within the Commission to settle employee grievances.

Mr. Mitchell is quiet, unassuming, and friendly, but he can be depended upon to deliver the goods.

Don't Repeat This!



HIGH State officials are plenty worried about paying State employees the difference between their regular salaries and the money they will receive from the U. S. Government should they go to camp for military training. The State wants to pay this difference. But with the Legislature not scheduled to meet until January, 1941, officials wonder where authorization as well as funds are to come from. Another worry: who will take the place of the employees while they're at camp?

COPY-CATS

Civil Service testing machines will be used to mark true and false questions on coming bar exams . . . Milton (Arco) Gladstone, publishing mogul, makes it a twosome in December . . . Employees out at Creedmoor State Hospital are giving the razz to a male nurse who publicly wishes bodily harm upon FDR . . . Jubilant Social Investigator eligibles plan a victory dinner, to celebrate their court trouncing of provisionals in the Welfare Department's veterans bureau . . . Watch for a flood of Civil Service bills in the City Council next year. Remember—an election comes that November . . .

NATIONAL NEWS

Senator Jim Mead, who may be your next Postmaster General first became interested in stamps because of his youngster's hobby . . . Local SCMWA members contributed \$500 to the defense fund of 12 brother unionists facing trial in a California courthouse . . . Candidates who take Civil Service tests with the hope of getting "bomb-proof" job better not tell patriotic-minded officials about it . . . Joe Strack, ace public relations man for the Welfare Department, was in line for a better State job that didn't come through. Tough on the State, lucky for the city . . .

Letters

Attendant Messengers Report

Sirs: It would be extremely helpful if you would publish a report on the activities of the Attendant-Messenger Eligibles Association. As you know, our list — Attendant-Messenger, Grade 1—was certified some time ago for the position of Porter (Railroad). The last number certified was 975. Since all the men in the first batch of certifications declined appointment, the list was thrown out by the Board of Transportation. However, the Civil Service Commission recently re-certified the list for the position to give it another chance.

Last week I wrote to Paul J. Kern, president of the Commission, asking him whether he would give men below the last number certified a chance for these positions. In reply, he suggested that if the two or three thousand men who were in line for certification to the subways would canvass the list themselves, the results would prove very helpful to the Commission.

We are now taking steps to canvass the list thoroughly in order to prove conclusively to the Commission that the vast

majority of the men on the list eagerly desire the Porter jobs.

We will appreciate it if your paper will call to the attention of all eligibles the importance of writing to the Commission expressing their willingness to accept Porter positions.

BERNARD M. SIEGEL.

Acting Secretary
Orchard Beach Unit
Attendant-Messengers Eligible Assn.

Postal Eligibles Want Defense Jobs

Sirs: Through the columns of your newspapers you can help the eligibles on federal registers obtain positions in the National Defense Program.

Arthur S. Flemming, U. S. Civil Service Commissioner, in a recent radio address promised that all positions created by the National Defense Program would go to qualified eligibles on federal registers. It is up to the officials of the various government agencies, such as the Army, Navy and similar departments, to ask the Civil Service

Commission to certify these registers to their departments. Only in this way can the government avoid the employing of unqualified people of questionable character.

The Post Office Eligibles Association of Greater New York in its campaign for these appropriate positions is making public the fact that there are at present thousands of eligibles on the New York Post Office Clerk registers with ratings as high as 96 percent who are unemployed. They are qualified by federal examinations, and willing to accept these positions.

Being registered with the U. S. Civil Service Commission and the Post Office in New York and Washington, we Post Office eligibles could very easily be put through a thorough investigation as to our ability, character and loyalty to American principles of democracy.

ALFRED AVALLONE.

President
Post Office Eligibles Association
P.S. We shall be glad to give any postal eligible the latest standing on the list, if they will enclose a stamped, self-ad-

dressed envelope. Address Post Office Eligibles Association, 265 Henry St., New York City.

Doctors Praise Leader

Sirs: May I thank you for your editorial on behalf of the doctors and dentists who are fighting to retain their status in the Civil Service. Citizens who have had an opportunity to examine the situation of these worthy men and women have found in you an eloquent spokesman. Please keep up the good work so that the City Council may find that its desire to right a wrong done a hard-working group of civil servants has received support. The mayor has not only deprived these men and women of their Civil Service standing but, by the reduction of the number of working days, has hampered rather than enhanced health service.

Editorials like yours go far towards safeguarding not only the interests of Civil Service employees, but also towards safe-

guarding public health.

MARK LIEBERT, M.D.

The Leader will continue to help the doctors and dentists in their fight until they have won it.—EDITOR.

Telephone Operators Eligibles Association

Sirs: I have read, from time to time, of eligible associations in THE LEADER, and I would like to receive information about the process of forming one of these associations. I am number 288 on the newly-established Telephone Operator (Male), Grade 1, list.

I feel confident an association of this kind would be of great interest to all concerned and that we would benefit from such a union.

I would be indebted to you, if you would give me information in regard to forming an association.

JOHN MOSTECKAK.

Other eligibles on the Telephone Operators list who are interested in forming an association should write to Box 22, Civil Service Leader, 97 Duane St. As soon as a sufficient number of such replies are received, THE LEADER will arrange for an organizational meeting.

EDITOR

Shall Job Xchange Be Abolished?

HOW LEADER POLICY IS MADE: AN INSIDE VIEW

Office Memorandum:
Howard Wilson to Jerry Finkelstein

In accordance with the discussion at our last staff meeting, I submit the attached report on Job Xchange. There is only one legitimate reason for having a Job Xchange column of any kind. That reason is to enable people to exchange jobs. We've had, my report shows, hundreds of inquiries. My examination of our Job Xchange plan over a period of months shows that a better method could be developed to accomplish this end, and therefore I recommend that our Job Xchange column be dropped.

Office Memorandum:
Jerry Finkelstein to Howard Wilson

I've read your report carefully. I agree that, if a better method is available to help Civil Service people, we must advocate that method. The proposal tentatively suggested in our recent editorial on the subject, that a central agency be set up to work officially with all the city departments, is the right answer, it seems to me. Such a system would increase a hundredfold the chances of job exchange. Take up with Brisbane and Lehman the idea of making a careful survey of the central agency plan.

Office Memorandum:
Howard Wilson to Seward Brisbane and Maxwell Lehman

I'm attaching a copy of Jerry's memorandum to me, together with my report on Job Xchange. What do you boys think?

Office Memorandum:
Brisbane and Lehman to Finkelstein

We have considered all the arguments, pro and con, with reference to the question: Shall Job Xchange be continued or abandoned? We think the idea of a central agency, which The Leader has already recommended to the Municipal Civil Service Commission, is a superior method of performing a necessary service for civil employees. We therefore propose (1) to push the matter with the Commission, and to offer the aid of our newspaper in accomplishing this purpose; (2) to run a series of two editorials. The first would show the need of transfers. The second would show the method by which these transfers could be smoothly effected. We shall go a step further, and recommend that the State Commission inaugurate a similar service.

Finkelstein to editors
Sounds O.K. to me. Let's go ahead.

POLICE CALLS

By BURNETT MURPHEY

Police Chiefs Convene

The Police Chiefs of New York will hold a three-day convention, beginning Tuesday, July 23, at the Hotel Astor. One of the features of the convention will be today's luncheon tendered to the Chiefs by the Patrolmen's Benevolent Association.

Deputy Inspector Spain Honored

On Monday night, July 16, some 450 friends of Deputy Inspector John J. Spain tendered him a testimonial dinner at the Hotel Diplomat. That was in recognition of his recent promotion to Deputy Inspector in charge of Subway Police. A large number of "Ground Hogs" were present at the dinner and a number of prominent police officials, including Inspector Matthew McGrath, Inspector James Phelan, Chief Clerk Vincent Finn and Captain Meade. Inspector Spain was presented with an onyx desk set at the conclusion of the dinner.

Shirts Remain

There is no truth in the rumor that a change is being contemplated in the uniform shirt of Patrolmen. No change has been suggested. However, the Uniform Committee of the PBA is working out a change in the gloves for Patrolmen. The present buckskin glove is said to cost more and soil easier than the one which is

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Raze a Hospital And Raise a Howl

Proposed demolition of Manhattan State Hospital, on Ward's Island, New York City, is already subject of a furore. The Legislature of 1933 directed abolition of the hospital in 1943; a new park will take its place. Although it's still two years off, local 81 of the SCMWA at the hospital has set up a steering committee pledged to keep the hospital where it is.

Charging that staff members and employees are already being let out, opponents of the demolition set forth three chief arguments: transfer of the 4,000 patients will inflict financial hardship on visiting relatives; jobs of the 1,000 employees are endang-

ered; East Harlem merchants stand to lose, as many of them depend for a livelihood on the employees who live in their midst.

Plans of the Mental Hygiene Department meanwhile call for two new institutions in the metropolitan area: Willow Brook, Staten Island; Deer Park, Long Island.

being proposed by the committee and which will be submitted to the Commission at an early date.

PBA Fetes Chiefs

The Patrolman's Benevolent Association will play host today (Tuesday, July 23) at a goodwill luncheon to more than 500 Police Chiefs at the Hotel Astor, Broadway and 42nd St. The occasion will mark the anniversary of the 40th annual convention of Police Chiefs; it will continue until Thursday, July 25.

Among those who will attend the luncheon are: Joseph Burkard, president of the PBA; delegates of the Association; Mayor Fiorello La Guardia; Commissioner Valentine; J. Edgar Hoover, chief of the FBI; Superintendent of the New York State Police John Warner; Superintendent of Bridgeport Police Charles Wheeler; President of the New Jersey State Police Conference Harry Gourly; Attorney-General John J. Bennett, Jr., and Representative Bruce Barton.

Deputy Chief Inspector John J. O'Connell is Acting President of the Association.

Police Conference Dates

The following schedule has been adopted for the forthcoming Police Conference August 13 to 16:

August 13—Registration of delegates from various police groups from 1 p.m. to 7:30 p.m.

August 14—10 a.m. Business session (morning).

2 p.m. Business session (afternoon).

August 15—10 a.m. Business session (morning only).

6 p.m. World's Fair.

August 16—10 a.m. Business session (morning only).

Appointed for Police Conference

Joseph Burkard, PBA president, has appointed the following committee members in connection with the State Police Conference next month: Banquet Committee, John Uminger, Troop A, Mounted Division; Registration Committee, Thomas F. Dugan, Traffic Precinct O; Badge and Souvenir Committee, Joseph H. Miller, Chief Inspector's Office; Entertainment Committee, Patrick W. Harnedy, 15th Precinct; Distinguished Guests, Thomas A. O'Brien, Juvenile Aid Bureau; Finance Committee, Charles J. Monahan, Telegraph Bureau.

After 40 Years

Master Mechanic Daniel P. Ryan retires July 31 after more than 40 years service at Hudson River State Hospital. His colleagues will tender him a farewell party Wednesday at 12:30 p.m. on the Amusement Hall. Don't be too surprised if Dan leaves the hall with a handsome gift from his fellow-workers. . . Suggestions for forthcoming legislation came out at the regular monthly meeting of the association last Wednesday.

Good Deed

When two Army planes recently crashed over Queens Village, opposite Creedmoor State Hospital, a number of employees did yeoman's work in helping the injured. Singled out are Father Ryan, who administered last rites to the dying; Registered Nurse E. Lewis, who fractured her arm during the excitement; Mike Colucci, Dr. Naclerio, Registered Nurse Lyon, Chet Dolega, Jack Duffy, Teddy Chyznowski, Tom Sullivan, Joe Carthy, Dr. Gregory, E. Humphreys. . . The women's soft ball team practices Monday, Wednesday, and Friday nights at 6:30 o'clock.

Coming and Going

Miss Gilmore, superintendent of nurses at Hudson Valley State Hospital, spent the week-end in New York, interviewing prospective students. . . Peter Cassidy, formerly an employee, was a recent welcome visitor. . . Vacationists back at Wingdale: Mr. and Mrs. Henry Rohr, from Oneonta; Albert Landry, from Boston; Mr. and Mrs. Charles Orton, from Utica; Martin Shea, from Poughkeepsie; Martha McConchie, from Amsterdam; Mr. and Mrs. Walter Madden, from Pawling; Mrs. Victoria Sullivan, from Poughkeepsie.

At Wassaic

New arrivals at Wassaic State School: Mrs. Della Lane, Mrs. Josephine Griffen, Dominic Seppe, Miss Elizabeth Hughes, Mrs. Marion Schwartzberg, Miss Jeanne Simms. . . Vacationing: Chief Supervisor Evelyn Paddleford, Gladys Heckendorn, at Clemons. . . Just back: Grace Odell, Eugene Campfield.

WELFARE DEPARTMENT NEWS

Supervisors Ask Leaves, Training, Increments

Commissioner Hodson has received eleven proposals from his supervisors in Chapter 1 of the SCMWA. The proposals suggest: (1) a training program should be instituted for the staff; (2) leaves of absence, with or without pay, should be available to staff members for educational purposes; (3) a seminar program should be undertaken in order to "redefine" administrative skills; (4) the staff should have its say in matters of policy; (5) the administrative staff should be given opportunity to know in advance, and to discuss, important policies, such

all races, creeds, and colors; professionals, skilled and unskilled workers. They are entitled to the same decent and courteous treatment as persons who are lucky enough to have cash in their pockets and a job to depend upon for a livelihood."

Note on H.R.J.

Hugh R. Jackson, Director of Public Assistance, is one of the bright young stars of the social welfare firmament. He carries this distinction with ease, as he does the ponderous degrees of M.A. in Political Science (Univ. of Kentucky) and Master of Science in Public Administration (Syracuse Univ.).

In 1933, in connection with his duties at Syracuse University, Jackson, in co-operation with the New York State Conference of Mayors, published a report on "Welfare Administration in New York State Cities."

In the summer of 1934 he was appointed Executive Secretary of the Planning Committee of the TERA, and in the autumn of the year became Executive Secretary and Director of Research of the Governor's Commission on Unemployment Relief. He organized the special groups which made detailed surveys of the administration of home relief in New York City, the public employment services of the State of New York, work relief construction projects in the State of New York, State and local welfare organization, town relief administration, work relief, and the care of transients.

In 1936, the State Charities Aid Association offered Jackson a post as one of the Assistant Secretaries, to serve as executive aide to Homer Folks. He accepted. Later, he served as Consultant to the

Mayor's Board of Survey on Transfer of Relief Administration in New York City, which laid the foundation for the absorption of the old ERB into the new Department of Welfare. Hugh Jackson was promoted to the post of Associate Secretary of the SCAA. In 1939 Welfare Commissioner Hodson asked him to head the new Bureau of Public Assistance, and the SCAA arranged Mr. Jackson's leave of absence for this purpose. Recently he was appointed a member of the Report Committee of the White House Conference on Children in a Democracy.

All this seems to add up to a pompous picture of a professional personage, perhaps a middle-aged gentleman with a respectable-looking paunch. Wrong! Hugh Jackson looks like a movie star, Leslie Howard particularly—tall, blond, handsome, lithe.

Scarcely out of his twenties, his intellect, keen judgment and easy poise make him appear older than his years. A sensitive humor and flawless manners add to his popularity. He acts like a man who has planned his future well, has seen it unfold accordingly.

Challenge

Attraction Extraordinary!!! Announcing the appearance in person of the Sizzling Sisters of 60. Yes, the gals of the Brooklyn D.O. have organized a softball team under the leadership of Ethel Osolsky.

After a little practice and much arguing, the Sizzling Sisters got together, challenged the Garrulous Gals of the Children's Court—and got their feathers burned, 5 to 4. The Garrulous Gals, it seems, had met hot stuff before.

Alice Mokarzel startled the populace by belting a four-bagger. Esther Iger jumped on a would-be home runner—and jumped in time. Edith Lupion banged in the first run—and everybody thought that was lovely. The others who sizzled for awhile were Helen Gross, Regina Pappageorge, Mildred Cohen, Gutte Shainhouse, Rose Fechter, Florence McCormack, Esther Herzig and Sylvia Cohen.

Immediately they got up off the diamond, they issued a challenge to all and sundry. They'll try it again. Well, fellas, what do you say? Don't keep the ladies waiting.

No kidding — they're really a sweet collection of kids, and they wouldn't burn any guy.



COMMISSIONER HODSON Gets Proposals

as those having to do with the methods of handling clients; (6) the possibility of enlarging the staff and reducing the caseload should be considered; (7) unfilled jobs are bad economy; (8) since various districts have differing problems, these should be considered in determining personnel quotas; (9) there should be a closer tie-up between field work and studies of relief trends; (10) the case supervisors job should become much broader than it now is; (11) salaries of supervisors should be re-adjusted, and increments provided wherever possible.

Corsi on Relievers

Ed Corsi, to Brooklyn's merchants: "If anyone in this auditorium feels that somehow or other the unemployed men, women and children on relief are different from the other men, women and children—I would like to straighten him out now. The unemployed on relief are a cross-section of the general population—

ASK DAD, HE KNOWS!

If your dad is on the police force or in the fire department, ask him; if not, ask any "old-timer." They'll all tell you that Walter Cahn Co. is the best place to go for

UNIFORMS
AND ALL NECESSARY EQUIPMENT

Our uniforms are tailored to order, to insure a perfect fit; the materials are the best, guaranteed to pass inspection. Our prices are moderate; we invite comparison.

WALTER CAHN CO., Inc.
226 Lafayette Street (At Spring St. Subway Sta.)
CANal 6-1210

Also Uniforms for Subway and Sanitation Workers

Question, Please?

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

INCREMENTS; RULE OF THREE

Employee—My impression is that only those who have been employed on or before July 1 of the preceding year are entitled to the annual salary increment under the McCarthy Law on the following July 1. The present law (as recently amended) applies to all salary increments payable after the date of its approval, so that annual increments falling due after May 21, 1940 are affected by the new law.

2) The rules of the Civil Service commissions, provide for the selection of one out of three names certified from the eligible list. The Civil Service law of New York does not specify the number that may be certified for appointment. Originally the law provided for the appointment of the highest person on the list, but the courts held this provision unconstitutional as depriving the appointing officer of any choice or selection authorized under the State Constitution. The recent constitutional convention disapproved the recommendation to provide for the selection of the top name on every eligible list.

TRANSFERS FROM TEMPORARY JOBS

F.M.—It is possible to be transferred from a temporary position in the federal service to a permanent position in another department or agency, but this can be done only in the event your name is reachable on the list for permanent appointment, or the temporary appointment has been permitted as a permanent appointment under the commission's rules. The effect is really that a new appointment from the register is authorized supplementing the earlier temporary appointment.

CIVIL SERVICE LAWS

J.G.—Copies of the federal, State and city Civil Service laws and rules may be obtained at

the Municipal Reference Library in the Municipal Building, or at the 42nd Street Branch of the New York Public Library. Copies of Civil Service laws and rules of other States and cities may be referred to at the office of the National Civil Service Reform League, 521 Fifth Avenue, New York City, by any person having a direct interest in using them.

U. S. TRANSFERS

Employees in the federal service are not granted any preference in appointment from eligible lists for positions other than the one already held. Under the present rules a department head, in special cases, with the approval of the Commission, may request the appointment of a person already in the department from a competitive register regardless of the employee on that list. This is rarely authorized in practice.

RESIDENCE - N. Y. AND WASHINGTON

F.M.—Employment by the federal government at Washington does not itself deprive a person of eligibility for appointment from a Civil Service list in New York City because of the Lyons residence law. However, if you actually establish a permanent residence in Washington with intent to give up your residence in New York, you will lose your eligibility for city employment. Your change of residence to Washington after you obtained a federal position as a resident of New York will not deprive you of the right to certification to the apportioned service at Washington. (The book you refer to—Your Federal Civil Service—is published by Funk and Wagnalls and written by James O'Brien and Philip Marenberg).

TELEPHONE OPERATORS

J.K.K.—The new male Tele-

phone Operator list will be used for citywide appointments, as well as for appointments to the Police Dept. There are about 250 appointments available. The female list expired automatically July 15 and can no longer be used.

CO-ORDINATION TEST

S.O.—You will be given five separate orders to carry out on the Co-ordination test for Sanitation Man. There may be an interval of several seconds between the orders. This interval will not count against you, only the time you consume in carrying out each order will be counted. See article on page 3 of this issue.

CERTIFICATIONS EXPLAINED

A.R.N.—If the last number certified on a city list is lower than it was for a preceding week, this does not mean there has been any juggling of the list. In most cases it means that persons closer to the top of the list who have turned down a job previously are being recertified to another job.

WEIGHTS FOR EXAMS

Candidate—"Weights" for a Civil Service exam refer to the relative importance of various parts of the exam. For instance, if the written part of the exam has a weight of 70, and the practical part has a weight of 30, this means that the written part is more important by a ratio of 7 to 3. If you get a grade of 72 on the written exam and 94 on the practical, do not make the mistake of averaging these two figures to arrive at your final mark. Instead, multiply 72 by its "weight"—in this case 70. This gives you 5,040. Then multiply 94 by its weight, 30. You get 2,820. Add the two figures, and you get 7,860. Then divide by 100, and you get your grade, 78.6.

PROMOTION LISTS COME FIRST

J.W.—Even though a competitive exam was held before the promotion test, the eligible list resulting from the promotion test must be used first to fill positions. This is true even if the competitive list has been used before the promotion test was held. The moment the promotion list is promulgated it must be given preference over any other list.

NO REINSTATEMENT AFTER 10 YEARS

H. J.—Inasmuch as you have been out of the Post Office more than 10 years, you aren't eligible for reinstatement now. The fact that you were dropped after a prolonged illness does not alter the case. It is not a matter of discretion with the department; the law and rules do not permit your reinstatement.

HIGHEST ELIGIBLES SELECTED IN POST OFFICE

W.E.D.—Your informer is ignorant of the true facts in connection with appointments of clerks and carriers in the New York Post Office. Our investigation and inquiries in reliable places indicate that Postmaster Goldman has scrupulously followed the rule of selecting eligibles from these lists in regular order and without any discrimination. For this he deserves much credit; he has denied himself, out of a sense of fairness to all eligibles, the privilege of selecting one out of the three highest certified.

EXPERIENCE DOESN'T ALWAYS HELP

F.J.A.—If the Civil Service Commission decides that the Attendant-Messenger list is appropriate for Timekeeper, it will not certify you ahead of others because you have had Timekeeper experience. When the Commission declares any list appropriate for other jobs, all the eligibles must be treated alike. Occasionally, the Com-

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 St., New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis by a well-known Civil Service authority.

mission can state before a list is established, that eligibles who have certain specified qualifications will be certified out of the regular numerical order.

WHEN DECLINING APPOINTMENT

A.X.M.—If for some substantial reason you wish to decline appointment in a particular department, you should notify the Civil Service Commission. The Commission then will not certify you for a position in that department; but your name stays on the list for jobs in other departments. An eligible on a promotion list may decline appointment to a department other than his own. If the departmental promotion list expires before he receives an appointment, he is out of luck, even if others much lower on the city-wide list have received jobs.

CONTINUING TO STUDY

N.H.R.—When you are appointed as a Hospital Attendant, or to any other Civil Service job, there is no reason why you cannot continue your college education at night, so long as it does not conflict with your official duties. Most department heads cooperate with employees ambitious enough to continue their educational studies. Don't be afraid to discuss this with your department head.

PREFERRED LISTS

L.E.S.—When a position in the State service is abolished for lack of funds or lack of work, the persons go on preferred lists; but they are eligible only for reinstatement in the State service itself. The preferred list is used for making reinstatements—first to the department from which he was originally laid-off; and secondly, to any other department where a vacancy exists.

CONSIDER EXPLANATIONS

M.B.—Of course, the federal, state and municipal commissions investigate and verify all statements made on applications. When an employee has been

dismissed from another job in public or private service, the Commissions are glad to consider any explanation you wish to submit.

PROMOTION FOR STENOS

J.V.B.—If you are a Grade 1 Stenographer, you aren't eligible for a promotion exam to Grade 3. You can take the next Grade 2 test. After six month's service in that grade, you become eligible for the higher rank. Occasionally, when there are too few persons available for promotion to the next higher grade, the Commission allows those in the second lower grade to participate in the promotion test. This would hardly happen, though, in the general clerical service because there are always enough applicants for promotion exams.

POSTPONING A JOB

O.Z.—When you are certified for appointment for immediate service, or for a certain date, you can't have the date pushed forward any considerable time. Departments generally allow a reasonable time for your leaving private employment. But this is a privilege, not a right, on your part. If you are unable to accept a job when it is offered, you will not be dropped from the eligible list. If you notify the Commission that you won't be available until October 1, it will not certify you until after that date.

BELONGING TO ORGANIZATIONS

G.L.F.—We regret that this department cannot furnish legal advice or opinions. Its function is to answer questions relating to practices, procedures, etc. relating to the administration of the Civil Service Law and Rules.

There is no law which requires an employee to be a member of any association or which makes it mandatory for him to contribute to one. An employee may voluntarily join any organization, union or association. Beyond this we cannot advise you on the specific point you raise. However, we can say that the Hatch Act prevents your contribution to any political party or campaign.

This column is offered to readers who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only initials are used with letters.



complaint corner

CANDIDATE MAY TAKE U. S. EXAM ANYWHERE

Sirs: Many of those who have applied for the U. S. Civil Service examination No. 46 (Assistant Museum Aide—Assistant Docent and Junior Museum Aide) are being held in suspense as to the day on which this examination will be held.

The information center of the Civil Service Commission in New York City is able to say only that it is either a matter of months, or that notification will be sent to applicants two weeks before the date of the examination. But they cannot tell the date even so approximately as the month during which it will be given.

This lack of information is causing serious inconvenience to those candidates who must cancel or postpone indefinitely their plans to leave New York City during the summer whether for vacations or jobs in places out of town.

To eliminate this needless annoyance, the Commission should announce at once the date fixed for assembling the applicants.

H.T.

The Commission advises The LEADER that no date has been set for this exam, but that two weeks notification will be given when it is decided upon. However, this fact should not cause any inconvenience to any applicant. According to James Rosell, manager of the U. S. Civil Service Commission's office in New York, a candidate may

leave town for a vacation or temporary employment and can send a forwarding address to the Commission. He will be notified of the date of the exam, and since this particular test is nationwide, he can take the actual written exam at the place where he happens to be. Thus, if he goes to Michigan and the exam is given, he can take it at Ann Arbor or Detroit, or one or two other places.

—EDITOR

SANITATION CANDIDATE PROTESTS

Sirs: This is not a complaint letter, but a little common sense for the Sanitation Man taking the physical exam. Probably many young fellows will be in the same situation as I am in. First let's go back to the time when the examination was called. We passed the mental and trained three hard months for physical perfection. We rate a high mark in the physical only to be lowered to a passing grade by the coordination test. This is a simple explanation. I received 92 3/4 for the physical, 77 for the coordination. My total mark was 88 1/2. Do you see why men will protest? The coordination test should be qualifying, not to be added to the physical average. Since when are mental reflexes considered a physical feat? I pity those fellows who averaged 100 on physical prowess; then rate 60 or 70 on coordination. This should be taken in consideration by the Civil Service Commission.

B. S.

STUDY MATERIAL FOR Prison Guard Exam

The Leader presents, for the benefit of those who plan to take the coming Prison Guard exam, study material consisting of sections of the preceding test. The Leader will print at regular intervals much material of help to candidates for the job.

Part 1 of the last examination for Prison Guard consisted of an "Observation Test" which counted 25% of the total 100% of the test. Candidates were given a picture which they were allowed to observe for a short period of time. Then the picture was collected from them. They were required to answer questions based on details in the picture they had just observed. Men training for the Prison Guard exam would be wise in testing themselves by this method. Almost any picture or photograph will do. Look at the illustration for five minutes, then jot down everything you remember having seen in the picture. When you are finished, go back to the illustration to see if you have missed anything.

TEST II—READING COMPREHENSION (Weight 25)
DIRECTIONS: Read the selection below and then examine the statements No. 41 to No. 70 following. If the statement is true, put a T in the margin; if it is false, place an F in the margin. If the required information is not contained in the selection either directly or indirectly, place an N in the margin. Base your answers solely on the selection and not on

any other information. You may read the selection and refer to it as many times as you desire.

The Oregon Reformatory
Construction of the Oregon Reformatory was begun early in 1901. Its purpose is to provide a place where young men may be separated from the older offenders in the State Prison and given the greatest possible opportunity to reform. Many young men who commit crimes that ordinarily would result in a state's prison sentence are sent to the reformatory. The institution was located near Ballston because the State had in its possession there a considerable plot of ground which was not being used for any particular purpose. The Reformatory has grown into quite a large one, covering more than 300 acres of ground, of which 250 acres are either under cultivation or have been used for building purposes.

The main building of the institution is located outside of the wall but access to the buildings within the wall may be had through this main building. Because of its central feature this main building is known as the "Dome" and is said to be third largest building of its type in the world. Attached to this "Dome" on either side are two dormitory wings capable of accommodating 632 young men. Attached also is a "tie-to" building, providing offices and hospital facilities. Adjoining, but within the wall, is the "Domestic" building in which are the school rooms, dining rooms for both officers and inmates, chapel, laundry, baths, and drill hall. To the right of the "Domestic" building and attached thereto is the kitchen, bakery and cold storage plant.

Separated from this group is a large industrial building, accommodating a print shop, shoe shop,

tailor shop, electric shop and a shipping room. In back of that is the power plant with three generators. To the north of the power plant is a smaller building wherein are located the foundry, carpenter, paint, tinware, and blacksmith's shop. There is also a disciplinary building, and a new storehouse in the yard. A wall of 4,000 feet long encloses all buildings except the "Dome" and the dormitory wings. Twenty-one acres of ground provide drill and recreation fields.

The estimated value of the institution is \$1,350,000. There have been received to date 10,083 inmates. The young men go to school half a day and work half a day. They are permitted to engage in competitive sports with outside teams and moving pictures are presented at regular intervals during the winter.

41. The reason for separating the younger prisoners from the older ones is to create the greatest possible opportunity for the younger ones to reform.
42. There are two dormitory wings capable of accommodating 632 young men.
43. The foundry and the electric shop are in the same building.
44. The bakery is in the industrial building.
45. More than 10,000 inmates have been received in the institution to date.
46. The young men in the reformatory work all day.
47. A wall 3,600 feet long encloses all the Reformatory buildings.
48. Schoolrooms are located in the "Domestic" building.
49. The dormitory wings extend on either side of the "Dome."
50. Athletic games with outside teams are prohibited.
51. Judges are required to com-

- mit to the Reformatory all young men found guilty of crimes for which they could be sent to the State Prison.
52. The officers' dining room is in the "tie-to" building.
53. The chapel is in the "Domestic" building.
54. The Reformatory now has about 250 acres of ground entirely under cultivation.
55. There is a baseball diamond on the recreation field.
56. The power house is in back of the industrial building.
57. Moving pictures are shown every week during the winter.
58. The Oregon Reformatory was opened in 1901.
59. Products of the Reformatory industries are sold only to State institutions.
60. The drill hall and the laundry are in the same building.
61. Another reason for locating the reformatory at Ballston was because of the fact that it is in the central part of the State.
62. A "tie-to" building is attached to the "Dome."
63. The kitchen is located directly in front of the industrial building.
64. There are four electrical generators in the power house.
65. The need for greater prison facilities was a factor in reaching the decision to build this Reformatory.
66. Hospital facilities are provided in the "tie-to" building.
67. The Reformatory has grown until it is now larger than the State Prison.
68. The tailor shop occupies an entire building.
69. The "Dome" is said to be the second largest building of its type in the world.
70. The disciplinary building contains solitary confinement cells.

Muster SPANISH in 40 HOURS!



Learn to read, write, speak the romantic, opportunity-laden Spanish language by this pleasant study in spare-time hours. After 3 or 4 lessons, you are "making sense" from business letters and Spanish periodicals.

REVOLUTIONARY CONVERSATIONAL METHOD
Sr. Frank de Martino teaches this fascinating language by mail, through a revolutionary Conversational Method. He has streamlined rule books; concentrated on prime essentials.

31,000 GRADUATES
The Conversational Method is not an untried theory. More than 31,000 persons have learned Spanish by this simplified 20-lesson plan. Here you learn pure Castilian Spanish as a child learns to talk—by concentrating on essential words, increasing your vocabulary lesson by lesson. A natural method, developed by a "natural" teacher who has spoken Spanish and English from childhood.

SPANISH . . . THE DOOR TO OPPORTUNITY

Rapid development of trade in Latin American countries makes Spanish the language of Opportunity today. Excellent prospects await those who know this "trading tongue."

ENHANCE DELIGHTS OF FOREIGN TRAVEL

"Learn the language," counsel experienced travelers. In no other way can you really know and understand the people of Mexico or South America. Knowledge of Spanish assures the uninitiated cannot

BROADEN CULTURAL BACKGROUND

Spanish, perhaps more than any other language, suffers in translation. For a new thrill read Cervantes in the original. Consider, too, the practical value of reading newspapers and periodicals of your Spanish-speaking country.

GUARANTEE

If after 40 hours of study you are not entirely satisfied with your mastery of Spanish, return the Course and every penny you have paid will be promptly refunded.

MAXWELL DROKE, Publisher INDIANAPOLIS

Maxwell Droke, Publisher
O. Box 611, Indianapolis, Indiana
Enclosed find \$3.85 in full payment for the 20-Lesson Course, SPANISH-IN-40-HOURS. You are to send the Course prepaid. It is understood that if I am dissatisfied after 40 hours of study I may return the Lessons and you will promptly refund my money.

Name
Address
City State.....
Check here if you prefer shipment O. D. plus postage charges. (We pay postage if remittance accompanies order.)

The Foreign Service

Part 2: Study Material

For a three-day period starting September 16, the U. S. Department of State will conduct an examination for positions in the Foreign Service. No educational requirements are called for. However, the mortality rate among those who take these exams is unusually high. The Leader last week published full details of the exam. Below is a sample of the kind of questions you'll be required to answer if you take the exam. This is one of 16 questions that make up the first general test. Two hours is all that is allowed for this test; therefore the questions below should be answered in at least 7½ minutes. The questions are to be answered on the basis of the information supplied or to be deduced from the text.

(For the complete story on these coming tests—qualifications, salary, duties, etc.—read "So You'd Like to Enter the Foreign Service" in The Leader of July 16.)

Read and re-read this paragraph as often as necessary.

In 1792 his fellowship was no longer tenable by a layman; and, rather than undertake duties for which he felt himself unfit, and which involved subscription to the Articles (though he had no difficulty as to signing a statement as to his conformity with the liturgy of the Church of England when elected Greek professor), he determined not to take holy orders, which would have enabled him to remain a fellow, and thus deprived himself of his only means of subsistence. He might have been retained in the Society by being appointed to a lay fellowship, one of the two permanent lay fellowships which the statutes then permitted falling vacant just in time. It is said that this had been promised him, and it was certainly the custom in the college always to appoint the senior among the existing laymen, who otherwise would vacate his fellowship. But the master (Dr. Postlethwaite), who had the nomination, used his privilege to nomin-

ate a younger man (John Hays), a nephew of his son, and thus Porson was turned adrift without any means of support. A subscription was, however, got up among his friends to provide an annuity to keep him from actual want; Cracherode, Cleaver Banks, Burney, and Parr took the lead, and enough was collected to provide

about £100 a year. He accepted it only on the condition that he should receive the interest during his lifetime, and that the principal, placed in the hands of the trustees, should be returned to the donors at his death. When this occurred they or their survivors refused to receive the money and it was with part of this sum that, in 1816, the Porson prize was founded to perpetuate his name at Cambridge.

Who or what is the subject of this paragraph?

- 1. The Articles
 - 2. The Church of England
 - 3. Hays
 - 4. Porson
 - 5. Postlethwaite
- What was his occupation?
- 6. Clergyman
 - 7. Fellow
 - 8. Layman
 - 9. Teacher

- Was he living in 1816?
.....10. No
.....11. Yes
- Was he living in 1792?
.....12. No
.....13. Yes
- In what country do you think he lived?
.....14. America
.....15. Cambridge
.....16. England
.....17. France
- Do you judge that he was in 1792 the senior layman in the Society?

(Continued on Page 17)

Federal Test Announced
Bi-Lingual Stenographer
Intensive, Inexpensive Courses
at
Interboro Institute
152 WEST 42nd ST.
Specialists in Foreign Language Secretarial Training since 1888

WANT A U. S. GOVERNMENT JOB?

Start \$1,260 to \$2,100 a Year
MEN—WOMEN

Prepare now, for New York-Brooklyn and vicinity examinations

New York-Brooklyn Examinations - Card Punch Operator. Applications Close Aug. 7 / Men—Women, 18 to 53

Full Particulars and 32-Page Civil Service Book FREE

Call or mail coupon at once. Open until 9 P. M., Saturday until 6. This may result in your getting a big paid U. S. Government job.

Use This Coupon Before You Mislaid It—Write or Print Plainly.

Use this coupon before you mislay it—write or print plainly

TRAIN FOR
SANITATION MAN
PHYSICAL EXAM AT
RHEIN'S GYM
297 Third Ave.—at 23rd St.
Specializing in weight-lifting \$2 monthly.

Improve Your Swimming
SPECIAL SUMMER RATES
NOW AVAILABLE at the
23 st. YMCA
at 7th Ave.
Special Equipment and Instruction for Civil Service Physical Tests
Phone: WILEY O. CLEMENTS,
Chelsea 3-1984



You and I

by May Andres Healy

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

The teachers of New York City were delighted to learn that tenure has been granted to Mrs. Mary F. Meagher for her promotion license in Vocational Schools. After a life time of fine service and devotion to her job she certainly deserved tenure. If it had not been for Dr. Altman there would never have been any question of her tenure. We are indeed happy that no other teacher will have to face Dr. Altman in the future. The morale of the teaching force will be far better now that he is to be replaced and we earnestly hope that his successor will be fair and humane.

Speaking of Dr. Altman we are reminded of the Byrne Case. I am not in a position to know whether Miss Mary B. C. Byrne should be retired or not but this I do know—that our retirement law provides the method the Board of Education may use, if in its judgment a teacher should be retired.

The fact that Miss Byrne refused to appear before Dr. Altman is no reason for all the unpleasant publicity given teachers as a group. Many teachers would have done the same thing and as the Commissioner of Education ruled, be within their rights.

The retirement law states that the Board of Education may apply for the retirement of a teacher if the teacher refuses to do so. Miss Byrne was willing to appear before the medical board of the Teachers Retirement Board but refused to present herself to Dr. Altman.

Reading the newspapers, the public gets the impression that the Board of Education is hamstrung due to the Commissioner's ruling. Such is not the case. All the Board of Education needs to do is to make application to the Teachers Retirement Board for a teacher's retirement. The latter board then sends for the teacher and has its medical board examine the teacher. If the medical board of the Teachers Retirement Board finds the teacher unfit for service retirement is mandatory.

If Miss Byrne refused to appear before the Retirement Board, the Board of Education could dismiss her and the Commissioner would uphold its action. I cannot understand and many of our organizations fail to understand why the Board of Education does not proceed according to the law.

The teachers and the public generally are interested in removing from the teaching force those unfit for service. The provision in the Teachers Retirement law was put there so that this could be done in an orderly fashion, a provision fair to the teacher and fair to the public. We do not like to see the issue beclouded.

At the last session of the legislature we were put on the defensive. The whole story had not

been told to the legislators by the proponents of the Coudert bill. We were pleased however when the Governor vetoed the bill pertaining to the Byrne case. He realized that the law provided for the retirement of disabled teachers and that the Coudert bill was not necessary.

I am not arguing for or against Miss Byrne. My purpose in writing about the case is to bring the facts before the public.

The Board of Education may like to have additional powers not now in the law but we teachers think it unfair to the fine body of men and women who make up the teaching force of our city to give the public the wrong impression.

We are like a large family who resent having the family skeletons exposed to the world. There are too many enemies of public education who are only too eager to condemn the entire teaching body and make it appear that we are unwilling to rid our system of those unfit to continue.

The unfair publicity given this case caused several pension bills to be introduced during the last session of the legislature. Teachers were held up to ridicule and respect due the profession was challenged. I am sure that all this trouble could have been avoided if Miss Byrne's retirement had been asked for.

Amendments to our retirement law are not necessary. The law has been a model for over twenty years. Many States have copied it and many more are about to adopt it.

It is time that the teachers were allowed to devote all their time and energy to their job and not be constantly disturbed by such ripper bills as were attempted this past year.

Thanks to the efforts of the Joint Committee of Teachers Organizations and the Teacher members of the Retirement Board, none of these bills was enacted. In fact only one reached the Governor. This one he vetoed.

As peace is the order of the day, we now look for a prolonged armistice if not everlasting peace. Do not let us forget each year to preserve the rights we are entitled to by law.

Let us glorify the teacher to the public and settle our disputes within the family.

Background Of The Week's News

Retirement and Investment

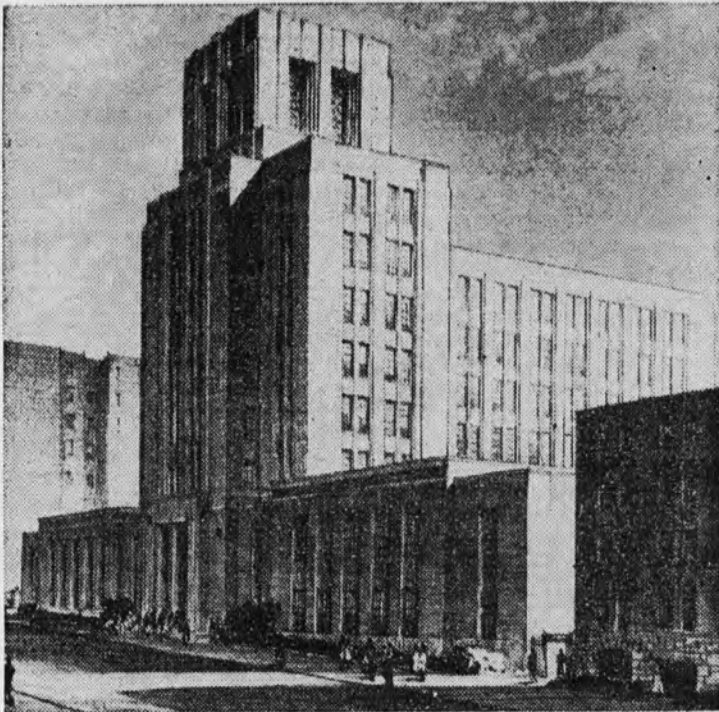
The Teachers Retirement Board believes in putting all its eggs in one basket, a policy for which it was tactfully taken to task last week by the State Department of Insurance. It seems that the Board invests all its funds in New York City securities. The Insurance Department reported that a diversified investment policy might be more practical, not, however, that it questioned the soundness of the city's bonds. The Department suggested that the Board can make the same kinds of investments that are allowed for saving banks.

regular evening school teachers at \$6.25; and 404 substitutes at \$4.50.

New Schools

The Board of Education last week voted a thumping budget for the erection and equipment of new school buildings. The total sum was \$60,095,000—to be used during 1940-41. This represents the first part of a six year expansion program which eventually will cost in the neighborhood of \$241,000,000. Approval of the program by the Board of Estimate and the City Planning Commission is necessary.

The funds for 1941 will provide



SKYSCRAPER SCHOOL

Joan of Arc Junior High School, eight stories in height standing between Columbus and Amsterdam Avenues, and occupying the block between 93rd and 94th Streets. The school represents the architectural awareness of the Board of Education

Among other criticisms and suggestions put forth in the report: 1) that there were several instances of lack of cooperation between the Board of Ed and the Board of Retirement; 2) that teachers retired for disability be examined once a year, unless their disability is obviously permanent.

Altman Leaves

Dr. Emil Altman, chief examiner of the medical board of the Board of Education, was granted a leave of absence last week. Dr. Altman, who is 67, will retire next January. He has recently been the center of vociferous attacks by teachers who were irked by Altman's statements that thousands of them were physically unfit for their jobs.

Evening Schools

An increase of 21 evening elementary schools for the fall term was voted last week by the Board of Education. The increase will bring the total of such schools up to 43 and the number of additional classes to 300. The number of evening high schools will continue at 21; but the number of classes will be increased by 244.

The board has nearly three times as much money—\$284,969—this year to spend on evening schools. At its meeting last week the Board authorized the employment of the following additional teachers for the expanded program: 41 teachers-in-charge at \$6.75 a night; one at \$4.50; one at \$6.25; 22 clerks at \$3.90; 63

for the construction of 19 schools, 14 elementary and 5 trade.

Money Enough, Facilities Weak

Three thousand men were enrolled in New York City technical schools last week, learning trades vital to the national defense program.

The number will be increased by several thousand as soon as facilities and teachers are available, Franklin J. Keller, director of the project, said Monday.

Earlier estimates stating that 50,000 persons would be trained in the program probably are too high. Even if they aren't, the Board of Education, which is sponsoring the scheme, would have no trouble getting sufficient men to train.

Keller said that the State Employment Service and the local WPA could supply the names of more than enough qualified persons. For that reason there probably will not be another general call for volunteers, such as that issued late in June. Fifteen thousand men showed up then; 3,000 were selected for training.

It isn't money but facilities that's holding back the training of more men.

"We can get all the money we can spend this summer," Keller said. "The State Dept. of Education has allocated more than a million dollars for the project."

Next fall, classes will be held exclusively at night, because of regular school enrollment in the high schools.

Hopes of employment for the men now being trained lie, for the most part, with private manufacturing concerns which hold government defense contracts. However, possible employment in government navy yards and other federal projects was revealed Monday by James E. Rossell, district manager of the United States Civil Service Commission. He said that, if necessary, the government would use these men in skilled labor jobs. They would not be under Civil Service.

Most of the men attending the schools have had previous technical training and therefore are probably superior to men on unskilled Civil Service lists.

Anyone's Guess

Joseph Jablonower, provisional examiner for the Board of Education, has had a tough time with his \$11,000 job. In the first place, he was the only one of 27 who took an oral exam for the post who passed. This fact brought on a long series of litigation which resulted in the oral test being declared void. A new one was given, and three men—including Jablonower, who placed third—made the eligible list. Meantime, Jablonower has been serving in the job provisionally.

Last week the Board of Ed was slated to fill one and possibly two vacancies on its Board of Examiners. Presumably Jablonower was to receive one of the appointments, since his provisional status ends next month. But just as the routine business of discussing the appointments came up, Ellsworth B. Buck, vice-president of the Board, blocked the move and the Board was forced to postpone action. However, before it adjourned, the Board moved to ask the Civil Service Commission to extend Jablonower's provisional appointment until September 15.

What happens next in the famous Jablonower case is anyone's guess.

Meagher

In a sharp reversal of policy, the Board of Ed last week granted Mrs. Mary F. Meagher, 67, permanent-tenure rating. Last Spring the Board refused to grant her a permanent license after a medical report from Dr. Emil Altman, chief medical officer, declared that she was physically unfit. Previously the Board of Superintendents had recommended that she be given a license and had highly commended her service for the last three years at the Queens Vocational High School.

The Board's action at that time caused an uproar among teachers and generated a feud between the Board of Education and the Board of Superintendents, as well as the State Commission of Education, who threatened to remove members of the former body if they persisted in denying the license.

Mrs. Meagher is a veteran of 48 years in the city schools. Several years ago, when the continuation schools became vocational high school, she passed a test for a license as vocational teacher of academic subjects. Three years ago she was appointed for the usual three-year probationary period.

Then when she applied for permanent license, she ran afoul of Dr. Altman and his tough medical department. Despite the fact that she was not granted permanent tenure, she retained it under her old license; but the first thing that Mrs. Meagher knew she found herself back in her old job on a lower license and with less pay. By the Board's action last week, she is prevented from taking a \$600 a year pay cut.

The Board's reversal in this case may presage a more liberal policy in the future.

For News and Information
Of Vital Interest to You
Teachers Newsweekly
Every Week

Profile

Franklin J. Keller

FRANKLIN J. KELLER, you'd guess, is about 38 years old, maybe knocking on 40. He's really 53.

Maybe that's why they picked him for one of the toughest assignments a New Yorker ever got. He's old in experience, young in energy and spirit.

It was in mid-June that the Board of Education had something like a million dollars dumped in its lap to spend on training men for national defense industries. Someone had to be hired—and hired now—to spend the money. The man was Keller.

What he has done in the short period of one month seems almost incredible. Three thousand men already are in schools learning war industry trades. Many of them were already attending classes

scarcely three weeks after Keller learned of his job.

Doesn't Look It

Keller is a Ph.D., but you just can't get used to saying "Dr. Keller." A strapping, robust blond fellow, he doesn't look the part. He took his degree way back in '16 from N.Y.U., specializing in education. Ever since then he's been a vocational school administrator.

All except two years, and those two years reflect some of the spirit that is Keller's. He was an Assistant Principal of a New York high school when he decided to take a shot at the newspaper business. That was in 1918. For the next two years he was a city room reporter for the New York Times, and occasionally wrote educational editorials for the paper.

His desertion of the education

ranks wasn't for long, because when he was offered the principalship of the Metropolitan Vocational High School, he took it. He's held that job ever since.

A list of Keller's side jobs in the last 20 years would look like Nicholas Murray Butler's page in *Who's Who*. To mention a few, he's worked with national occupational Conference, the Governor's Commission on School Finance and Administration, the city's Vocational Survey Commission, the Julius Rosenwald Fund, the Penney Foundation and President Hoover's Conference on Child Health and Protection.

His latest job is probably his most publicized. Yet, when bells ring for the fall term in September, you'll find Franklin Keller back at the Metropolitan Vocational School. Someone else will have to carry on the war industries work. The reason: Keller has another job, just as important—and the government will just have to get along without him.



HER ABCs — STREAMLINED STYLE

This young miss is learning the pitfalls of the alphabet, and how to avoid them, by a new system of letters. It's one of the newest innovations of the city's school system. New York's educators are sensitive to all pedagogical changes that are based on sound principles

Questions & Answers

Address letters to School Editor, The Leader, 97 Duane St., New York City. State your name and address.

EQUIVALENT PREPARATION

H.M.N.—What is meant by "equivalent preparation" in requirements for Board of Education Teacher-in-Training examinations? **Ans.**—It means matriculation at a recognized college or university for a master's degree; or an unrecognized degree, such as one secured at a foreign university. Such an unrecognized degree must be accepted by the State Dept. of Education as the equivalent of a recognized B.A.

SALARIES

O.B.—What is the pay of a Teacher-in-Training for special subjects? **Ans.**—The pay is \$4.50 for each day of actual service.

TRAINING SCHOOLS

L.N.—How can I get into one of the training schools where I can learn a defense trade? **Ans.**—Only persons on State unemployment roles or on the WPA are being selected.

LANGUAGE PROSPECTS

A.N.G.—What are the prospects for language teachers in the public schools? Would you advise me to study this line of teaching? **Ans.**—No, the prospects for language teachers do not appear good at this time, or in the future.

ELIGIBLE LISTS

N.O.L.—Do eligible lists have to be issued at any specific time after an examination is held, or can they be held up indefinitely? **Ans.**—The Feld-Holley law of 1937 requires that the lists must be established within one year of the date of the announcement of the exam.

DUAL JOB LAW

R.K.—I have a job this summer teaching in a private summer resort school. Will I be disqualified from teaching in New York City schools under the dual-job law? **Ans.**—No, this law prohibits only the holding of two government jobs.

as a red-hunt. Ellis's smooth calm became ruffled at this, and he dispatched to the Telegram a letter stating: "The tenor of the article was an unfair and unfounded characterization and prejudice of the investigation which had hardly begun, in which no public hearings have been held, and in which no proper estimate of the work involved could yet have been made by myself and staff." Ellis insists that the story was "planted" by Kern, a friend of the reporter. He is not planning a red-hunt, he says; but if he finds that the work of the Commission is dominated by any political party, he'll not hesitate to let the public know that fact.

Second reason for rising bad temper between Ellis and Kern lies in a difference of opinion between the two men as to what is meant by the word "cooperation." The Commission won't cooperate, according to Ellis. "We've gotten incomplete papers, fragmentary records. We have to send our men down three or four times before we can get anything. They're trying to wear us down. In the Galt case, they gave us a 'complete' file of six letters. We discovered later there were 24 letters. Why were those 18 letters withheld? We can't get lists of provisionals. If this keeps up, I'll have to make

a court test to see whether they can continue withholding information."

Kern smiles in reply: "Emil Ellis has an exaggerated idea of his own importance if he expects us to stop our work of testing thousands of applicants in order to keep him fully supplied at any moment he may happen to want some record. We're being plagued by 22 clubhouse boys who descend on us in droves, ask us silly questions, and interfere with our work."

Ellis Pays Costs

When the Council voted to investigate the Civil Service Commission, it voted no funds for the job. Ellis and his staff are working on a volunteer basis. Asked how current expenses are being

met—phone calls, subway and taxi costs, stationary—Ellis pointed to himself wanly. "I'm paying all the costs." The iron-gray haired lawyer admits he didn't realize how colossal a task he was undertaking when he agreed to do the job. He is hopeful that some day the Council and the Board of Estimate will realize "that a constructive job is being done and will then consider it feasible to reimburse me at least for my own expenses."

To this correspondent, as he observes the antagonists in the investigation, the cases and the charges that are on their way, it looks as if the public hearings will provide New Yorkers with as dramatic a story as they had heard in many a day.

Council Investigation

(Continued from Page 3)

his evidence first, then face the Commission's officials with it all at once.

Three cases scheduled to come up during the first week of questioning indicate the drift which the investigation will take in its first phase—the study of specific cases which might indicate irregularities or violation of the laws. According to Ellis:

One of these cases is that of Irving Galt, a young man appointed as a provisional on the Board of Child Welfare. His title, created in previous years, was "supervisory investigator." Kern gave the appointment to Galt, then after a period of four months placed the job in the exempt class. Later the position was reclassified as competitive, and the title changed to "legal assistant." This, in face of an already existing eligible list for the law job. Galt is now employed in the Corporation Council's office. Ellis will charge that "Mr. Galt's progress was spurred by favoritism with the aid of the Mayor's office."

A second matter on the boards for presentation during the first week of public investigation is the case of William Gargan, formerly a provisional examiner for the Civil Service Commission and now a fugitive from justice. Gargan had resigned from the Board of Transportation under circumstances not entirely clear. James

Finegan, former president of the Commission, was prevailed upon to appoint Gargan as provisional examiner specializing in railroad. When Kern took over, Gargan had been an examiner on a provisional basis for a year and a half. Kern retained Gargan, refraining from ordering an exam for the job. During this time, Gargan had been selling exam questions to prospective candidates. Ellis will go into the matter of laxity on the Commission's part in postponing an exam for Gargan, and he will try to find why Gargan's acts remained undisclosed during this period.

A third case involves the solicitation of funds by a lawyer on the ground of influence with one of the examiners. This matter had been the subject of hearings by the Commission, but nothing had come of them.

To Ellis's survey of these cases and others like them which may come up, Paul Kern replies: "The Ellis investigation will produce warmed-over hash obtained from the files of Frank J. Prial. Irving Galt was only one of 500 transfers to the competitive class—transfers which the Commission is legally entitled to make."

The restraint and politeness which had characterized the first phase of the investigation seem to be gone. One reason: an article which appeared in the World-Telegram characterizing the probe

NEW MENTAL MULTIPLICATION METHOD WILL MAKE YOU A LIGHTNING CALCULATOR

LEARN TO MULTIPLY RAPIDLY
Do Better in
ALL CLERICAL EXAMS
Card Punch Operator
Payroll Examiner
Postal Exams
Accounting, Etc.
Read This Amazing New Book
"Mental Multiplication"
by Charles Lipkin, CPA
For Sale At Womrath's, "Leader"
Bookstore or Charles Lipkin, 25c
CPA - 249G. W. 34th St., N.Y.C.

"STANDARDIZED TESTS AND EDUCATIONAL PRACTICE"
by Elisha F. Bliss, Jr.
A few copies of the first, limited edition of this monograph are available to readers of the Leader at the special price of 75c.
P. O. BOX 267 BROOKLYN, N. Y.
Mailed Postpaid Anywhere in U.S.

You Can Get It **FOR LESS!**
FAR BELOW usual retail prices!
YES — ANYTHING YOU NEED ON ALL ADVERTISED BRANDS
Save 30% to 50%
Sporting Goods — For Every Sport.
Also Luggage, Electrical Appliances, Gifts, etc. BUY WISELY — COME IN — COMPARE!
Write for Catalog.
BUYRITE 85 WEST 42nd STREET Suite 600 CHL. 4-3760

AND THEN ...Glorious Days Enjoying NEW YORK STATE

THE World's Fair, of course! But you will, naturally, be making other vacation plans as well. To help you New York State has prepared a big, lavishly illustrated 68-page guide giving full descriptions and detailed information concerning the vast array of recreational facilities which this great State spreads so generously before you. For your free copy, together with World's Fair Route Folder, including Loop Tour of beautiful Long Island, send the coupon or a postcard TODAY.

NEW YORK STATE

THE STATE THAT HAS EVERYTHING



BUREAU OF STATE PUBLICITY, ALBANY, N. Y.
Conservation Department, Lithgow Osborne, Commissioner
Kindly send me free copies of "A Fair Bargain—NEW YORK STATE This Year!" and "World's Fair Route Folder, with Loop Tour of beautiful Long Island". (EO)

Name

Street

City State

SANITATION MEN AND THEIR JOBS



THEY GO TO SCHOOL

Employees of the Sanitation Department get training in their jobs in special classes conducted by the Department with the cooperation of the Civil Service Commission. This is important because the promotion system of the Department permits a man to advance from truck driver or sweeper to Deputy Commissioner. This school is located at 22nd St. and First Ave.



DID YOU EVER TRY THIS?

City streets get pretty dirty. They get dusty and the dirt frequently becomes caked. Here we see a high-pressure hose gang at work on Washington Market. They are using a stream of water under pressure to wash out dirt in the cobblestones and then get it out of cracks and curbs.

Index TO EXAMS CITY

Open Competitive	Page
Administrative Assistant, Senior.	12
Administrative Assistant, Junior.	12
Airport Assistant	12
Assistant to the Commissioner	12
Dietitian	12
Section Stockman, (Welfare)	12
Towerman	12

Promotion
See this page column 5.

FEDERAL

Aeronautical Engineer	13
Aeronautical Inspector	13
Air Carrier Maintenance Inspector	14
Aircraft Inspector	14
Alphabetic Card Punch Operator	13
Apprentice Artistic Lithographer	15
Artistic Lithographer	15
Attendant, Neuro-Psychiatric Hospital	14
Bilingual Stenographer	14
Bookbinder	17
Caulker, Wood	16
Cook, Senior	16
Copper Plate Map Engraver	15
Cotton Technologist	17
Crane Operator (Electrical Travel Bridge)	15
Crane Operator (Steam Locomotive)	15
Deck Engineer	17
Diver	16
Engineer	15
Engineer, Junior	13
Engineering Aid, Senior (Topographic)	14
Engineering Draftsman (Aeronautical)	14
Engineering Draftsman (Ordnance)	14
Explosives Engineer	17
Forger, Drop	16
Forger, Heavy	16
Forger, Light	16
Helper Blacksmith	15
Helper Boilermaker	15
Helper Coppersmith	15
Helper Flangeturner	15
Helper Forger, Heavy	15
Helper Molder	15
Helper Rigger	15
Helper Sheet Metal Worker	15
Helper Shipfitter	15
Inspector, Boat Construction (Wood Hulls)	15
Inspector, Engineering Materials (Aeronautical)	14
Inspector, Engineering Materials, Mechanical (Optical Instruments)	16
Inspector of Miscellaneous Supplies	16
Inspector, Ordnance Material	13
Inspector, Welding	14
Instructor, Air Corps Technical School	13
Instrument Maker	16
Laboratory Glass Blower	17
Machinist	14
Machinist, Ordnance Service	13
Marine Surveyor	14
Mechanical Engineer (Industrial Production)	13
Navy Yard Jobs (Brooklyn)	13
Negative Cutter	15
Nurse, Junior Graduate	13
Precision Lens, Prism and Test Plate Maker	13
Psychophysicologist	15
Radio Monitoring Officer	17
Refrigerating Engineer	17
Rigger	16
Shipwright, Norfolk	13
Sound Recording Technician	16
Teacher in Indian Community and Board Schools	16
Tool and Gauge Designer	13
Toolmaker, Ordnance Service	13
Under Card Punch Operator	13
Visual Information Specialist	14

Examination Requirements

City Tests

Airport Assistant

Salary: \$1,200. Also appropriate for Junior Airport Assistant at \$960. 10 vacancies at \$1,200; 21 vacancies at \$960. Age limit: 18-29 when appointed. Fee \$1. File by July 23.

Duties: Assist in repair, maintenance and operation of runways, buildings and grounds; assist in tying down planes, parking planes and cars, directing traffic, collecting fees and conducting tours through airport, and do related work.

Requirements: Graduation from a four-year day aviation or aeronautical trade school or other recognized vocational or technical high school; or graduation from an academic or commercial high school, plus 6 months experience in performing airport duties; or an engineering school degree; or graduation from an elementary school plus 4 years experience; or a satisfactory equivalent.

Weights: Written, 70; physical, 30.

Assistant to the Commissioner (Director of Bureau of Finance and Statistics)

Salary: Now paid \$6,000. One vacancy. Fee \$5. File by July 23.

Duties: To administer the Bureau of Finance and Statistics, Department of Welfare.

Requirements: Must have a B. A. degree, 6 years administrative statistical or social research experience or equivalent. Educational substitutions granted. Specialized experience required.

Weights: Written, 30; training and experience, 70.

Dietitian

Salary: To but not including \$1,140 with maintenance, or \$1,500 without maintenance. 16 vacancies. Fee \$1. File by July 23.

Duties: To requisition and inspect all foods in city hospitals and institutions; to plan menus both general and special; to supervise the preparation and serving of all dietaries; do related work.

Requirements: Must be high school graduate and have had 2 years training or experience along lines described under duties; or equivalent.

Weights: Written, 50; training, experience and personal qualifications, 50.

Junior Administrative Assistant (Director of Division of Commodities Distribution)

Salary: \$3,000 entrance. One

vacancy. Fee \$3. File by July 23. (Exam may be cancelled if the Commodities Distribution Division in the Dept. of Welfare ceases. In this event, fees will be returned).

Duties: Administration and control of the operation of the Commodities Distribution Division.

Requirements: Must have a B.A. degree or equivalent training. Also 4 years experience in a large public or private organization of a nature required under duties; or equivalent combination of education and experience.

Weights: Written, 30; training, experience and personal qualifications, 70.

Section Stockman (Welfare)

Salary: \$1,800-\$2,400. 13 vacancies in Welfare Dept. Fee \$1. File by July 23. Separate lists will be established for Clothing and for Foods. Candidates may select either or both. (Exam may be cancelled if Commodities Distribution Division in the Dept. of Welfare ceases. In this event, fees will be returned).

Duties: Take charge of distribution of food and clothing to relief clients; control shipments of commodities; direct processing, packaging, and storing of food and clothing; and do related work.

Requirements: Must have 4 years experience in distribution or storing of large quantities of food or clothing, 2 years of which was in a managerial capacity. Must have at least two years experience in specialty selected. Education in fields such as food, clothing or business administration may be substituted for experience up to 2 years.

Weights: Written, 60; training, experience and personal qualifications, 40.

Senior Administrative Assistant

(Asso. Director of Bureau of Public Assistance—Director of Division of Methods, Procedures and Office Management)

Salary: \$4,000. List may be appropriate for lower grade positions. Fee \$4. File by July 23.

Duties: To plan and supervise specific systems, methods and procedures for every phase of the operations of the divisions of the Bureau of Public Assistance.

Requirements: Must have a B.A. degree or equivalent training; 5 years administrative experience or equivalent. Educa-

How to Apply for a Test

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

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

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

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

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

Fees are charged for city and State exams, not for federal. Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

tion substitutions granted. Specialized experience required.

Weights: Written, 30; training, experience and personal qualifications, 70.

Towerman

(New York City Transit System)

Salary: 80 cents per hour, at present, on Independent Division of NYC Transit System. 3 vacancies at present, 15 expected during year. Age limit 45 on date of appointment. Fee \$2. File by July 23. Position requires extraordinary physical effort. Promotion exam under this title also to be held at the same time, and promotion list will be used first to fill vacancies.

Duties: To operate electric or electro-pneumatic interlocking machines; be responsible for the safe passage of trains over tracks and switches in assigned territory; make reports; perform other duties.

Requirements: Must have 3 years general railroad experience as motorman, conductor, towerman or signal maintainer, one year of which was in the operation of mechanical, electric or electro-pneumatic interlocking machines or in testing or maintenance of interlocking equipment; or its equivalent. Applicants must have no disease, injury or abnormality that tends to impair health and usefulness. Must be at least 5' 4".

Weights: Written, 40; training, experience and personal qualifications, 30; practical, 30.

Full requirements of dozens of federal exams now open by the United States Civil Service Commission start on page 13. New exams appear on page 17.

Exam Deadline

Filing closes today, July 23, for a series of competitive tests being conducted by the Municipal Civil Service Commission. The deadline for a group of promotion exams is Wednesday, July 24. In the competitive series, Airport Assistant and Section Stockman are the most popular positions for which applications so far have been made.

The number who have filed for each exam is listed below:

Competitive	
Airport Assistant	188
Section Stockman	109
Dietitian	56
Towerman	8
Jr. Administrative Assistant	2
Sr. Administrative Assistant	2
Promotion	
Assistant Train Dispatcher	143
Assistant Station Supervisor	131
Motorman-Conductor	126
Motorman-Instructor	23
Towerman	12
Station Supervisor	6
Inspector of Elevators, Grade 3	4
Foreman of Mechanics (Men)	4
Head Dietitian	4
Seamstress (Women)	2
Senior Dietitian	2
Junior Counsel, Grade 3	1

No applications have been received for Assistant Counsel, Grade 4, Tailor, or Assistant to the Commission (Director of the Bureau of Finance and Statistics.)

Full requirements for the open competitive exams are published in this issue of The Leader, on this page.



THE GOOD OLD DAYS

Time was when New York City's Sanitation Department used this kind of collection truck. Such methods of loading trucks have been abandoned because so many men were injured; they were frequently stricken with hernia and torn muscles in making the high lift. The trucks' hard tires rumbling over city streets were also annoying. Today the Sanitation Department has the most modern and safest trucks of any similar agency in the world



THESE ARE WHAT YOU SEE TODAY

Designed and built according to specifications of Department of Sanitation engineers, these streamlined, 17-ton collection trucks are now in use in New York City. Sanitation Men no longer have to heave high into the air to dump them. An automatic conveyor evenly loads the truck which carries twice the amount the older vehicles did. The trucks also have pneumatic tires which are—oh—so quiet! Other cities model their equipment on New York's

Federal Exams

Machinist

Ordnance Service, War Department, Watervliet Arsenal, Watervliet, N. Y. (\$6.48-\$8.08 a day). Filing open. Age limits: 18-50. File with Secretary, Board of U.S. Civil Service Examiners, Watervliet Arsenal.

Chief Tool and Gauge Designer (\$2,600)

Principal Tool and Gauge Designer (\$2,300)

Senior Tool and Gauge Designer (\$2,000)

Tool and Gauge Designer (\$1,800)

Place of employment: Watervliet, N. Y. Open to any resident of New York State. No closing date has been set for filing. Age limit: 18 to 55.

Toolmaker

Ordnance Service, War Department, Watervliet Arsenal, Watervliet, N.Y. (\$7.52-\$8.88 a day). Filing open. Age limit: 18-50. File with Secretary, Board of U.S. Civil Service Examiners, Watervliet Arsenal.

Junior Graduate Nurse

(\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency and Veterans' Administration.

Shipwright

Salary: \$7.488; \$7.968; and \$8.448 per day. Place of employment: Norfolk Navy Yard, Portsmouth, Virginia. Age limit: 18 to 55. Applications will be received until further notice.

Future State Tests

The State law says that titles of open competitive lists recommended by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):
 July 25—Erie County Social Welfare—Supervising Medical Social Worker.
 July 26—State Training School for Boys, Department of Social Welfare—Supervising Matron.
 July 26—Erie County Attorney's Office—Deputy County Attorney.
 July 27—Westchester County—Head Janitor.
 July 27—Westchester County—Supervising Operator, Sewage Treatment Plant.

NAVY YARD JOBS

Open

Twenty-eight jobs are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building or from any first class Post Office. No examination will be given, but experience is required. The jobs are:

Anglesmith, Heavy Fires; Anglesmith, Other Fires; Blacksmith, Heavy Fires; Blacksmith, Other Fires; Boatbuilder; Boilermaker; Chipper and Caulker, Iron; Coppersmith; Die Sinker; Driller, Pneumatic; Flange Turner; Frame Bender; Gas Cutter or Burner; Holder-On; Loftsmen; Molder; Pipecoverer and Insulator; Puncher and Shearer; Riveter; Rivet Heater; Sailmaker; Saw Filer; Sheet Metal Worker; Shipfitter; Shipwright; Toolmaker; Welder, Electric (Specially Skilled); and Welder, Gas.

Sr. Inspector, Ordnance Material (\$2,600)

Inspector, Ordnance Material (\$2,300)

Asso. Inspector, Ordnance Material (\$2,000)

Asst. Inspector, Ordnance Material (\$1,800)

Junior Inspector, Ordnance Material (\$1,620)

Junior and assistant grades, 20-48 years; other grades, 21-55 years. Filing open. Ordnance Dept., War Dept.

Precision Lens, Prism and Test Plate Maker

Salary: \$7.872; \$8.352; \$8.832 per day. Place of employment: U.S. Navy Yard, Washington, D. C. Age limits: 20 to 48. Filing open until further notice.

Duties

To manufacture prisms, mirrors, and lenses of the type used in military optical instruments; to grind and polish lenses to the Newton ring test; to correct and polish prisms, including roof edge prisms; to correct and polish optical plane parallel mirrors; and to perform related work.

Requirements

Completion of a four-year apprenticeship as precision lens, prism and test plate maker.

Weights

Applicants will be rated on the basis of their experience and fitness on a scale of 100. No written test will be given.

Junior Engineer (\$2,000)

Optional Branches: 1. Aeronautical; 2. Naval Architecture and Marine Engineering.

Filing is open until sufficient eligibles are obtained. Applications will be rated as received and certification made for appointment as needs of service require. Age limit: 40.

Duties

To perform such professional work as the testing and inspecting of engineering materials, drawing up plans for projects, assisting in the preparation of specifications for engineering material or apparatus, assisting in the conduct of experimental research, compiling reports, handling technical correspondence, and making estimates of weight and strength.

Requirements

Optional Branch 1, Aeronautical.—Applicants must show either (a), (b), or (c):

(a) A bachelor's degree with major study in aeronautical engineering.

(b) A bachelor's engineering degree, including or supplemented by 10 semester hours' credit in strictly aeronautical engineering subjects of either undergraduate or graduate level.

(c) A bachelor's engineering degree plus 1 year of professional experience in aeronautical engineering.

Optional Branch 2, Naval Architecture and Marine Engineering.—Applicants must show either (a), (b), or (c):

(a) A bachelor's degree with major study in naval architecture and marine engineering.

(b) A bachelor's engineering degree, including or supplemented by 10 semester hours' credit in strictly naval architecture or marine engineering subjects of either undergraduate or graduate level.

(c) A bachelor's engineering degree plus 1 year of professional experience in naval architecture or marine engineering.

Weights

Competitors will not be required to report for examination at any place, but will be rated on their education, experience and fitness, on a scale of 100.

Alphabetic Card-Punch Operator, \$1,260

Under Card-Punch Operator, \$1,260

Age limits: 18 to 53. File by August 7.

Duties

Alphabetic Card-Punch Operator: To operate an alphabetic card-punch machine. This is a machine used to record alphabetic and numerical information by punching holes in cards in such a manner that complete words and names, together with numerical data, can subsequently be printed by the alphabetic tabulating or accounting machine. The alphabetic keyboard is arranged to correspond with that of a typewriter.

Under Card-Punch Operator: To operate a numerical card-punch machine. This is a hand or electric driven device provided with perforators controlled by means of keys and used for perforating numerical data on small cards that can be subsequently tabulated on numerical tabulating machines.

Requirements

Applicants must have had two months' full-time experience, or three weeks' intensive and systematic training, in the operation of card-punch machines.

Weights

Alphabetic Card-Punch Operator: clerical tests, 50; alphabetic keyboard test, 50.

Under Card-Punch Operator: clerical tests, 100.

Mechanical Engineer (Industrial Production) \$3,800

Associate Mechanical Engineer (Industrial Production) \$3,200

Assistant Mechanical Engineer (Industrial Production), \$2,600

War or Navy Departments. File by June 30, 1941. Age limit: 60.

Duties

To perform, or supervise the performance of professional mechanical engineering work in connection with production studies, surveys of industrial plants, and the preparation of plans for the conversion of such plants to the manufacture of munitions and other material and equipment as may be required. The difficulty of the work and the responsibility varies with the grade.

Requirements

Applicants must be graduates of an engineering school, and in addition, except for certain substitutions, have had professional engineering experience ranging from two to five years, according to the grade of position.

Weights

Applicants will be rated on their education and experience on a scale of 100.

Instructor, Air Corps Technical School, \$3,800

Associate Instructor, Air Corps Technical School, \$3,200

Assistant Instructor, Air Corps Technical School, \$2,600

Junior Instructor, Air Corps Technical School, \$2,000

Optional branches: 1) Aircraft carburetion systems; 2) aircraft engines; 3) aircraft hydraulic systems; 4) aircraft instruments; 5) aircraft mechanics; 6) aircraft propellers; 7) aircraft fabric work; 8) aircraft sheet metal work; 9) aircraft welding; 10) heat treating; 11) parachutes; 12) air corps fundamentals. Positions will be filled in the U. S. Army Air Corps, War Department, Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Col. File by August 15. Age limit: 21 to 53.

Duties

With varying degrees of supervision and responsibility, to instruct, or supervise the instruction of, officers and enlisted men of the Army Air Corps, National Guard, or Reserves, in subjects in the several optional branches.

Requirements

Applicants must be high-school graduates, and except for certain substitutions, have had four years of experience as instructor in shop subjects or as shop supervisor, which must have included six months experience in the optional branch.

Weights

Applicants will be rated on the basis of their education, experience and general fitness on a scale of 100.

Associate Aeronautical Inspector, \$3,500

Assistant Aeronautical Inspector, \$3,200

Civil Aeronautics Authority, Department of Commerce. Applications will be received until further notice. Age limits: 24 to 40 (for Associate); 24 to 35 (for Assistant).

Duties and requirements for this exam appeared in the June 25 issue of The Leader.

Aeronautical Engineer, \$3,800

Associate Aeronautical Engineer, \$3,200

Assistant Aeronautical Engineer, \$2,600

Optional branches: 1) aerodynamics and performance; 2) design; 3) electrical installation. (Continued on Page 14)

Defense Program Need Swells List Of Federal Jobs Now Open for Filing

(Continued from Page 15)

Duties

Crane Operator (Electric Traveling Bridge) for Crane-man, Electric: To operate traveling bridge cranes and auxiliary hoists and to perform related work.

Crane Operator (Steam Locomotive) for Engineman, Hoisting and Portable: To operate steam locomotive crane and to make minor repairs and adjustments to the mechanism.

Requirements

Crane Operator (Electric Traveling Bridge) for Crane-man, Electric: Six months experience in the operation of electric traveling bridge cranes.

Crane Operator (Steam Locomotive) for Engineman, Hoisting and Portable: Six months experience in the operation of a steam locomotive crane, steam shovel, or other portable steam hoist machinery.

Weights

Applicants will be rated on their experience and fitness on a scale of 100.

Caulker, Wood

(\$7.58 to \$8.54 per day)

Diver

(\$17.28 to \$18.24 per day)

Forger, Drop

(\$7.77 to \$8.73 per day)

Forger, Heavy

(\$12.09 to \$13.95 per day)

Forger, Light

(\$9.50 to \$10.46 per day)

Instrument Maker

(\$8.16 to \$9.12 per day)

Rigger

(\$7.87 to \$8.83 per day)

File until further notice. Place of employment: Brooklyn Navy Yard. Age limits: 20 to 55.

Duties

Caulker, Wood: To caulk and pave the seams of wood decks, planking, sheathing, etc.

Diver: To work from floats under air pressure and do all kinds of diver's work around entrances to dry docks, under ships, and around wharves, in connection with launching ways.

Forger, Drop: To make drop forgings of steel, bronze and other materials by use of dies for all kinds of fittings; to operate steam and drop board hammers, trimming presses, and oil and gas furnaces; the skillful use of dies, their fit, draft requirements, adjustments, etc.

Forger, Heavy: To work 10" billets and larger; control the operation of hydraulic presses of 3,500 tons and lighter, steam presses, steam hammers, etc.; to make crank shafts, connecting rods, shaft couplings, davits, etc.

Forger, Light: To produce forgings of various carbon and alloy steels and forgeable non-ferrous metals from bars or billets 6" square or round or above, weighing 100 to 500 pounds, utilizing steam hammers, forging presses or other power forging equipment to best advantage; to lay off and cut templates, devise and make simple tools and fixtures, such as forming blocks, special cutters, sewages, etc.; to operate oil or gas fired forges and small furnaces for heating; to determine by weight or volume material necessary for a given forging and proper allowance for finish; and to direct the activities of hammer-runners, cranemen and helpers assisting in the work.

Instrument Maker: To manufacture, repair and install all types of electrical, radio, optical and navigational instruments, including watches, clocks, etc., and to build electrical and mechanical appliances of unusually intricate and delicate types.

Rigger: To install various kinds of tackle and do the fitting of wire and manila cable

used on board ship; to manufacture and install all kinds of standing or running rigging, the various fittings, such as mats, fenders, ladders, etc., which are made in a rigging loft for use in the construction or repair of vessels.

Requirements

Forger, Light; Forger, Heavy; and Rigger: Completion of a four-year apprenticeship in the trade, or four years of practical experience.

Caulker (Wood): One year of experience in the use of caulking materials in making underwater surface and seams of vessels watertight.

Diver: Six months of experience.

Forger, Drop: Two years experience.

Instrument Maker: Completion of a four years apprenticeship as instrument maker in a first class instrument shop or high-grade physical laboratory shop, or four years experience.

Weights

No written test will be given. Applicants will be rated on their experience and fitness on a scale of 100.

Inspector of Miscellaneous Supplies

Salary: \$2,200. Optional branches: 1) Leather Gloves; 2) Bedding (Mattresses and Feather Pillows). File by July 23. Age limits: 21 to 53.

Duties

To inspect materials indicated by the title of the optional branch to determine quality of materials and acceptability under specifications at manufacturing plants to make tests and measurements to determine compliance; to inspect finished products at the depot of delivery; to prepare inspection reports and correspondence and maintain necessary records; to assist in the preparation of specifications. Bedding Inspectors are required to inspect mattresses and feather pillows.

Requirements

Except for certain substitutions, applicants must have had four years experience in the inspection or testing of materials in one of the optional branches, to determine compliance with specifications, acceptability under the terms of purchase contract, or compliance with production standards at the place of manufacture.

Weights

Applicants will be rated on their experience and fitness on a scale of 100.

Senior Inspector, Engineering Materials, Mechanical (Optical Instruments), \$2,600

Inspector, Engineering Materials, Mechanical (Optical Instruments), \$2,000

File by August 2. Place of employment: Navy Dept., Rochester. Age limits: 21 to 53.

Duties

The duties, varying in degree of responsibility, are as follows: To inspect and test, for determining compliance with specifications, a variety of instruments, including optical instruments, sextants, binoculars, fire control and related instruments for naval use; to make inspector reports, to conduct correspondence.

Requirements

Except for certain substitutions, applicants must have had from four to six years experience, according to the grade, in the inspection and testing of optical instruments and other instruments equipped with lenses and prisms to determine proper workmanship and compliance with specifications.

Are You Taking Advantage of

The Leader's Free Information Service?

Address Inquiries to

Question, Please?
Civil Service Leader
97 DUANE STREET
New York City

Senior Cook

Salary: \$2,000. Prison Service, Dept. of Justice. File by August 5. Age limits: 25 to 48. Appointees will be given a preliminary training course for an 8-weeks period. Those who show special aptitude may be detailed to higher positions in the culinary department.

Duties

Upon completion of the training period outlined above, appointees will be assigned to either: 1) a small institution or camp with an average capacity of from 100 to 300 inmates to be in complete charge of the culinary department; or 2) a larger institutional unit to act as assistant to junior or principal steward.

In either case, employees will be required to prepare daily

menus; make estimates of food requirements for daily and quarterly consumption in accordance with standard rations; to be responsible for the actual preparation and serving of meals for inmates and officers; to be responsible for one of the branches of the culinary department such as the bakery, refrigeration, or butcher shop; and to be responsible for the training of any inmates to perform the duties of cook, baker, waiter, etc.

Requirements

1) applicants must be qualified both as general cook and bread baker.
2) they must have two years experience as chef, head cook, or steward in a hotel, club, hospital, resident school, or other institutions, or in a comparable

capacity in which it was necessary to provide food for at least 600 meals daily.

Weights

General test, 50; practical questions on duties of the position, 50.

Teacher in Indian Community and Board Schools

Optional branches and entrance salaries: 1) Agriculture, \$1,800 and \$2,000; 2) Elementary grades (1 to 6), \$1,620 and \$1,800; 3) Home Economics, \$1,620 and \$1,800; 4) Remedial Reading, \$1,800; 5) Rural Merchandising, \$1,800; 6) Science, \$1,800; 7) Special or Opportunity Classes, \$1,620.

Indian Field Service (Including Alaska), Department of Interior. File by August 12. Age limit: 48.

Duties

Under general supervision to serve as teacher in an Indian community or boarding school. Most of these schools are located in isolated rural areas with meager resources where the land has been seriously depleted by overgrazing, recurring droughts, and improper farm practices. They are often at some distance from the nearest white community, and in some sections where the Indians themselves do not live in villages the schools are somewhat remote from human habitation. In the northern reservations and in Alaska, some schools are cut off for months at a time from travel communication. Ability, therefore, to adjust to association with a limited number of people in such isolated situations is essential to success in one of these positions.

(Continued on Page 17)

First With All The Civil Service News...



The Leader was first with definite news of the coming Prison Guard examination...

The Leader was first with news of the Subway workers investigation.

...Carried Exclusively the answers to the examination for Hospital Attendant.

...Carried the exclusive story of what will happen to New York Teachers in case of war...

...Announces in this issue the exclusive story of the new U. S. stenographer and typist exam.

Every week the Leader brings you the lowdown on the news as it happens, yes even before it happens. Because the Leader has its ear to the ground in Washington, in Albany, at City Hall and everywhere that news is made which may affect your career.

Don't miss a single issue of your newspaper. Let us send the Leader to your home every week. Subscribe now!



97 DUANE STREET

Please send the Leader to

NAME

ADDRESS

I Enclose \$2 for 52 issues

\$1 for 26 issues

45c for 8 issues

City Commission's Calendar

Labor Class Changes

An important new addition to the proposal of the Municipal Civil Service Commission to include Laborers in the competitive service was adopted last week. The change provides that Laborers, once they are reclassified into the competitive class, shall be graded.

In its original draft of the reclassification plan, the Commission made no provisions for grades in labor jobs; thus, an Asphalt Worker was classified within a certain salary range, but there was no higher grade within that title. Now, for example, there will be Asphalt Worker, Grade 1; and Asphalt Worker, Grade 2—the latter corresponding with the position of Assistant Foreman. Such changes in the Labor Reclassification amendment to the Civil Service Rules must be approved by the Mayor and the State Civil Service Commission.

Last week Paul J. Kern, president of the Commission, reported that rapid progress is being made on the whole job of putting Laborers into the competitive class—a task which will be completed on July 1, 1941, and which will result in the abolition of the labor class, as such, in the New York City Civil Service.

Other items on the Commission's latest calendar follow:

Attendant Messengers

3396. The Commission decided to use the Attendant-Messenger eligible list to fill jobs as Porter (Railroad) in the Board of Transportation.

Medical Social Worker

3403. The rating key for Medical Social Worker, Grade 2, was approved.

Transit Dismissals

3397. Following complaints concerning the dismissal of certain employees of the Transit Commission, the Commission moved to study further the problem to determine whether any politics are being played in these dismissals, and if they are being made strictly on the basis of seniority.

Administrative Assistant

3404. The experience key for Senior Administrative Assistant (Housing Authority) was approved.

Exams Cancelled

3407. Because no vacancies exist in the positions, the following examinations, which had been ordered, were cancelled: Psychologist (competitive); promotion to Foreman, Grade 3, President, Borough of Manhattan; Promotion to Senior Storekeeper, Department of Purchase.

Scientific Service

3411. An amendment to the Civil Service classification to bring a number of related positions under the Scientific Ser-

vice was adopted. This new classification will probably result in new promotion, and cross-promotion examinations soon. Full details of such tests will appear later in The Leader.

Correction Teachers

3416. The status of teachers in the Department of Correction, who have asked for the right to participate in promotion examinations, was considered. The Commission's point of view was that the teachers are chosen from a substitute teacher's list which is not the result of competitive examination. Therefore, the Commission is asking that a competitive list be used for the positions and that the payrolls be submitted to it for approval by the Comptroller.

Subway Physicians

3418. A proposal to include certain Physicians and Surgeons in the transit unification reclassification was referred to the transit unification division for further study.

IRT Amendment

3419. An amendment to the resolution of June 12, 1940, which provided for changes of status of IRT workers, was adopted. It provides that employees who were promoted at any time before the date of unification—July 1, 1940—are covered into Civil Service in their higher grades.

WNYC Appointment

3432. The appointment of the No. 2 eligible on the Radio Publicity Assistant list to a job in the Housing Authority as Assistant Director of Publicity was approved. No. 1 on the list has not yet been appointed, but eventually will get a job at WNYC.

Title Examiner

3430. The list for Title Examiner is being held up until current litigation involving its status is settled. The test for this position was held jointly by the city and State Commissions. The Commission, represented by H. Eliot Kaplan,

won its case in the lower courts and now awaits a higher court ruling.

Welfare Clerks

3431. The request of the Department of Welfare that certain Clerks, Grade 1, who have had a temporary status, be given a permanent one was denied. About 16 Clerks were appointed to temporary jobs from the list which expired January 8, 1940. Some of those offered appointment declined because of the temporary nature of the jobs. Later, when the department wanted to make those who have accepted permanent appointments the Commission objected on the ground that such action would not be fair to those who declined the positions.

Fire List

3433. The Commission ruled that the appointments from the Fire eligible list to Sanitation Man jobs would be permanent ones, with the exception of a number of provisional jobs at the World Fair. The latter were filled from members of the Teamsters Union.

Mistretta Case

3446. Natale L. Mistretta was dismissed from the Fire Department and wanted his name restored to the eligible list so he could be appointed to the Sanitation Department. The Fire Department obliged by reinstating him and then allowing him to resign. The Civil Service Commission accepted the resignation and will restore him to the list.

Lieutenant Exam

3473. A couple of years ago, the Commission certified the old Patrolman list for jobs as Toll Collector in the Triborough Bridge Authority. After they were appointed some were promoted, without exams, to Sergeant, Toll Collector. Now the Authority wants to hold a promotion test for Lieutenant, same title, and to admit only Sergeants to the exam. The Civil Service Commission refuses to allow this, saying that not only Sergeants but just plain Toll Collectors are eligible.

Welfare Payment Employees

3482. The Commission approved the transfer of 50 employees, formerly in the Department of Welfare's Bureau of Welfare Payments, to the Comptroller's Office, where the Bureau has been moved.

FIRE BELLS

New Fire Appointments

Seventy-nine new appointments to the Fire Department were made last week. The list for these appointments were certified the previous week. It is expected that the next batch of appointments will be made early this Fall. Those who entered the department last week are:

- Nichol, H. J.
- Ferrara, A. J.
- Olert, John H.
- Margolies, Geo.
- Abate, F. P.
- Olivari, Jos. E.
- Bizakis, M. A.
- Moretti, M. A.
- Mitchell, Jas. J.
- Oriscione, M. M.
- Bell, Ignatius V.
- Slauson, Harry D.
- Farby, Abraham
- Teufel, C. H. Jr.
- Schneider, J. H.
- O'Brien, Wm. G.
- Delaney, G. K.
- Iervolino, F. J.
- Toomey, Edwin J.
- Dunn, Wm. F. J.
- Clark, B. G.
- Hilpert, W. J.
- Guarino, S. J.
- Floureton, Ed. O.
- Rosenzweig, J.
- Whitehouse, P. L.
- Sedgwick, Stanley
- Gendel, Eugene
- Strassel, Andrew
- Cioffi, P. E.
- O'Connell, M. F.
- DeYoung, F. J.
- Foppiano, A. J.
- Thompson, E.
- Cohen, D. B.
- Keating, Wm. J.
- Truta, Metod J.
- Powell, Geo. W.
- Warnock, John J.
- Hunter, Geo. T.
- Kelliker, Wm. F.
- Mink, Jos. S.
- Dylewski, M. F.
- Fabrini, E. A.
- McDermott, E. J.
- Pieloch, B. T.
- Bresnan, E. D.
- Skoglund, C. B.
- Bresnan, F. K.
- O'Neill, Ed. P.
- Matiaszko, J. J.
- Sullivan, Dan. J.
- Shapiro, Milton
- Walsh, N. F.
- Ruland, W. G.
- Greco, S. B.

- Nestle, Leon V.
- Clancy, D. A.
- Shaw, Wm. P.
- Igoe, Thos. P.
- Heikkila, P. K.
- Price, John E.
- Hands, J. W. S.
- Horton, Jas. J.
- Thompson, R. J.
- Garvey, Jos. T.
- Drysdale, Chas. W.
- MacTiernan, N. M.
- Pearson, A. V.
- Sylvester, Jos.
- Sinclair, D. O.
- Schwartz, F. R.
- Schreck, Wm. F.
- Spahr, G. H.
- Brady, John R.
- Meehan, Ed. T.
- Becher, John F.
- Knips, Oscar J.
- Caravaggio, F. J.

Conway Next Chief?

Will Deputy Chief Edward M. F. Conway be the next Chief of the Fire Department? That's a question that many a man in the department has been asking lately. The reason the question is being asked is this: Conway recently won the right to appointment from the Deputy Chief list, though there were others ahead of him, because he claimed veterans preference. Conway went through five promotions without ever mentioning his veterans status; then suddenly claimed preference. Commissioner McElligott appointed him, then rescinded the order the next day. Thus ensued a long legal battle which Conway finally won.

The Municipal Civil Service Commission has ordered a promotion exam for Fire Chief and will probably open the application period in September. If Conway passes the test, he will be the only man who can be appointed

because of his veterans status. However, Conway won't have a cinch at that. He'll have to pass high up on the list in order to get appointed because the Civil Service Commission probably will set the pass mark as that of, say, the fourth or fifth man. Thus, if Deputy Chief Conway is sixth or seventh or eighth, he won't get a passing mark and won't get placed on the eligible list. When he took the Deputy Chief test, Conway failed to place in the top 10.

Army and Navy Union Holds Convention

At the recent State convention held by the Army and Navy Union in Albany, a State Department was elected. This department is headed by Hyman Ludacer as Commander. He is a member of Garrison 3,100 which is composed of some 650 members of the New York City Police force. William Tase of Municipal Garrison 304 elected Senior Vice Commander. This garrison is composed of Civil Service employees of various city departments. Rev. DeForrest of the Navy Yard Garrison was elected State Chaplain; and Dr. Richter 304, was elected State Surgeon.

Practical Nurses

A resolution has just been adopted by the Practical Nurses of New York Inc., in which officers directors and members of the group offer their services to the State and national government in the event that any emergency arises which requires them.

The president of the association is Lillian E. Kuster; David Neuwirth is general counsel.

The next regular meeting of the organization will be held on October 25 at the Hotel Commodore. At that time an election of officers and directors will be held.

Governmental Employees

Receive dividends plus substantial savings on their purchases of genuine nationally advertised merchandise, such as furniture, radios, etc.

Why Not Investigate Today? Latest bulletin explaining our plan free.

Municipal Employees Service
ESTABLISHED 1929
41 PARK ROW NEW YORK CITY
Phone: COrtlandt 7-5390-5391

Hospital Attendant List

The Hospital Attendant list, which is to be used to fill jobs in the State's institutions after January 1, 1941, will probably not be established before December 15, The Leader learns. Pressed by other work, the State Civil Service Commission has not yet started on the gigantic, two-month task of rating the 16,250 papers.

Only eight candidates withdrew from the competition after looking at the test papers on Saturday morning, June 29. This is said to be a remarkably small percentage for an exam which called for no previous training.

18,611 filed for the test throughout the State, 10,025 in New York City. Of the 16,250 who eventually took the test, 8,696 came from the five boroughs. The State Commission has announced that the percentage of those who actually took the exam after filing is a record-breaker.

Further progress on the erection of the institution in the Willow Brook section of Staten Island was revealed this week by the Department of Mental Hy-

giene. A contract for the plan was recently awarded. When it is completed in the spring, a superintendent is to be picked. Appointment of a staff, mainly transferees, is to follow.

3,000 patients will be housed in the new institution, which is to employ 800 Attendants, men and women.

Clerk, Grade 2 Eligibles Meet on Tuesday

The Clerk, Grade 2 Eligibles Association will meet Tuesday, July 23 at 929 Broadway at 6 p.m. Information concerning appointments in the Welfare Department will be presented at that time.

TRUNKS
VACATION SPECIALS
Aeroplane Cases, leather bound...\$3.95
Ladies' Wardrobe Cases...\$5.95
Men's Wardrobe Cases...\$7.95
Camp Trunks...\$3.25
Oshkosh, Hartmans—Slightly Used, Sacrifice
SAVOY 60 E. 59th St.

PINE BROOK
DIFFERENT! A VACATION PARTY!
FRIENDLY, GAY, INFORMAL VACATIONLAND'S GREATEST VALUE!
FREE GOLF
SUMMER THEATRE
TOPS IN EVERY SPORT
Entertainment & Cultural Activity
3-MILE PRIVATE LAKE
Fishing — Lecture Forum
— Surprisingly moderate rate covers EVERYTHING.
60 Miles from Broadway at the End of Glorious Merritt Highway, N. Y. Office, 280 B'way — RE 2-1895
NICHOLS, CONN. BEN PLOTNIK, MG.
Send for Booklet "8"

USED CARS
Goodwill Used Cars
'38 Ford '60' 2-dr. trk. sedan, H. \$350
'37 Chevrolet D. L. 4-dr. trk. sed. \$365
'37 Pontiac 'B', 4-d. trk. sed., R.H. \$395
'39 Pontiac D. L. 4-dr. trk. sed... \$645
'37 Dodge 4-dr. trunk sedan... \$375
'37 Dodge Sport Coupe, rumble... \$355
'37 Chrysler trunk sed., H... \$385
'38 Pontiac D. L. 'G', trk. sed., H. \$495
'38 Dodge trk. sed., E. & H... \$475
'39 Plymouth 4-dr. trk. sed... \$555
R—Denotes Radio; H—Heater
All Reconditioned and Guaranteed
20 Others \$100 to \$300. EASY TERMS
Goodwin Pontiac
1045 ATLANTIC AVE. Established 1912
Open Eves. and Sun. STerling 3-5400

DEXTER MOTORS
Authorized Dodge-Plymouth Dealer
1st Ave.—97th St.

WHILE THEY LAST MUNICIPAL CARS
A large selection of Coupes, Sedans
DEXTER MOTORS
FROM 1935 TO 1939 \$50 UP
Authorized Dodge-Plymouth Dealers
1st AVENUE—97th STREET

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's FREE Information Bureau
It's at 97 Duane Street, just off Broadway, New York City.

Let's Have the Facts!

THE LEADER does not care to engage in controversy with Frank J. Prial's aging sheet, The Chief. But to permit a mess of misinformation and innuendo to stand without correction is hardly good journalism. And when The Chief takes this misinformation and innuendo as an excuse for patting itself on the back, it's surely time to state the facts as they are.

It must have hurt Frank J. good-and-plenty when he saw the headline on THE LEADER for July 9. For that headline had—once again—scooped the pants off his paper. The headline read: PRISON GUARD TEST COMING OCTOBER 5.

So what does The Chief do? It blossoms forth with an editorial trying to prove that The Chief had been first right along. Of course, merely to be first is no virtue. A newspaper must be accurate too.

Once before THE LEADER had occasion to correct The Chief's inaccuracies with regard to the Prison Guard test. We do so again.

In its issue of February 2, 1940, The Chief ran this banner head: STATE TEST FOR PRISON GUARD. The subhead read: Applications may be issued shortly.

A checkup by THE LEADER indicated that no applications for Prison Guard would be issued "shortly"; in fact, that there would be no Prison Guard test before the fall. In the following issue of THE LEADER it was

stated: "The Leader has learned that the State Civil Service Department is not planning to announce a test for the position in the near future." THE LEADER quoted Commission President Grace A. Reavy as saying: "We certainly wouldn't announce a Prison Guard test before next fall."

In its issue of February 23, The Chief quoted Miss Reavy as saying she would "like" to hold a Prison Guard test in June. Miss Reavy told a LEADER reporter that she had been misquoted by The Chief and that "We have no surplus money to hold a Prison Guard test before the end of the fiscal year." THE LEADER added that the test would be held in the fall.

In the May 3 issue of The Chief the statement appeared that the Prison Guard is to be held in October.

This story was a complete backtracking from the Chief's report way back in February that applications for the Prison Guard test would be issued "shortly." On the other hand, every fact made public by THE LEADER's statement has since proven correct. THE LEADER's statement that the test would come some time in the fall—not before—was admitted in The Chief for May 3.

On July 9, our Albany correspondent sent through an exclusive story giving full details concerning the test.

Is there any wonder the The Chief is fuming? That it tries to justify what can't be justified?

And while we're on the subject of accuracy: The lead story in last week's Chief, stating that the test for Unemployment Insurance Referee has tentatively been set for September 16, is absolutely untrue. So our Albany correspondent found by the simple process of asking Grace A. Reavy, President of the State Civil Service Commission, September 16 is a Monday and the State Commission doesn't hold exams on Monday, because school buildings aren't available. Surely The Chief should know that!

THE LEADER is a newspaper, not a sheet given to sniping, snide remarks, crude attacks, or sordid recrimination. Readers want news, they want it fast, and they want it straight. That's what we try to give them.

100%—No Less—on Exam Gives Jobs to Apprentices

ONLY 396 OUT OF 30,000 MAKE THE GRADE

If you didn't make 100 on the Apprentice, Mechanical Trades exam, held last April, you won't get a job this year.

That's what the U. S. Civil Service Commission estimated Monday after it had sent out two tons of mail to 30,000 candidates. There were 396 who made perfect scores on the test, and it is expected that approximately this number will be the first to land positions in the Brooklyn Navy Yard's school this August or next winter.

Forty per cent—12,000—of the candidates failed to make a grade of 70. The rest will be placed on the apprentice register for future consideration.

All candidates were notified of their grades by cards from the Commission. However, no one will be notified of his numerical standing on the list, and no list of names will be released for publication, James E. Rossell, district manager of the Commission, announced.

The men who made 100 on the exam were rated numerically by grading some questions fractionally, Rossell said. That is, more points were given for superior answers to some questions.

The men who are appointed from the list will be trained in skilled jobs for the Navy Yard. Technical experience was not required of those who filed.

It is expected that schooling for part of the 100 per centers will begin in August.

Changes in DPUI

Thirteen Assistant Employment Interviewers in the DPUI may be displaced on July 31 or August 15 by Employment Interviewers boasting greater seniority. Briefly, the story is this:

A number of Assistant Employment Interviewer items were dropped in the 1940-41 budget. Incumbents, originally from the Employment Interviewer list, are now asked to choose between taking permanent Assistant positions, or continuing at \$6 a day at least until December 31. Those who choose the Assistant titles will displace employees with lesser seniority, who will themselves be kept on at \$6 a day until the end of

the year. These latter will then go on the preferred Assistant Employment Interviewer list.

Several temporary clerical workers have been taken on, to launch the new Metal Trades Employment Office, at 87 Madison Avenue, New York City.

Jobs Coming For Investigator Eligibles

At least 50 eligibles from the Social Investigator list will be appointed to jobs in the Welfare Department's veterans bureau within the next day or two. Only go provisionals who have finally lost in the courts after staying several years on the job.

Under a schedule sent to the Welfare Department last week by the Municipal Civil Service Commission, 100 of the 201 provisionals are to go by August 1, the rest by August 15. The list is certified down to 750. The Commission will stop the payrolls unless its schedule is followed.

Meanwhile the veterans among the provisionals appear before Supreme Court Justice Kenneth O'Brien today at 10 a.m. with a new argument: that provisional veterans can't be dismissed without charges. Poppycock was what eligibles attorney H. Elliot Kaplan called it.

THOUSANDS Accept CORD As the Best MAINTAINER'S HELPER

Group D—Complete EDITED BY AN EXPERT—Peter Balizer, Instructor in charge of Civil Service Preparation, Brooklyn H. S. for Specialty Trades. The only complete book prepared by the expert. Ask for CORD.....\$1.50

FACTORY INSPECTOR INCLUDING: State Labor Law Extracts, Industrial Code Rules, Safety Inspection, Diagrams, Violation Penalties, Factory Inspection, etc. Ask for the complete C O R D book.....\$1.50

PRISON GUARD INCLUDES: State Correction and Penal Laws, Judgment Problems, Prison Terms, Official Rules for Guards in State Prisons, Special 2 Trial Examinations. Previous Examination Questions and Answers on Prison Guard Work, etc. Ask for CORD.....\$1.00 At: R. H. Macy, Gimbel's, Abraham & Straus, Barnes & Noble, Municipal Building, The Leader and

CORD Publishers 147 Fourth Ave. Orders filled same day. AL. 4-5198

You Can't Miss With ARCO'S

MAINTAINER'S Helper \$1.00

The book for every Structure Maintainer's Helper, Group D, candidate. Contains Trial Examination for Group D, Plumbing, Sheet Metal, Masonry, Painting, Carpentry, Tests of Tool Recognition, and Questions and Answers. 160 pages.

FACTORY Inspector \$1.50

See the 16 full-page illustrations. Ask for ARCO at: R. H. Macy, Gimbel's, Abraham & Straus, Municipal Bldg., Barnes & Noble, The Leader, and ARCO 480 Lex. Ave., N.Y.C.

STENOGRAPHERS FEDERAL TESTS

- Franklin's Faculty of expert instructors in the Standard Stenographic Systems and in the general subjects.
- Franklin's Program of Coaching scientifically planned and graded.
- Franklin's permanent unique equipment and facilities for Secretarial training.
- Franklin's method of individual attention made effective by organization of small teaching groups.
- All of this will insure high rating on list—
- Attendance positively limited. Registration on personal interview only.

FRANKLIN SCHOOL OF BUSINESS TIMES BUILDING, TIMES SQUARE MEDallion 3-3849—3850

VOCATIONAL COURSES AVIATION—SHEETMETAL RIVETING

WELDING-MACHINE SHOP **DIESEL ENGINES** **AIR CONDITIONING**

Practical and theoretical training by Mechanical Engineers Modern Shops and Laboratories.

DELEHANTY INSTITUTE 11 E. 16 St., N.Y.C. ST. 9-6900

CAREER Opportunity

Electrolysis is the only way to remove unwanted hair permanently! Splendid career opportunities in this growing field. Learn quickly, easily, thoroughly. Low rates. N. Y. State licensed. Send for Free Booklet D.

KREE Institute of ELECTROLYSIS 19 E. 41st St. (off 5th Ave) MU.2-7494

Radio Operators, Here's Your Chance!

Radio operators, here's the opportunity you've been waiting for. Jobs are open, 160 of them with the Federal Communications Commission.

The U. S. Civil Service Commission has announced an examination for the jobs, but the FCC is in such a rush for the operators that it will accept applications for immediate appointment.

Those selected will be given a 90-day temporary appointment during which time the Commission will examine the appointees. Those who pass will be given indefinite probationary appointments.

All jobs are outside the District of Columbia and appointees must pay transportation to the town or city assigned.

Persons holding radio-telegraph first class licenses will be appointed to fill positions at \$1,800 and second class licenses will be placed at \$1,620.

Amateurs licensees are required to fill the following qualifications: Must be between the ages of 21 and 55; must have held amateur operator's permit for 5 years, and must be able to receive plain English text in the International Morse Code at the rate of 20 words per minute.

Amateurs will be hired at \$1,620.

Doom Approaches For Doomed Workers

The situation of the 70 "doomed" employees of the Transit Commission, to be lost in the shuffle as the agency moves from the jurisdiction of the State to the city, is exactly as it was a week ago: none of the city or State departments contacted have found place for any of the employees; Commission officials are trying to stretch available money to keep the employees on.

There's one difference: the August 1 deadline is a week nearer.

2 WEEKS \$39 All Expense With Fare Vacation at Fine Hotel in Catskills Including Extensive Social Program All Sports, Excellent Meals Attractive Low Rates at Hotels, Country Clubs, Dude Ranches **Embassy Tours** 152 W. 42 St. Wls. 7-4228



A little digging in season brings a crop of good marks on the next exam

Leader Book Shop
97 DUANE STREET, NEW YORK CITY

Civil Service Handbook (by Wm. Allan Brooks)	.79
Civil Service Handbook (by Cord Publishing Co.)	\$1.50
Hospital Attendant Home Study Guide	.25
Factory Inspector	\$1.50
Telephone Operator	\$1.00
Stenographer Typist	\$1.50
Clerk-Stenographer Typist	\$1.50
Postal Service	25c, \$1.00 and \$1.50
Sanitation Man Physical	.50
Maintainer's Helper, Group A,B,C,D	25c, \$1.00, \$1.50
Outline Chart of Municipal Government	.25
Let's Play Vocabulary	.25
Legal, Political & Business Guide	\$2.00
Mental Multiplication	.25
General Federal Test Guide (Arco)	\$1.50
Social Supervisor	\$1.50
Social Investigator	\$1.50
Clerk Typist-Stenographer	\$1.50
Playground Director	\$1.00
Janitor Custodian	\$1.00
Customs & Immigration Inspector	\$1.00

Come in and browse. All publishers' books for all exams. (By Mail—10c extra)

Friendly Service For CIVIL SERVICE EMPLOYEES

COMMUNITY IS THE PLACE TO BUY YOUR EYEGLASSES

\$7 7 STYLES

LENSES & FRAME White single vision lenses in any strength your eye requires, made only upon your own prescription.

Friendly service that will suit your special needs, dependable quality and a lower price make Community visit the home of eyeglass happiness that has served so many civil service employees so well.

PAY 50c WEEKLY Dispensing Opticians Exclusively

4TH AVENUE and 14TH ST. 34TH ST. and 7TH AVENUE. BRONX: 148TH ST. and 2ND AVE. BROOKLYN: 448 FULTON ST. JAMAICA: 181-19 JAMAICA AVE. NEWARK: BROAD and MARKET STS. PATERSON: MAIN and ELLISON STS. ELIZABETH: 1140 E. JERSEY ST.

All Offices 1 Flight Up—Open to 6 P.M.

COMMUNITY Opticians Home of Eye Glass Happiness