

Civil Service LEADER

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 Services Analyzed

see page 3

HUNDREDS OF HIGH-PAY JOBS OPEN; MANY ARE PERMANENT— EXAMINE THESE OPPORTUNITIES

All Ages—All Occupations—See Pages 2, 10, 12

Federal Employee Guide on Promotion, Resignation, Leave, Transfer, Retirement

All employees are interested in their hours of work, their chances for promotion—how promotions work, what happens if they want to resign, how sick leave is handled, what happens to retirement contributions.

All these important facts are outlined in a guide for employees of the Eastern Procurement District of the Army Air Forces. The data is basic for all Federal employees.

Work Hours

All employees, with a few stated exceptions, are required to work 8 hours a day, 6 days a week. Different offices have different schedules. Ask your supervisor what hours are kept in your office. If you work Sunday, you are entitled to take your day off some

other time during the week. Work loads may force supervisors to require longer hours and to depart occasionally from any scheduled granting of days off. Congress has granted Government workers overtime pay for more than 40 hours a week. The necessity for work in excess of 48 hours must be certified in advance by your supervisor for overtime pay.

Promotions

In the Civil Service there are

several ways in which you may be promoted:

1. If you are qualified, you may be considered for a vacant position in a higher grade if such vacancy exists. This may be a newly created position caused by additional functions, or a position which has been vacated due to separation or promotion of another employee.

2. The job in which you are serving may accumulate additional duties and responsibilities which warrant a higher grade.

3. You may receive an increase to a higher salary level in the same grade by reason of your length of service and efficiency. This increase is commonly known as a "Within-Grade Promotion." If your efficiency rating is "Good"

or better and you are in Grades CAF-1 to CAF-10, or in Grade CPC-1 to CPC-10, or in P-1 to P-3, you are eligible for these promotions every 18 months up to the middle grade. When you have reached the middle grade, your efficiency rating must be "Very Good" or "Excellent" to receive further promotion. If you are in Grade CAF-11 or up, or in Grade P-4 or up and have an efficiency rating of "Good" or better, you are eligible for a within-grade promotion every 30 months up to the middle of your grade. However, to go beyond the middle of your grade, your efficiency rating must be "very Good" or "Excellent."

Resignations

It is assumed that when you

agree to accept employment you intend to continue with the organization for the duration of the war as long as your services are satisfactory. If for some reason it becomes necessary to submit your resignation, it is required that a written notice be given to your supervisor at least 2 weeks in advance of your last day of work unless extremely unusual circumstances such as serious illness necessitates your immediate separation. Acceptance of your resignation does not mean that you are entitled to or will receive a Statement of Availability without which you cannot be employed by an essential industry for 60 days after your separation from the job. The War Manpower Commission Regulations forbid the granting of a Statement of Availability if the employee's separation is not considered to be in accord with the best interests of the war effort.

Leave

Subject to the rules described below you may take time off from your job. It is important to remember that you must get permission from your supervisor before you take any time off.

Congress has provided two types of time off or leave with pay. Annual leave, generally used for vacations and necessary personal business; and sick leave, used

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War Dept. Staff Gets OK on Night Work Pay

WASHINGTON—Personnel heads of all branches of the War Department have been notified of the Comptroller General's decision making it mandatory to compute night overtime at the night rate. War Department adds that the decision is retroactive back to 1934, when the overtime was paid.

As yet, however, no effort has been made to notify the rank and file employees of the War Department of the decision and that they might have money coming to them if they ever worked on a night shift. The GAO decision said it was up to the employee to file a claim for the money and not the responsibility of the department to pay back any money except on a claim.

State Association Blasts Board; Condemns Mental Hygiene Conditions

MAY ASK GOVERNOR TO ACT

ALBANY—Declaring that conditions in mental institutions of the State, affecting both personnel and patients, has become not only "critical" but "intolerable," representatives of the employees last week demanded a show-down on salary adjustments from the Dewey Administration.

At a meeting of the Salary Standardization Board, John T. De Graff, counsel, and Jesse McFarland, of Social Welfare Department, both representing the Association of State Civil Service Employees, put it up squarely to the Board to make quick and fair

determination of the thousands of salary appeals still pending.

It was by all odds the strongest and most forceful presentation in behalf of the institution employees ever thrown into the lap of the Board and the Dewey Administration. In effect, the Association representatives told the Board that if no action is taken

very soon, the Association will go to Governor Dewey himself and will make the situation an issue at this time.

Arguments advanced by Mr. De Graff and Mr. McFarland were based upon a foundation letter sent by President Shoro to Budget Director John E. Burton and Dr. Newton J. T. Bigelow, chairman of the Salary Standardization Board. Pulling no punches, the five-point declaration of independence for institution employees, said the Association was through with excuses and delays, and now wants action and they

(Continued on Page 8)

NEW YORK STATE EMPLOYEE NEWS BEGINS ON PAGE 7

IT'S GOING TO BE COLD NEXT WINTER!

AN I.J.FOX FUR COAT WILL KEEP YOU WARM

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FOR FEDERAL EMPLOYEES

All the Answers to Your Retirement Queries

Few problems have so concerned—and irked—Federal employees as the working of the U. S. Retirement System. In line with its policy of keeping readers fully informed of Government rules and regulations, *The LEADER* begins this week a thorough survey of the retirement system. Prepared by the Federal Civil Service Commission, this data is presented in question-and-answer form. It will appear in *The LEADER* for a period of weeks, and will take in the following subjects: coverage; employee contributions; retirement eligibility; refunds and re-deposits; annuity computations; and miscellaneous information.

Before beginning with the first section—Who Is Covered—the following general information will help you.

As a Federal employee, you share in the Federal Retirement Plan through the 5 percent deduction made from your salary. Also, you have the privilege of making voluntary contributions to purchase additional annuity. The Federal Government makes its contribution by periodical appropriations.

You must retire at the age of 70 if you have 15 years of Government service to your credit unless, because of special qualifications, your continuance in service or reappointment is authorized by the employing office. Optional retirement is permitted at earlier ages after specified periods of service.

If you serve as much as 5 years and leave the service for any reason, you have the right to receive future annuity payments. Immediate annuity payments are guaranteed if, after serving 5 years, you become incapable of carrying on your work because of illness or injury, regardless of your age at the time.

Refund of retirement deductions, with interest, is provided for in case you leave the service before completing 5 years. If death occurs prior to retirement, your beneficiary or estate receives the amount due.

In presenting the following questions and answers, an effort has been made to give you, in simple terms, those facts and explanations concerning your retirement law which are important and of general interest.

You will find it to your advantage to be familiar with your annuity and refund rights and to see that your family is also informed for its protection.

I. Coverage

- 1. Who is covered by the Civil Service Retirement Act?**
All appointed officers and employees in or under the executive, judicial, and legislative branches of the United States Government who are not subject to another retirement system for such personnel, except heads of executive departments and agencies and employees excluded by Executive order. It also covers all officers and employees of the municipal Government of the District of Columbia not subject to another retirement system for such persons.
- 2. What officers and employees were excluded by Executive order?**
Persons given temporary appointments for 1 year or less, certain employees paid on a when-actually-employed basis without regular tour of duty, contract and fee-basis employees, etc., were excluded by Executive Order 9154 dated May 1, 1942.
- 3. How did this order affect those temporary or intermittent employees appointed prior to May 1, 1942?**
The order preserved their retirement rights. Consequently, an officer or employee who was covered by the retirement law prior to May 1, 1942, continues under the system unless or until he becomes absolutely separated from the Government service or transferred to a position under another Federal retirement system. Upon such separation or transfer his retirement rights will be determined under the same conditions as for other employees.
- 4. Is it possible for an employee excluded by the Executive order of May 1, 1942, to secure a retirement status?**
Generally not. The order preserves the rights of an employee transferred without break in continuity of service from a position wherein he has a retirement status; also an employee otherwise excluded will be subject to the retirement law if he is reinstated by certificate of the Civil Service Commission based on a prior classified civil service status which he held at some time in the past.
- 5. Does the law cover persons given indefinite or duration war-service appointments?**
Yes.
- 6. Does the acquisition of a retirement status place an employee in the regular classified civil service?**
No.
- 7. Is retirement coverage optional with the employees?**
Coverage is automatic upon appointment, except in the case of certain officers and employees in the legislative branch of the Government who have the option of securing a retirement status.
- 8. Is retirement status retained in the case of an employee who goes without break in service from the executive to the legislative branch of the Government?**
No. Such employee must make an affirmative election to come under the Retirement Act, the same as a person originally appointed to a position in the legislative service.
- 9. Are employees of Government-owned corporations covered?**
Yes.
- 10. Do persons in the military or naval service of the United States have a status under this law?**
Not by reason of the military or naval service. However, a Government employee entering the armed service who is carried on the rolls of the employing department or agency on furlough or leave without pay retains his retirement rights by virtue of his continuing status as a civilian employee.

(To Be Continued)

Civil Service Heads Discuss "Reductions"

How reductions in force will be handled in the 2nd U. S. Civil Service Region (New York and New Jersey) will be the chief topic of discussion at a conference of the Federal Personnel Council, which will be held in New York City on September 12, 1944.

Officials of the Commission affirm the fact that immediate layoffs are not in view, but that plans must be formulated to allow for cuts in staff, when necessary, and with the least possible harm to the employees.

Among the subjects which will be covered are these pressing points in the "Reduction in Force" program:

1. To set levels of competition for reductions and to define the areas in which Federal employees

will be included for reductions.
2. To set up machinery to protect those Federal employees with mandatory employment rights.

3. To protect the re-employment rights of Federal employees in agencies which suffer reductions.

After this meeting has been held, *The LEADER* will carry the results of the deliberations.

Labor Day Off? There's a Chance You May Get It

WASHINGTON — There's a chance that Federal employees will get Labor Day off.

It is being urged on the White House by the Council of Personnel Administration. The Council also proposes that Fourth of July and Thanksgiving Day be given in addition to Christmas, which is the only holiday now recognized.

Before the success of the invasion it was very doubtful that Labor Day would be granted, but now it is felt that the President might be more liberal in light of the good war news.

It is generally believed among personnel heads here that the President went too far in cutting out all vacations and the time has come to modify the order. It is believed that this move would improve morale.

How Post-War U.S. Jobs Will Be Terminated

(Continued from Last Week)

- 24. What are the rules for reduction in force where there is no uniform efficiency-rating system?**
Efficiency ratings made under a well-established efficiency-rating plan, under administrative authority, can be used if the plan provides ratings that can be interpreted under the adjective ratings of the uniform system. Where there is no efficiency-rating system, reduction in force is based on length of service.
- 25. How much notice is given to employees in case of reduction in force?**
Thirty days' notice is the minimum. Wherever possible, there shall be 30 days' notice before active duty stops. Where conditions do not permit 30 days' notice before active duty stops, an employee may be placed in a leave status, but he may not be separated from the rolls before the end of the 30 days.
- 26. May an employee appeal from a separation in a reduction in force?**
Yes. A permanent or temporary employee, or an employee who feels that his rights under veteran-preference laws have been violated, may appeal. Such an appeal should be filed with the Civil Service Commission within 10 days of the time the employee receives his notice. Appeals from employees in the field service should be directed to the nearest regional office of the Commission.
- 27. May an employee see the records used in selecting him for separation?**
Yes, he is entitled to see, upon request, the separation-rating list, and his separation notice must inform him of this right and of the place where the list may be inspected.
- 28. How is an employee advised of his right to appeal?**
His separation notice must contain a statement of his right to appeal the proposed action to the Civil Service Commission within 10 days.
- 29. What happens if the Civil Service Commission or one of its regional offices finds that an employee is being separated in violation of his rights?**
The separation is disapproved. The employing department is required to put the employee back on active duty, if he is still on the rolls. If he has been separated, the department must return the employee to his former position wherever possible.
- 30. Are the reduction-in-force regulations for field-service employees different from those for Washington, D. C., employees?**
The only difference is that the central office of the Civil Service Commission handles appeals and other matters for Washington, D. C. employees, while in the field service this is done by the Commission's regional offices.
- 31. Do the reduction-in-force regulations have any effect on retirement laws or regulations?**
No. Employees eligible for optional retirement may apply for such retirement even if separated in a reduction in force. (Administrative officers may recommend involuntary retirement for any eligible employee who is unable to do satisfactory work, without regard to reduction-in-force procedures.)
- 32. Do the reduction-in-force regulations have any effect on the laws or regulations governing dismissal for cause?**
No. Discipline is an administrative matter and has no connection with reductions in force.

\$10 to \$250 Awarded To Employees With Ideas

An employee of the Army Air Forces in New York City didn't like the arrangement of mirrors and shelves in the ladies' washroom. Her idea to improve the setup won \$10 for Mrs. Cecelia Weinstein. Ben L. Coyne had an idea to improve the reproduction of forms; his suggestion won \$250. A new method to be used in terminating contracts brought \$100 to Frederick O. Cummings.

These are typical of the ideas which bring cash to civilian employees of the War Department. At offices which have adopted this employee incentive plan, there are suggestion boxes on every floor, where the ideas may be deposited, and are then examined by a committee. The more money the suggestion saves the government, the larger the reward.

To help weed out poor suggestions, the Department recommends that employees ask themselves these questions when they think they have hit upon a bright idea:

1. Is the idea fundamentally a sound one?

2. Is it practical in the sense that it can be immediately adopted and put into use?

3. Are there reasons why it should be put into use?

4. How much saving, if any, in either cash or hours worked, would accrue to the War Department during the first year after the suggestion is adopted?

Some New York departments, notably the Civil Service Commission, have set up similar plans, where the reward is extra paid vacation time. Others have tried to install the plan, but it seems to have died in a tangle of red tape.

Many Types Of Jobs with U. S. Quartermaster

From clerk-typist through elevator operator to cutters' helpers — jobs are open in these and many other categories at the New York City Quartermaster Repair Sub-Depot, 125 West End Avenue, Manhattan.

Hours of duty are from 7:30 a.m. to 4:00 p.m., 7:45 a.m. to 4:15 p.m., 8:00 a.m. to 4:30 p.m., and 4:30 p.m. to 1:00 a.m., depending upon the work assigned. A 10% differential will be paid for employment during the hours from 4:30 p.m. to 1:00 a.m. The titles of the jobs to be filled and the salaries paid are indicated below. However, the additional 10% differential is not shown.

	Per Week
Distributor	\$32.28
Cutters' Helper	34.84
Sizer, Marker, Exam'r & Folder	34.84
Pre-Examiners	35.88
Jr. Power Machine Operators	34.84
Power Machine Operator	37.96
Power Machine Operator Trainee	33.28
Sorter	34.84
Handsewer	36.40
Typewriter Mechanic Helper	40.04
Laborer	38.42
Final Examiner	40.04
	Semi-Monthly
Janitor	\$67.50
Janitress	67.50
Elevator Operator	62.50
Clerk Typist	72.00

Application should be made at the Civil Service Commission, 641 Whashington Street, Room 544, New York, N. Y. If these jobs are filled by the time you apply, they may have other openings.

The Commission further pointed out that persons now working in essential war work and industry need not apply.

U.S. Phone Gals To Get More Promotions

WASHINGTON — A suggestion for creating additional promotional opportunities for experienced telephone operators was sent to the heads of Federal agencies last week by the U. S. Civil Service Commission.

The Commission has pointed out that it may be found desirable, in agencies having complex and frequently changing organizational units with a great variety of functions, to establish a limited number of information clerk positions which would warrant allocation in grade CAF-3. The entrance salary for grade CAF-3 is \$1620 a year, which is increased by present overtime pay to \$1970 a year. Most telephone switchboard operator positions are in grade CAF-2, and the present promotional opportunities to supervisory positions are somewhat limited.

Except for occasional assignment to switchboard operation during relief or emergency periods, employees in these positions would not perform the usual duties of a switchboard operator. Their primary function would be the furnishing of miscellaneous telephone information helpful to callers.

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OUT FOR LUNCH at CHOCK FULL O' NUTS BACK IN 15 MINUTES!

Chock Full o' Nuts

Whitewings Will Work 5 Hours On Labor Day

Labor Day means 5 hours' work to most employees of the NYC Department of Sanitation.

The men who drive the trucks and sweep the streets will have their schedules arranged so that they will be off after five hours. However, some will have to work their regular tour of eight hours, and they will be given time off in the future to make up the difference.

But the Emergency Sanitation men, who were recently hired on a temporary basis to make up the manpower shortage, will have to put in a full eight hours.

Latest Report On Subway Promotion Tests

Here is the latest report on the present standing of recent tests given by the New York City Civil Service Commission for employees of the City transit lines:

- Assistant Foreman (Car Cleaning)—Written test being rated.
- Assistant Foreman (Structures)—Written test being rated.
- Assistant Maintenance Engineer (Power)—Written test being rated.
- Assistant Supervisor (Buses and Shops)—Written test being rated.
- Assistant Supervisor (Signals)—Written test being rated.
- Claim Examiner (Torts), Grade 2—Written test will be held October 4.
- Clerk, Grades 3, 4—Written test (Part II) being rated.
- Foreman (Cars and Shops)—Written failures notified.
- Foreman (Signals)—Written failures notified.
- Foreman (Stores, Materials and Supplies)—Written test being rated.
- Foreman (Structures)—Written test being rated.
- Foreman (Structures—Groups A, B, C, D, E, F)—Written test being rated.
- Motorman—Qualifying practical test will be held in the Fall, 1944.
- Power Distribution Maintainer—Written test being rated.
- Supervisor (Buses and Shops)—Written test has been rated.
- Surface Line Dispatcher—List will be promulgated shortly.
- Trainmaster—Written test being rated.
- Yardmaster—Written test being rated.

Lady Bowlers Get Ready for Full Season

September 5 has been set as the opening date of the Ladies Municipal Bowling League, of the NYC Departments, which will continue for 30 Monday nights until May 30. Each session will commence at 5:45, and at the end of the season, there will be the usual award of team and individual prizes.

The following sixteen teams have already entered the league, and others are invited. There is also room for individuals to join up with some of the teams. Those interested are invited to get in touch with Kay Mahoney, president, at Room 1818, Municipal Building.

- 1—Mayor's Office.
- 2—Civil Service Commission "A".
- 3—Department of Purchase "A".
- 4—Department of Purchase "B".
- 5—Comptroller's Office "B".
- 6—Department of Public Works "A".
- 7—Comptroller's Office "A".
- 8—Department of Finance.
- 9—Board of Estimate.
- 10—Department of Public Works "B".
- 11—Board of Education "B".
- 12—Dept. of Housing & Bldgs.
- 13—Dept. of Water Supply, Gas & Elec.
- 14—Board of Education "A".
- 15—Board of Transportation.
- 16—Law Department.

HENRY FEINSTEIN OBTAINS PROMOTION AS GARAGE BOSS
The provisional promotion of Henry Feinstein, Auto engineman for the Borough President of Manhattan, to Garage Foreman was approved by the City Civil Service Commission last week.

Clerks Promotion Chances Analyzed; Failures Must Wait Another 4 Years

By JEROME YALE

The suspense is over for some of the New York City employees who took the promotion examinations to Clerk, Grade 3 and 4 last November. Last week, the Civil Service Commission released the list of successful candidates face a long wait.

Those Who Failed

Persons who failed the examinations must wait four years for another opportunity to advance, unless the list for their particular department happens to become exhausted before that length of time. In practice, however, most eligible lists are still in existence at the end of the four-year period, when they must end, according to civil service law.

The Lists

Lists for the following departments have been released:

Clerk, Grade 3—Board of Assessors; President, Boroughs of Bronx, Manhattan, Richmond and Queens; New York City Budget Bureau; Council and City Clerk's Office; Department of Correction; City Court; City Magistrates' Courts; Department of Marine and Aviation; Department of Housing and Buildings; Department of Investigation; Department of Licenses; Municipal Civil Service Commission; New York City Housing Authority; Parole Commission; Department of Public Works; Register's Office; Department of Sanitation; Board of Standards and Appeals; Sheriff's Office; Teachers' Retirement System; Triborough Bridge Authority; Department of Water Supply, Gas and Electricity.

Clerk, Grade 4—Board of Assessors; President, Boroughs of Bronx, Manhattan, Richmond, Queens, and Brooklyn; Budget Bureau; City Planning Commission; Council and City Clerk's Office; Department of Correction; City Court; City Magistrates' Courts; Department of Marine and Aviation; Department of

3-4 Promotions Were Good From Old Lists

If history repeats itself, then practically all those who find their names on the present promotion lists to clerk, grade 3 and 4 should eventually receive promotions before the list expires.

The last promotion test to Clerk grade 3 was given on a city-wide basis on November 25, 1939. The list was promulgated on January 2, 1941 (and will expire on Jan. 3, 1945, unless used up sooner).

However, a recent check by the City Civil Service Commission shows that practically all of the 629 candidates on the list were reached for promotion.

Only the following number of eligibles are still left: Board of Estimate, 3; Board of Transportation, 43; Purchase, 9; Finance, 4; Health, 2; Markets, 1; Fire Department, 1; Law, 1; Municipal Court, 3; Boro President Brooklyn, 1; Court of Special Sessions, 1; Tax, 8; NYC Tunnel Authority, 1; Board of Water Supply, 1.

Housing and Buildings; Department of Licenses; Municipal Civil Service Commission; New York City Housing Authority; Parole Commission; Department of Public Works; Register's Office; Department of Sanitation; Board of Standards and Appeals; Sheriff's Office; Teachers' Retirement System; Triborough Bridge Authority; Board of Water Supply, Board of Estimate; City Record; Domestic Relations Court; Special Sessions Court; Department of Markets; New York City Tunnel Authority; Tax Department.

However, the larger departments will still have to wait a while before their promotion lists to clerk, grades 3 and 4 are released. Among these are Health, Hospitals, Welfare, Board of Edu-

(Continued on Page 12)

Disabled Vets In Subways Find Salaries Frozen

A practice of the NYC Board of Transportation which appears to penalize disabled veterans was disclosed last week when the Transport Workers Union protested to the Board against the freezing of rates paid to disabled veterans on light duty.

According to the union, when a veteran returns to his job, but his disability prevents him from taking up his former duties, he is assigned to light duties. He receives the same rate of pay as if he had stayed on the job, but is unable to receive any increments so long as he continues on light duty.

In the opinion of the TWU, the returned veteran should receive on his return, not only the regular rate of pay, but in addition, increments up to the top rate of his original title, even though he must remain on light duty because of his disability.

Asphalt Laborers Finally Obtain Proper Title

Back in June, 1944 the NYC Civil Service Commission abolished the titles of "Asphalt Laborer and Asphalt Worker" from the labor class, and provided that the asphalt workers be made competitive employees.

But through some oversight, no such provision was made for the asphalt laborers. So, last week, the Commission decided to give all asphalt laborers the title of asphalt workers. Now they are no longer technically non-existent.

Borough Office Foresees No Post-War Layoffs

Employees in the Manhattan Borough President's office won't have to worry about post-war layoffs, according to plans formulated by Manhattan Borough President Edgar J. Nathan, Jr. In his annual report to Mayor LaGuardia, the borough president outlined plans for projects estimated at \$63,000,000 which will begin as soon as priorities are lifted on construction materials.

"Because of the war," says Mr. Nathan, "practically all construction was suspended". But efforts of the borough engineering staff were devoted to organizing plans for post-war works. New highways, an improved sewerage system, the widening of streets and roadways, new bridges approaches, trucking routes and ramps are all on the future schedule to provide work and help absorb any post-war slump.

\$5,500 Post In NYC Health Dept. Is Thrown Open

The NYC Budget Bureau has just given the Health Department permission to fill the position of Personnel Officer. This job is a recent addition to the lists of City job-titles and was created by the Civil Service Commission on April 5, 1944.

The Civil Service Commission is now working out details of the examination which will fill the post. Meanwhile some of the Health employees aren't happy about the whole thing.

1. They think that a promotional examination should have been held.

2. They say the duties are about the same as those of the Secretary of the Department (Matthew Byrne) and that they can't see why another job should have been made.

The job is described by the Commission as follows:

Duties: To perform specialized work in connection with the handling of personnel matters and the keeping of personnel records in a city department or in a large unit of the city government; make investigations and reports on the time, service and records of employees; maintain departmental personnel records; prepare letters on reports of all personnel changes; perform such investigation work in connection with personnel practice and procedures; assist in the preparation of the budget; develop sound programs of employee relations.

Subway Board Sets Record For Delay in Case of 4-F

The Trial Board of the NYC Board of Transportation, headed by Deputy Commissioner (former Magistrate) Edward C. Maguire, is setting a new all-time record for delays.

Way back on May 3, 1944, Samuel March, a special patrolman for the subways, was called in for a departmental hearing. The only charge against him was that he had been classified as 4-F by the Army Induction Center, as a psycho-neurotic. (Since then, the armed forces have dropped that designation, and no longer use it in rejecting men.)

After medical examinations in which conflicting testimony was given by experts, March had been ordered dropped from his post as special patrolman. At the time of the May 3, 1944 hearing, it was indicated that the decision would come through within a few weeks.

March faced the following three possibilities:

1. Loss of job.
2. Demotion to a lesser position.
3. Restoration to his post as

special patrolman.

Wants to Clear Name

However, March is now engaged in war work. All he wants is to clear his name of the stigma of being dropped because the Board considered him unstable.

Since then, each week the report has been the same: "Commissioner Maguire is preparing a report."

Last week, Sidney A. Fine, attorney for March, finally wrote to the Board asking why the delay, but at press-time, he was still waiting for a reply.

Officials of the Board admit that the delay is "unusual." One unofficial explanation is that whatever the Board does will set a precedent for other New York City employees in similar situations, and the Commissioners are not anxious to get on the record with any decision.

What Will Happen When NYC Veterans Return?

New York City employees had cause to wonder last week what will happen when the service men and women return to their jobs with the City. This pressing problem came to the fore when it became known that Mayor LaGuardia had addressed a letter to the Board of Estimate calling the Board's attention to this situation.

The mayoral letter dealt specifically with the large number of old-timers in the City service who have remained on the job beyond the statutory retirement age of 70.

But this line in the communication: "We will have to do a great deal more to absorb the returning City employee," had the municipal workers wondering what was in store for them. As usual, City Hall was mum on what LaGuardia has in mind.

Here is the letter which appeared on the official calendar of the Board of Estimate:

"Dear Sirs:
I would like respectfully to recommend that hereafter all exten-

sions of time for city employees, having reached retirement age of seventy years, be limited to a period 'not exceeding one year' instead of 'one year.' The purpose of this is that we may make plans for permanent city employees who are demobilized.

This will permit sufficient latitude, under the control of the head of the department, to replace employees who are entitled to pension, with permanent em-

Want a Clerical Job With the NYC Sanitation Dept?

A few weeks ago, the LEADER told how the NYC Department of Sanitation was given permission to hire nine clerks, to fill almost twice that many vacancies.

But after the eligible list had been canvassed, only three clerks could be found who were willing to accept the positions at \$1,200 a year.

As a result, anybody who would want to take a provisional job at that salary will be greeted with open arms at the Sanitation Personnel office, 125 Worth Street, New York City, Seventh Floor.

Fire 'Gag' Rule Case Postponed

The case of the NYC firemen vs. the "gag" rule in their department which prohibits them from making any public statement about Fire Department matters, under threat of disciplinary action, was delayed last week.

The case was originally slated to come up in the Supreme Court on August 24, but the City lawyers asked for another twenty-day delay, and now it's over until September 13.

David Savage is the attorney for the firemen in this action.

employees who are now in military service.

I need not point out that if the war should end soon as we all hope it will, there will be quite a large number of city employees discharged. As you all know a great many of our city employees have been in the service well over two years. These of course, in all likelihood will be the first demobilized as also the men who have permanent positions to go back to. Hence the necessity of this protection.

The "Gimmick"

We will have to do a great deal more to absorb the returning city employees should they come before the end of the present fiscal year.

Very truly yours,
F. H. LA GUARDIA,
Mayor.

Names of Successful Candidates in NYC Clerical Examinations

Promotion to Clerk, Grade 3, Department of Correction

- 1 Samuel M. Badian
- 2 Harold Bergman
- 3 Solomon Palkin
- 4 George Rothziner
- 5 E. A. Stevenson
- 6 W. A. Lanigan
- 7 F. J. Collins
- 8 Sam Goldstein

Promotion to Clerk, Grade 3, Office of the Chief Medical Examiner

- 1 Agnes F. Storey
- 2 Leo Schneider
- 3 Vin. E. Mahood

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PEARL RIVER MILK FARM
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N. J. Box 153.

Promotion to Clerk, Grade 3, Department of License

- 1 Helen E. Wells
- 2 Victor Capodacqua
- 3 L. M. Baumann
- 4 L. M. Baumann
- 5 J. M. Cicato, Jr.
- 6 Milton Schwartz

Promotion to Clerk, Grade 3, Borough President of Richmond

- 1 F. W. Normoyle
- 2 J. M. Cicato, Jr.
- 3 J. M. Cicato, Jr.

Promotion to Clerk, Grade 3, Teachers' Retirement System

- 1 L. A. Lieberman
- 2 M. R. Sheehan
- 3 John F. Coughlin
- 4 John J. Ryan

Promotion to Clerk, Grade 3, Board of Standards and Appeals

- 1 Rich. Windmuller
- 2 D. S. Bouclis

Promotion to Clerk, Grade 3, City Clerk and Council's Office

- 1 Claire E. Lydon
- 2 M. N. Sheridan
- 3 Florence Hanft

Promotion to Clerk, Grade 3, Department of Investigations

- 1 John F. Juhász
- 2 Leon Brown

Promotion to Clerk, Grade 3, Bureau of the Budget

- 1 John D. Williams
- 2 Harriett D. Hill
- 3 Harold J. Cronin
- 4 Gert. C. Graham

Promotion to Clerk, Grade 3, New York City Housing Authority

- 1 N. J. Doherty
- 2 Mary Lavery
- 3 Theresia Lipton
- 4 Naomi Rosenberg
- 5 G. J. Rakita
- 6 Morton L. Coren
- 7 Jacob Cokner
- 8 Helen Rosenberg
- 9 M. F. Finkelstein
- 10 M. Ruggirello
- 11 Dorothy Tocker
- 12 Mary Laukaitis
- 13 Saddle Strauss
- 14 Chas. J. Dowling
- 15 Marion Inerfield
- 16 Mac C. Latten
- 17 Benjamin Bauman
- 18 A. M. Cancellare
- 19 Clara Lato

Promotion to Clerk, Grade 3, Borough President of Queens

- 1 M. H. McCoramok
- 2 P. W. Peterson
- 3 Mary M. Donlon
- 4 Eloise Watters
- 5 P. J. McConnell
- 6 Eliz. V. McEntyre
- 7 Helen A. Wingate
- 8 G. R. O'Donnell
- 9 T. W. Fitzpatrick
- 10 H. E. McCafferty
- 11 W. L. Theisen
- 12 K. D. Ratzmann

Promotion to Clerk, Grade 3, Department of Sanitation

- 1 Joseph G. Fox
- 2 Lucy E. Ambrose
- 3 Muriel B. Miner
- 4 Jas. G. Bancroft
- 5 D. D. Lippman
- 6 Mary E. Hammond
- 7 Wm. J. Madigan
- 8 Roger J. Battle
- 9 Sigmond Korol
- 10 Julius Holtsman
- 11 Vin. J. Accanti
- 12 Sonia Azaroff
- 13 Sidney Cohen
- 14 Max Ribman
- 15 Jas. E. Liston
- 16 Louis A. Yalla
- 17 E. B. McGowan
- 18 Mary V. Flanagan
- 19 Dorothy A. Moran
- 20 Herbert Heilwell
- 21 Joseph H. Brady
- 22 Arthur DeCamp
- 23 Charles A. Herb
- 24 John J. Bulman
- 25 Louis Santoriello
- 26 Julius Bernstein
- 27 John J. McGuigan
- 28 John Crosson

Promotion to Clerk, Grade 3, Borough President of Manhattan

- 1 Jos. R. Krajci
- 2 H. G. Popper
- 3 E. E. Brinkmeyer
- 4 Max Horowitz
- 5 Miriam D. Smith
- 6 Anna Windmuller
- 7 M. T. Mulligan
- 8 John L. Vesco
- 9 Max Tannenholz
- 10 Katherine Faeth
- 11 William K. Ferber
- 12 V. S. Rutherford
- 13 Rubin Rizinsky
- 14 Fredk. Barnewold

Promotion to Clerk, Grade 3, Department of Housing and Buildings

- 1 Mario Vicinanza
- 2 H. Greenberger
- 3 Christ. G. James
- 4 A. X. Carruthers
- 5 Lucy Williamson
- 6 Harry Eder
- 7 Beatrice G. Curry
- 8 M. Rosenstein
- 9 John F. Heaney
- 10 Daniel P. Magrino
- 11 Ellis R. Holland
- 12 Annette K. Wynne
- 13 John O. Hummel
- 14 Mollie Shapiro
- 15 Sidney Marcus
- 16 Salvatore Massaro
- 17 Robt. G. Dorn
- 18 Rose Gale
- 19 Sylvia Gorenstein
- 20 Anna C. Fallon
- 21 Estelle Goldberg
- 22 Mollie Cohen
- 23 Morris Cantor
- 24 E. A. Stahlberg
- 25 H. H. Mulholland
- 26 Regina B. Cane
- 27 Lily Maltz
- 28 Emory M. Moore
- 29 Ruth R. Barnett

Promotion to Clerk, Grade 4, Fire Department

- 1 John C. Devney
- 2 Harold F. Kelly

Promotion to Clerk, Grade 4, Department of Purchase

- 1 C. M. Meyer
- 2 Samuel Adler
- 3 Elsie B. Jacobson
- 4 F. L. Johnson
- 5 Wm. G. Rimmer
- 6 Edna R. Brennan
- 7 Timothy Cronin
- 8 Anna R. Lewis
- 9 Samuel E. Blount
- 10 Joseph V. Gallo
- 11 Isidore Siegel
- 12 Helen N. Schaefer
- 13 Maurice Abrams
- 14 Solly Minsky
- 15 Claire P. Shea
- 16 R. A. Giarrusso
- 17 Benjamin Rosner

Promotion to Clerk, Grade 4, Police Department

- 1 Abraham P. Chnes
- 2 Milton Cohen
- 3 Helen B. Browne
- 4 Geo. Rabinowitz
- 5 Fredk. Q. Wendt
- 6 Benj. Lambert
- 7 Morris Kress
- 8 Philip A. Mablke
- 9 Thos. J. O'Brien
- 10 Joseph F. Dooley
- 11 John F. Georgan
- 12 Wm. J. Patterson

Promotion to Clerk, Grade 3, Department of Marine and Aviation

- 1 John L. Kelly
- 2 Evelyn F. Torney
- 3 F. J. Grossfield
- 4 Nicholas Clute
- 5 Francis B. Driscoll

Promotion to Clerk, Grade 3, Municipal Civil Service Commission

- 1 Leigh E. Hobbs
- 2 Margt. McNamara
- 3 Margt. M. Reilly
- 4 Cecilia M. Craven
- 5 M. L. Petrucci
- 6 E. E. Nathanson
- 7 H. Kirschbaum
- 8 Ann J. Moran
- 9 Marion E. Shea
- 10 J. S. Mulkerin

Promotion to Clerk, Grade 3, Sheriff's Office

- 1 F. T. Pfaffmann
- 2 Sara Simon

Promotion to Clerk, Grade 3, Bureau of Water Supply, Gas and Electric

- 1 A. E. Palmieri
- 2 George Casella
- 3 Mary D. Burns
- 4 Marion L. Bohan
- 5 Thomas A. Tully
- 6 Anna Vincent
- 7 Jack Abramowitz
- 8 M. K. Frasch
- 9 Anna F. Kidd
- 10 Lillian M. Katz
- 11 Louis Weissman
- 12 E. M. Palmquist
- 13 Pearl Krauss
- 14 G. J. Fletcher
- 15 Robert A. Scalera
- 16 Bertha Moses
- 17 Harry May
- 18 H. F. Della Jacone
- 19 Rubin Falk
- 20 M. J. Cosentino
- 21 M. J. Kennedy
- 22 I. N. Applebaum
- 23 M. J. Moore
- 24 R. M. Caselino
- 25 Alexander Press
- 26 Harry Cohen

Promotion to Clerk, Grade 3, Department of Public Works

- 1 Helen F. Condon
- 2 Harry Shores
- 3 Alex. J. Myers
- 4 Walter H. Hawkins
- 5 Bertha Gieseler
- 6 Wm. F. Reilly
- 7 Morris Weissbrod
- 8 Wm. P. Clarkson
- 9 Eliz. B. Mooney
- 10 H. I. Levinson
- 11 Joseph Arenella
- 12 M. D. Schneider
- 13 Fredrick W. Scott
- 14 B. D. Antoville
- 15 Mildred Maher
- 16 Samuel Cowman
- 17 Benjamin Rubin
- 18 Dorothy Salzman
- 19 Rita Gainsburgh
- 20 Florence E. Reid
- 21 Margaret G. Gray
- 22 Molly Koval
- 23 Mary P. Kennedy
- 24 Geo. Goldstein

Promotion to Clerk, Grade 4, Department of Parks

- 1 Howard Murnane
- 2 Mary Weirand
- 3 G. M. Cunningham
- 4 Irene J. Stanton
- 5 Alexander Wirin
- 6 M. E. Shaugnessy
- 7 Grace M. Gleason
- 8 Eddie L. Lerman
- 9 John A. Collins
- 10 Madeline McKnight
- 11 Alice L. Higgins
- 12 Mary Walsh
- 13 Mary C. Coffey
- 14 Clara E. Furst
- 15 Eleanor Clinch
- 16 Arthur J. O'Brien

Municipal Broadcasting System

- 1 John DeProsco
- 2 Celia Burk

Promotion to Clerk, Grade 4, Borough President of Manhattan

- 1 Cath. E. Tierney
- 2 I. V. Tarouogno
- 3 E. L. Fromkes
- 4 Anne M. Kelly
- 5 M. M. Edwards
- 6 Samuel Zamalin
- 7 M. G. Johnston
- 8 Joseph Spirer
- 9 Joseph J. Simpson
- 10 F. T. Hageman
- 11 Thos. P. Golden
- 12 George Katz
- 13 Monroe Spiegel
- 14 Adelaide J. Reis
- 15 Mildred Molloy
- 16 Thos. J. Watson

Promotion to Clerk, Grade 4, Board of Estimate—Bureau of Real Estate

- 1 Jerome L. Haney
- 2 Ida H. Klugel
- 3 Nora C. Sullivan

NYC Employees' Retirement System

- 1 Morris Axelrod
- 2 Isabel H. Graves
- 3 Ida Mann
- 4 M. G. Walls
- 5 Cecilia M. Kelly
- 6 Rose Sigmon
- 7 Ella M. Reich
- 8 Lillian Asbury
- 9 A. E. Singer
- 10 Nathan Kaufman
- 11 Margt. McKendry

Promotion to Clerk, Grade 4, Board of Estimate—NYC Employees' Retirement System

- 1 Dom. R. Gherardi
- 2 Morris Friedrich
- 3 Alex. J. Weiss
- 4 Jane E. Faist
- 5 Wm. Bienstock
- 6 L. F. Montreuil
- 7 Morris Mohr
- 8 Cath. T. Coffey
- 9 Estelle Julian
- 10 Daniel J. Sullivan
- 11 David B. Miller
- 12 Edw. T. Gittins
- 13 Nathan Geiger
- 14 Barnet Seligson
- 15 Morris Cohen

Office of the Chief Engineer

- 1 Dom. R. Gherardi
- 2 Morris Friedrich

Office of Secretary

- 1 Morris Friedrich
- 2 Bernard Ghee

Promotion to Clerk, Grade 4, Register's Office

- 1 Alex. J. Weiss
- 2 Jane E. Faist
- 3 Wm. Bienstock
- 4 L. F. Montreuil
- 5 Morris Mohr
- 6 Cath. T. Coffey
- 7 Estelle Julian
- 8 Daniel J. Sullivan
- 9 David B. Miller
- 10 Edw. T. Gittins
- 11 Nathan Geiger
- 12 Barnet Seligson
- 13 Morris Cohen

Promotion to Clerk, Grade 4, Borough President of Richmond

- 1 Eliz. F. Clarke
- 2 J. E. Donovan, Jr.

Promotion to Clerk, Grade 4, Borough President of Bronx

- 1 A. M. Blessing
- 2 Thomas J. Cotter
- 3 Anna M. McGarity
- 4 Charles M. DiLeo
- 5 Harris Perla
- 6 S. Wisebliler
- 7 Dugald A. Wade
- 8 L. D. Lazzarino
- 9 C. M. Schwalbe
- 10 Jas. A. Gribbin
- 11 J. E. Cunningham
- 12 Chas. F. Melloy
- 13 Mich. J. Higgins
- 14 Joseph P. Calhoun
- 15 Patricia Shell
- 16 John A. Obringer

Promotion to Clerk, Grade 4, Department of Correction

- 1 Harris Perla
- 2 S. Wisebliler
- 3 Dugald A. Wade
- 4 L. D. Lazzarino
- 5 John E. Adams
- 6 Abraham Marcollo
- 7 Hugh L. Tunney
- 8 John J. Gleason
- 9 John E. Adams
- 10 John J. Gleason
- 11 Herman B. Racer

Promotion to Clerk, Grade 4, Board of Water Supply—Headquarters Department Engineering Bureau

- 1 Jane A. Adams
- 2 Philip P. Arth
- 3 M. T. Geraghty
- 4 Eileen R. Ahern
- 5 John H. Coyle
- 6 Mich. J. Higgins
- 7 Herman B. Racer
- 8 Bernard F. Brady
- 9 Harold Newman
- 10 Northern Department, Eng. Bureau

Eastern Department, Eng. Bureau

- 1 M. L. Terrett

Promotion to Clerk, Grade 4, Teachers' Retirement

- 1 Emily L. Frank
- 2 Anna L. Rogers
- 3 Henry F. Koale
- 4 Jos. Bagatouri
- 5 Milton Joachim
- 6 S. S. Sharfstein
- 7 Max Epstein

Promotion to Clerk, Grade 4, Domestic Relations Court

- 1 Max London
- 2 Chas. Papazus
- 3 Gertrude S. Fried
- 4 Louis Rosenson
- 5 K. M. McNichols
- 6 D. Mc G. Leonard
- 7 Jerome F. Raab
- 8 Henry Godelman
- 9 Hyman Bednoff

Promotion to Clerk, Grade 4, Court of Special Sessions

- 1 Milton Hartman
- 2 William Scherr
- 3 George Hodas
- 4 Jos. L. Calamari
- 5 Raymond L. Colby

Promotion to Clerk, Grade 4, Board of Assessors

- 1 Margaret Barnes
- 2 Mary E. Flynn
- 3 Helen L. DeVries
- 4 Lenora Bachman
- 5 Syl. E. Greene
- 6 Amanda E. Reed
- 7 Margt. P. Saward

Promotion to Clerk, Grade 4, Borough President of Brooklyn

- 1 Pearl Wolf
- 2 Martha Maloe
- 3 Helen Saperstein
- 4 John J. Kelly
- 5 John O. McBride
- 6 Richard J. Green
- 7 Moses Chernoff

Promotion to Clerk, Grade 4, Borough President of Queens

- 1 Ray. J. Connolly
- 2 Mabel V. Crawford
- 3 Ben Levinson
- 4 Philip Perl
- 5 Eileen Costello
- 6 I. M. Christelman
- 7 J. J. Bielemeier

Promotion to Clerk, Grade 4, Council and City Clerk's Office

- 1 T. M. Lambert
- 2 Rose Nager
- 3 Rose V. Dowling
- 4 Marie G. Pipitone
- 5 A. H. Goldstein
- 6 G. U. McNamara
- 7 Leo Pearlstein
- 8 Rae Pearlstein
- 9 Frank Diamond
- 10 Nathan Podber
- 11 Leo Haffner

Promotion to Clerk, Grade 4, City Record

- 1 Gertrude H. Froyd
- 1 Hugh P. Fox
- 1 Benjamin Frank
- 1 Lillian V. Curley
- 1 Edw. C. Rafferty
- 1 Sylvia Barasch
- 1 Esther Harellick
- 1 M. R. FFarricker
- 2 Sara Simon
- 3 Francis B. Driscoll
- 4 Nicholas Clute
- 5 Leo Haffner
- 6 Milton Houben
- 7 David Pikelstein
- 8 Christine Voigt

Promotion to Clerk, Grade 4, Triborough Bridge Authority

- 1 Cecilia E. Rodgers
- 2 Margt. L. Hodges
- 3 Christine Voigt
- 4 Pearl Polansky

Promotion to Clerk, Grade 4, Municipal Civil Service Commission

- 1 David S. Lachs
- 2 Joseph Zweig
- 3 John J. Burns
- 4 Jos. W. Dalton
- 5 Frank W. Rose
- 6 I. G. Oppenheim
- 3 Thomas J. Frey
- 4 Pearl Polansky
- 5 Herman B. Miller
- 6 Max Katzman
- 7 John A. Maley
- 8 William J. Burke

Promotion to Clerk, Grade 4, Department of Water Supply, Gas and Electric, New York City Division

- 1 Moses Rubinstein
- 2 M. L. Schwartz
- 3 Edward F. Pitcher
- 4 Ethel A. Padowitz
- 5 Phillip Miller
- 6 P. J. Scheikowitz
- 7 Charles Driscoll
- 8 Abraham Shapiro
- 9 H. V. Frankfort
- 10 Lester Brimberg
- 11 Gertrude E. Klein
- 12 Robt. H. Martin
- 13 Bella Beem
- 14 Ildor Ginsburg
- 15 Cath. F. McDowell
- 16 Pia deCapomaria
- 17 Oscar H. Zinn
- 18 Leonora Malbin
- 19 Sidny Siegel
- 20 Samuel H. Glantz
- 21 Wm. J. Shannon
- 22 Abe Cowen
- 23 Kathryn Delahanty
- 24 Jack DeFabritus
- 25 Vincent J. DeMayo
- 26 M. A. Eberie

Promotion to Clerk, Grade 4, Law Department

- 1 Anne E. Coogan
- 2 Louis Adler
- 3 H. Porchevnick
- 4 Arthur Fox
- 5 Hyman Feinstein
- 6 Lawrence S. Bleich
- 7 Fannie Janover
- 8 Walter J. Rothfuss
- 9 H. Stockfeder
- 10 L. J. Virigano
- 11 Elaine S. Irwin
- 12 John F. Hartman
- 13 Anne M. Crowley
- 14 Margt. D. Gleason
- 15 Goffredo T. Mansi
- 16 S. S. Silverberg
- 17 F. W. Hauppman
- 18 Natalie S. Nadler
- 19 Paul Levine
- 20 Tessie S. Finger
- 21 Helen Bauer
- 22 Marian Donohoe

Promotion to Clerk, Grade 4, Department of Housing and Buildings

- 1 Wm. C. Thyrolf
- 2 Edw. H. Ammitto
- 3 Jas. R. Hackett
- 4 Vin. H. Cavanagh

Promotion to Clerk, Grade 4, Department of Sanitation

- 1 Harry Bay
- 2 Joseph A. Marcus
- 3 Morris Gray
- 4 Nathan Kleinman
- 5 N. B. Dorchyathan
- 6 David J. Factor
- 7 Daniel O'Shea
- 8 Jacob Michlin
- 9 William J. McLees

How a NYC Clerk Can Become an Administrator

Some New York City departments have lately made a habit of changing the titles of Grade 5 clerks to Administrative Assistant. Such changes have to be approved by the Civil Service Commission, and last week, the Commission outlined the policies to determine Commission approval.

1. This change is limited to positions with a salary of \$3,000 or over.
2. The duties, responsibilities, qualifications and ability of the person being changed are to be investigated.
3. The need for administrative positions in the department should be considered.
4. The incumbent is expected

to have "an exact and detailed knowledge" of the functions of his department and of the government of the City of New York. Also a knowledge of the business practices and procedures followed in his department and other departments with which he would have to come in contact as an administrator.

If You're on a NYC Eligible List, The Following Table Is for You

If you are on one of the larger New York City eligible lists the following table, compiled by the NYC Civil Service Commission, shows what's happening. If your particular list isn't included, you can find out where you stand by checking at the Certification Bureau of the Commission, 6th Floor, 299 Broadway.

Title of List	Last Name Certified	Last Name Appointed
CLEANER (MEN)		
For permanent appointment at \$1320	Exhausted	Exhausted
For temporary appointment	Exhausted	Exhausted
CLEANER (WOMEN)		
For permanent appointment	351	333
For temporary appointment	Exhausted	Exhausted
CLERK, GRADE 1		
For permanent appointment	Exhausted	Exhausted
For indefinite appointment	Exhausted	Exhausted
For temporary appointment	Exhausted	Exhausted
CONDUCTOR		
As Conductor	4200	4122
As Street-Car Operator	Exhausted	Exhausted
As Railroad Clerk	Exhausted	Exhausted
CORRECTION OFFICER (MEN)		
For permanent appointment inside City	90	60
For temporary appointment inside City	Exhausted	Exhausted
For permanent appointment outside City	346	276
FIREMAN, F.D.; PATROLMAN, P.D.; SPECIAL PATROLMAN, P.D.		
No appointments are being made from these lists to the Fire and Police Departments at this time. Any eligible restored to the list for any reason, military discharge, reaching his 21st birthday, passing a medical examination will be certified only when the Commissioner requests the list in order to fill vacancies.		
JANITOR CUSTODIAN, GRADE 3	List terminated after 4 years.	
SANITATION MAN, CLASS "A"	This list has been canvassed from top to bottom for certification will be certified.	
TEMPORARY FIREMAN, TEMPORARY PATROLMAN	Apply to Payroll Bureau, Room 606-A, 299 Broadway, for information.	
TYPIST, GRADE 1		
For permanent appointment	3554	3527
For indefinite appointment	Exhausted	Exhausted
For temporary appointment	Exhausted	Exhausted
STENOGRAPHER, GRADE 2		
For temporary appointment	Exhausted	Exhausted
BOOKKEEPER		
For permanent appointment	417	407
For temporary appointment	Exhausted	Exhausted

DPW Employees Are Promoted

Another group of employees of the New York City Department of Public Works had their names added to the list of municipal employees who received promotions effective July 1, 1944. Recent additions to the list of those moving up are: Manuel Cohen and Henry E.

Hirschberg, Accountants, from Grade 1 to Grade 2, at \$2,640; Dorothy Salzman, Rita C. Goggin and Virginia M. McCarthy, Stenographers, from Grade 2 to Grade 3, at \$2,400; Virginia M. Heaphy, from Clerk to Stenographer, at \$2,160; Thomas P. Brady, from Elevator Operator to Clerk at \$1,440. Clerks, from Grade 1 to Grade 2: Harold Ehrlich, at \$1,201; Leo Goldblatt, at \$1,201; Frank A. Tedesco, at \$1,320; Ruth A. McNamara, from Typist to Clerk at \$1,440; Ben Kurzrok, from Messenger to Clerk at \$1,560.

\$76,000 Melon Will Be Shared By Auto Machinists

On May 11, 1944, the NYC Comptroller's Office, after a survey, determined that the prevailing wage for auto machinists should be \$1.50 an hour instead of the \$1.12 which they had been earning. Including back pay for periods to January 1940, the amount to be handed out comes to \$76,021.75, which will be divided among 224 men.

Several of these men, who only worked a few days, will receive as little as \$1; others, who have been working all along, are scheduled to get checks for about \$900. Employees of the following departments will share: Public Works, Police Department, Borough President of Richmond, Fire Department and Sanitation. The checks will be mailed out within the next few weeks.

7 Sanitation Employees Get Salary Raise

A group of employees of the NYC Department of Sanitation recently received increases in salary, effective August 15, 1944. They are:

Clerks: Julia A. Naeder, from \$3,720 to \$3,900; Philip Baimson, from \$2,760 to \$3,000; Thomas F. Glennon, from \$3,000 to \$3,180; Hazel A. Brady, from \$2,880 to \$3,000; Louis Baumann, from \$3,300 to \$3,540; Anna M. Foley from \$2,160 to \$2,280.

Stenographer: Mollie Horn, from \$2,160 to \$2,280 per annum. An ironic touch was added by the death of Thomas F. Glennon, who had been with the department for 28 years. He died of a heart attack, while his increase was going through the works. A large delegation of Sanitation employees attended his funeral services at the Church of St. Thomas the Apostle, in Woodhaven, last week.

NYC Promotion Exams Ordered

A new group of promotion examinations is in view for NYC employees. Last week, the Municipal Civil Service Commission ordered the following tests:

- Foreman of Laborers, Grade 2, Department of Water Supply, Gas and Electricity.
 - Foreman of Laborers (for work outside New York City), Grade 2, Department of Water Supply, Gas and Electricity.
 - Deputy Assistant Corporation Counsel, Grade 4, Law Department.
 - Resident Building Superintendent (Housing), Grade 3, NYC Housing Authority.
 - Assistant Electrical Engineer, Department of Education.
- No dates have yet been set for these tests. When they are, the information will appear in THE LEADER.

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Use American Sterilized Diaper Service Sanitary-Sealed Deodorized Hospital Containers
AMERICAN DIAPER SERVICE, Inc.
City Wide Service
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Fire Dept. Civilians Would Like Attention, Too

The uniformed men in the NYC Fire Department get all the publicity and their woes are aired in the daily and weekly papers, and by the loudly vocal Firemen's Wives Associations.

But there are about 700 civilians in the department who have their troubles too, and they say they don't get any attention. They don't like that situation and are planning moves to let John Public know that they also have conditions which call for improvement. Back in June, 1944, Chief Patrick Walsh decided that they deserved some outlet, and appointed Assistant Chief of Department, John McCarthy, to meet with them.

So their representatives got together with the Assistant Chief, but nothing happened.

Their complaints include:

1. They have to work too much overtime, and for free.
 2. Their salaries should be reclassified because they earn less than people in other City departments doing similar work.
 3. Some of them have prevailing wage complaints.
 4. Some say that their job titles don't fit their duties.
- The Fire civilians include dis-

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Civil Service LEADER

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Unemployment Pay For Govt. Employees

IT would be interesting if it were possible to study the mental processes of those Congressmen, members of the Ways and Means Committee, who last week threw out a provision for unemployment compensation to Federal employees. Certainly they could not have been thinking too deeply.

Here's what it means—if the House upholds the Committee's action in slicing this jobless insurance out of the George bill:

It means that Federal employees are going to seek an exit from their present jobs—but quick! At the very time when government is urging all U. S. employees to stick it out, those employees are going to hotfoot it into private jobs as fast as they can. In private jobs, they'll get unemployment compensation at the war's end, if they should be out of work. But if they remain at their Government posts, they'll get nothing. So the first effect of the failure to grant unemployment compensation to Federal employees will be a large exodus, consequent diminution to the efficiency of Government departments, and possible harm to the war effort. Only last week The LEADER felt it imperative to carry an editorial advising Federal employees to stick to the job. But you can hardly blame them for leaving when they see themselves so unfairly treated.

To hear some of the Congressmen talk, you'd think they were preventing some benefit from going to Federal employees which employees in private industry don't have. Actually, the reverse is true. The employee in private industry has the assurance of unemployment compensation to help tide him over if he should hit a period of unemployment after the war. He's had that security for some years now. The request of Federal employees is simply that they be given the same protection, which they haven't got now. Why should they be discriminated against, out of all American workers?

Last week, some members of the Ways and Means Committee relented a bit. They said they might consider covering in Navy Yard and Army arsenal workers. This again shows they're not thinking. It's like saying: Let's cover employees of the automobile industry, but leave out those who work in canneries or mines. There's no equitable reason for covering in a portion of the Government's employees, and leaving out another portion. It's got to be all of them. Unemployment presents the same calamity to all of them, doesn't it?

It's about time certain Congressmen got over their pouting, ill-mannered attitude to Government employees, and looked at this issue straight and objectively. The straight and objective picture is this: Since the principle of unemployment compensation is considered proper and desirable for employees in private industry, it is equally proper and desirable for employees of Government.

We started this editorial with a note about what goes on in the minds of Congressmen. We'll end it on the same note, by quoting Rep. Harold Knutson of Minnesota, who emitted these historic words: "We can deal with the unemployment problem when we come to it." Wouldn't it be better to deal with it now, so that we maybe won't have to come to it?

Letters

\$3.67 and \$6.88 For Same Work at Navy Yard

Sirs: The New York Navy Yard, paying its elevator operators (civil service) \$1320 per annum or \$3.67 a day have been unable for the past 2 years to get a sufficient number of them on account of the low salary.

They have filled the remaining vacancies with per diem "Laborers" at \$6.88 a day.

Laborers are also used when a regular operator is on sick, annual leave or his day off.

It surely isn't fair to pay one man \$3.67 a day and another \$6.88 for the same identical work.
CUMBERLAND.

A "Problem" Box To Improve Relations

Sirs: I am a New York State employee, and in my work there are problems which arise that should be brought to the managers attention, but they ordinarily never would be. If these problems were brought to his attention, the turnover of workers would not be so great, and the workers as well as the employer would be benefited.

To overcome this I would suggest a problem box, where a worker could put any suggestions for improvement, or any criticism that he might have, with or without signing his or her name.

\$5 FOR BEST LETTERS

Put it in words!

Each month, The LEADER will pay \$5 in war stamps for the best letter dealing with a civil service problem. So, if there's a gripe bothering you, or if you have an idea to improve things, or just want to talk, put it into a letter! Address the Editor, Civil Service Leader, 97 Duane Street, NYC.

The manager could pick these suggestions up, and if advisable act upon them.

I believe this would eliminate much friction, and help the employer and the employee to become closer united, and so give much satisfaction to all concerned. Of course the worker will have to be given to understand that this is an honest attempt on the part of the employer to see things as he sees them or it would be useless.

NY STATE EMPLOYEE.
EMPLOYEE

He Likes Pay On Payday

Sirs: I read with alarm, a heading in a recent issue of The LEADER, "Payroll Lag Soon to Come in All Federal Agencies." Right in Washington, too. You'd

Don't Repeat This!



You Probably Didn't Know—
That NYC Parks Commissioner Robert Moses started his City career as a municipal investigator back in 1913. . . . That Newbold Morris, President of the City Council, is vestryman of Trinity Church, an Episcopalian body in Lenox, Mass. Also honorary president of the National St. George Association of Government Employees. . . . That Police Commissioner Lewis Joseph Valentine's first job was delivering for Abraham and Straus in Brooklyn from 1898 to 1903. Then he became a cop. . . . That Manhattan Borough President Edgar Nathan is an authority on the ballet. . . . That Comptroller and Professor Joseph Daniel McGoldrick is one of the most educated men on the City's payroll. A.B., M.A., Ph.D., and LL.B. are the letters he's entitled to use after his name. . . . That William Bernard Herlands, ex-NYC Investigation Commissioner, made the highest grades in his graduating class at CUNY. . . . That Goodhue Livingston's adventures while doing secret work for the U. S. Government in South Africa rival some of the most imaginative spy thrillers. . . .

War and Politics

Albert A. Nevins, a car foreman on the NYC subway system before he became a captain in the Transportation Corps, is now in charge of boiler maintenance on the military railroad lines moving men and materiel across France. . . . Sol Rivkin, Queens traffic patrolman before he entered service, is one private who knows how to get even with nasty lieutenants and captains. "I'll give them tickets next time I catch them speeding along Queens Blvd." . . . The real reason for the Normandie disaster is imbedded in a report carefully buried in Washington. It's marked: Secret. . . . An article on what servicemen expect from November's election, written by LEADER-man Lieut. Morton Yarnon, is scheduled to appear in the October issue of Tomorrow magazine. . . . Intelligence from the front: "The only way the Army will ever get its officers and men to volunteer to stay on in Europe after the war is to send over their wives. . . . Government employees on cargo ships waiting to be unloaded at French ports are getting into trouble with the military by trying to get ashore despite the ban on shore leave. . . . One of Mayor LaGuardia's commissioners brings him flowers. When business calls Mrs. Esther Bromley, acting president of the Municipal Civil Service Commission, to the Mayoral threshold, she appears with an armful of posies for the Little Flower. . . . High school enrollment has dropped 154,000 in NY State in the past four years. That's more than the total population of such a city as Utica, Yonkers, or Albany. . . . Governor Dewey's campaign problem is bigger than getting elected. It unfolds into a three-part problem: (1) to get elected; (2) to make such a race that, failing of election, he will dominate his party and be certain of succeeding himself as candidate next time; (3) offend no large group in NY State, for even among those who vote for FDR are many who pushed down the Dewey lever for Governor in '42, and are likely to do it again—unless offended. . . . Democratic and AFL leaders are disturbed at the way Big Joe Ryan, longshoremen's boss, is balking about coming out for Wagner in the State senatorial race. . . .

think that someone in the FBI would have told them that the payroll lag isn't feasible, but a step backwards.

In the two years that I have been employed by the State, I have received my check on time approximately five times.

Usually the checks are six days late. This isn't a condition due to the war, as the condition was the same before Pearl Harbor. I know that when payday arrives, and isn't greeted with the distribution of checks, interest and efficiency drop.

The motto of the State is Excelsior—"higher, ever upwards"; not "later and later."

A DPW TRUCK DRIVER.

Merit Men



Harold F. Traband

ONE OF THE WATCHDOGS of the New York City pocketbook is Harold F. Traband, chief engineer of the Comptroller's Office, who has under him a staff of 40 of the most skilled engineers in the City service.

The chief job of this bureau is to make sure that the City gets its money's worth for every dollar it spends for construction or for purchases of machinery of any kind.

The Comptroller's Office, which has to O. K. all of the City's expenditures, doesn't go along with a bright faith in human nature. Before a pay voucher is approved for a construction job, one of Mr. Traband's engineers goes over it with a fine-comb to make sure that the job is fully completed, and that it has been done according to specifications.

And among the staff of en-

gineers are specialists in almost every field. When a contract is let for a new fire engine, a man goes out to the factory and checks it there. Then when it is delivered to the Fire Department, it gets another going-over. They even have men who are experts on X-ray machines, radios and organs.

And in addition to checking purchases, the staff of engineers also serves as experts when the City goes to court.

Mr. Traband can't estimate how much his bureau has saved the City since it was created by the City Charter back in 1938, but he says it comes to a big, big sum.

Just knowing that the engineers will be around when the job is finished, and before it is paid for, is a big deterrent to contractors who might otherwise try to cut some corners and make an extra profit. And there are rumors that, in the old days, before this bureau came into being, certain department officials would make exceptions for their friends who did business with the City.

Mr. Traband studied engineering at Cooper Union, then went to work for the Pennsylvania Railroad. When the City began construction of the Kensico Reservoir back in 1913, he got on that job and stayed till the job was finished four years later.

Then he was transferred to the Department of Finance (later the Comptroller's Office) as an assistant engineer and in 1935, he was made chief engineer.

He was born in Yonkers, where he had his early schooling. In fact, he almost became a newspaper man. His first job was to handle a newspaper route in that city, but he was drawn to engineering and has made a career of it in the service of New York City.

The "F" stands for Frederick, but he usually keeps that part of his handle under cover.

POLICE CALLS

A Frank Plug for PAL, and for A Talented Collection of Cops

We were down in Greenwich Village last Thursday, and we heard the blare of a band, which always makes us stop and watch. There was a fight ring set up right in the middle of the square, in front of swanky Cafe Society. And there was this band playing the modern stuff, getting in plenty hot licks, and putting over as neat a piece of swingeroo as you could want.

The interesting thing about all this, and what really stopped us, is the fact that the swing musicians, and an emcee, and several songsters, were in police uniforms. They were cops. This, we thought, we gotta see.

It was PAL, putting on one of its kid boxing shows. And the men on the force were entertaining. Don't let anybody tell you the cops are amateur entertainers. When Patrolman Arthur Matthews, big, base-voiced, jovial, got hold of that microphone and began his emceeing, he just held the crowd. Had 'em where he wanted 'em. His routine is as clever as some of the big time emcee stuff around town. We got to talking to him later, and despite that robust laugh, we found Matthews a serious guy, deeply immersed in the tolerance-and-good-will work being accomplished by PAL. He's something of a musician, too, and acts as member-director of the department's glee club. Also he plays the guitar.

Burning Burns

Another guy who held our attention was Patrolman Harry Burns, who burns up a sax or a clarinet with scorching interpretations of the latest melodic lines. He can hang onto a high note longer than most of us can hold a breath, and then crack it off with the precision of a drum major. Burns conducts the orchestra in addition to playing the wind instruments. He used to be a big-time orchestra man himself.

Then there was Patrolman Charlie Walsh, a traffic cop by trade, who is a vocal show-stopper. He puts over ballads, and he's famous for the time he stopped the show in Madison Square Garden some years back. Charlie is at 52nd Street in Manhattan now. Wonder if he croons to taxidivers?
Another singer is Buddy South-

wick who does character songs—hates 'em but does 'em anyway. He put over "Down by the wine-gar woiks . . . toidy-told and told" in a way that had his audience roaring with glee. The secret about Buddy and his stenor is that what he really wants to do is sing ballads and the heavy stuff. Buddy is at Traffic O, in Queens.

Piano-Eater

And we mustn't forget Eddie Dillinberger, of the Midtown Squad, who eats up the piano. Boy, what accompaniment! Eddie used to be a bigtime musician before he turned cop. Once played with Aronson's Commanders, one of the fine jazz bands of the decade.

Sixth Deputy Commissioner William M. Kent stepped up in the ring, and captured the hearts of the crowd by threatening to make a speech and then not making it. Kent is head of the PAL.

We heard one lady next to us comment: "Look, cops are just like human beings!"

They put on a swell show. We are happy we bumped into this PAL thing. The men who work through the Police Athletic League are doing a terrific job, and should get more recognition from the citizenry of the City. We'll tell you more about PAL from time to time. Because we think they deserve real suport—from everybody.

All this gives an idea for another story. We'd like to do a roundup piece about all the talent in the P.D. There must be plenty—all kinds, not only musical. Won't you fellows please help by letting us know about the guys with the special accomplishments—fellows who can write, play, sing, make wood models, perform tricks, speak six or seven languages, work out in a chemical lab, or what have you. Give us as much human interest facts about these men as you can.



The State Employee

By CLIFFORD C. SHORO
President, The Association of State Civil Service Employees

In writing "The State Employee" as a regular weekly feature of the LEADER, Clifford C. Shoro discusses all and any matters of interest to employees of the State of New York. He is writing this column with complete leeway to express his own views.

Feld-Hamilton

CHAPTER 859 of the Laws of 1937 added Article III to the State Civil Service Law. Section 1 states the purpose of the law generally as, to attract unusual merit and ability to the service of the State of New York, to stimulate higher efficiency, to reward merit, to insure to the people and taxpayers of the State high return in services for the necessary costs of government, and declares it to be the policy of the State to provide equal pay for equal work.

This law has been in effect approximately six years and has been found satisfactory in most instances. Changes in the original law to meet conditions not anticipated were made in 1938, 1942, 1943 and 1944. None of these changes affected the basic principles. Proper classification of positions, salary scales, increments, ratings and promotions are all a part of the Career Service Law.

Safeguards Must Not Be Weakened

THE MEN AND WOMEN in the State service and in the Legislature do not, I believe, carry the pride of authorship of this law to the extreme of believing that it is letter perfect and cannot be improved. They will, however, and justifiably so, look with misgiving and even suspicion on any plans for amendment that will weaken the safeguards accorded to employees in classification, pay scales, promotions or other features. A revision of the law has been proposed by the Director of the Budget, John E. Burton, and this proposal has been outlined in The LEADER.

Personally, I feel that the proposed plan must be fully studied by the Association. For that purpose I shall appoint a representative committee of State employees whose duty it will be to study the plan, confer with the Budget Division and the Civil Service Commission and other State agencies concerned, and following such complete study, to report their findings and recommendations to the Executive Committee of the Association.

The Burton plan has been presented sufficiently in advance of the next session of the Legislature to permit complete opportunity for consideration.

If Changes Are Made

IT IS OBVIOUS that employees who suffered for long years from lack of scientific or intelligent attention to the classification of positions, properly related salary rates and inconsistencies and in equities of many types, should wish to hold fast to a law that has brought order out of chaos and that provides the machinery for appeal and adjustment of a wholly democratic nature. If changes are made, they will have to better the present law.

State Starts Centralized Canvassing of Eligibles

ALBANY—Centralized canvassing of civil service lists by the State Civil Service Department, rather than canvassing of eligible lists by individual appointing officers, will be inaugurated under the general supervision of Miss Louise C. Gerry, a member of the Civil Service Commission, assisted by Miss Elizabeth Taaffe.

Instead of the same list of eligibles going to one, two or half a dozen appointing officers, there will be submitted but one limited list of names. This, Miss Gerry believes, will result in less confusion, greater efficiency and saving of time and manpower, not to mention the effect upon eligibles themselves.

"Under the present procedure," said Miss Gerry, "there is the problem of the candidate who receives offers of appointment from several different departments all at practically the same time.

"As most of these eligibles are inexperienced in civil service procedure, many of them are bewildered and are unable to make up their minds which offer to accept. Then, too, after accepting one department and being thereupon appointed and actually having reported for work in that department, there is the eligible who changes his mind and decides to look into some of the other offers he has received."

Eligible "Shops Around"

As a result, Miss Gerry pointed out, the eligible "shops around and goes to the other departments to see what they have to offer, and if he thinks he would like some other department better and if he is offered an appointment therein, he accepts it and leaves the position to which he had already reported for work.

"Such instances, instead of being exceptions, are actually numerous and common. The situation arises in part from the loose way of certifying eligible lists at the present time. The same list may be canvassed at the same time by half a dozen departments, with all of the appointing officers suddenly besieging an eligible to take a position. It is planned now to work directly with eligibles through one central, clearing agency.

"The procedure of certifying an eligible's name, time after time, until written report has been received from an appointing officer that the person has been appointed, is the only method which protects the eligible. We are going to retain and guard that protective device. So his name is and will be actively canvassed until written notice of his appointment is received by the Civil Service Department. But under the present system it is hoped that a large part of this extra work and confusion to the eligible will be eliminated," said Miss Gerry.

More Explanation

Explaining further why the new system was invoked, Miss Gerry told The LEADER:

"Through centralized canvassing of the eligible lists it will be the aim of the State Civil Service Commission to consolidate an activity now performed by each appointing officer, and thereby save time and money in connection with original appointments, at least to the entrance positions in the State service.

"The Department of Civil Service will canvass the eligible lists, and then only the names of the persons who have signified their willingness to accept the offer of the position will be certified to the appointing officers having vacancies in that particular position. This will save the time of the appointing officer and, it is hoped, will prevent delays in making appointments from eligible lists.

"Experience has shown us that many persons who compete in civil service examinations change their minds or are no longer interested in entering the State service between the time of taking an examination and the time of being offered an appointment. The appointing officers in the operating departments will be saved the time and expense of canvassing these names as a large number of them will be eliminated after the original canvass by the Civil Service Department."

State Assn. Sets Up Veteran Aid Bureau; Help Available For Enlisted Employees

ALBANY—Although the State has set up a veterans' information and aid bureau headed by Lieut. General Hugh A. Drum, the Association of State Civil Service Employees has decided to create a bureau of its own designed to handle veteran problems of state employees exclusively.

With approximately 6,000 State workers in the military forces, the executive committee of the Association last week voted to establish a State workers' veteran aid office in the State Capitol.

Inquiries from men and women in the service already are beginning to flow into the Association's offices. These involve questions of retirement, promotion, reinstatement and "what pay am I getting now or will I be entitled to when I return?" Many of the inquiries have to do with differential pay.

Under a resolution adopted by

the executive committee of the Association, any State employee in the armed forces will be given all the time and attention necessary to straighten out his problems involving return to civilian life and status. This will cover legal as well as administrative advise and information and will mean checking many departments because some departments treat veteran problems differently.

The Association is ready to handle such vet questions now

and preparations are being made to expedite replies as the questions and letters increase. Here is the resolution of authorization as passed by the Association's executive committee:

WHEREAS, there are some 6,000 former State civil service employees now in the armed services of the Nation, and

WHEREAS, the return of these veterans to positions previously held by them with all of their rights preserved guaranteed in the laws sponsored by the Association, is a serious concern of the veterans and of their dependents and, therefore, is a serious concern of the Association,

THEREFORE, BE IT RESOLVED, that this Association establish immediately at its headquarters in the State Capitol at Albany a special service of information, guidance and legal counsel to assure to each State employee who is a member of the armed services full and complete aid in any problem relating to his return to State service.

Assn. Chapter Puts on Terrific Bond Sale Drive

Fort Stanwix Chapter of the Association of State Civil Service Employees, lead by Owen W. Jones, made an enviable record in the Fifth War Loan Drive. The Chapter assumed responsibility for a thorough canvass and increased the authorization for payroll deductions by the amount of \$5,299.50, and the cash sales through the Credit Union amounted to \$7,450.

In a letter to President Jones, the Director of the Rome State School, James P. Kelleher, praised the chapter's efforts. The letter follows:

"I have received communications from Mr. Graham Coventry, Vice-Chairman, Oneida County War Finance Committee, Utica, N. Y. and Mr. Paul H. Conway, Vice-Chairman Dist. No. 4, expressing commendation of the efforts made by Rome State School in the recent Bond Drive. Mr. George Bowers has commented favorably on the attitude of the school in connection with the 5th War Bond Campaign.

"I also wish to express my approval and thanks for the efforts by you and your associates of the Fort Stanwix Civil Service Employees' Association for the cooperation and interest taken by all in this Bond Drive. Patriotic response reflects very favorably on the School and the Department of Mental Hygiene."

In recognition of the chapter's splendid efforts, Mr. Jones received the United States Treasury 5th Loan Citation.

The employee committee consisted of the following:

Executives of the 5th War Bond Drive: Mr. Owen Jones, Chairman, Mr. Charles Ohmart, Mrs. Evelyn Patterson, Mrs. Violet Carlisle, Mr. Allan Anderson, Mrs. Milton Coe, Mrs. Lila Larrabee, Secretary, Mr. Joseph Herb, Treasurer, Mr. George Mauters.

Canvassers for the following buildings and departments:

Office: Miss Marjorie Wald, Miss Nellie Wojnans, Outside Group: Mr. George Master, Mr. Milton Coe.

Buildings: F—Mrs. Jenison, G—Miss Fairbrother, Q—Mrs. McGintre, Boys' Colonies: Mr. York, Mr. Webb.

Buildings: O—Mrs. Kunes, R—Miss Houry, Girls' Colonies: Miss Stebbins, Miss Swanson.

Buildings: X—Mrs. Toner, N—Mrs. Carlisle, School Dept.: Mr. Petova, Mrs. St. John.

Credit Union: Mr. Charles Ohmart, Secretary-Treasurer.

Buildings (Male): Mr. Jones, Mc Anderson, Mr. Carl Smith.

Non-Uniformed Prison Workers Seek Extra Pay

ALBANY—A committee of the Association of State Civil Service Employees, composed of non-uniformed employees in the Prisons and other institutions of the Department of Correction, met in Albany last week with President Clifford C. Shoro and Executive Representative, William F. McDonough, of the Association, and discussed plans for improvement of the salary status of the non-uniformed workers. The committee consisted of the following:

Francis Hollman, Chairman, Auburn; Ralph Molinar, Attica; Clarence Packman, West Coxsack; M. Pomeranz, Sing Sing; Edward J. Loney, Elmira; and B. Latham, Clinton.

The Committee later met with William E. Leonard, Deputy Com-

STATE CIVIL SERVICE BRIEFS

By THEODORE BECKER

What You Should Know About Provisionals

OF ALL the various types of temporary appointments authorized by the State Civil Service Law and Rules, perhaps none are so misunderstood as the provisional appointments. If the basic purpose behind provisional appointments is kept in mind, less confusion would result.

When Provisionals Appointed

A provisional in the State service is appointed to fill a vacancy in a permanent competitive class position for which no list is in existence and for which an examination is to be held. Provisionals are not appointed to temporary positions, such as Rule VIII-A war emergency positions, nor to temporary positions not expected to exceed six months in duration.

How a Provisional Appointment Is Made

Not every person is qualified to be a provisional. Even though no list of qualified persons may be in existence, the Civil Service Law does not permit the filling of the vacancy by just any one. Rather, the law requires that the appointing officer nominate a person to the State Civil Service Commission "for non-competitive examination and if such nominee shall be certified by such commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination."

The Duration of Provisional Appointments

The provisional appointment begins when the commission certifies that the provisional nominee has been found qualified and not before. This was recently decided by the Court of Appeals, which declared that such appointments could not be made retroactive to the date the provisional reported for work, if he was not found qualified until some time later. (Hines v. LaGuardia; Welling v. Marsh)

The term of a provisional appointment may not continue for

more than six months unless extended for one three-month period. Of course, if an appropriate eligible list is promulgated in the meantime, the provisional appointment cannot continue for more than twenty days thereafter.

Tenure of Provisional Appointees

Provisional appointees have no tenure of office. They may be removed at any time, in the discretion of the appointing officer. They are not entitled to any charges, and no reason need be given to justify the termination of their services.

Despite their lack of rights, provisional appointees have been granted some consideration in the matter of salary during the war.

Salary Privileges Granted Provisionals

Provisional State appointees are entitled to receive additional war emergency compensation. If they are retained in their positions after the promulgation of an appropriate list and while such list is being canvassed for permanent appointments, the former provisionals continue to receive additional war emergency compensation.

Provisionals who, on April 1, 1944, were receiving less than the minimum salary of their Feld-Hamilton grades were eligible to receive the minimum, in the discretion of their appointing officers, provided funds had been appropriated or were available.

Commencing this year and for the period of the war emergency, State employees who are given provisional promotions pending promotion examinations may receive the salary of the higher grade positions. Heretofore, persons provisionally promoted received no increase in pay.

Another important innovation this year is the authorization to grant provisional employees regular Feld-Hamilton increments, if appointing officer is willing to do so and has funds available to cover the cost of such increments.

It should be noted that the salary privileges granted to provisionals are temporary in nature and may not be renewed for future years.

Thumbs Down on More Pay For Cooks, Dietitians

ALBANY—The State Salary Standardization Board at its meeting of August 23, voted against recommending changes in the allocations for the following positions in the State Mental Hygiene Department:

- Kitchen helper
- Assistant cook
- Cook
- Head cook
- Baker's helper
- Assistant Baker
- Baker
- Senior Dietitian
- Supervising Dietitian
- Special committees, representing

various groups of workers, totaling about 1100 men and women in the Mental Hygiene Department, had set forth at hearings before the Board on May 3rd, their reasons for seeking new and higher allocations.

ASCSE Disappointed

The Association of State Civil Service Employees expressed itself as extremely disappointed that the Board had failed to recognize the justice of the appeals. It believes that the present wage scales are below the normal range paid by private industry even in peacetime; and that the effect of the decision will further seriously complicate the already serious manpower shortage. The Association said it doesn't feel the pay question can be considered settled, and will ask the Board to reconsider its decision.

missioner of Correction. Further meetings will be held and it is hoped that some plan of extra compensation for civilian prison workers will be developed, based upon the environment and hazardous nature of the work, the fact that such employees are subject to call in all emergencies, and that the hours of work are longer in many circumstances than those of like employees in other services.

Salary Board Delay Condemned By State Assn.

(Continued from Page 1)

spelled it, verbally, A-C-T-I-O-N. Here is the text of the letter which tells the story of the session:

Gentlemen:

It is our conviction that the administration of the Feld-Hamilton law in State Mental Hygiene institutions has been bungled, is being bungled and will continue to be bungled until there are fundamental changes in present employment policies. The Association is convinced that the responsibility for this condition rests primarily with the Standardization Board and the Director of the Budget. We believe that the following changes of policy are essential:

1—A more sympathetic and enlightened labor policy toward the employees of the State must be adopted.

The Feld-Hamilton law was extended to the hospitals in 1942 for the avowed purpose of raising basic wage scales which have been neglected for over twenty years. The employees were demoralized and dismayed when, on October 1, 1943, they learned that, instead of raising wage scales, basic rates had actually been lowered for hundreds of positions. The Feld-Hamilton law was designed to put the institution employees on a basis of equality with departmental employees. That policy has been thwarted and the basic rates promulgated for institutions are substantially lower than the rates in effect for departmental employees.

"Do-Nothing" Policy

2—The Board and the Budget Director must terminate the "do-nothing" policy under which they have postponed essential decisions for nearly a year.

The salary rates put into effect on October 1, 1943, were hopelessly inadequate, inequitable and unsound. Nearly a full year has elapsed and basic errors remain uncorrected, although repeated promises of prompt action have been made. Formal hearings on appeals by committees, representing all of the employees affected, were concluded several months ago yet, in a majority of the cases, the Board has taken no action whatever. Justice delayed is justice denied.

3—The correction of existing wage rates should be made effective on October 1, 1944.

The Budget Director and the Board have announced, after delaying for nearly a year in making decisions, that the decisions, when made, will not be effective until April 1, 1945—a year and a half after the original errors were made. There is no excuse for a delay of 18 months in correcting acknowledged inequalities. Errors in classification are being corrected retroactively as of October 1, 1943. Correction of salary scales can and should be made effective not later than October 1, 1944.

Must Be Independent

4—The Standardization Board must exercise its functions as an independent body free from the domination of the Budget Director.

The law properly gives the Budget Director veto power over the acts of the Board. Instead of taking public responsibility for vetoing recommendations of the Board, the Budget Director has used his veto power to dominate the action of the Board behind closed door.

The present policy of the Board is to withhold action until advised by the Budget Director that its proposed action will meet with his approval. We believe that this policy is fundamentally wrong and that the Board and Budget Director should operate in the open, as the statute requires. We believe that every decision of the Board should be independent and public, and that when the Budget Director determines to exercise his veto power he should act on the record.

5—The Board should act immediately upon all appeals.

The Budget Director, during the past month, has proposed far-reaching amendments which, if adopted, would change the fundamental concept of the Feld-Hamilton law. He has announced that the Standardization Board will delay action on an unspecified number of appeals until the statute is amended. We insist that the Budget Director and the Standardization Board are re-

Civil Service Job Rights Of Returning War Vets

Here is the second portion of the important article on the Civil Service rights of veterans under New York State Law. This information covers, in addition to State employees, most City, County and other public employees. This article has been prepared for The LEADER by Joseph Schechter, Counsel for the State Department of Civil Service.

When you entered military service your name was not removed from any open competitive or promotion eligible list upon which it appeared. Under the Military Law, you retained your eligibility for appointment from such lists.

If your name was reached for certification while you were in military service, your appointing officer was given discretion under the Military Law to appoint you or to skip over your name. If he appointed you, then, even though you were unable to report for duty, you were granted a military leave of absence with the right to return to the position after the termination of your military duty.

If you were reached for appointment while in military service and did not receive appointment, then, upon your return, or within sixty days after the termination of your military duty, you should request that your name be placed on a special eligible list. A special eligible list remains in existence for a period of two years from the date of termination of military duty and must be used before any eligible list established after the one upon which your name originally appeared may be used. Of course, if you were not reached for appointment from the eligible list while in military service, then you lost nothing by being away and are not granted any right to special eligible list status under the law.

If you were on an eligible list

Important!

Through a typographical error, part of one sentence was omitted from a paragraph of last week's article on the civil service job rights of veterans.

The paragraph in question, dealing with reinstatement rights, should have read: "The time within which you must make application for reinstatement is sixty days from the termination of your military duty. If you fail to make such application you may still be reinstated within one year after the termination of your military duty, but then only in the discretion of your appointing officer and not as a matter of right."

The matter in italics was inadvertently omitted.

for a position in a uniformed force of a Police Department, Fire Department, or a Department of Correction and you were classified I-A under the Federal Selective Service Act or were in any of the reserve military or naval forces of the United States, then your appointing officer was authorized to skip your name even though you were not yet in military service. If that happened, then you are considered to have been in military duty at the time you were so skipped, and, for a period of two years after the termination



JOSEPH SCHECHTER: As counsel to the State Civil Department, he's in a position to know all angles of the civil service rights of veterans, and he passes this information on to the readers of The LEADER

of hostilities, you are entitled to all the rights and privileges given to a person who was reached for certification while in military service, but not appointed. If, after being skipped, you enter military service, then the two-year period of such rights and privileges will not commence to run until after the termination of your military duty. If you are appointed from a special eligible list after your return from military duty, then you are entitled to credit for seniority dating from the time when you would have been reached for appointment from the original eligible list. It should be noted that this special seniority right is not granted to persons who are skipped while in military duty, but only to those who were skipped because they were in classification I-A under the Selective Service Act or in a reserve military or naval force.

Clifford C. Shoro Renominated By Assn. Board

ALBANY—Clifford C. Shoro, president of the Association of State Civil Service Employees, has been nominated to succeed himself by the nominating committee appointed by the executive committee, it was announced this week.

A complete list of candidates also was selected by the nominating committee consisting of Jesse B. McFarland, Social Welfare; Beulah Bailey Thull, Taxation and Finance; Charles H. Foster, Executive; Mildred O. Meskill, Agriculture and Markets, and John A. Cromie, chairman of Taxation and Finance.

Full Slate

The regular slate as submitted by the nominating committee for the election on October 17 is as follows:

Officers

- For President—Clifford C. Shoro, Department of Health.
- For First Vice President—Jesse B. McFarland, Department of Social Welfare.
- For Second Vice President—Leo F. Gurry, Department of Mental Hygiene.
- For Third Vice President—John F. Powers, Department of Labor.
- For Secretary—Janet Macfarlane, Department of Mental Hygiene.
- For Treasurer—Earl P. Pfannebecker, Department of Taxation and Finance.

Executive Committee

- Department of Agriculture and Markets—Mildred O. Meskill.
- Department of Audit and Control—Martin J. Lanahan.
- Department of Banking—Eliza-

- beth Staley, Department of Civil Service—Helen H. Houle.
- Department of Commerce—Joseph H. Horan.
- Department of Conservation—William M. Foss.
- Department of Correction—Leo M. Brit.
- Department of Education—Wayne W. Soper.
- Department of Executive—Charles H. Foster.
- Department of Health—Thomas C. Stowell.
- Department of Insurance—Harry S. Deevy.
- Department of Labor—Christopher J. Fee.
- Department of Law—Francis C. Maher.
- Department of Mental Hygiene—Frank O. Osborn.
- Department of Public Service—William Hunt.
- Department of Public Works—Edward J. Ramer.
- Department of Social Welfare—Jesse B. McFarland.
- Department of State—Isabelle M. O'Hagen.
- Department of Taxation and Finance—John A. Cromie.

Independent Nominations

With respect to independent nominations, the constitution says:

Nominations for officers may be made, subscribed with the names of not less than ten per cent of the eligible members of the Association and nominations for members of the Executive Committee may also be made subscribed with the names of not less than ten per cent of the eligible members in the department making such nomination, and the names of such candidates shall be printed on the official ballot, if such nominations are filed with the Secretary not less than thirty days prior to the annual meeting.

quired to follow the mandate of the Legislature and to act under the law as it exists today. Proposed amendments, which may or may not be accepted by the Legislature, are not a legitimate excuse for failure to act now. The Board is required to act under the present law. Revised allocations, if necessary, can be made when, as and if the law is changed by the Legislature.

Rule VIII-c

The Civil Service Commission has declared that an emergency exists which required the promulgation of Rule VIII-c, which permits the hiring of employees on an emergency basis. This device which bypasses the established

procedure prescribed by the Feld-Hamilton law, is both unnecessary and improper and is a direct consequence of the Board's failure to act upon the appeals before it.

Conditions which have been critical for many months are rapidly becoming intolerable to the employees of the two hospitals. The seriousness of the situation vitally affects thousands of patients in State institutions and requires us to state fully and frankly the dangers attendant upon the present policy of the Administration and the steps which the Association believes should immediately be adopted.

CLIFFORD C. SHORO, President

State Assn. OK's War Memorial Bldg. in Albany

ALBANY—The 30,000 members of the Association of State Civil Service Employees are on record now in favor of a huge State War Memorial and Office Building in Albany.

The executive committee of the Association last week adopted a resolution urging construction of such a project, already advocated by the American Legion, the Albany Chamber of Commerce, and various other groups.

A resolution advocating a War Memorial in Albany was adopted by the Legion in State convention a few weeks ago.

Following World War I, a special War Memorial Commission was created by the Legislature and Gov. Franklin D. Roosevelt. It worked for years in an effort to bring about construction of a \$12,000,000 structure but was thwarted and the Commission finally expired.

Purposes

Now World War II is drawing to a close and attention again turns upon a memorial to the men and women of both wars. Some propose that a structure of this kind could serve many purposes: (1) as a memorial with relic and token and record rooms; (2) as a state office building and garage; (3) as a public auditorium.

In line with the prevailing sentiment, the Association has gone on record in favor of the project in these words of the resolution as adopted last week:

WHEREAS, it is fitting that the State of New York honor its heroes of all of the great wars for freedom by special memorial, and

WHEREAS, a memorial in the form of a suitable building emphasizing beauty and utility and located in proximity to the State Capitol has long been urged by progressive citizens, and

WHEREAS, there is a distinct need for additional modern, healthful office accommodations in the interest of maintenance and promotion of an ever increasing efficiency in State service,

THEREFORE, BE IT RESOLVED, that this Association heartily endorse the plan for a State War Memorial Building and earnestly urge upon the Post-War Planning Commission approval of the plan and immediate action to carry it to completion.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of 328 WEST 47TH STREET PHARMACY INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 166 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 21st day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

LEGAL NOTICE

The People of the State of New York, by the grace of God free and independent, To: MARGARETHA VOLK, WILLIAM VOLK, ELIZABETH VOLK, DEBORAH VOLK, EDWARD WARREN VOLK, FRANK VOLK, KENNETH VOLK and ROLAND VOLK, WALTER DAVID VOLK, MARGARET VOLK, all infants over the age of 14 years, being the persons interested as distributees, creditors or otherwise in the Estate of William Volk, Deceased.

SEND GREETING...

UPON the petition of ELIZABETH SCHMALZ, residing at R.F.D. No. 3, Plainfield, New Jersey, and FRANK VOLK, residing at 39 Fifth Avenue Borough of Manhattan, City of New York.

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County held at the Hall of Records in the County of New York, on the 19th day of September, 1944, at half-past ten o'clock in the forenoon of that day.

1. Why the second intermediate account of Elizabeth Schmalz and Frank Volk, as trustees under the Last Will and Testament of William Volk, deceased, for the period commencing September 1, 1941 and ending April 30 1944 should not be judicially settled and approved; and

2. Why the schedule of accounts filed simultaneously with the aforementioned petition should not be deemed in compliance with the order of this court dated October 25, 1943; and

3. Why all of the persons aforementioned and all necessary and proper persons should not be cited to show cause why such settlement should not be had; and

4. Why the fees of James J. Crisopa, an attorney and counselor at law, should not be fixed and determined pursuant to Sec. 281a of the Surrogate's Court Act in the sum of \$20,000 and why the trustees should not be directed to pay the same; and

5. Why the acts and conduct of the petitioners in connection with the action against Nicholas Volk and Helen Volk should not in all respects be approved and confirmed and why the petitioners should not be discharged of and concerning all of their acts and conduct as executors and pursuant to the Last Will and Testament of William Volk, deceased; and

6. Why Eberhardt Volk, Elizabeth Schmalz and Frank Volk, as trustees, should not be adjudged the owners of premises 51 Cortlandt Street in the Borough of Manhattan, City of New York; and

7. Why Eberhardt Volk, Elizabeth Schmalz and Frank Volk, as trustees, should not recover judgment awarding to said trustees possession of premises 51 Cortlandt Street, in the Borough of Manhattan, City of New York and why this court should not issue such mandate or order as may be necessary to evict the person or persons in possession of said premises; and

8. Why the court should not instruct the petitioners and Eberhardt Volk, as trustees, concerning the advisability, propriety, necessity and expediency of selling any and all of the real property constituting the corpus of the trust estate;

9. Why the court should not instruct the petitioners and Eberhardt Volk, as trustees, and construe the provisions of the will concerning the power of the trustees to invade the corpus of the trust in order to make the payments of \$9,000 per annum to Margaretha Volk, pursuant to Paragraph "SEVENTH," subdivision "A" of the Will; and

10. Why the court should not instruct the petitioners and Eberhardt Volk, as trustees, and construe the provisions of the Will concerning the manner in which income shall be payable to the income remaindermen; and

11. Why the petitioners should not have such other, further and different relief as to the court may appear just and proper in the premises.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

WITNESS, Honorable JAMES A. FOLEY, a Surrogate of our said County, at the County of New York, the 11th day of July, in the year of our Lord one thousand nine hundred and forty-four, (SEAL)

GEORGE LOESCH, Clerk of the Surrogate's Court

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of ACADEMY HARDWARE AND SUPPLY CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 166 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 18th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

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NEWS ABOUT STATE EMPLOYEES

Gowanda

FROM GOWANDA State Hospital chapter of the ASCSE comes the following information:

Mrs. Kathleen DeGrange has resigned as Assistant Principal, School of Nursing, to become Superintendent of Chaffee Hospital, Springville, N. Y. . . . Sick list: Bertha Larrabee, Roger Holton, John Hering, Pauline Rockwell . . . Returned to work after illnesses: Helen Maneval, Richard Harvey, Robert Gordon, Frida Hinze, Lora Meyer, Ruth Blanchard, Frank Thompson, Ann Pratt, Dorothea Mitchell . . . The following student nurses have returned after a year's affiliation at Queens General Hospital, Jamaica, L. I.: Josephine Bettker, Leah Stavania, Esther Steward, Clarice Garrow, Marion Congdon, Velma Heim, Shirley Bernecker . . . Persons on vacation or recent vacationers: Laura Luke, Foster Hall, Maurice Clawson, Roy Young, Carl Mosher, Herbert Buchanan, Mable Thies, Margaret Herman, Agnes Anderson, Edward Garnett, Mabel Bobstein, Charles Gaffney, Clifford Long, Lester Bell, Frank Nyhart, Richard Evans, Albert Markham, Mildred Luce, Orabel Milks, Beulah Lewis, Ruth Ricciuti, Isabelle Dutton, Doris Berg, Mr. & Mrs. Gunnard Nelson, Delmas Saalfeld, Meade Benson, Dr. & Mrs. Alexsahnt and family . . . Lynn Herrington, formerly on the nursing staff, has returned to the States after serving the U. S. Government for 18 months at Gorgas Hospital, Ancon, Panama Canal Zone . . . Cupid has done it again — Edna Mae Cole and Lester L. Arnold were married in Gowanda on August 1 at the home of the bride's parents . . . Two medical officers were recently added to the hospital staff: Dr. Rebecca N. Kokiell and Dr.

Lance J. Frenkel . . . The Chapter extends its heartfelt sympathy to Mrs. Anne Gilliland and Harold Harvey in their recent bereavements . . . Gowanda men and women in service: Richard Herrington now in khaki, Paul Buday in Navy blues . . . Mrs. Michael Colella and son have returned to Helmuth for the duration. Captain Colella is now stationed in Africa . . . Lt. Fritz Trapp is now stationed at Mason General Hospital, Brentwood, L. I. Mrs. Trapp has joined her husband . . . Cupid has went and done it again: Adella Lawton and Cpl. Clifford Hussey were united in marriage at North Collins on June 23 . . . Billie Ashley and Lt. John Chodacki were united in marriage at Battle Creek, Michigan in July. Lt. Chodacki is now stationed in England . . . Lt. Angelo J. Nasca has been awarded two Oak Leaf Clusters for wounds received in the Italian invasion. Lt. Nasca is at present hospitalized with malaria fever . . . Recent furlough visitors: Jack Trasher, John Kniese, Clarence Porter, Frank Chantuck, Fred Lewis, Robert Galbraith, Herbert L. Meyer . . . Mrs. Edward J. Foster has been notified by the War Department that her husband, Sgt. Edward J. Foster, 174th Infantry, was killed in the invasion of France on July 26. The Chapter extended its heartfelt sympathy to Mrs. Foster.

Pilgrim State Hospital

MONTHLY MEETINGS of the Pilgrim Chapter, State Association have been held regularly in the assembly hall with good attendance. Informal round table discussions, a "dark horse," and a social hour with refreshments served in the commissary have been features of these meetings. The meetings are held the first Friday evening of the month and recent business has included the revision of the Chapter constitution, preparation for the annual outing and plans for increased activity.

Leo V. Donohue and Otto Semon head the committee in charge of the annual outing which will be held on Saturday, September 9, from noon until dark, at Heckscher State Park . . .

Dr. Ralph B. Jacoby is chairman of the nominating committee which includes also Charles Mahoney, Frank Neitzel, John Schomover, Charles D. Burns, Otto Semon, Mrs. M. Terwilliger and Mrs. E. Schilling. A slate of officers for the coming year will be submitted to the chapter at the next meeting.

Audit Dept. Starts School To Train Its Examiners

ALBANY—The State Department of Audit and Control has established a school for its examiners.

As explained by Frank C. Moore, State Comptroller, the powers of his office, as a result of recent legislation, have been extended to include all school districts.

For the performance of these new duties, provision has been made in the current State budget for 40 additional examiners in the Municipal Affairs Division of the department. Civil service examinations have been held, the list of successful candidates certified and appointments made.

The first school opened last week in the State Office Building in Albany, and continued for six days. With the co-operation of Commissioner Stoddard and the Department of Education, a course of instruction in the organization and operation of school districts was prepared, and outstanding authorities lectured on pertinent subjects.

This school will be followed by a series of other schools for the instruction of departmental examiners in relation to the various other types of municipalities and districts.

Heretofore, newly appointed examiners were assigned to unimportant routine duties in the field and expected to train themselves by the "trial and error" method—a slow, costly and generally disappointing practice. It is expected that the new method of training examiners will not only improve the quality of departmental examinations but also greatly speed up the number of examinations made.

Progress Report On State Exams

Open Competitive

JUNIOR INSURANCE QUALIFICATIONS EXAMINER, Insurance Department: 79 candidates, held January 22, 1943. The rating of the written examination is completed. Investigations of training and experience are completed. Rating of training and experience to be done.

ASSOCIATE EDUCATION SUPERVISOR (Business Education): 27 candidates, held May 6, 1944. Rating of the written examination is completed. Rating of training and experience to be done. Interviews to be held in August.

BUSINESS CONSULTANT, Div. of Commerce: 92 candidates, held May 6, 1944. Rating of the written examination is in progress.

JUNIOR STATISTICIAN: 64 candidates, held May 6, 1944. Rating of the written examination is completed. Clerical work is in progress. Rating of training and experience to be done.

MOTION PICTURE INSPECTOR, State Education Dept.: 16 candidates, held May 6, 1944. Rating of the written examination is completed. Investigations of training and experience are completed. Rating of training and experience to be done.

SENIOR BUSINESS CONSULTANT, Division of Commerce: 69 candidates, held May 6, 1944. Rating of the written examination is in progress.

SENIOR CIVIL SERVICE INVESTIGATOR, Dept. of Civil Service: 338 candidates, held May 6, 1944. Rating of the written examination is in progress.

SENIOR STATISTICS CLERK: 220 candidates, held May 6, 1944. Rating of the written examination is in progress.

JUNIOR STENOGRAPHER, Albany Area: 455 candidates, held June 17 and 24, 1944. Rating of written examination is in progress.

JUNIOR CLERK, Albany Area: 1180 candidates, held June 17, 1944 and June 24, 1944. Rating of the written examination is in progress.

STENOGRAPHER, Albany Area: 380 candidates, held June 17 and 24, 1944.

Rating of the written examination is in progress.

JUNIOR CLERK, Albany Area: 1180 candidates, held July 15, 1944. Rating of the written examination is in progress.

Promotion

HEAD CLERK (Motor Vehicle), Department of Taxation and Finance: 12 candidates, held February 26, 1944. Rating of the written examination being checked.

SENIOR PAROLE OFFICER, Division of Parole, Executive Department, New York District, Buffalo Region: 45 candidates, held February 26, 1944. Rating of the written examination is completed. Rating of training and experience is completed. The examination for the New York District has been sent to the Administration Division for printing.

SENIOR DAMAGES EVALUATOR, Department of Taxation and Finance: 19 candidates, held May 6, 1944. Rating of the written examination is completed. Rating of training and experience to be done. Interviews to be held.

STENOGRAPHER, Department of Civil Service: 27 candidates, held May 27, 1944. Rating of the written examination is completed.

ASSISTANT DEPUTY CLERK, Appellate Division, Supreme Court, 2nd Judicial District: 13 candidates, held June 10, 1944. Rating of the written examination is completed. Interviews to be held.

PRINCIPAL CLERK, Dept. of Taxation and Finance: 9 candidates, held June 10, 1944. Rating of the written examination is in progress.

RETAINER CLERK-TYPIST, Appellate Division, Supreme Court, 2nd Judicial District: 10 candidates, held June 3, 1944. Rating of the written examination is completed. Interviews to be held.

TAX ADMINISTRATIVE SUPERVISOR (Corp.), Taxation and Finance: 10 candidates, held June 6, 1944. Rating of the written examination is in progress.

ADMINISTRATIVE ASSISTANT-COMMISSIONER OF CORRECTION, Dept. of Correction: 10 candidates, held June 24, 1944. Rating of the written examination is in progress.

CLERK, Department of Health: 44 candidates, held June 24, 1944. This examination has been sent to the Admin-

istration Division for printing.

CLERK, Department of Taxation and Finance: 21 candidates, held June 24, 1944. This examination has been sent to the Administration Division for printing.

FILE CLERK, Health Department: 14 candidates, held June 24, 1944. This examination has been sent to the Administration Division for printing.

TYPIST, Department of Health: 29 candidates, held July 8, 1944. Rating of the written examination is completed. Clerical work in progress.

ASSISTANT LIBRARIAN (Traveling Libraries), Education Department: 7 candidates, held July 15, 1944. Rating of the written examination is in progress.

STENOGRAPHER (Law), Department of Taxation and Finance: 5 candidates, held July 15, 1944. Rating of the written examination is completed. Clerical work in progress.

HUNTER COLLEGE OFFERS 100 TRAINING COURSES

A series of 100 courses will be offered by Hunter College's evening and extension sessions, commencing on September 20, 1944.

Among the subjects of interest to civil service workers are accounting, business law, secretarial courses, statistics, stenography and many others.

A complete catalogue may be obtained by writing to the school at 695 Park Avenue, New York City.

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of discharge of SIDCO, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, this 22nd day of August, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.



ESSENTIAL WORKERS' PIN

WEAR is proudly as an identification of your role in the war effort. Here is the only civilian honor badge available to those deserving of recognition because the work they're doing is 100% behind the war effort. If you're proud of the part you're playing—if you have earned the right to wear this pin . . . order it today!

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Albany Shopping Guide

Hotels
HOTEL CAPITOL—Green St.—just off State St. Special weekly rates. Air-conditioned restaurant. ALBANY 4-0171.

Hobbies
AIRPLANES, Stamps, Boats, Railroads. Bought and sold. Idyde Wyde Hobby Shop, 448 Broadway, Albany.

Schools
COMPTOMETER—Burrhoughs or Monroe Machines. Combination typing and calculating. Brush-up courses. Day or evening classes. HURLBURT OFFICE SERVICE, 196 Lack St., ALBANY 4-3931. Mrs. Edward J. Hurlburt, Director.

For The Ladies

TRIX FOUNDATIONS and Health Supports. Free figure analysis at your convenience. CAROLYN H. VAN ALLEN, 45 Maiden Lane, Albany, N. Y. ALBANY 4-3929

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For Your Car
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Government Openings

This is general information which you should know about United States Government employment. (1) Applicants must be citizens or owe allegiance to the United States; (2) Applicants must be physically capable of performing the duties of the position and must be free of defects which would constitute employment hazards. Handicapped persons who feel their defects would not interfere with their ability to perform the duties of the positions, are urged to apply. (3) Veterans preference is granted to honorably discharged members of the armed services. Wives and widows of honorably discharged veterans are also entitled to consideration for preference benefits; (4) Appointments are made under war service regulations, which means they will generally be for the duration of the war and in no case will extend more than six months after the war's end; (5) Persons now employed in essential occupations must receive statements of availability in order to be eligible for Federal jobs. An offer of a position will be accompanied by instructions advising what steps to take in order to secure the necessary clearance; (6) unless otherwise noted, application forms are available at the Second Regional Office, Federal Building, Christopher & Washington Streets, New York 14, New York.

Regional Training Consultant

United States Civil Service Commission
\$6,328 a Year

(Salary includes the amount paid for overtime as shown below)

—For duty at New York, New York—Headquarters of the Second U. S. Civil Service Region, comprising the States of New Jersey and New York.

Closing date Applications must be filed with the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, New York, not later than September 1, 1944.

Salary and hours of work: The standard Federal workweek of 48 hours includes 8 hours of required overtime. The increase in compensation for overtime amounts on an annual basis to approximately 21 percent of that part of the basic salary not in excess of \$3,900 a year.

Annual salary for this position is as follows: Basic salary, \$5,000; overtime pay \$628; total salary, \$6,328.

All basic salaries are subject to a deduction of 5 percent for retirement purposes.

Duties: Is responsible for the planning, directing, and controlling of all activities connected with supervision improvement programs (job instructor training, job methods and job relations training) sponsored by the U. S. Civil Service Commission. Specifically, stimulates interest and cooperation of agencies or departments of the Federal government in these programs by conducting appreciation sessions and training institutes; observes and conducts a sufficient number of 10-hour training sessions for employees to check on the quality and effectiveness of the program; confers with agency trainers and administrative officials as to the adequacy of the current program; maintains adequate records on the development and follow up of the programs and makes recommendations on desirable program revision; is responsible for furnishing advice, guidance and counsel as requested on internal training problems of the regional office of the commission.

Minimum Qualifications: Applicants must have had progressively responsible experience which has provided a knowledge of:

(1) One of the three "J" programs (Job Instruction Training, Job Methods Training, or Job Relations Training); or

(2) Training programs in governmental, industrial or vocational training fields; or

(3) Administrative practices and procedures; or

(4) Any combination of the above.

Credit will be given to all valuable experience, including experience gained in religious, civic, welfare, service, and organizational activities, regardless of whether any compensation was received therefor. Such experience, however, must be pertinent to the duties of the position. Actual time spent in such activities must be shown.

There are no age limits for this position.

No written test is required. Applicants will be rated on the quality and extent of their experience and fitness on a scale of 100, based on a review of sworn statements as to their experience, and on corroborative evidence secured by the Commission.

How to Apply:

1. Applicants must file the forms and material listed below, all properly executed, with the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, N. Y.—

A. Application Form 57.

B. Form 14 with the evidence it calls for if applicants desire to claim preference because of military or naval service.

2. The necessary forms may be obtained from the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, N. Y., or at any first- or second-class post office in which this notice is posted.

DEPARTMENTAL GUARD, \$1,824 A YEAR, INCLUDING OVERTIME PAY

FOR APPOINTMENT IN WASHINGTON, D. C., ONLY

Applications Must be Filed with the United States Civil Service Commission, Washington, D. C., and will be Accepted Until the Needs of the Service Have Been Met.

Eligibility: In accordance with the Veterans' Preference Act of 1944, competition in this examination is restricted to persons entitled to military preference as long as sufficient preference eligibles are available. At present there are not sufficient preference eligibles available, and persons not entitled to such preference are invited to file applications. In case preference eligibles are later placed on the register the certification of non-preference eligibles will be discontinued.

Experience: Applicants must show that they have had at least 3 months of full time paid experience in such positions as soldier, sailor, marine, coast guardsman, salesman, policeman, deputy sheriff, foreman, messenger, bus driver, watchman, guards, chauffeur, farmer or comparable occupations.

No written test is required. Applicants' qualifications will be judged from a review of sworn statements as to their experience and on corroborative evidence secured by the Commission.

Salary: By amendment dated August 10, 1942, the basic entrance salary for the position of Departmental Guard was increased from \$1,500 to \$1,800 a year.

Physical Ability: Applicants must be

capable of performing the duties of the position and be free from such defects or diseases as would constitute hazards to themselves or danger to their fellow employees as determined by the appointing officer.

STENOGRAPHERS TYPISTS MACHINE OPERATORS

There is a need for approximately 470 Stenographers. The majority of these vacancies are at Grade 2; however, for persons with one year's stenographic experience, there are available vacancies at the CAF-3 Grade, \$1,620 per annum plus overtime or about \$38 per week.

Approximately 548 Typists are needed, mostly at the Grade 2, \$1,440 per annum plus overtime or about \$34 per week. In this category too, vacancies at Grade 3, or about \$38 per week, are available for persons with at least one year's typing experience.

There is also a need for Multilith Telephone, Key and Card Punch Operators at about \$34 per week. There are some Tabulating Machine Operator vacancies for persons who know wiring at about \$38 per week. Mimeograph, Graphotype, Addressograph and Teletype Operators at salaries ranging from \$34 to \$38 per week are needed. In most cases the Telephone and Teletype Operators are required to work on rotating shifts.

When you have spotted the job that suits you, do down to the office of the Civil Service Commission, 641 Washington St., New York City. Remember that you'll get about 21% more than the salary listed because of overtime pay. And you'll need a certificate of availability if you're now engaged in an essential occupation.

ATTENDANT

\$1200-\$1400 p.a.
\$4-5.77 p.h.
\$23.60-\$26.00 per week.

CHAUFFEUR
\$1320-\$1680 p.a.
\$5.5-\$8.1 per hr.

CHECKER
\$1020-\$2000 p.a.

COOK & BAKER
\$1320 p.a. \$7.5-\$8.6 per hr. \$28.40-\$34.00 per week.

ELEVATOR OPERATOR
\$1200-\$1320 p.a.

ELECTRICIAN
\$2200 p.a.
\$11.4-\$12.26 per hr. \$10.08 per diem.

FIREFIGHTER
\$1680-\$2040 p.a.

STATIONARY BOILER FIREMAN
\$1320-\$1500 p.a.

GUARD
\$1500-\$1800 p.a.

HELPERS

Auto Mechanic Helper, \$7.6-\$8.87 per hr.
Electrician Helper, \$7.7-\$8.89 per hr.
Stock Tracers Helper, \$1500 p.a.
Ordnance Helper, \$5.4 per hr.
Blacksmith Helper, \$8.7 per hr.
Machinist Helper \$8.4 per hr. \$1820 p.a.

Plumber Helper, \$8.4 per hr.
Painters Helper, \$7.6 per hr.
Clerk-Laboratory Helper, \$1320 p.a.
Janitor, \$1200-\$1500 per annum \$50 per hr.

Laborer, \$1200-\$1500 p.a. \$5.3-\$8.86 per hr. \$4.40 per diem.
Laundry Operator, \$1200-\$1500 per annum \$27.20-\$29.00 per wk. \$5.7-\$8.2 per hr.
Marine Positions, \$1080-\$2800 p.a.
Machinist, \$9.12-\$10.08 per diem, \$1.10 per hr. \$3200 p.a.

MECHANICS

Auto Mechanic, \$7.0-\$13.36 per hr.
Sub. Mechanic General, \$7.0 per hr.
Mechanic, \$10.08 per diem \$1800 p.a.
Rigger Mechanic, \$1800 p.a.
Addressograph Machine Mechanic, \$1800 p.a.

Mechanic Learner, \$1200 p.a.
Aircraft Mechanic, \$2200 p.a.
Orthopedic Mechanic (Brace-maker), \$2000 p.a.

MISC. MECHANICAL TRADES

R. R. Brakeman, \$9.4 per hr.
Blacksmith (Marine), \$1.16 per hr.
Aircraft Welder, \$1800 p.a.
Apprentice Toolmaker, \$5.55 per hr.
Toolmaker, \$1.31-\$1.58 per hr.
Caulker, \$1.13 per hr.

MISCELLANEOUS

Stereotypist, \$1.32 per hr.
Pressman, \$10.50 per diem.
Plateprinter, \$96.00 per week.
Sorter, \$67 per hr.
Jr. A. C. Woodworker, \$1800 p.a.
Gardner, \$680 p.a.
Sub-Pneumatic Tube Operator, \$80 per hr.
Finisher, \$5.28 per diem.
Jr. Power Machine Operator, \$67-\$73 per hr.
Mailhandler, \$5.5 per hr.
Operating Engineer (Sewage) \$1.04 per hr.
Packer, \$7.7-\$9.00 per hr.
Painter, \$1020 per annum.
Radio Positions, \$2300 p.a. \$93-\$1.13 per hr.

REPAIRMAN

Office Appliance Repairman, \$1680-\$1800 per annum.
Office Machine Repairman, \$1800 p.a.
Typewriter Repairman, \$1800 p.a.
Telephone Repairman (Teletype) \$1.08 per hr.
Equipment Repairman, \$1.00 per hr.
Sheet Metal Worker, \$1.04-\$1.13 per hr.
Stenographer, \$1400-\$1800 per annum.

OVERSEAS VACANCIES

Position	Salary
Ice Plant Operator, \$2000-\$2875 p.a.	
Evaporator Operator, \$2600-\$2875 p.a.	
Armature Winder, \$2600-\$2875 p.a.	
Diesel Oiler, \$2300-\$2500 p.a.	
Mechanic (Sheet Metal) \$2600 p.a.	
Tinsmith, \$2600 p.a.	
Firefighter, \$2400 p.a.	
Plumber, \$2000 p.a.	
Carpenter, \$2000 p.a.	
Switchboard Operator (Power Plant) \$2600-\$2875 p.a.	
Fire Truck Driver, \$2400 p.a.	
Boiler Operator, \$2630-\$2875 p.a.	
Cable Splicer, \$2600-\$2875 p.a.	
Electrician (Line-man) \$1.30 p. hr.	
Electrician, \$2000-\$2875 p.a.	
Electrician (Maintenance) \$1.30 per hr.	
Diesel Engine-man, \$2000-\$2875 p.a.	

ACCOUNTANTS—\$2500 to \$6500 Inclusive
Commercial Cost
Fiscal
Head
Senior
Cost
Chief

ADVISORY—\$200 to \$4200 Inclusive
Ball Tech., Marine Tech., Recreational Traffic, Marine Maint., Civilian Automotive.

ADMINISTRATIVE ASSISTANTS—\$2000 to \$3000 Inclusive.

AGENTS—\$3000 to \$4500 Inclusive
Purchasing, Plant, Internal Revenue.

AIDE—\$1440 to \$2000 Inclusive.
Laboratory, Engineering, Physical Science Junior Historical Allowance.

ANALYSTS—\$2000 to \$5000 Inclusive.
Statistical, Cost, Administrative; Marketing, Management, Classification; Pictorial; Budget; Research.

APPRAISER—\$3800.
Repair Cost.

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Naval.

ASSISTANTS—\$1440 to \$1800 Inclusive.
Employee - Relation, Laboratory Attendant, Librarian.

AUDITORS—\$2000 to \$3800 Inclusive.
Principal, Cost-Construction Cost.

BACTERIOLOGIST—\$2000 to \$2600 Incl. Jr., Assistant.

CHEMIST—\$2000 to \$3200 Inclusive.
Junior; Assistant; Jr. Bio.

CHIEF'S—\$3500 to \$5000 Inclusive.
Deputy; Personnel; Storage Section; Associate; Assistant.

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CONSERVATIONIST—\$2000 to \$2600 Inclusive.
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Inclusive.

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Engineering; Mechanical; Set Designer; Statistical; Civil; Structural; Trainee; Electrical.

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INSPECTORS—\$1440 to \$3500 Inclusive.
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(Continued on Page 12)

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WAR MANPOWER COMMISSION

- Employers in non-essential industry may not hire a worker previously employed in ESSENTIAL industry without a statement of availability and referral card from the USES of the WMC.
- Employers in non-essential industry employing 4 or more persons may not hire any workers between 18 and 45 years of age previously employed in NON-ESSENTIAL industry without a referral card from the USES of the WMC.
- Employers in essential industry may hire any worker previously employed in ESSENTIAL industry if he has a statement of availability from his last previous employer or from the USES of the WMC.
- Employers in essential industry may hire any worker from non-essential industry without a statement of availability, and without a referral card from the USES of the WMC.
- Critical workers and shipyard workers must have a statement of availability and a referral from the USES of the WMC in order to secure any other job.

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FOR LIGHT FACTORY WORK
CONVENIENT HOURS

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No experience necessary.

Apply by letter only

HUDSON & MANHATTAN
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Essential workers need release statement.

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OFFICE CLEANERS

Needed for work at LaGuardia Field. Men for rotating shifts; women for night work, 9:30 P.M. to 6 A.M.

All WMC rules observed.

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USES Referral Necessary

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No experience needed
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Evenings Only

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or Call B1 8-2200

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GENERAL FACTORY WORK
EXPERIENCE NOT NECESSARY
Opportunity For Advancement
OVERTIME and BONUS
Good Work Conditions
Luncheon Facilities

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Employment Dept., 84 Vandam (7th Ave. Sub. to Houston or 8th Ave. Sub. to Spring). Essential workers need release statement.

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RETIREMENT MAN
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TEST SET TECHNICIANS

Radio or electrical background desirable for building and maintaining electronic testing equipment

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Mechanists or men with instrument making experience for building mechanical parts for electronic testing equipment.

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Essential Workers Need Release

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\$33.00 Plus Bonus
5 day week 50 Hours
Call Ch 4-5059
Ask for Mr. Saunders

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No Experience Necessary

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Pullman Porters, Laundry Workers Car Cleaners

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Essential War Workers Need USES Release Statement And Consent of The Railroad Retirement Board

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No experience necessary
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Give age, education, etc.

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Starting rates: 65c, 75c, 80c, 85c, 90c, \$1.00 per hour, based on past experience; 48-hour week.

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Starting rates: 65c, 75c, 80c, 85c, 90c per hour, based on past experience; 48-hr week.

All WMC rules observed.

Apply at American Airlines, Inc., 103 E. 41st St., N.Y.C., bet. 9 A.M. and 5 P.M. (Sats. till 12:30 P.M.)

DRAFTSMAN

Mechanical
Experienced Machinery
State Age, Experience,
Salary desired.
Good Opportunity.
Box 263

CIVIL SERVICE LEADER

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STOCK MEN

Permanent Position for

Men Over 45

40 Hours—5 Day Week

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Hours 6 P.M. to 3 A.M.

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40 Hours 5 Day Week

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Ideal working conditions

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Help Wanted—Male

AMERICAN AIRLINES

Needs Young Men 17 or Over
For permanent positions at the overhaul base at LaGuardia Field.

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NO PREVIOUS REAL ESTATE EXPERIENCE NECESSARY

COMMISSION PLUS LIBERAL CAR EXPENSE

Apply 11 A.M. to 6 P.M.

Room 819

41 E. 42d ST. (cor Madison)

Radio Technicians

for International Point-to-Point RADIO communication stations.

Must possess at least 2nd class radiotelegraphers license.

Code speed 20 words per minute.

Assignment outside N. Y. C.

Radio Telegraphers

CLERKS

We will employ you if you possess a knowledge of typing and provide you meanwhile with an opportunity to learn radiotelegraph operating.

Apply weekdays except Saturday between 10 a.m. and 4 p.m.

Essential workers need release.

R.C.A. Communications, Inc.

66 BROAD STREET, NEW YORK

Help Wanted—Female

GIRLS & WOMEN

16 YEARS AND OVER

To ticket garments in large ready-to-wear store.

DAILY FROM

5 or 6 P.M. to 10 P.M.

Attractive Pay

S. KLEIN

ON THE SQUARE, INC.

6 UNION SQUARE

NEW YORK CITY

GIRLS—WOMEN, WAR WORK

EXPERIENCE NOT NECESSARY

General Factory Work, Opportunity for Advancement and Bonus.

Overtime. Good work conditions. Luncheon facilities.

HENRY HEIDE, INC.

Employment Dept., 84 Vandam (7th Ave. Sub. to Houston or 8th Ave. Sub. to Spring). Essential workers need release statement.

AERO

STENOGRAPHERS

TYPISTS

CLERKS

Jobs in Belleville and Bloomfield

APPLY EMPLOYMENT OFFICE

WALTER KIDDE & COMPANY, INC.

60 WEST ST. BLOOMFIELD, N. J.

USES Referral Necessary

GIRLS - WOMEN

21 to 45

PART TIME EVENINGS

LIGHT PACKING WORK

GOOD PAY

No experience needed

Clean, Modern, Daylight Plant

Apply in Person Monday thru Friday, 9-4:30

Revlon Products Corp.

619 W. 54th St. N. Y. City

CLERKS - TYPISTS

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GOOD OPPORTUNITY

ADVANCEMENT

PLEASANT SURROUNDINGS

W.L. MAXSON Corp.

400 WEST 54th ST. (11th Floor)

NEW YORK CITY

Help Wanted—Female

GIRLS & WOMEN

NO EXPERIENCE

FULL OR PART TIME

BAKERS

COUNTER GIRLS

PANTRY WORKERS

SALAD MAKERS

STEAM TABLE

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Full Time-Part Time

Lunch Hours

Also 5 P.M. to 1 A.M.

HOSTESSES

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SALESGIRLS

MEALS AND UNIFORMS FURNISHED

BONUSES—PAID VACATIONS

PERMANENT POSITIONS

OPPORTUNITIES FOR ADVANCEMENT

SCHRAFFT'S

APPLY ALL DAY

56 W. 23rd St., N. Y.

Or Apply 5 to 8 P.M.

1381 Bway, nr. 38 St.

CLERKS GIRLS

WOMEN

(at least 18 years of age)

No experience necessary.

Knowledge of typing preferred.

We will employ you in interesting work, handling

International RADIOGRAMS.

Opportunity meanwhile to learn

Teletype or Radiotelegraph

Operating in our free school.

Apply weekdays except Saturday between 10 a.m. and 4 p.m.

Essential workers need release.

R.C.A. Communications, Inc.

66 BROAD STREET, NEW YORK

WOMEN & GIRLS

PART OR FULL TIME

LAUNDRY WORK

or

CANDY PACKING

SCHRAFFT'S

56 West 23d St., N. Y.

SALESLADIES

18 to 50 Years of Age

Experience Unnecessary

Full or Part Time

These Are Permanent Jobs With New York State

The positions listed below are permanent jobs with the State of New York. You have until September 1, 1944 to file an application for the tests which interest you. For complete details and application forms, write to the Civil Service Commission, State Office Building, Albany, or New York City. Enclose a large, stamped, self-addressed envelope.

NEUPHOLSTER
SOFA & CHAIR
COMPLETELY
REBUILT
LIKE NEW
Latest Fall Patterns
Spring 1944
It is now repaired,
restored, new wiring
throughout,
new filling: 8 ft.
guarantee for your
protection.

\$47.50
SLIP COVERS
Special materials,
system made to your
taste. **\$27.50**

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New York City

Furs Made to Order
Remodeling and
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Upon Identification

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215 Broadway, New York City

Here's good news for you! At last—
A shoe that really fits the most im-
portant part of the foot . . . the
Bottom.

Thousands of men and women in
every walk of life find that long
hours "on their feet" seem shorter,
much less tiring, thanks to the fati-
gue-free comfort of LALOR SHOES.

Remember, the fit is the thing—it
combines comfort and appearance.

D. J. LALOR

For the Record

STOP

ABBOTT APPLIANCE & MUSIC has a complete line of the newest records. Radio Dept. will service and repair your radio. Tubes available.

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HIGHEST CASH PRICES PAID
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9607 ATLANTIC AVE, B'klyn
AP 4-7430

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are marvelous for your sight and your appearance! Safe and unbreakable. You'll see better and look better. Have FREE trial fitting. Consultation welcomed 10-8 p.m. daily; 2-4 p.m. Sunday

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MEN'S SUITS SLIGHTLY USED BETTER THAN NEW \$7.50 and Up

We Also Buy Fawntickets For Diamonds and all Kinds of Jewelry

Al's Clothing Exchange
132 Myrtle Ave., off Flatbush Ext. Brooklyn, N. Y. TRIangle 5-0190

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Complete Apartments, Pianos, Odd Pieces, Rugs, Refrigerators, Comb. Radios, Sewing Machines, etc.

FURNITURE
At. 9-6486

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2176 Third Ave.
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When Your Doctor Prescribes Call
MARTOCCI
All Prescriptions Filled by Registered Graduate Pharmacists

PRESCRIPTIONS — DRUGS
MARTOCCI PHARMACY
7801 13th Ave. Brooklyn, N. Y.
Call BEnsenhurst 6-7032
Bay Ridge's Leading Prescription Pharmacy

to \$4,500. Application fee \$3.00. At present, one vacancy exists.

8008. CHIEF ACCOUNT CLERK, Bureau of Accounts, Department of Education. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

8004. ELECTRIC INSPECTOR, Department of Public Service. Usual salary range \$1,800 to \$3,300. Application fee \$1.00. At present, two vacancies exist in the New York Office of the Power Bureau.

8006. JUNIOR GAS ENGINEER, Department of Public Service. Usual salary range \$3,400 to \$3,900. Application fee \$2.00. At present, a vacancy exists in the New York Office of the Power Bureau.

8008. JUNIOR OFFICE MACHINE OPERATOR (CALCULATING) State and County Departments. Due to war conditions, the minimum salary will probably be \$1,350 until at least March 31, 1945, although the usual salary range for this position is \$900 to \$1,400. Application fee \$3.50. At present, vacancies exist in the New York Office of The State Insurance Fund.

8007. JUNIOR RESEARCH AID (MUNICIPAL AFFAIRS). Municipal Accounts Division, Department of Audit and Control. Usual salary range \$1,800 to \$3,300. Application fee \$1.00. Candidates may compete also in No. 8005 Municipal Research Assistant. A separate application and fee must be filed for each.

8008. MUNICIPAL RESEARCH ASSISTANT, Municipal Accounts Division Department of Audit and Control. Usual salary range \$2,400 to \$3,000. Application fee \$2.00. Candidates may compete also in No. 8007 Junior Research Aids (Municipal Affairs). A separate application and fee must be filed for each.

8009. SENIOR HEARING STENOGRAPHER, State and County Departments. Usual salary range \$2,000 to \$2,500. Application fee \$1.00. At present, vacancies exist in the Buffalo and Rochester Offices of the State Liquor Authority. Candidates must be free to travel to other sections of the State when necessary. This list will be used for making temporary military substitute appointments and permanent appointments.

8100. WOMEN'S PAROLE OFFICER, Department of Correction. Usual salary range \$1,800 to \$2,300, or \$1,500 to \$2,000 plus maintenance. Application fee \$1.00. Appointment expected at \$1,500 plus maintenance. At present, a vacancy for a woman parole officer exists at Albion State Training School. State Unwritten Examination of September 23 (Applications should be filed by September 23)

8071. ASSISTANT ARCHIVIST, Division of Archives and History, Department of Education. Usual salary range \$2,400 to \$3,000. Application fee \$3.00.

8073. ASSISTANT BIOCHEMIST, Division of Laboratories and Research, Department of Health. Usual salary range \$3,400 to \$3,900. Application fee \$2.00.

8073. ASSISTANT DISTRICT HEALTH OFFICER, Department of Health. Usual salary range \$4,000 to \$5,000. Application fee \$3.00. This examination will be held September 9.

8074. ASSISTANT LABORATORY WORKER, Division of Laboratories and Research, Department of Health. Usual salary range \$1,150 to 1,550. Application fee \$3.00.

8075. ASSISTANT LIBRARY SUPERVISOR (PUBLIC LIBRARIES), Division of Adult Education and Library Extension, Department of Education. Usual salary range \$2,400 to \$3,000. Application fee \$3.00. Candidates may compete also in No. 8083 Junior Librarian (Extension). A separate application and fee must be filed for each.

8076. ASSOCIATE EDUCATION SUPERVISOR (CHILD DEVELOPMENT AND PARENT EDUCATION), Division of Elementary Education, Department of Education. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

8077. ASSOCIATE EDUCATION SUPERVISOR (MENTALLY RETARDED CLASSES), Division of Vocational and Extension Education, Department of Education. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

8078. ASSOCIATE EDUCATION SUPERVISOR (PHYSICALLY HANDICAPPED CHILDREN'S CLASSES), Division of Vocational and Extension Education, Department of Education. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

8079. EMBALMING AND UNDERTAKING INVESTIGATOR, Bureau of Embalming and Undertaking, Department of Health. Usual salary range \$2,000 to \$2,500. Application fee \$1.00. At present, a vacancy exists in the Albany Office.

8080. FIELD INSTRUCTOR IN PUBLIC HEALTH EDUCATION, Division of Public Health Education, Department of Health. Usual salary range \$2,100 to \$2,600. Application fee \$2.00.

8082. INSTITUTION TEACHER (HOME ECONOMICS), State and County Departments and Institutions. Usual salary range \$2,000 to \$2,600. Application fee \$1.00. At present, a vacancy exists at Westfield State Farm at \$1,450 and maintenance. If eligible, candidates may compete also in No. 8081 Institution Education Supervisor (Home Economics). A separate application and fee must be filed for each.

8083. JUNIOR LIBRARIAN (EXTENSION), Division of Adult Education and Library Extension, Department of Education. Usual salary range \$1,800 to \$2,300. Application fee \$1.00. If eligible, candidates may compete also in No. 8075 Assistant Library Supervisor (Public Libraries). A separate application and fee must be filed for each.

8084. JUNIOR X-RAY TECHNICIAN (THERAPY), State Institute for the Study of Malignant Diseases, Department of Health. Usual salary range \$1,400 to 1,900. Application fee \$1.00.

8085. PHYSICIAN, State and County Departments and Institutions. Usual salary range \$3,120 to \$3,870. Application fee \$3.00. At present, a vacancy exists at Westfield Farm. This list will not be used to fill vacancies where male physicians are required. Appointments of men physicians are being made on a "war-duration" basis.

8086. SENIOR EDUCATION SUPERVISOR (BUSINESS EDUCATION), Division of Vocational and Extension Education, Department of Education. Usual salary range \$3,120 to \$3,870. Application fee \$3.00. One appointment expected in January, 1945.

8087. SENIOR EDUCATION SUPERVISOR (DENTAL HYGIENE), Division of Health and Physical Education, Department of Education. Usual salary range \$3,120 to \$3,870. Application fee \$3.00.

8088. SENIOR LABORATORY TECHNICIAN (CLINICAL PATHOLOGY), State and County Departments and Institutions. Usual salary range \$1,650 to \$2,150. Application fee \$1.00. At present, a vacancy for a male technician exists in Sing Sing Prison, Department of Correction.

8089. SENIOR MEDICAL BIOCHEMIST, Division of Laboratories and Research, Department of Health. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

8090. SENIOR TUBERCULOSIS HOSPITAL PHYSICIAN, Division of Tuberculosis, Department of Health. Usual salary range \$4,000 to \$5,000 with suitable deduction for maintenance. Application fee \$3.00.

8091. ASSISTANT STATE REPORTER, Law Reporting Bureau of the State of New York. Usual salary range \$2,641 to \$3,340. Application fee \$2.00. At present, one vacancy exists at \$3,000.

8092. ASSISTANT TO SUPERVISOR OF INSURANCE CONTRACTS, Division of Standards and Purchase, Executive Department. Usual salary range \$3,450

LEGAL NOTICE

Joseph Sonand, Helen Sonand, Carole Sonand, Max Sonand, Benjamin Kochman, Harry Kochman, Gussie Kochman, Abraham Kochman, Anna M. Turno, "Jane" Proch, the name "Jane" being fictitious and all other daughters of Esther Proch, parties intended being the daughters of Esther Proch; "Jane" Proch, the name "Jane" being fictitious and all other daughters of Pincus Proch, parties intended being the daughters of Pincus Proch; being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise, in the estate of BERTHA KOSMINSKY, deceased, who at the time of her death was a resident of 107 West 96th St., New York City, Send Greetings:

Upon the petition of PEARL SAMUELS, residing at 920 48th St., Brooklyn, N. Y. You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records in the County of New York, on the 15th day of September, 1944, at half-past ten o'clock in the forenoon of that day, why the account proceedings of PEARL SAMUELS as executrix and why legal fees of Nathan E. Shapira of \$400.00 of which \$100.00 has been paid, should not be paid and for leave to sell property located at 478 West 130th St., N. Y. C., for the purpose of paying debts, administration expenses and for distribution, should not be judicially settled.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Folger, a Surrogate of our said county, at the County of New York, the 31st day of July in the year of our Lord one thousand nine hundred and forty-four. (L.S.) GEORGE LOESCH, Clerk of the Surrogate's Court.

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of BENJ. HASKELL MONUMENTS, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of FOSBURG & LANG, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 30th day of July, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of GREENWET REALTIES, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

KOSMINSKY, BERTHA—CITATION—The People of the State of New York, by the Grace of God Free and Independent, To Hilda Gottesman, Robert Gottesman,

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of EDISON ESTATES, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of GREENWET REALTIES, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of GREENWET REALTIES, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, (Seal) this 8th day of August, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

tion of the foregoing training and experience.

8102. INDUSTRIAL FOREMAN (FINISHER-TEXTILE SHOP), Department of Correction. Salary range \$2,100 to \$2,800. Application fee \$2.00. At present, a vacancy exists in Auburn Prison.

8103. SENIOR TRANSPORTATION ENGINEER, Department of Public Service. Usual salary range \$4,000 to \$5,000. Application fee \$3. At present, one vacancy exists in the Albany Office. Maximum age limit is 50 years. Candidates must be physically able to climb bridges and other railroad structures.

Free Travel to West Coast Navy Establishment Job

Thousands of Mechanics, Helpers and Laborers are needed by the Navy for its Yards and Dry Docks in the States of California and Washington. While most positions are for men, women may apply as Mechanic-Learners for duty at Puget Sound Navy Yard.

Applicants selected will be given first class rail and Pullman accommodations to the West Coast in addition to their meals en route and housing will also be arranged for them. Wages range from 88c per hour for Laborers to \$1.47 per hour for Toolmaker and time-and-one-half is paid for all work in excess of 40 hours per week.

Citizens at least 18 years of age, who are interested, should apply at once to any of the following places: Room 544, Federal Building, Washington Street, Room 626, Federal Office Building, 90 Church Street, or any U. S. Employment Service Office.

\$6,228 Is Pay For Qualified Training Aides

The U. S. Civil Service Commission has announced that applications will be received until September 1, 1944 for the position of Regional Training Consultant with the U. S. Civil Service Commission's Second Regional Office comprising the States of New Jersey and New York.

This position pays \$6,228 per annum for a 48-hour week and is open to qualified men and women who are citizens of the United States with progressively responsible experience which has provided a knowledge of training programs or administrative practice and procedures.

Those interested in this position should apply at once at Room 624, Federal Building, Christopher Street, New York City. All appointments in the Federal service are made in accordance with War Manpower Commission regulations.

Full details appear on page 10.

NYC Denies Vet Preference To Vets on Lists

A number of candidates on N. Y. C. lists had their claims for veterans preference denied by the City civil service commission last week.

They are: Thomas P. Bowden, Fireman, Fire Department; John Doty, Promotion to Motorman, IND Division; M. Allyn Fox, Assistant Librarian; Harry Brandmeier, Steamfitter's Helper; and Hugh Vincent Quinn, Special Patrolman.

In these cases, the men did not have statements from Veterans Administration recognizing their claims to disabled veteran's status.

Help Wanted Agencies
A BACKGROUND OF SATISFACTION in Personnel service since 1910. Male and Female Secretaries, Stenographers, File—Law Clerks, Switchboard Operator. BRODY AGENCY (Henriette Roden Licensee), 240 Broadway, Barclay 7-8133 to 8137

CIVIL SERVICE WORKERS

Have you friends over 45? DO THEM A GOOD TURN!

Advise them of these POST-WAR POSITIONS that offer genuine opportunities for advancement.

They will start in the shipping and stock departments of a prominent ladies apparel chain organization at salaries of \$24-\$28.

All are 5-day week.

Tell them to see MR. GOLDE
408 7th Ave. (37 St.), 6th floor

Clerk Promotion Chances Analyzed
(Continued from Page 3)

ation and the Board of Transportation. Other lists which are still being worked on at the Commission are: Grade 3—Comptroller's Office, and Police Department and Grade 4, Finance Department.

As to when these lists would be released, the word at the Commission was, "Can't predict, perhaps two months, perhaps later."

A number of other departments now have old lists of eligibles for grade 3 and 4 promotions. When the new lists are issued, the old automatically expire. Therefore, the Commission is withholding the following lists until the existing lists are either exhausted, or expire because four years have passed since they were promulgated:

Grade 3—Board of Estimate, Purchase, Finance, Markets, Fire, Law, Municipal Courts, Domestic Relations Courts, Court of Special Sessions, Borough President of Brooklyn, Tax Department, NYC Tunnel Authority, and Board of Water Supply.

Grade 4—Comptroller's Office, Municipal Courts, City College.

No one passed the examination for clerk, grade 4, in the Bureau of Investigation.

U. S. Jobs
(Continued from Page 10)

Electrical; Transport. Equip.; Trains Ammunition; Materials; Miscellaneous; Diesel Engine; Oil; Knitted Goods; Subsistence (Coffee) Cloth.

INSTRUCTOR—\$2000.
Correspondence.

INVESTIGATOR—\$2000.
Classification Trainee.

LIBRARIAN—\$1800.

METALLURGIST—\$2000.

NEGATIVE CUTTER—\$2000 to \$2200 Inclusive.

NEGOTIATORS—\$3200 to \$8000 Inclusive, Salvage; Property Disposal.

NURSE—\$516.00 to \$1800 Inclusive, Student; Graduate; Head.

OFFICERS—\$2600 to \$5600 Inclusive, Administrative; Medical; Radio Program; Jr. Purchasing; Prop. & Sup.

PHOTOGRAPHER—\$1440 to \$2600 Incl.

PHYSICIST—\$3600.

PROJECTIONIST—\$2900.

PROPERTY MAN—\$2900.
Ungraded.

PSYCHOLOGIST—\$2000 to \$4000 Incl.

REPORTER—\$3,200.

REPRESENTATIVE—\$1800 to \$3800 Inclusive, Field District; Farm Placement.

SPECIALIST—\$3200 to \$6500 Inclusive, Commodity Price; Combustion Engineering; Food Preservation; Commercial; Defense Securities; Material; Procurement; Industrial; Conversion.

STATISTICIANS—\$2000 to \$3200 Incl. Associate.

SUPERINTENDENT—\$2000 to \$8000 Inclusive, Supervisor; Deputy Administrator; Laundry.

SUPERVISOR—\$1800 to \$4000 Inclusive, Cardio; Tabulating Machine; Superintendent; Payroll Clerk.

TECHNICIANS—\$1800 to \$4000 Inclusive, Medical; Personnel; X-Ray; Model Maker; Clinical.

TRANSLATOR—\$1800 to \$3200 Inclusive, Chinese; Spanish; Technical.

TRIPLETEST—\$2000.
Principal.

VETERINARIAN—\$2000.

TO BE SURE YOU GET HIGHEST PRICE

For Your Car ANY YEAR OR MAKE SEE OR PHONE

DEXTA
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Wendel-Hall Pontiac Co. PAYS HIGHER PRICES FOR USED CARS

1936 to 1942 models. We will give you a postwar new car priority. Will send buyer with CASH

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CARS WANTED

All Makes, 1932-1942 TOP PRICES PAID

PITKIN AUTO
DeSoto - Plymouth Dealer
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AP 7-0088

CARS WANTED

ALL MAKES 1936-1942 Top Prices Paid

FIELDSTONE MOTORS
New York's Oldest DeSoto, Plymouth Dealers
BROADWAY at 239th STREET
MARble 7-9190



YOUR BLOOD CAN SAVE HIS LIFE

Blood plasma is ammunition.

Only you on the home front can provide that blood so necessary to carry on at the battlefield.

There are many others in your department who are helping to provide life blood for America's fighting men.

Have you done your part?

Call your Red Cross blood donor service today for appointment.

The pint of blood you give, painlessly, may mean the difference between life and death for someone's brother or husband or father.

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MUrray Hill 5-6400



This Advertisement Is a Contribution to America's War Effort by

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BLOOD BANK

BREWSTER AERONAUTICAL
CORP.

A FRIEND OF THE RED CROSS
BLOOD BANK

MUSMAN & PINCUS

NYC Retirement System: How the Reserves Work

PART THREE in the explanation of the workings of the New York City Employees Retirement System, prepared for The Civil Service LEADER by Ralph L. Van

Name, Secretary of the NYC Retirement Bureau, follows. Earlier portions of this explanatory articles appeared in the two preceding issues.

Annuity Reserve Fund

The Annuity Reserve Fund is the fund from which is paid all annuities to retired members, annuities under this Retirement Law being member-derived as distinguished from pensions which are city-derived. As previously indicated, this fund is fed by transfers from the Annuity Savings Fund of the entire account of retiring members, which becomes in each case, the initial reserve for the annuity which it purchased. From the Annuity Reserve Fund all annuities and benefits in lieu of annuities are paid. This fund then, in contrast to the Annuity Savings Fund, is not at all a savings bank and is wholly of an insurance character. From the Annuity Savings Fund a member takes out exactly what he, the individual, put in. From the Annuity Reserve Fund he receives a fixed income throughout life, whether life be short or whether it be unexpectedly long. He needs, and receives, the protection of the pooling of his interest with others.

Pension Reserve Fund

The Pension Reserve Fund is the city-derived counterpart of the member-derived Annuity Reserve Fund. Its sources of income as just indicated, are reserves transferred from the Contingent Reserve Fund upon the initiation of pensions and benefits in lieu of pensions to persons not credited with service before the System began operation. From the fund are paid all such pensions and benefits in lieu of pensions. So far, you will notice a remarkable and intended similarity between the first and third and the second and fourth mentioned funds. The first and third being accumulating funds, the second and fourth, disbursing funds. The first and second operating in respect to member-derived contributions, the third and fourth in respect to city-derived contributions.

Contingent Reserve Fund

The Contingent Reserve Fund is the City-derived counterpart of the Annuity Savings Fund. Into it flow the contributions of the City in respect to benefits promised to all members who are not credited with service before the System began operation in 1920. But the Contingent Reserve Fund is not, like the Annuity Savings Fund, on a savings bank basis. The City does not withdraw its contributions when a member separates from service. Anticipation of this fact results in a different contribution by the City for the pension on account of current service than is made by the employee who intends to take his money out if he does not continue in service until he realizes the annuity. This fund, then, and all others except the first named Annuity Savings Fund, are on an insurance basis. From the Contingent Reserve Fund are paid the cash benefits provided at City expense upon the death of a member in service without pension benefit. From this fund is transferred the reserve appropriate to provide the cost of pension to retiring employees and to their dependents upon their death in the performance of duty. In the rare case of a restoration of a pensioner to service or the reduction of his pension by reason of earning capacity, the reserve appropriate to the amount of the reduction in his pension would be transferred back into the Contingent Reserve Fund. The support of this fund is derived from annual appropriations in the budget by the City spread in equal percentage of salary installments over the active service period of each affected member and sufficient to pay the benefits promised by the fund. This fund, then, like the Annuity Savings Fund, is principally an accumulating fund. Only incidentally and for cash benefits is it a fund for direct payment of benefits. (To Be Continued)

Govt. Will Pay You To Learn Trade; 16-Year Olds OK

Men and women are wanted by the War Dept. to train for positions as Aircraft Mechanics for duty at the Rome Air Service Command, Rome, N. Y.

Applicants must be citizens at least 16 years of age and able to pass a mechanical aptitude test which is given daily at the Federal Building, Christopher Street, New York City. Those selected will receive \$125 per month during a two-month training period in New York City. Upon reporting at Rome, New York, their salary will be increased to \$152 per month.

Those interested should apply at one at Room 544, Federal Building, Christopher Street, New York City. All appointments in the Federal service are made in accordance with War Manpower Commission regulations.

Do You Like to Drive? Earn \$24 Week-Ends

If you like to drive a car and want to drive out into the country on week-ends, you can make as much as \$24 a day taking prospects out to Ramapo Mountain Lakes, 28 miles from Times Square on Saturdays and Sundays. The company is paying \$12 per trip and two trips a day are normal.

Apply at the 16th floor of the Herald Tribune Building, 230 W. 41st St., between noon and 8 P. M. daily.

NO FOOD AT CITY BUILDING

Lunchtime traffic in the NYC Municipal Building has been down instead of up recently. The reason: The Ladies Municipal Luncheon where many of the employees eat is closed for renovations.

But it is expected to reopen on September 6 with a new coat of paint and other improvements.

Amusement

by J. RICHARD BURSTIN



ALEXIS SMITH

The lovely Alexis who is featured in the Warner Bros. comedy, "The Doughgirls" now showing at the Hollywood Theatre.



RAY MILLAND

Ray Milland can be seen in the leading male role at the Paramount Theatre in the film "Till We Meet Again."

"The Doughgirls", the Warner Bros. all-star comedy is being screened at the Hollywood Theatre. Screen news has also been made by the absorbing Paramount film, "Till We Meet Again", which is at the Rivoli Theatre and stars Ray Milland and Barbara Britton . . . "Mr. Skeffington," the longest running Bette Davis starrer, will end its fourteenth and final week's run at the Hollywood tomorrow . . . "Kismet" the M-G-M Technicolor film, starring Marlene Dietrich and Ronald Colman is breaking attendance records at the Astor. . . .

hear that John Garfield will star in the Warner Bros. film "Nobody Lives Forever" . . . Cantiflas, Mexico's leading comedy star, will be under the banner of RKO in his first English speaking production, which incidentally will also be made in a Spanish version. . . . Samuel Goldwyn has acquired an original in "Home Again" which deals with the problems and readjustments of men and women back from the fighting fronts.

For tops in entertainment, the Village Vanguard can't be touched. . . .

SHE'S THE GLEAM IN THE EYE OF EVERY G.I.

"JANIE"

WARNER HIT • WITH JOYCE REYNOLDS, ROBT. HUTTON, EDW. ARNOLD, ANN HARDING, ROBT. BENCHLEY, ALAN HALE

in person

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Seen and Heard In Vet Agency

VETS HEAR that Direct will be expanded. . . . That of course means there will be many more promotions. . . . NS, James Jones, Chief, is being revised again as far as the physical set-up is concerned. . . . One Department that supposedly has seen quite a number of promotions to favorites was checked into by your reporter the other ante-meridian . . . seems that one of the persons who was called, a female Assistant to the Chief, one of the persons coming into the category of rapid-favorite promotion, referred this correspondent to the Big Boss of the Section, who was at first polite and cordial. But when questioned about the manner in which promotions were made, he became flustered, passed the buck by referring your reporter to the Manager, and with no further ado, hung up . . . what-price-politeness of Chiefs

MAIL BAG

Dear Editor: I've been following the articles you've had ridiculing certain supervisors of the Veterans Administration. You have my sincere congratulations on that. You asked for my grievances and here they are on some of the old and new idiotic rulings

instituted there.

The Supervisors have now become "Storm Troopers" or "Matrons" whichever you choose to call them. Not only do they time you and count the times you go to the ladies' room, but they treat you like a first-rate moron by taking time out to watch you while you're in there. They clean the sinks and inspect the booth when you leave.

In addition, because of a fire 2 years ago, it is the only building or government agency I have ever heard of where you can't smoke any place in the building. Keep right on letting the public know what goes on there. I and hundreds of others in the building, if not everybody but the executives are all for you. Get them to explain why some people work six to eight months for a promotion and others start at a higher grade or get their promotion in from six to eight weeks?

AN INMATE OF THE VETS

CHIEF LOGAN, they say, is one of the grandest persons to work for. . . . How about some of the other "chiefs" and self-termed big-shots following suit. . . . Profound sympathy to Chief Ernest Thiel, who recently lost his mother. . . . Irving Levine at 2 Park Avenue is quite a poet. . . . Many Vets have written asking just where those classes are in typing which Manager Reichett told one of our reporters would be inaugurated soon. . . .

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Crowther, Times

Darryl F. Zanuck's
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A 20th Century-Fox Picture

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First Mezzanine Seats Reserved.
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Last Week's Happenings On NYC Eligible Lists

Certifications of eligibles on NYC open competitive and promotion lists last week showed scattered promotions in the various City departments, some to fill military vacancies. There were few new appointments to city jobs.

Claims Examiners
The Board of Transportation is appointing 5 Claims Examiners (Torts) from the open competitive list for that position at \$1,500; 108 names were certified, reaching number 375.

Foreman, Bridge Painters
One temporary promotion to fill a military leave vacancy will be made by the Department of Public Works from the list for Foreman, Bridge Painters, at \$3,000 a year. Bertram W. Gibbs and Frances Goff, numbers 3 and 4 on the list were certified.

Guide to U. S. Regulations

(Continued from Page 1)
when you are too ill to perform your regular work, or for visits to your doctor, dentist, or oculist for the purpose of examination or treatment.

Annual—If your appointment is for more than 1 year you will earn annual leave at the rate of 2 days a month plus an additional half day at the end of each quarterly period of service ending in March, June, September, and December, or a total of 26 days a year. If your appointment is one year or less you earn 2½ days a month. You may accumulate annual leave to your credit up to 60 days and beyond to 90 days, the maximum.

During the war the Department has limited your annual leave. Your supervisor will tell you the number of days you may take at one time and the total number you may have in a year.

If you transfer to a permanent position in another Federal department or agency your accumulated leave may be taken with you. If you go to a temporary position in another department, your leave cannot be transferred.

When you are separated from the service you are entitled to be paid for all unused annual leave.

Sick—You earn sick leave at the rate of 1¼ days each month or 15 days each year. Unused sick leave accumulates to your credit up to 90 days.

Sick leave is not intended to cover slight illness or indisposition not incapacitating you for the performance of your regular duties, but is for absence when you are too ill to work.

When too ill to report for work, have your supervisor notified by phone as soon as possible after the office opens.

When you return to work after a period of illness ask your supervisor for a sick-leave certificate form. If you have been absent for 3 days or less, your signed statement may be accepted as a certification of the fact that during the period you were too ill to perform your work.

If you have been absent for more than 3 days, you must submit a certificate by a registered practitioner, showing that you have been under his care for the period of sick leave.

If you have used all your earned sick leave, your absence will be charged to annual leave, if you have any to your credit. If you haven't any annual leave to your credit, your absence may be considered as leave without pay.

Retirement Benefits
If you should be separated from the service, you may, upon application to the Civil Service Commission, receive a refund of your retirement deductions. (It sometimes takes many months in coming, however.)

If you have served more than 5 years, only the contributions withheld before January 24, 1942, will be refunded.

If your record is good and your separation was involuntary (because of a reduction in force, for example) you receive all your contribution plus interest.

If your separation was due to voluntary reasons, or to discharge for misconduct, you receive your contributions plus interest but minus \$1 a month. This is a charge to defray the cost of administering the retirement fund.

If you receive a refund and subsequently are reemployed by the Government, you may re-deposit the refund. This may be done on the partial payment plan. You will have a larger monthly annuity payment when you do retire.

Correction Officer (Women) will be used to fill a position as Court Attendant in the City Court at \$1,800. Jane M. Pecheski, number 52, was certified for the job.

Correction Men
The Correction Officer (Men) list will be used to fill temporary vacancies in the Sheriff's Office. Six names, to number 460 were certified for the \$1,769 post.

Special Patrolman
To fill vacancies as Court Attendant in the Domestic Relations Court, at \$1,800, the open-competitive list for Special Patrolman will be used. Twenty-two names reaching number 1415 were sent to the court.

Steno, Grade 4
The same day that the list for promotion to Stenographer, Grade 4, Board of Assessors appeared, the first eligible on the list, Mary E. Flynn was certified for the promotion.

Welfare Supervisor
Temporary promotions from the List for Assistant Supervisor (Social Service) in Welfare were indicated when 22 names, up to number 66, were certified to the department. Promotions will be made to \$2,101 (the base salary).

Park Foreman
Promotions to Park Foreman are being made for a period of 4 weeks. Twenty-four names from the Park Foreman, Grade 2 list, reached number 267. The rate of pay is \$7 a day.



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