

# Applications Ready Monday

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# NEW N.Y.C. TESTS

The forthcoming series of exams will probably include many popular titles—among them tests for telephone operators, fingerprint technicians; promotion opportunities for clerks. *See Page 3*

## U.S. GIVES INTERVIEWS FOR IMMEDIATE JOBS

An opportunity for you if you have specific occupation which Uncle Sam can use. *See Page 2*

## *These Bills Affect Your Future*

A round-up of important legislation in Albany effecting every employee—City or State. *See Page 6*

## BUSINESS TRAINING for WAR WORK

*See Page 9*

## To Young Men

# Study Course for Cop Exam

BEGINNING IN THIS ISSUE —This material, written by an authority, will help you to improve your grade on the forthcoming N. Y. City patrolman exam.

*See Page 17*



# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## News for Postal Workers

WASHINGTON.—The bill that will give the Postmaster General authority to place the postal service on a 48-hour week has passed Congress in a breeze. Not one single legislator spoke against it in either house of Congress. The President will sign the bill and New York postal employees will be placed on a 48-hour week very shortly. They'll be paid straight time for additional eight hours.

Congress has finally approved the longevity pay bill for postal workers but there's some concern now over whether the President will approve it. The legislation never had the okay of the Budget Bureau, and the Post Office Department is only lukewarm over the legislation.

As finally approved by Congress, an increase of \$84 will be made in the base pay of a postal employee who has served 10 years and an additional \$60 would be paid after another 5 years.

## Training Bosses

WASHINGTON — Federal departments and agencies will be urged to give training to their supervisors and administrators. That plenty of them are incompetent is a fact admitted by all concerned. The U. S. Civil Service Commission will hire Dick Carlson to develop a training program for the bosses. Carlson is now personnel director of Civil Aeronautics.

## Halt Appointment Of Army Experts

WASHINGTON.—War Department has temporarily suspended appointments to the Army Specialist Corps. Applications are being made at the rate of 1,500 a day and the department now has a backlog of more than 40,000 applications. To date, it has a staff set up to process the applications. In fact, the Civil Service Commission is supposed to recruit people for the corps. Corps members will replace regular Army officers at desk jobs. Colonel Dwight Davis is head of the corps.

## Most Wage-Hour Jobs Are Filled

The Wage-Hour Division of the U. S. Department of Labor at 1560 Broadway, Manhattan, this week was still expanding its personnel, but only as a result of additional transfers from other Washington agencies. Employees were still coming in at the rate of 20 a week.

The personnel problem was seen as almost completely settled, with almost all of the approximately 475 jobs in the division now filled.

The New York regional office of the Wage-Hour Division held its annual spring dance in the Hotel New Yorker, last week, at which time it paid tribute to L. Metcalfe Walling, new administrator of the division. Workers from the national as well as regional office attended.

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

## BULLETIN To Typists, Stenos

Uncle Sam needs 1,000 stenographers and 500 typists in Washington immediately.

The jobs pay \$1,440 and stenographers who want to work in the nation's capital throughout the war can be appointed without delay. Applications are being received in New York City at the Federal Building, 641 Washington Street, Manhattan; elsewhere in the State applications are available at all first and second-class post offices.

If you want more details, you'll find them on page 20 of last week's LEADER.

## Government Conducts Job Interviews, Makes Immediate Placement to Agencies

WASHINGTON — The Civil Service Commission in Washington has at last taken a progressive step which should make it simpler to recruit new professional, technical, and specialized employees.

It has hired 16 of the best interviewers available and set them up in adequate quarters in the Old Land Office Building, which is located across the street from the main Civil Service

building at 7th and F Streets, N. W.

If you are seeking a Federal job in a professional, technical, or specialized field that pays \$2,000 or above—no matter whether you are on a Civil Service register—you will be interviewed on the spot and an attempt will be made to place you in a job immediately—provided you qualify and a position is available.

In lines of work where there is an acute shortage — explosive

chemist, for example—an applicant would be placed at work the next day, or as soon as the necessary papers could be arranged.

In occupational lines where the supply is ample, the applicant will be interviewed and a brief of the interview will be made and sent to an agency that requests someone of the applicant's talents.

The interviewing division is supervised by Sam Board, who was brought over from the Agriculture Department.



Lucille Foster McMillin, United States Civil Service Commissioner, whose burden of work includes the revamping of Federal civil service, hasn't forgotten her interest in women: she says they should be used to a far greater extent than now.

## NYC Interviews For U. S. Jobs

Here's a thumbnail sketch of the new recruiting set-up as it works at 641 Washington Street, New York City—that's the office of the Second District of the U. S. Civil Service Commission.

First, rush orders for personnel come in directly from various Federal agencies. These are filled immediately. Usually these rush calls are for specialists. But, of course, every type of position is filled by the Second District office.

Interviews are now available to persons requesting them. Those desiring interviews—provided they have some specialized talent which a government agency might utilize—are directed to room 214. Here, two expert interviewers are assigned to the weeding out process. These interviewers have a daily listing of jobs that must be filled immediately. The person being interviewed states his specialty. If a vacancy exists in his line of work, he is given an application form to fill out and then directed to the interviewing room,

where an additional 15 interviewers are on the job. If the candidate's qualifications are found acceptable, he is assigned to a job at once.

As soon as a vacancy is filled, it is crossed off the list. Applications of persons inquiring are not retained. They must apply again if they wish to be considered.

## Dietitians Wanted in N. J.

The State of New Jersey has opened a test for the position of assistant dietitian. The job, which pays \$1,380 to \$1,680 per year, is open to women residing anywhere in the United States. The vacancies are at Greystone Park Hospital and the New Jersey Sanitarium. The examination will be held on Monday, April 20. Applications must be in five days before that date.

Residents of New York State or Washington who might wish to compete should write to the New Jersey State Civil Service Commission, State House, Trenton, N. J.

## U. S. Workers Net 28 Years on Job

WASHINGTON — More than 66,000 former Federal employees, of which only 12 percent are women, are receiving retirement benefits under the Civil Service Retirement Act, the 1941 Retirement Report of the United States Civil Service Commission disclosed last week.

The report, prepared by Lewis H. Fisher, Chief of the Commission's Retirement Division, pointed out that at the close of the fiscal year there were 885,000 Federal employees subject to the provisions of the Retirement Act.

Climaxing the twenty-first year of operations of the Civil Service Retirement Act, the report showed that Federal employees have contributed a total of \$5593,000,000 to the Retirement Fund while the Federal Government has appropriated \$558,000,000. During the fiscal year 1941, nearly \$63,000,000 was paid to retired employees of the Federal Government.

**17 Percent Had Nervous Trouble**  
Significant in the report is the information that of the 2,800 Federal employees retired during the year for reasons of disability, nearly 50 percent were due to diseases of the heart, while 17 percent grew out of diseases of the nervous system.

According to the report, the

## Probe Charges of Bias Against Women, I-A Men

WASHINGTON. — The U. S. Civil Service Commission is investigating charges that war agencies in Washington discriminate against men with I-A draft classifications and women who are over 35 years old. It's reported the Commission will require the agencies, whether war or non-war, to hire older women and men with top draft classifications.

Placement officers aren't broad-

## Accountants: Watch For New Exam

Look for the United States Civil Service Commission to announce new examinations soon for specialized accountants. The Commission is understood to have plenty of eligibles on its registers to fill low-bracket accounting jobs, but there's a scarcity of cost accountants and CPAs. One or more accounting tests are anticipated within a few weeks.

largest annuity granted in the fiscal year 1941 was \$2,101. The smallest annuity granted during the same period was \$35.

About 38 percent of the total number of former Federal employees receiving retirement benefits are now receiving annuities of \$1,200 or more a year. The average amount of annual annuity now received by Federal employees is \$960.

The report also stated that since Congressional action in 1940 which permitted the re-employment of persons receiving annuities in the War and Navy Departments in connection with war positions, a total of 441 such persons have been re-employed.

### Serve a Long Time

Other statistics in the report show that the average age of Federal employees who have been retired because of reaching retirement age is 72.5 years, and their average length of service is 28 years.

The oldest retired Federal employee is now 121 years of age. He was retired from the Federal service in 1922.

## Gets 110 Pct. on Test!

Impossible?

—That a civil service worker can take an exam and come away with all of 110 per cent? No! Here's why:

—A merit system employee can certainly obtain a 110 rating on a test. The worker referred to not only scored 100 in the test by answering every question correctly; he was a disabled war veteran and therefore got the extra 10 per cent in addition.

## U. S. Cracks Down On War Deferments And Reserve Officers in Civilian Jobs

WASHINGTON. — Uncle Sam is cracking down on:

1. — Deferments for Federal workers, and
2. — Reserve Officers in civilian jobs.

Both are now not only much harder to get, but much harder to keep after you get them. The military policy, now is to get every able-bodied man possible to the fighting front.

### Manpower Board

Washington officials recognize that the many conflicting statements made concerning defer-

ment are confusing the people, but something will be done about this if the proposed manpower mobilization board is set up, if ever. It is proposed that the board lay down a national policy on deferments so that everyone would know where he stands.

Under the present arrangements, Selective Service headquarters in Washington makes suggestions to the local boards but the local boards have wide discretion to act as they see fit.

Fewer and fewer Federal employees are being deferred. In the first place, no employee, regardless of the importance of the job he holds, can be deferred longer

than six months. During that six-month period the department, under orders from the President, must train a new employee to replace the deferred man. If it is impossible to train a new person within six months, the deferred employee status is then somewhat indefinite. He's subject to call but he won't be called so long as it can be shown that he's in a vital war spot and can't be replaced.

The Commissioned officers in desk jobs are being called into active service. Both the War and Navy departments have warned reserve officers that they are subject to call on a moment's notice. Usually 14 days notice is given.

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# CIVIL SERVICE IN NEW YORK CITY

## NEW BILLS

### No Chance Seen For Garnishee Bill

A bill before the State legislature to end garnishment of the salaries of New York City employees is probably dead, according to the best advices from Albany.

The bill, described in detail in The LEADER for March 17, reads:

*Salaries not subject to garnishment. Notwithstanding any provision in any general or special law, the salary or other compensation of any officer or person paid in whole or in part from the city treasury shall not be subject to garnishment.*

The Assembly Committee on New York City Affairs has already killed the bill.

## Discipline With Protection

Any civil service employee would be permitted to defend himself with counsel at his side in appearing on charges of misconduct or incompetence in office before his department head, under a bill introduced in the State Senate.

Senator Daniel Gutman, of Brooklyn, who introduced the measure, pointed out this bill would also enable a merit system worker to be assisted by counsel at hearings on charges other than incompetence or misconduct that are or may thereafter be made grounds for suspension, removal or other disciplinary action.

At present, only war veterans and police and firemen may be represented by counsel at civil service hearings. Other workers may be booted out almost at will without the protection of an attorney.

According to present procedure, there are vast differences in the manner in which departments handle disciplinary cases. Some departments have simple hearings; others have no hearings; still others have a highly-complex organization of charges, hearings with representation, and appeals. Senator Gutman feels that his bill will bring some sense of order into this confusing array of practices, and guarantee elementary security to those employees who may not now have it when they are subjected to discipline in their departments.

## Applications for New Series of City Exams Will Be Available on Monday, April 6

Applications for the April series of city examinations will be issued for a period of two weeks, from 9 a.m., Monday, April 6, until 4 p.m., Saturday, April 18. Although the new series of city tests was not yet officially announced as The LEADER went to press, it will probably include such popular open-competitive tests as the revised telephone operator grade 1 (women) test, the fingerprint technician exam, the lifeguard exam and a re-announced promotion test for clerk, grade 2.

The patrolman examination definitely will not be among the new tests. (See story on Page 16.)

There is a possibility that such highly-popular promotion tests as captain, Police Dep't, and clerk, grades 3 and 4 may also be announced by the Civil Service Commission during the week.

### Telephone Operator

Complete requirements for the telephone operator grade 1 (women) exam were printed in last

week's issue of The LEADER. The test was originally open for applications from February 2 to February 14. The test will be re-opened for applications by the Civil Service Commission in order to admit candidates who are not high school graduates. The 1,725 candidates who filed applications in February will not have to file again.

### Fingerprint Test

The fingerprint technician examination was ordered by the Civil Service Commission in February. As revealed in the February 24 issue of The LEADER, this test will be the first one for fingerprint technician, since the establishment of the identification service in the competitive class, June 17, 1937. If the test is among the new series, as expected, complete requirements will be published in next Tuesday's LEADER. Salary for the position starts at \$1,200 a year. The requirements will probably include a practical test, which

will count heavily in the total score.

### Lifeguard Test

The lifeguard examination was originally open for filing in December. Because the minimum age requirement was changed from 18 to 19, only 200 candidates filed applications. The Park Department will need 400 lifeguards to man the city's beaches this summer. Early this year, the Civil Service Commission planned to announce this test in time to attract college students home on Easter vacation. As the new series of city tests opens April 6, right at the start of the Easter vacations, it is expected that the lifeguard applications will be reissued at this time.

### Clerk, Grade 2

The clerk grade 2 promotion test was originally open for applications during February. At that time, employees were required to have one year's experience in or-

(Continued on Page Sixteen)

## THE LAW

### Wicks Law Is Constitutional

The Wicks Law is constitutional.

Subject of furious contention since its enactment—even before—the Wicks law emerged as a constitutional act at the hands of the Appellate Division last week. This law, which brought all employees of the privately-operated subway systems into the city's fold without examination, had been fought over many times—but the action of the Appellate Division was unanimous. The justices didn't even write out their reasons.

Victorious attorney in the case was H. Eliot Kaplan, representing the Transportation Benevolent Association, and the Association of Supervisory and Administrative Employees of the BMT. Joined in the action with the two associations were the Brotherhood of Locomotive Engineers, and the Brotherhood of Signalmen and Towermen. William Abbott appeared for the city.

### Marshals, Cops To Fight It Out

Is the marshal list a bona fide civil service list?

In about ten days, Judge Bernard L. Shientag, Special Term, Part 1, Supreme Court, N. Y. County, is expected to decide on an application contesting the validity of the marshal list. The application was filed by Bernard Finkel, attorney for Isidore Hirsch, an eligible on the patrolman, (Special) No. 3 list, Friday, March 27. Answering papers to the application were due to be filed by the city Tuesday, March 31.

Both the patrolman (special) No. 3 list and the city marshal list were certified by the Civil Service Commission as being appropriate to fill vacancies as deputy sheriff. Some appointments have already been made from the city marshal list, none from the P.D. 3 list.

### Sheriff to Select Five Deputies

On Wednesday of this week (April 1), Sheriff John McCloskey, Jr., will appoint five more deputies, two women and three men. Additional deputy, sheriff appointments will be made April 15. Salaries for deputy sheriff are \$1,800 a year.

The two women appointees will be taken from the eligible list for policewomen. Previously three female deputy sheriffs were appointed from this list. The male deputy sheriffs will be made from employees on transfers from the bureau of inspection of the Department of Sanitation. These men were originally appointed to the Sanitation Department from a former patrolman list.

### Others Certified

During the past week, the Civil Service Commission certified eligibles on six lists for the coming deputy sheriff appointments. The lists certified were P. D. 1, P. D. 2, (special patrolman), P. D. 3 (special) list, fireman, city marshal and policewomen. Altogether, 15 eligibles on the patrolman list, up to number 100, and 24 on the special patrolman list, up to number 416, 17 on the third patrolman list, up to number 59, 16 on the fireman list, up to number 211, three on the policewomen list up to number 100, and 24 on the city marshal list, up to number 50, were certified.

### More Work for Fire Inspectors

The city's 359 building inspectors in the Fire Department will have to pack more work into their normal working hours in order to check any violations of blackout and air raid precautions. Assistant Chief John J. McCarthy, of the Fire Department, declared this week,



—Photo from "Merit System Advancing."

An oral test in progress. The girl at the far end of the table represents the candidate, facing the examiners. The entire conversation between examiners and candidates is recorded by a stenotypist. The lamp in the center contains a hidden microphone leading to a recording machine.

## How the Civil Service Commission Works

### What Happens When You Take a Test?

Second of a series on the workings of New York City's Civil Service Commission. These stories will take you behind the scenes, show you what happens from the time you apply for a test till the time you get an appointment—or don't.

### The Examining Bureau

How does an examination work?

What steps does your bureau take before the applications for a test are issued? While the test is being held? After the test is over? How does an examination start?

We asked these questions of Samuel H. Galston, assistant director of the examinations bureau of the Municipal Civil Service Commission. You probably couldn't find ten men in the whole country who know more than dynamic little Sam Galston about examinations.

Methodically, objectively, Mr. Galston, a pleasant-mannered man, described in detail the workings of his bureau.

First of all, let us suppose a vacancy occurs in a city department, or a new position is created. The department head asks the Civil Service Commission to send over

a list of names—eligibles who have passed a civil service test—to fill the vacancy. If there is no list in existence for that title, a study is made of the duties involved in that particular job. An "examiner-in-charge," as he is called, will then look over other eligible lists to see if one of them could be declared appropriate for the job. If he discovers that one of the existing lists could be declared appropriate, he recommends this to the Commission, which acts accordingly.

### When There's No List

When no eligible list exists which could be declared appropriate to fill the vacancies, the Examining Bureau recommends that a test be ordered. Before this recommendation is made, however, a form is sent to the department in which the vacancies occur to see if the Budget Director approves the filling of these vacancies. This form must be signed by the Budget Director before the Commission will order a test.

It would be useless to hold a test for a position if the Budget Director should refuse to appropriate the money to pay the salaries.

Upon the recommendation of the Examining Bureau, the civil service commissioners, at one of their meetings, formally order a test. This is the go-ahead signal for the Examining Bureau to start work

on the requirements and all the details.

### Job Specifications

The examiner in charge of the particular service for which the test is being held makes a complete study of the position and sets up the job specifications. He prepares the advertisement of the test, the announcement of the examination containing the requirements, duties, application period, etc. As soon as the 'ad' is prepared, he submits it to an advisory board of the Examining Bureau for approval. This advisory board consists of the director, the assistant director, and several other members of the Examining Bureau.

When the advisory board approves the "ad," the commissioners either approve or disapprove the "ad" for the test. If the commissioners approve, the "ad" is released for publication. The test is officially announced. The applications are issued and received for a two-week period.

The preliminary phase of the Examining Bureau's work is now completed.

### Promotion Tests

When promotion exams are announced, the date for the first part of the actual test is made public, so that employees may determine if they worked a sufficient period of time in their de-

partment to file for the examination.

Only on very few open-competitive announcements are the dates when the test will be held set at the time the applications are issued. These are the exceptionally large examinations or tests which must, of necessity, be held with speed.

### Experience

When candidates are required to file experience papers with their applications, those papers are forwarded to the Examining Bureau immediately by the Application Bureau, as explained in last week's story. The examiner in charge of the service, and an assistant rate these experience papers carefully. The experience papers are then filed under lock and key in the "custody room."

### Second Phase of the Work

The second big phase of the Examining Bureau's work starts after all the applications are filed with the Civil Service Commission. The examiner in charge of the service and, on certain tests, outside experts prepare the actual test questions. The Civil Service Commission has been fortunate in obtaining world-renowned authorities in particular fields to assist in the preparation of tests for higher technical positions.

### Comes the Big Day

Arrangements are made for places in which to hold the tests. Monitors are hired and the big day arrives. On exceptionally large tests, the commissioners obtain the use of schools in various boroughs from the Board of Edu-

(Continued on Page Fifteen)



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

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

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

LISTS

Many Jobs For Supermen

For the second week in a row, over one thousand sanitation eligibles were certified to various city departments for employment by the Civil Service Commission. The largest batch of names—977—was sent to the Board of Water Supply for the important defense task of guarding upstate reservoirs. Watershed guards are paid \$125 a month. The positions open are temporary.

Beginning with eligible number 6,701, the Water Supply certification included all the remaining names on the sanitation list, right down to eligible number 7,826. The names of 150 eligibles within this group who are off the list for various reasons were omitted.

In Housing Dept. For 18 more temporary positions as laborer in the Housing Department, the Commission forwarded the names of 53 eligibles. The highest eligible reached was the lad whose number is 3,350.

Twenty-five permanent jobs as railroad porters in the Board of Transportation at \$57 per hour are being offered 67 eligibles, up to 3,093 on the list. The remaining positions offered the supermen are in the Department of Public Works. They include one vacancy as a scowman at \$5.50 a day, one as a laborer at the same salary, and one as a laborer at \$1,380. All of these positions are permanent.

Twenty-four eligibles up to number 888 on the list were certified for the \$5.50 a day jobs. The \$1,380 jobs were offered 23 of the boys, up to number 1,400 on the list.

Fire Boys As Patrolmen

One hundred and eighty-seven eligibles on the fireman list are being canvassed by the Board of Transportation for the temporary special patrolman jobs to replace regular employees in military service. The certification of the fireman list made by the Civil Service Commission last week reached the lad who stands number 2,502 on the list. Eligibles who accept the jobs will be off the list for a period of 90 days.

Airport Men As Messengers

The eligible list for airport assistant was declared appropriate to fill vacancies as attendant-messenger by the Civil Service Commission, at its meeting last week. Certification of eligibles on the airport assistant list for attendant-messenger jobs will be made in the near future. Eligibles on both lists took ex-

aminations for jobs paying \$1,200 a year. Both were required to pass similar written intelligence and physical tests. In addition aspirants for the air port jobs were required to have certain educational credits not needed by the attendant-messengers. The attendant-messenger list expired December 15, 1941.

Many Attendants For Parks Dept.

Five hundred and eighty-six eligibles on the watchman-attendant list were certified to the Park Department by the Civil Service Commission this week for employment during the summer as attendants. The watchman-attendant list expires in another month and a half, on May 5.

In addition to the large number of watchman-attendant eligibles the names of 58 eligibles on a preferred list for attendant were also forwarded to the Park Department by the Commission. According to civil service law, the eligibles on the preferred list must be hired first.

Chief Clerk James Sherry, appointing officer of the Parks Department, stated that no definite dates have been set as yet for the attendant appointments. When appointed, attendants will be paid at the rate of \$4 a day or \$50 per hour. The highest eligible reached on the watchman-attendant certification was number 1,600.

Gardener Appointments Held Up Meanwhile, the appointment of approximately 500 assistant gardeners in the Park Department during the first two weeks of April is being held up temporarily, until approval of the budget director is obtained, according to Mr. Sherry. One hundred assistant gardeners have been appointed to date, the last batch of 30 being made yesterday, Monday, March 30. First news of these appointments was printed in The LEADER, March 17.

Soldier Honored By Co-workers

Harry Franchesci, an elevator operator in the Department of Public Works assigned to the Health, Hospitals and Sanitation Building, was tendered a party on last Saturday to celebrate his induction into the army. Mario Gioiella, starter in the building, acted as master of ceremonies. Mr. Franchesci was presented with a fountain pen and pencil set. "We all wish you the best of luck," said Mr. Gioiella, making the presentation, "and through this gift hope to hear from you frequently." Refreshments were served in the basement of the building. Mr. Franchesci left the following morning for Fort Dix.

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**City  
Civil Service  
News Briefs**

**Isaacs Asks City to Continue Pension Payments of Employees in Armed Forces**

The Board of Estimate ought to make the "decent, patriotic gesture" of keeping up a city employee's pension contributions while that employee is doing his part in the armed services, Councilman Stanley M. Isaacs insisted this week. The former Manhattan borough head introduced a bill in the City Council to make that possible.

"The city is still in sound enough shape to pay into the pension fund the necessary money to keep an employee's pension standing unimpaired," Mr. Isaacs

told The LEADER, after introducing the measure. "Pension differentials must be maintained at all costs, so that when a civil service worker returns to his job he does not have to make up years of default. Moreover, the city can thus help him to retire on time."

**Might Be Huge Deficit**

Mr. Isaacs said the least the city can do for its drafted personnel is "to sustain their place of mind as to their pension." Otherwise, he warned, "an employee will have to make up an accumulated deficit and have to carry that load on his mind all through the war."

Mr. Isaacs saw a tendency on the part of the city and Board of Estimate to shun their responsibilities in shouldering the burdens of drafted personnel.

Read Mr. Isaacs' resolution, in summing up: "The Council should request the Board of Estimate to authorize the payment by the City of New York to the New York City Employees Retirement System on behalf of each selectee or enlistee not receiving the difference between his city compensation and lesser military compensation, the amount which he would have contributed had his employment been continuous."

**Athletics for Civil Servants**

The Greater New York Neighborhood Athletic Association has opened offices in the Pulitzer Building, 63 Park Row, Manhattan. Harry R. Langdon, president of the association, announced that 75-year-old Ernie Hjertberg, recipient of many athletic awards, will be coaching the athletes. A tentative program has been arranged for a two-day track carnival at Randall's Island in June. Civil Service employees are invited to participate.

**Letter-Writing Helps Clerks**

A letter-writing campaign has helped to shove through the Assembly this week the junior school clerks salary increase bill, the Junior Clerical Assistants Association of the City of New York at 55 West 42nd Street, Manhattan, pointed out. The group said it has been assured of further successful passage of the bill.

**VINCE KANE TO SPEAK BEFORE FIRE ELIGIBLES**

Vincent Kane, president of the Uniformed Firemen's Association, is expected to be a guest speaker at the next meeting of the Firemen Eligibles' Association. The meeting will be held Monday, April 20, at 8 p.m., in Washington-Irving High School, 40 Irving Place, Manhattan.

tion officer was "denied for the present" by the Civil Service Commission at its meeting last week. The request, approved by Commissioner of Correction Peter F. Amoroso, was made by the Correction Officers Benevolent Association.

The list for correction officer, then known as prison keeper, expired in 1939. Since that time many appointments as correction officer have been made from eligible lists for special patrolman, patrolman and fireman. Commissioner Amoroso informed the Civil Service Commission that of 47 appointments made to the position of correction officer from the patrolman list since January 1, eight resigned in order to accept appointments in the Police Department as patrolmen on March 15. He expects the remainder to resign when they are reached for appointment to the Police Department.

**Fire Boys Take Jobs**

Richard J. Walsh, secretary of the Correction Officers Benevolent Association, pointed out that approximately 60 or 80 eligibles on the present fireman list have accepted correction officer appointments. Altogether, 700 to 800 fire eligibles have been offered these jobs, he said. In addition, eligibles on the special patrolmen list have refused appointments as correction officer in order to accept tunnel officer and bridge officer positions at the same salary.

The only alternative to the holding of an examination would be the raising of the correction officers' salaries to the level of the salaries paid patrolmen and firemen, Mr. Walsh stated. He pointed out that in Los Angeles, Boston, Miami, San Francisco, Newark and other cities, correction officers are paid the same salaries as patrolmen and firemen.

**HOURS**

**Up Again**

An understanding was impending this week to return to the city's per diem asphalt industry workers seven hours of work week recently curtailed by the Budget Director's office.

In Brooklyn, it was learned, the additional hours have already been placed back on the asphalt workers' schedules after a talk between Borough President Cashmore and Martin Godfrey, representing the Pavers and Builders District Council, AFL. Those whose hours would be jumped from a maximum of 28 to 35 are asphalt workers, asphalt foremen, steamroller engineers and pavers and rammers. The old maximum was 40.

The understanding, The LEADER learned, was reached after efforts by American Federation of Labor officials, who conferred with Borough President Edgar Nathan and Gilbert E. Goodkind, assistant to Mr. Nathan, on Friday. The latter two consulted with Budget Director Kenneth Dayton to decide upon the necessary funds. Union representatives were James V. Barry, president of the Pavers and Road Builders District Council; Henry Feinstein, general organizer for the Hod Carriers', Building and Common Laborers' Union of America; John L. Vesce, and Abraham Goldfisher, president and delegate, respectively, of the As-

phalt Employees' Union, 1022, AFL.

**Threaten City Hall March**

The reported agreement was arrived at after indications that a march on City Hall might be made by organized labor if the prevailing pay tension wasn't eased. Labor has been riled to an unusual degree since the city's per diem workers received increases based on back pay in private industry, only to find the advances nullified by a newly-imposed work week consisting of less hours.

**New Pay Schedule**

Meanwhile, Assistant Deputy Comptroller Morris Paris announced that the new prevailing rate for flaggers is \$1.65 an hour. The rate in private industry was

\$1.65 from January 1, 1935 to May 1, 1936; \$1.50 from May 1, 1936 to August 2, 1937, and \$1.65 again from August 2, 1937 to the present. The flaggers have been getting a net of \$1.25 from the city.

The new rate for asphalt foremen, also established this week, has been pegged at \$11.08 a day, in contrast to a net of \$8.60 they have been receiving from the city.

The pay is being adjusted according to the following allowances: October 1, 1937 to September 30, 1939, \$9.04; October 1, 1939 to September 30, 1941, \$9.44; October 1, 1941 to February 18, 1942, \$9.48.

New rates have been established after acceptance of 50 percent deductions in back pay. They are based on an eight-hour day.

**Health Dept. Drops Nurses, Hospitals Beg for Them, City Trains More of Them**

While Miss Mary Ellen Manley, Director of the Division of Nursing, Department of Hospitals, was pointing to the immediate need of 500 additional nurses in the city's hospitals, Health Commissioner John L. Rice this week was ironically enough calling for the curtailment of 67 nurses' jobs in the Health Department.

Doubtless those nurses who may be booted out of the Health Department are not going to have any difficulty getting other jobs. The irony of casting off nurses at a time when another department is virtually begging for them struck one of the more interesting notes of the week.

Miss Manley is expecting to obtain many nurses from the seven schools of nursing throughout the

city. Graduates of academic courses are eligible to enroll in the nursing schools.

**Applicants May Register Now**

At present 1,547 are taking courses in the seven schools. Applicants may register at any of the following: Bellevue School of Nursing for Women, 26th Street and 1st Avenue, Manhattan (Miss Blanche Edwards); Mills School of Nursing for Men (same address and superintendent of nursing as Bellevue); Metropolitan School of Nursing, Welfare Island (Miss Ella Rosencrance); Fordham School of Nursing, Crotona Avenue and Southern Boulevard, the Bronx (Miss Elsie Palmer); Kings County School of Nursing, Clarkson Avenue, Brooklyn (Miss Anne Johnson); Highland School of Nursing, 136th Street and Lenox Avenue (Miss Mary Pauline

Hartz), and Cumberland School of Nursing, North Portland Avenue, Brooklyn (Miss Ella Glendinning).

Enrollees must leave a deposit ranging around \$100 for the first three months of the course, which lasts for three years (college graduates can make it in less in view of a time allowance). Essential expenses are drawn out of this fund. Any money remaining at the end of the three-month period is returned.

Starting with the fourth month, students receive \$20 monthly, of which half is returned for living expenses at the hospital. Students are usually on call at all times.

Miss Manley said that hospital attendants are badly needed to fill the gap being left by countless nurses enrolling for war work.

**TESTS**

**Sanitation Asst. Foreman**

What has happened to the sanitation assistant foreman test? Although the exam was held, no word has yet been given out by the Municipal Civil Service Commission as to when the results may be expected. Because of the nature of the questions on this exam, the Commission has not yet released key answers. As soon as the papers are rated, the answers will be made available to the competitors.

When the list of assistant foreman is ready, The LEADER will publish it.

**Audit Manager Wanted—\$3,000**

Audit manager wanted. From February 2 to February 14, the Civil Service Commission accepted applications for positions of audit manager, \$6,000 a year, and senior accountant (methods), \$3,000 a year. The requirements for audit manager included at least 15 years of high-grade experience in accounting and auditing, for senior accountant (methods) at least 10 years of equally responsible experience. Fifteen candidates filed for audit manager; 92 for senior accountant (methods).

Because only 2 of the audit manager candidates and 23 of the senior accountant candidates were found qualified, the Commission will reopen the test in May. Applications will be issued and received for the entire month of May in an attempt to attract a greater number of highly qualified candidates. The applicants will be rated solely on their training, experience, and personal qualifications.

**No Test to Fill Jail Officer Jobs**

A request for an open-competitive examination for correc-

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**TELEPHONE OPERATOR**  
(STATE, CITY AND COUNTY DEPARTMENTS)  
Examinations expected soon. Class forms Wednesday, April 1, at 8:30 P.M.

**FINGERPRINT TECHNICIAN**  
Examination ordered. Class forms Thursday, April 2, at 8 P.M.

**CLERK, GRADE 1 — TYPIST, GRADE 1**  
Applications closed. Classes meet TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M.

**MOTOR VEHICLE INSPECTOR (Bus)—Class meets FRIDAY at 8:30 P.M.**  
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# CIVIL SERVICE IN NEW YORK STATE

## This Legislation May Vitally Affect Your Future

The LEADER has made a round-up of all important measures before the State legislature, and how they stand right now. Some of these bills affect New York City employees; some of them affect New York State employees; some affect workers in all municipalities; and some affect those who aren't yet employed by city or State but may be in the future. If you're used to skipping articles about legislation because they're "in small type," don't do it now—because this is vital to you personally.

The letter "A" before an item means the bill is in the Assembly; "S" indicates it's in the Senate.

**A-1727. KREINHEDER**—Provides removals from or demotions in civil service positions shall be made in inverse order of original appointment as compared with other employees holding same title in same salary grade in department classifications preferred lists and makes a county employee in New York City eligible for transfer to position in any county of city, and provides for certification for engineering or architectural work or public works inspection. Civil Service Commission. Passed; in Senate; In Committee; Final passage probable.

**A-1836. MOFFAT**—Strikes out provision for use of estimates for paying compensation for personal services of persons in civil service. Civil Service Commission (Same as S. 149.) Passed; In Senate Committee; Final passage probable.

**A-1752. FITE**—Provides when State civil service commission certifies employee in classified service of town, village, special district or school district other than city school district, as having been appointed, employed or promoted pursuant to law, no further certification except as to pay rolls or ac-

counts for first payments in October in school district and otherwise for March shall be required for drawing of check. Civil Service Commission. (Same as S. 1216.) Companion bill from Senate now in Rules Committee; Final passage probable.

**A-1653. CORCORAN**—Provides when employee in classified civil service resigns to accept provisional appointment, position from which he resigned shall not be permanently filled until after probationary term and he shall be restored to former position if unqualified for new position. Civil Service Commission. (Same as S. 1333.) Passed; in Senate Committee; Final passage probable.

**A-1485. PILLION**—Provides that persons hereafter becoming members of State retirement system must agree to give up such membership if he joins a Federal Retirement system. Civil Service Commission. (Same as S. 1187.) On third Reading; Passage probable.

**A-1109. DEVANY**—Permits member of State retirement system who is honorably discharged U. S. war veteran, at age 50 to retire after 25 years of total creditable service and to receive a retirement allowance of an annuity and pension. Civil Service Commission. (Same as S. 916.) In Rules Committee; Passage probable.

**A-1105. DeSALVIO**—Extends for two years term of eligibility of list of candidates for supervisor of bridge operations, grade 3, New York City public works dept., promulgated June 2, 1938. Civil Service Commission. In Rules Committee; Passage probable.

**A-1085. WEBB**—Provides in computing for retirement purposes the 25 years of completed service of a member of State police, credit shall be given for active service in U. S. armed forces after honorable discharge as officer, soldier, marine or army nurse. Civil Service Commission. (Same as S. 926.) In Rules Committee; Passage probable.

**A-1444. FITE**—Provides additional contributions to State employees' retirement system may be applied to provide annuity which is actuarial equivalent thereof on basis of mortality table and interest rate as State comptroller shall authorize. Civil Service Commission. (Same as S. 1087.) Senate bill substituted and sent to Rules Committee; Passage probable.

**A-1442. FITE**—Makes it a misdemeanor to defeat, deceive or obstruct any person in respect to his right of certification, appointment,

promotion or reinstatement in civil service. Civil Service Commission. (Same as S. 1184.) Passed; Sent to Governor.

**A-1440. FITE**—Provides State official making charges for removal of an employee may request State civil service commission to make, after hearing at which counsel may be present, an advisory determination from which no appeal to the commission may be taken. Civil Service Commission. (Same as S. 1397.) Passed both houses; to Governor.

**A-1351. CORCORAN**—Provides civil service employee shall have right to be represented by counsel at hearing on charges for suspension, removal or disciplinary action. Civil Service Commission. On third Reading; Passage probable.

**A-1174. MORAN**—Allows credit to members of State employees' retirement system for service as employee of U. S. with civil service status or of any U. S. agency or board. Civil Service Commission. In Rules Committee; Passage probable.

**A-1917. UPTON**—Provides that prior service credit for members of State employees' retirement system who were honorably discharged veterans shall apply to those who were citizens of U. S. at time of entry into military service, instead of to actual residents of State. Civil Service Commission. (Same as S. 1593.) On third Reading; Passage probable.

**A-1861. OSTERTAG**—Continues temporary provisions for reclassification of titles and positions of civil service employees, and provides no employee in State hospital or institution shall board or lodge away from institution or hospital which regularly furnishes food, lodging or maintenance, without permission of institution or department head; budget director may deduct from salary of employee who fails to obtain permission, fair value of food, lodging or maintenance. Civil Service Commission. (Same as S. 1537.) In Rules Committee; Passage probable.

**A-1887. CORCORAN**—Strikes out provision that annuity received by person on retirement from civil service shall be suspended if he accepts office with salary in State or municipal civil service. Civil Service Commission. (Same as S. 1551.) In Rules Committee; Passage doubtful.

**A-1751. FITE**—Provides municipal civil service commission in absence of eligible list of its own, may request State commission to furnish names of persons on appropriate list who are residents of city or civil division in which appointment is to be made. Civil Service Commission. (Same as S. 1436.) Passed; In Senate Committee; Final passage probable.

**A-1708. ARCHINAL**—Permits member of State employees' retirement system credit for time absent without pay while engaged in U. S. government service or in war work or defense industries from March 1, 1940 until six months after termination of war, in computing service as member and final average salary by contributing to system amount which would have been paid if he had remained at regular duty and makes other changes. Civil Service Commission. In Rules Committee; Passage probable.

**A-102. GUIDA**—Provides that in

civil service examinations for appointment or promotion, credit shall be given for training and experience acquired in volunteer civilian defense services. Civil Service Commission. In Rules Committee; Passage doubtful.

**A-158. KREINHEDER**—Provides that persons promoted to competitive civil service positions after examinations, shall not be required to serve probationary period and shall be permanent employees immediately. Civil Service Commission. (Same as S. 134.) Passed both houses; to the Governor.

**A-302. RAPP**—Provides for optional retirement of policemen who are members of State employees' retirement system and who elect on or before July 1, 1943, to contribute on basis of retirement after 25 years of service or at age 60, municipalities to make additional contributions for increased pensions. Civil Service Commission. (Same as S. 267.) In Rules Committee; Passage probable.

**S-412. SELLYE**—Allows member of State employees' retirement system credit until June 30, 1944, for service in employ of U. S. in defense program duties, and to contribute into pension fund as if he had been present and engaged in regular duty. Pensions Commission. In Rules Committee; Passage probable.

**A-561. FITE**—Provides that in case of death of retired member of State employees' retirement system accrued allowance, when no option is selected, shall be paid to person designated, if living, otherwise to his estate. Civil Service Commission. (Same as S. 408.) In Senate Committee (Pensions); Passage probable.

**A-851. VAN CLEEF**—Makes membership in State retirement system compulsory for firemen in municipalities or fire districts which do not maintain local pension system. Civil Service Commission. Passed; In Senate Committee (Pensions); Passage doubtful.

**A-781. CREWS**—Requires that N. Y. City education board in establishing salary schedules for employees, shall certify such of its employees as are in specific civil service grade within salary schedule equivalent to such grades. Civil Service Commission. (Same as S. 646.) Passed both houses; to the Governor.

**A-704. BORMANN**—Provides State and municipal civil service commissions shall not require applicant for examination to disclose if he is disabled veteran or claims preference as such. Civil Service Commission. (Same as S. 447.) In Rules Committee; Passage probable.

**A-648. LYONS**—Provides for retention as provisional appointees present classified employees in division of highway maintenance and repair in State public works department subject to qualifying examinations to be held within one year. Civil Service Commission. (Same as S. 521.) In Rules Committee; Passage doubtful.

**S-621. HALPERN**—Prohibits disqualification of a person registering for promotional civil service examination because of his age, nor shall he be penalized or barred after passing. Civil Service Commission. Recalled from Governor, March 16; amended; re-passed in both houses; re-sent to Governor.



Governor Lehman will have plenty of Civil Service bills to consider within the next few weeks.

**A-865. KREINHEDER**—Provides in original entrance or promotion civil service examination, service as volunteer fireman, as well as military service in time of war, may be credited under subjects record and seniority, training or experience. Civil Service Commission. (Same as S. 802.) Passed; in Senate; on third Reading in Senate; Passage probable.

**A-1228. WRIGHT**—Provides member of State employees' retirement system who after 15 years' service as member of State police division becomes physically or mentally unable to perform duties shall be retired on pension for accidental disability. Civil Service Commission. (Same as S. 960.) Senate Bill substituted; on third Reading; Passage probable.

**S-956. HALPERN**—Repeals provision authorizing State civil service commission to render service relative to classification of positions and rating of examinations at expense of municipality. Civil Service Commission. (Same as A. 992.) To the Governor.

**S-428. BECHTOLD**—Allows credit to members of State employees' retirement system for service as U. S. marshal, deputy marshal or collector of customs. Pensions Commission. (Same as A. 518.) In Rules Committee; Passage probable.

**S-960. MITCHELL**—Provides member of State employees' retirement system who, after 15 years' service as member of State police division becomes physically or mentally unable to perform duties shall be retired on pension for accidental disability. Pensions Committee. (Same as A. 1228.) Passed both houses; to the Governor.

**S-134. WICKS**—Provides that persons promoted to competitive civil service positions after examinations, shall not be required to serve probationary period and shall be permanent employees immediately. Civil Service Commission. (Same as A. 158.) In Rules Committee; Passage probable.

**1216. HALPERN**—Provides when State civil service commission certifies employee in classified service of town, village, special district or school district other than city school district, as having been appointed, employed or promoted pursuant to law, no further certification except as to pay rolls or accounts for first payments in October in school district and otherwise for drawing of check. Civil Service Commission. (Same as A. 1752.) Passed both houses; to the Governor.

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### Halpern Asks Ban Of Residence Laws

ALBANY—State Senator Seymour Halpern, Queens Republican, Chairman of the Senate Committee on Civil Service, introduced a bill last week in the legislature to exempt from the restrictions of local residence laws State employees as well as workers in public and private defense industries.

In a statement explaining the bill, Senator Halpern pointed to the Lyons Law in New York City, which rules that public employees must have lived in New York City for three years immediately preceding appointment before they may be given a job in the city service.

He also pointed out that under the terms of the Fite-Bechtold bill of 1941, which establishes Civil Service throughout the entire State by the end of 1942, residence requirements probably will be set up in many upstate communities. Senator Halpern continued:

**Protects Those in Temporary Jobs**

"For some years, we have heard of the plight of eligibles on city lists who took low-paying State jobs, only to find themselves ineligible for public employment in their home towns.

"Today, many men and women are accepting jobs in vital defense industries in various parts of the State and nation. Many of these jobs are temporary and the men

### Latest On Brees Bill

At the time The LEADER went to press, the Brees bill had not yet been signed. There was strong speculation in Albany that the Governor would approve the bill sometime during the week. The Brees bill halts the pay differential for persons entering the Naval or Marine Reserve, as of the date when it becomes law.

Watch next week's issue for more details about the rights of Civil Service employees under the military law.

and women will want to assume their rightful positions on local civil service lists. This bill would protect them from losing out merely because they happen to be helping the nation to arm itself."

### Jobless Pay Faces Hard Sledding

ALBANY. — Opposition of the SCMWA to the Ehrlich bill extending unemployment insurance coverage to State workers was expressed last week by the union's lobbyist who said "we are afraid the measure will be an

opening wedge for merit rating for private employers."

**Had Hard Sledding**

Although it faced hard sledding in the Assembly Labor Committee, the bill was revived by a technical amendment and sent to Rules Committee. Opposition of labor organizations may result in death of the bill in committee, although it has a chance of passage.

The SCMWA objections that the bill is "unsound" because it does not require regular State-employer contributions to the Unemployment Insurance Fund was met by the introduction of the Catenaccio bill on behalf of the CIO. The Catenaccio bill would put the State on the same basis as any private employer and would require statutory payroll tax assessments. Private employers now pay 3 per cent a year. This would mean that the State would have to contribute more than \$2,000,000 to the fund in exchange for benefits estimated not to exceed \$50,000 yearly.

### New Edition, Civil Service Law

A revised edition of the State Civil Service Law has just been published and is available at the local office of the State Civil Service Commission, Room 576, State Building, 80 Centre Street, Manhattan. The price is 50 cents per copy.

Candidates for all city and State tests who wish to know their rights under the civil service law, can find this book invaluable.

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# Where Do I Stand?

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

Junior Clerk			
P-New York-\$900...	3,199	81.75	
P-Albany-\$900 .....	5,285	79.65	
T-New York-\$900...	6,856	77.75	
T-Albany-\$900 .....	5,285	79.65	
Junior Stenographer			
P-New York-\$900...	2,351	77.40	
T-New York-\$900...	1,937	82.40	
P-Albany-\$900 .....	2,345	78.00	
Junior Typist			
P-New York-\$900 ..	1,878	85.20	
P-Albany-\$900 .....	3,333	78.80	
T-New York-\$900...	3,391	77.08	
T-Albany-\$900 .....	3,321	79.00	
Assistant File Clerk			
P-New York-\$1,200..	243	88.20	
P-New York-\$900...	611	86.70	
P-Albany-\$1,200 .....	638	86.70	
T-New York-\$900 .....	2,729	83.10	
T-New York-\$1,200..	459	87.30	
T-Albany-\$1,200 .....	1,250	85.30	
T-Albany-\$900 .....	4,299	81.50	
Assistant Clerk			
P-New York-\$1,200..	138	90.17	
P-Albany-\$1,200 .....	908	85.97	
T-New York-\$1,200..	1,045	86.69	
T-Albany-\$1,200 .....	3,073	83.95	
Assistant Stenographer			
P-New York-\$1,200..	372	87.60	
P-Albany-\$1,200 .....	355	87.70	
T-New York-\$1,200..	1,943	79.20	
T-Albany-\$1,200 .....	1,350	83.20	
T-New York-\$900...	1,353	79.68	
Assistant Typist			
P-Albany-\$1,200 .....	189	87.40	
T-New York-\$1,200..	369	86.29	
T-New York-\$900...	383	86.16	
T-New York-\$900...	1,388	79.60	
T-Albany-\$1,200 .....	1,490	77.84	
Latest permanent appointments from these lists follow:			
Junior Clerk			
New York-\$900 .....	2,579	82.52	
Albany-\$900 .....	6,899	76.50	
Junior Stenographer			
New York-\$900 .....	1,663	83.70	
Albany-\$900 .....	2,347	77.80	
Junior Typist			
New York-\$900 .....	1,616	86.00	
Albany-\$900 .....	3,390	77.24	
Assistant File Clerk			
New York-\$900 .....	310	87.90	
Albany-\$1,200 .....	413	87.50	
Albany-\$900 .....	2,369	83.60	
Assistant Stenographer			
New York-\$1,200 .....	188	88.90	
Albany-\$1,200 .....	472	87.10	
Assistant Clerk			
New York-\$1,200 .....	79	90.75	
Albany-\$1,200 .....	786	87.25	
Assistant Typist			
New York-\$960 .....	539	85.29	
Albany-\$1,060 .....	167	87.60	

# Candidates Who Took Auto License Test Demand Release of Question-Booklets

Resentment among those who took the recent auto license examiner examination is widespread, judging from reactions received in The LEADER'S office. These reactions don't take the form of opposition to the type of examination. Rather they are based mainly on the contention that (1) some of the questions are open to more than one interpretation; (2) the State Commission, by refusing to release the questions, makes it impossible for competitors to indicate their objections to such questions; (3) the experience rating is inequitable.

Following is a letter received by one candidate from Eugenia G. McLaughlin, Chief of the Division of Examinations for the State Commission.

"Your letter of February 24th to Commissioner Reavy has been referred to me for reply, and I regret that I have not been able to answer your letter at an earlier date. There are a number of points which you raise in your letter which require either a lengthy or involved explanation and it, therefore, may not be possible to answer entirely all of the questions which you raise. As far as questionable items on the examination are concerned, the answers to all of the items in the examination have been checked with authoritative references and with recognized experts in the Motor Vehicle field. In those instances where there is a reasonable doubt as to the answers to an item, appropriate allowance is made. In all of the State civil service examinations, except the clerk, stenographer and typist examina-

tions held October 4, 1941, the question booklets are collected at the conclusion of the examination. This collecting of the question booklets does not in any way affect candidates' right to appeal the rating received, since the privilege to appeal is extended to all candidates after the eligible list has been established and they have been officially notified of their examination results.

"The examination as announced provides a relative weight of 3 for the subject of training and experience and a relative weight of 7 for the subject of the written examination. The rating of the subject of training and experience is based on the quantity and quality of training and experience which the applicant has with regard to the applicability of such training and experience to the position under examination. In many examinations, an oral interview is held as an aid in evaluating the training and experience of candidates. However in the present examination, the large number of competitors precludes the possibility of conducting an interview. However, it should be pointed out that only those persons who obtain a passing mark of 75 percent in the written examination are rated in the subject of training and experience. The passing mark of 75 percent is provided for in the Civil Service Law. The subject of training and experience is generally included as part of all examinations held by this department as it is considered that, for the majority of positions, previous appropriate formal training or actual experience in the work contributes materially to a person's ability to satisfactorily perform the duties of a position.

"Very truly yours,  
"Department of Civil Service,  
"Eugenia G. McLaughlin,  
"Chief, Division of Examinations."

**Analysis of the Letter**  
The candidate who had written the Commission analyzes the above reply. Here's his reaction: "I recently wrote to the State Civil Service Commission protesting the fact that the candidates of the Motor Vehicle License Examiner



Grace Reavy, president of the State Civil Service Commission

test were not allowed to retain their question booklets thus precluding the possibility of intelligently reviewing the questions and protesting contestable questions. I also strenuously protested the 30 percent allotment made on this examination for Experience and Training. "I have since received a reply from Miss McLaughlin of the Civil Service Commission which I believe is most unsatisfactory. "Analyzing each paragraph of Miss McLaughlin's letter I wish to point out the following: "Paragraph 1—This paragraph, of course, leaves a lot unsaid and much to be desired. "Paragraph 2—I do not doubt that the questions appearing on the ex-

amination were thoroughly checked to ascertain their correctness. Nevertheless, I believe there are several questions on this examination which are contestable, one of which is Question 113, which appeared in Part II of the test. This question was thoroughly discussed in the article appearing in last week's LEADER. Mr. Carroll Mealey, Commissioner of the Bureau of Motor Vehicles, in reply to my letter to him, has also confirmed the fact that this question is contestable. I, therefore, contend that the candidates should be allowed to keep their question booklets so they can make their protests known. If they cannot keep their booklets and publication of the test is withheld, how can these candidates advise the Commission of their protests? Certainly the Commission cannot allow appropriate answers if those answers are not submitted. I, therefore, believe the State should adopt the procedure followed by the New York City Civil Service Commission in allowing the candidate to retain the question booklets and announcing the key answers to the examination. In that way everyone would be given the opportunity of protesting contestable questions.

"Paragraph 3—Naturally the right to appeal isn't affected by the collecting of the question booklets, but how does the candidate know what to appeal if the questions are not made available to him?

"Paragraph 4—I do not believe that this examination should contain an "Experience and Training" factor. The position of a Motor Vehicle License Examiner is not a highly skilled or technical position, and I believe a candidate who can pass the written examination and a stiff practical driving test should have equal rights with a man having past experience in this field. After all, just because a man lacks past experience does not mean he will not make a good examiner. No doubt the appointee is given a short in-service training course which I believe is ample to prepare a man for this job. It is conceded that as the requirements stand a man possessing past experience has a distinct advantage over a candidate without such experience even though the candidate without experience may do decidedly better on the written examination.

"Paragraph 5—This I believe is true of skilled and technical positions, but I believe the State uses the experience factor too liberally. If such examinations as State Trooper, New York City Policeman and Fireman can be conducted without experience requirements, why is it necessary to incorporate an experience factor in the test for Motor Vehicle License Examiner? This factor adversely affects the majority of candidates competing in this examination, who might well make good examiners; perhaps even more so than many of those with experience.

"In conclusion, I wish to state that I believe proper legislative action should be taken compelling the questions of all Civil Service examinations to be made public and also restricting the use of the "Experience and Training" factor to skilled and technical positions."

who will contribute twice a month to the fund on this basis:

Salary	Semi-Monthly Contribution
\$ 900 to \$1,199	5 cents
1,200 to 1,999	10 cents
2,000 to 2,999	15 cents
3,000 to 3,999	20 cents
4,000 and up	25 cents

Amounts to be distributed for gifts, deaths, illness, and the like have not yet been determined. The fund and its administration will rest with a committee to consist of one member from each of the major divisions of the department. There will be a collector for each room and a treasurer for the department will be appointed. Disbursements for the various items are to be uniform. As related, no definite schedule for these disbursements has been agreed upon, but discussion during the last few weeks evoked this tentative proposal: \$25 for a member who is to be married; \$10 for flowers upon death of a member or one in his immediate family; \$5 for flowers upon death of a close relative but not living under same roof; \$3 for flowers, candy or fruit, etc., for members ill more than two weeks; \$5 per year, as a parting gift, up to five years, or a maximum of \$25 for members leaving the service on account of retirement or who resign to enter some other field of employment—exclusive of marriage.

## Mental Hygiene Notes

By JOHN F. MONTGOMERY

Up-to-the-minute status of the eligible lists for hospital attendants in zone one:

	Avail.	Elig.	Prov.	Emp.
	M.	F.	M.	F.
Buffalo .....	—	3	31	20
Craig Colony..	—	—	1	4
Gowanda .....	—	1	16	9
Newark .....	—	13	12	—
Rochester .....	—	23	22	—
Willard .....	—	—	3	6

There have been 446 permanent appointments, to date, from the 1940 list; 151 permanent appointments from the June, 1941, list; 22 permanent appointments from the December, 1941, list, and 199 provisional appointments, all together.

### Wassaichatter

The Wassaic State School unit of the Women's Bowling League completed its season's scheduled series of games with the Emeralds and came away on the losing end. . . . Mr. and Mrs. James Collins, Lake Placid, have accepted positions in the boys' group. . . . Miss Hazel Guernsey has been spending two weeks at her home in Millerton. You guessed it. A vacation. . . . Mrs. Margherita

Buckley, Wassaic, has obtained a position in the boys' service building. . . . Mr. and Mrs. Frank Doviskie have been spending their semi-annual vacation at their Stuyvesant Falls home. . . . Mrs. Elizabeth Pettit has resigned from her position in the girls' group to return to her home in Barnesboro, Pa. . . . John Walter, Millbrook, a former employee, has taken a position in the boys' group. . . . Miss Lucy Jackson, of the girls' group, has been having a two-weeks vacation in her home in Hyde Park. . . . Henry Smith, of Catskill, has obtained a position in the boys' group. . . . Miss Evelyn Stein, of the Wassaic school, spent a week-end in New York, seeing the sights. We trust nobody sold her the unfinished Brooklyn-Battery tunnel.

### Harlemvalleyells

They gave Henry C. Finn a wallet at his farewell dinner in the Wingdale Diner the other day. One of the hospital's outstanding basketball players, Mr. Finn has entered the army. . . . Miss Evelyn Sessions has resigned her post at the hospital and is making her home in Syracuse. . .

## Here's a New Kind Of Gift Plan

ALBANY.—After several weeks of discussion, employees of the State Civil Service Department have adopted a plan advanced by Joseph Kretschmer for the creation of a departmental "community chest" financed on a salary basis. The object of the plan is to do away with the numerous and sundry collections made from time to time for wedding gifts, sick-room flowers, funeral offerings, and the like.

Membership, which is voluntary, is limited to permanent employees

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## TESTS In the Future

The State law says that titles of open competitive tests requested by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the title are urged to communicate with the State Commission. The following titles are now being advertised (the date denotes when the 15 days are up):  
April 3 — Health Department — Junior Epidemiologist.  
April 3—Mental Hygiene—Assistant Principal (School of Nursing).  
April 6 — Education Department — Museum Technical Assistant.  
April 7—State Vocational Institution, West Coxsackie — Inst. Teacher (Agriculture).  
April 7—Kings County Court—Probation Officer.  
April 8—Reconstruction Home—West Haverstraw — Supervising Nurse (Operating Room).

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# DEFENSE NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

## 'Conversion' Courses For Priorities Jobless

Conversion courses — training men and women who have lost their jobs through priorities — are in full swing in the Board of Education building at 110 Livingston Street, Brooklyn, it was learned this week. To date, applicants are being absorbed in unlimited numbers.

"The first thing an individual out of work because of priorities ought to do," a Board of Education official told The LEADER, "is to contact his nearest United States Employment Service office. The U. S. E. S. is at present building a reserve list of applicants. These people can, at a moment's call from us, be sent here for training that will equip them for positions in war industries."

### Three Hours a Day

The course is three hours a day, five days a week and lasts anywhere from 100 to 400 hours, depending on an individual's adaptability.

Only women were originally taking the course but men have since

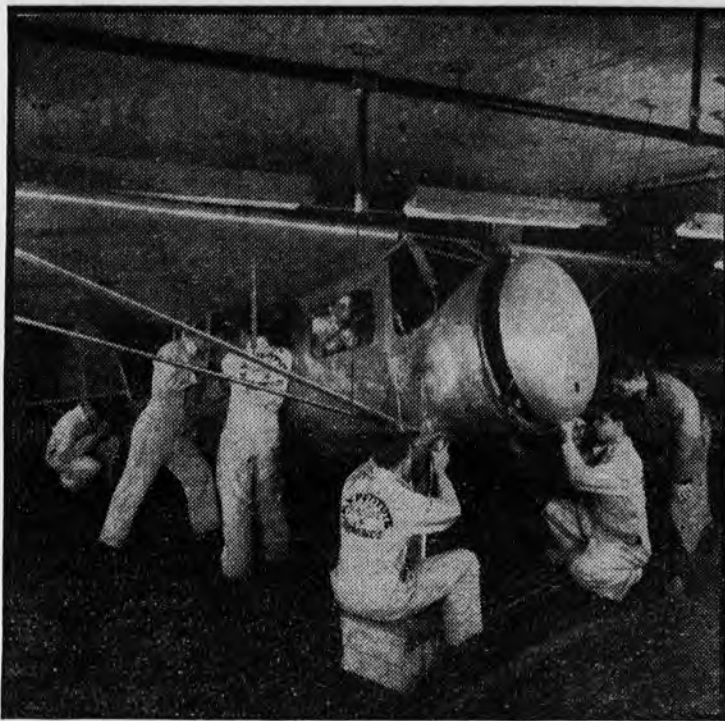
been enrolled. Now the preference goes to men because employers have indicated an unwillingness to hire women where they can get men instead.

### Night Courses Available

Night courses have been begun for those who expect to lose their jobs through priorities within a month or so. This is to enable them to obtain a head start in converting themselves.

Courses are offered in auto electricity, auto mechanics, aviation engines, aviation instruments, aviation sheet metal, blueprint reading and sketching, cable splicing, electrical work, electric motors, foundry, foremanship, heat treatment of metals, industrial chemistry, inspectorship, loftsmanship, machine shop practice, machine tool operation.

Also marine painting, marine plumbing, mathematics, pattern making, radio, science, sheet metal, ship carpentry, ship rigging, ship steel work, steam engines tool and die making, tracing and welding.



Trained aviation mechanics are just as necessary to victory over the Axis powers as doughboys on the firing line. In above picture students at New York Institute of Mechanics are learning how to repair and construct aviation equipment.



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## Federal Committee to Probe Race Bias In War Production Training Courses

As a result of numerous complaints of widespread discrimination against Negroes, Jews, Catholics and other minority groups in defense training, the President's Committee on Fair Employment Practice is now investigating the present policies and practices in training persons for work in war industries, Dr. Malcolm S. MacLean, chairman of the committee, announced today.

As part of this investigation, the committee has called upon Dr. John W. Studebaker, U. S. Commissioner of Education, to be present at its April 13 meeting in Washington, to throw further light on the defense training programs and to answer specific complaints which have been made against Federally-supported training projects. Dr. Studebaker was asked to bring with him "such other officers of the Office of Education as are directly con-

cerned with defense training programs."

"There are two matters of importance to review at this meeting," Dr. MacLean wrote to Dr. Studebaker. "The first is the complaint of discrimination in violation of the President's Executive Order 8802 in defense training under your jurisdiction, and the second is to inquire from you and your officers as to the employment in the Office of Education, itself, in compliance with the President's memorandum of September 3, 1941, to heads of all departments . . . requesting that you make a thorough examination of your personnel, policies, and practices to the end that you might be able to assure him that in the Federal service the doors of employment are open to all loyal and qualified workers regardless of creed, race, or national origin."

In respect to employment in the Office of Education, Dr. MacLean asked Dr. Studebaker for "both a statement to the committee of your policy of employing staff and workers who are Negroes or Jews or Catholics or of foreign birth, and an estimate by your personnel officer of the numerical proportions of these in the service of the U. S. Office of Education."

Dr. Studebaker will be heard in an executive session of the committee. Dr. MacLean said, "the matter of discrimination in war industry training programs is acute, judging from the complaints which have poured into our office. While these complaints come particularly from Negroes and Jews, and from those sections where state and local laws require separation of races in school programs, there is a good deal of evidence that the violation of the Executive Order is widespread."

### New U. S. Tests

Federal tests opened last week: Electrical inspector, \$1,800 to \$2,600. (Announcement No. 2-81). Inspector, general construction, \$1,800 to \$2,600. (Announcement No. 2-82).

Instructor, Air Corps Technical School, U. S. Army, and Aviation Service Schools, U. S. Navy, \$1,620 to \$2,000. (Applications should be obtained from the Secretary, Board of U. S. Civil Service Examiners, Chanute Field, Rantoul, Ill.

Physicist, \$2,600 to \$5,600. Aircraft sheet metal worker, \$1,800 to \$2,200. Last day to file on this test is April 1.

Except where otherwise indicated, applications are available at the offices of the U. S. Civil Service Commission, 641 Washington Street, New York City.

**April 3 is last day to enroll! ACT NOW!**  
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### Latest on The LEADER Essay Contest

Papers submitted in the LEADER'S prize essay contest on the subject: "What I Can Do to Help in the Battle of Production" were being read last week by various judges in a process of elimination that had already reduced the number of papers to less than 200 of almost 2,000 originally sent in.

Final choice will be made by a committee of judges consisting of Lieutenant Governor Charles Poletti, Richard C. Brockway, New York State Director of the United States Employment Service, and Tex McCrary, chief editorial writer of the New York Mirror.

As soon as the judges have completed their choices, the writers of the prize winning essays will be notified and arrangements made for the presentation of the prize scholarships. Prizes include choice of scholarships at Accounting Machines Institute, Delehanty Institute, Eron Business and Eron Preparatory School, Manhattan Technical Institute and New York Drafting Institute.

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# 'Quick-Action' Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the local U. S. Employment Service office. Applications from those employed in essential defense industries will not be considered.

## Technical

10 East 40th Street—LEXington 2-0160

**Draftsman**—For Panama Canal Zone. Men with at least 5 years' recent experience in architectural design, structural steel or reinforced concrete drafting work for private contractor. Experience must have been on heavy industrial work. Under 40 years of age, preferably single. (Ask for Mr. Alexander.)

**Inspector**—With general construction experience in masonry, especially on reinforced concrete work, to work outside continental United States for the duration of the war. (Ask for Mr. More.)

**Inspectors**—Experienced on asphalt paving. Work outside continental United States. (Ask for Mr. Stahl.)

**Inspectors**—Experienced in electrical wiring in wooden construction, such as barracks. Work in New Jersey. (Ask for Mr. Stahl.)

**Inspectors**—Experienced in plumbing and heating installation. Work 100 miles from New York. (Ask for Mr. Stahl.)

**Mechanical Draftsman**—With marine experience, to do drafting and detailing of auxiliary motor, davits, torpedo mounts, depth bomb mounts, machine gun mounts and similar marine parts. Employment in New Jersey, within New York City commuting area. (Ask for Mr. Pope.)

**Naval Draftsman**—With recent experience on hull, structure or marine equipment. (Ask for Mr. Moore.)

**Plant Superintendent**—For a tool and gauge manufacturer in the Middle West, to take complete charge of 750 employees with full responsibility for the production and output of deep drawing dies, heading tools, trimming tools, working gauges, inspection gauges and special machine parts used for the production of 30 and 50 caliber ammunition. Must be an experienced tool room supervisor, accustomed to mass production of machine parts of close tolerances. He must be familiar with present production methods and equipment... able to maintain good relations with labor production staff, co-ordinating committees and the public. A man with a college background and pertinent experience is desired but additional experience may be substituted for professional training. Interviews will be held in New York City. (Ask for Mr. Moore.)

**Piping Draftsmen**—Experienced on drafting and detailing of piping sections 2 to 10 inches. All low-pressure work. (Ask for Mr. Pope.)

**Radio Operators**—With a second class radio telegrapher's license or better. To work outside continental United States and on shipboard. (Ask for Mr. Moore.)

## Industrial

87 Madison Avenue, Phone LEXington 2-8910

**Assemblers—Female**—Must be experienced on fine mechanical and electrical instruments. Must be citizen under 30 years of age. Able to handle tools. Some blueprint reading preferred. Apply in person. (Ask for Mr. Burnham.)

**Automatic Screw Machine Operator**—Experienced man able to set up and operate; to take charge of department as night foreman. (Ask for Mrs. Rafter.)

**Bench Molders**—Experienced on alloy or bronze casting. Top wage for men who have recently worked in foundry. (Ask for Mr. Cauldwell.)

**Blacksmith**—All-around forge man. Able to repair road construction equipment. Job out of country. Top salary. Insurance liability on each employee. (Ask for Mr. Cauldwell.)

**Boiler Makers**—Able to do all types of plate work including riveting, caulking, acetylene burning and welding, building up and making repairs on all types of tanks, pressure vessels, attacks, structural steel work, marine repairs and the replacement of high pressure tubes in stills and steam boilers. Should be able to do layout. (Ask for Mr. Brae.)

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

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

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

**Foreman—Tool and Die Maker**—First class men only, to supervise tool and die room in machine shop making tools, dies, jigs and fixtures for company use. Must have recent checkable references and must operate all machine tools. Good salary and lots of overtime. (Ask for Mr. Dean.)

**Gauge Makers, Tool and Die Makers, Machinists**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits. Machine wide variety of material. Will consider non-citizens not employed in defense work. Good pay; lots of overtime. (Ask for Mr. Dean.)

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

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

**Hand Filers**—Experienced on aluminum or alloy castings, able to use inside and outside calipers and read drawings. (Ask for Mr. Cauldwell.)

**Hand Screw Machine-Turret Lathe Set Up Men**—Must be experienced setting up and working with Warner and Swazey, Gridley or similar machines. To take charge of day or night shifts. Good pay and lots of overtime. (Ask for Mr. Dean.)

**Machinists, Tool and Die Makers**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Will consider non-citizens not employed in defense work. (Ask for Mr. Dean.)

**Machine Shop Foreman**—To supervise, instruct, and take complete charge of machine shop employing 100 men. (Ask for Mrs. Rafter.)

**Metal Pattern Maker**—First class man only. Must be citizen. (Ask for Mr. Cauldwell.)

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

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

**Set-up Men**—On Brown and Sharp automatic screw machines, hand screw machines and Warner and Swazey turret lathe. To set up and operate machines on various size parts and various metals, to close tolerances. (Ask for Mrs. Rafter.)

**Sheet Metal Workers**—Must read blueprints and do layout work on heavy gauge metal. Must be able to operate power brake, shears

# Business Training For War Work

A group of eight courses dealing with the business and chemistry aspects of the defense picture is now available at Long Island University. Tuition is free to students who are accepted for the courses. These studies are made possible through the cooperation of the United States Office of Education. The courses require either high school education or some college training. Here are the details:

## BASIC ACCOUNTING

**Purpose of Course:** To offer training in methods of accounting for defense contracts.

**Course Content:** A thorough study of double-entry bookkeeping. Application of the theory, and proper understanding of the mechanics of accounting. Contract procedure; financing contracts, allowable and disallowable contract costs, bidding on government contracts. Operation under government contracts.

**Prerequisite:** High school education or equivalent education.

**Start:** About March 23, 1942—12 weeks—6 hours per week; Monday and Wednesday evenings—6 to 9.

## COST ACCOUNTING

**Purpose of Course:** To provide further study in the field of accounting and to provide employees in cost departments of industries with training in methods of controlling costs in accordance with government contracts.

**Course Content:** A study of the different types of cost finding systems, with special reference to principles in accounting for materials, labor, and manufacturing expense, as well as the costs of distribution in job order and process cost factories.

**Prerequisite:** Satisfactory completion of a college course in accounting or the equivalent in training and experience.

**Start:** About March 23, 1942—12 weeks—6 hours per week, afternoons.

## GENERAL CHEMISTRY

**Purpose of Course:** To provide intensive training in the fundamentals of General Chemistry; to prepare prospective assistants to chemists in industry; and to provide opportunity for a refresher course for chemists now employed.

**Course Content:** A survey of the field of General Chemistry, including a study of the more important elements and their compounds with some emphasis placed on the materials of defense. The laboratory work of the course is designed to develop technique, to illustrate the fundamental laws and theories of chemistry and to acquire basic knowledge of the properties of common chemicals.

**Start:** About March 23, 1942—12 weeks—10 hours per week (4 hours lecture, 6 hours laboratory), evenings.

## STATISTICAL METHODS IN BUSINESS AND INDUSTRY

**Purpose of Course:** To develop skill in the statistical computations of business and industry.

**Course Content:** The meaning and application of statistics and statistical methods. Units of measurement, of analysis, and methods of presentation. Study of sampling methods and setting up of controls over industrial processes.

**Prerequisite:** High school graduation with adequate preparation in algebra and geometry.

**Start:** About March 23, 1942—12 weeks—6 hours per week, Thursday evenings and Saturday afternoons.

## ELEMENTARY PHYSICO-CHEMICAL MEASUREMENTS

**Purpose of Course:** To teach men and women physico-chemical methods of measurement which may be applicable in general laboratory practice in the defense industries.

**Course Content:** A study of properties of gases, liquids, kinetics and solids; of solutions, thermo-chemistry, equilibrium, reaction kinetics, catalysis, phase rule and electro-chemistry. Development of manipulative skills in glass blowing and general laboratory practices.

**Prerequisite:** One year of college chemistry, physics, and mathematics.

**Start:** About March 23, 1942—18 weeks, 8 hours per week (2 hours lecture, 6 hours laboratory), evenings.

## APPLIED ORGANIC CHEMISTRY

**Purpose of Course:** To provide general organic training for prospective chemical operators in organic manufacturing plants.

**Course Content:** A practical non-

theoretical course devoted to study of organic compounds, their uses, applications, properties and importance. Also fundamental laboratory training in technique and manipulations common to this subject.

**Prerequisites:** One year of college chemistry or its equivalent in experience in chemical industry.

**Start:** About March 23, 1942—12 weeks—10 hours per week (4 hours lecture, 6 hours laboratory), day course.

## APPLIED ORGANIC ANALYSIS

**Purpose of Course:** To train students specifically in analysis and identification of organic compounds pure or in mixtures or in commercial preparations.

**Course Content:** Identification of elements present in compound or mixture; separation of and purification of constituents of mixtures; identification of organic compounds by chemical groups and as individuals.

**Prerequisite:** Three years of college chemistry including one year of organic.

**Start:** About March 23, 1942—12 weeks—12½ hours per week (2½ hours lecture, 10 hours laboratory), evenings.

## ELEMENTARY APPLIED MATHEMATICS

**Purpose of Course:** To present elementary college mathematics as preparation for courses in Physics and Chemistry, and to offer a refresher course for people entering defense industries.

**Course Content:** A review of algebra, trigonometry, analytical geometry, and elementary calculus.

**Prerequisites:** High school graduation including high school algebra and geometry.

**Start:** About March 23, 1942—15 weeks—6 hours per week, evenings.

Address inquiries concerning the above courses to Defense Training Supervisor, Long Island University, 300 Pearl Street, Brooklyn, N. Y.

# Fingerprint Experts See Growing Need

A brief address was given by Herman Leis, F.P.E., an employee of the Department of Correction, Rikers Island. At an overflow meeting of the Fingerprint Society of America, held at its headquarters at 63 Park Row, Manhattan, recently. His topic was "Employment and the Relation to Fingerprint Technicians."

Sgt. A. J. Berman, secretary of the organization, stated that new civil service examinations for fingerprint technicians would be announced shortly, and at the present time there was an acute shortage of fingerprint technicians.

Willard Eweig, F.P.T., National Director of Public Relations for the society, stated that a number of members of the Fingerprint Society of America had been placed with government agencies at the national capital.

Joseph D. Schneeweis, F.P.E., a director of the National Fingerprint and Identification Bureau, spoke on filing procedures, and illustrated these methods to the audience.

Over 150 attended this open meeting, and arrangements have been made to accommodate a larger gathering at the next meetings to be held on Thursday evening, April 9, and April 23.

# Buy \$250,000 Worth of Bonds

The Welfare Department staff has exceeded its \$250,000 quota for buying defense bonds and stamps by 100 per cent, it was announced this week.

Commissioner William Hodson paid tribute to the patriotism of the Welfare workers in "exceeding the goal by such a tremendous degree."

and rollers. Also men with experience on stainless steel kitchen equipment. (Ask for Mr. Brae.)

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

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

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

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# License Examiner Candidates Units

An organization of prospective Motor Vehicle license examiner eligibles is being formed. If you've taken the test, and would like to join the others, send your name and address to Box 23, CIVIL SERVICE LEADER, 97 Duane Street, New York City. The first meeting will be held at the Rand School, 7 East 15th Street, on Thursday, April 9, at 8 p. m.

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

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# Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, March 31, 1942

## Test Questions Should Be Released!

**A**MONG the many candidates who have participated in the recent State examination for motor vehicle license examiner, there is resentment. The objections aren't about the quality of the test — it is admitted by almost all that it was a good test. The candidates feel, however, that they should have had an opportunity to take copies of the questions with them, after the test had been held.

There is as yet no mechanism for the construction of perfect tests. Where one deals with words, differences are possible.

In New York City, it has long been the practice to release test-questions to those who take exams. Then, when the key answers are made public, it is possible to take into consideration all the viewpoints of candidates who may differ with examiners on the interpretation of test queries or the probable answers. In New York City, the system of releasing test-questions has worked satisfactorily; and many times, after protests of candidates, the examiners have allowed more than one answer, thrown out questions, or changed the original key answer. This, in our opinion, is a healthy way of doing things.

Frankly, we don't think the State Civil Service Commission has made out any kind of a case for refusing to release test questions.

It seems to us that the State Commission will be acting in everybody's best interest—including its own—by revising its practice in this matter.

*Don't*

**Repeat This!**



### PISCIOTTA CASE

**W**ILL the Pisciotta-Markets Dept. probe reveal payments by truckers to private weighers? . . . Does Judge Thatcher's visit to Mayor LaGuardia mean an appointment? . . . Does the Department of Public Works maintain a spy-system? . . . How come Russell T. O'Brien got another extension of his leave of absence in Sanitation when nobody else can get a leave? . . . Mike White got lessons in budget-making last week. He's the new Deputy Hospital Commissioner . . . The Municipal Building is guarded much more carefully than it used to be.

### "CREDENTIAL MILL"

The NYC Civil Service Commission is quietly asking asphalt workers to turn in their social security numbers . . . A terrific blow-off is in the offing . . . Watch for front-page stories about a "credential mill" supplying "experience" for prospective employees . . . An important civic organization plans to ask that William B. Herlands be superseded in an important investigation . . . Last week this column told you about Wallace Sayre's OPA job. On Saturday the dailies confirmed it . . . Congressman Marcantonio got a sizzling letter from the War Department when he intervened for an employee who had been fired.

## Merit Men



"I STOOD BEFORE the jury and tried to pull the revolver out of the holster. It wouldn't come. There's a safety catch, and you've got to get your thumb all the way in before you can take the gun out. I placed myself before the jury box in the same position the girl would have been in. I pulled and pulled at that gun. The defendant began to shout. He saw his defense falling down about him. For he had claimed that the girl had snatched the gun out of the holster, which was lying in an open compartment on the dashboard of the car, and in the scuffle which ensued, she was accidentally shot."

Jack Grumet is telling about his first murder case. It's a famous case, one which the newspapers played up in big, bold type. As he tells it, it sounds like a movie-murder case. But Jacob Grumet isn't the movie-type public's attorney. As Chief of the Homicide Bureau in the Manhattan District Attorney's office, he avoids the spectacular approach. Every murder committed in Manhattan reaches him, one way or another. He sets out to solve his problems quietly and scientifically. The system is simple—and it works.

Under Jack Grumet are 15 assistants. One of them is on schedule every hour of the day or night. When a crime is committed, the assistant district attorney at once hops to the scene or to the police station, questions the defendant and all available witnesses. Often the only living witness is the defendant himself. The idea of this is to get the first

response of those involved, before they have had time to work out alibis. If the assistant finds it tough going, Grumet comes over himself. More than once he's worked all night. The defendant is always told his "words may be used against him."

Then a joint investigation starts between the Police Department and District Attorney's office. The assistant who originally entered the case rounds up all the evidence, prepares the case for presentation to the Grand Jury.

### Saturday Confab

Every Saturday morning, Grumet and all his assistants gather for a weekly meeting. They line up all the facts in the case. Then, among them, they decide whether the facts justify presentation to the Grand Jury. They also, in an important measure, decided the defendant's fate, by agreement upon the kind of indictment they will ask. The Saturday morning meeting can mean the difference between life and death for a man who has killed. Grumet is deeply impressed with these powers—he feels heavily the responsibility they impose upon him, and he is fully aware of the potentialities for good or for evil that reside in such powers.

"You can have all the laws in the world," he says. "But it's the kind of interpretation which your personnel gives to those laws which really counts."

### East Side Boy

As Jack Grumet talks, newspaper headlines flash through your head. . . . The Esposito Brothers. . . Lepke . . . Madeline Webb . . . He's in on all of these. There's something a little awe-inspiring about a man who's helping round up and convict murderers, but Grumet just doesn't allow you to hang on to any such impression. The primary quality that hits the observer is the man's essential simplicity. No airs. No strutting. Just one of the boys. He's an East Side boy, in fact, born and grown up in New York City. "Many's the time a man sitting across from me has played with the same kids I played with, gone to the same school."

At 41, lean Jack Grumet looks much younger. He joined Tom Dewey in 1931, and has been with the District Attorney's staff since. His schooling is CCNY and Columbia Law. At one point he almost became a teacher. He's married, no children. Works hard. "And," says he, smiling, "I dabble a little in politics."

## letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. All letters should be signed, but names will be kept confidential if requested.

### Pay Raises for State Employees

Sirs: I have followed with interest the articles you have printed with regard to the problem of pay raises for low-paid State employees, and I was quite surprised to read the one headlined "State Employees Sacrifice Pay Gains To Aid Underpaid Institutional Workers."

As an employee of the State of New York I can say that to the best of my knowledge neither the Association of State Civil Service Employees nor the State, County and Municipal Workers of America can claim to represent the large numbers of State workers. How can they say that we have agreed to forego pay raises.

We State workers are not philanthropists. Many of us are trying to support wives on \$900 a year. We have seen the cost of living in an already-expensive Albany rise tremendously over pre-war days. We have no quarrel with bringing institutional employees under the Feld-Hamilton Law. We believe it is a fine thing. However, can anyone truthfully say that it is more important for an institutional employee, who gets maintenance in addition to pay, to receive an increase, than it is for the other State employees who are subject to the vagaries of the cost of living? The Pillion-Hamilton Bill is not a compromise. It is a defeat. If we do not get the desired raise now, we will continue to suffer as the cost of living rises still further. We can't wait until 1943.

M. S.

The LEADER, too, has consistently favored pay increases for all State employees. You might be interested in the statement of Harold J. Fisher, president of the Association of State Civil Service Employees, on March 15: "Employees throughout all the State's

service will, we know, be willing to sacrifice any cost of living adjustments which they might sooner receive, if, by postponing the effective date of payments under the cost of living plan until June, 1943, this essential relief in hospitals and institutions could be made immediately available from the funds realized by such deferment, in view of the fact that present State finances will not permit appropriations for both purposes during the coming year. By such a deferment as we suggest, with only a slight additional appropriation, immediate relief can be given to the long-neglected institutional employees and the long-range, sound principle of adjusting money wages during the war to living costs can be established in the future. —Ed.

### Kind Words And Suggestions

Sirs: I appreciate very much the service which your office and newspaper renders to its subscribers and readers.

Your paper is first and foremost a newspaper and presents all important news in the civil service field. Much of this news is news that is not covered by other papers ordinarily and would tend to remain hidden. Nevertheless, your newspaper brings this news to light.

Your paper is independent. From what I have seen it has no axe to grind. It is not connected with any unions which it controls nor does it carry any personal feuds, politically or otherwise.

Your liberal views are certainly welcome in, what seems to me, a stagnant and narrow field.

I have enjoyed and profited from the wide field covered. Many topics that are outside of the range of merely municipal

topics have been covered by your newspaper. The attitude is a fresh one and over-searching for self-improvement.

Your study columns have been very useful to me, particularly the clerical studies by Gertrude and Alvin Slavin. They have been very enlightening and compact. This column shows a deep knowledge of the problems and questions given on clerical examinations by the Municipal Civil Service Commission. I have been saving all of them and it certainly is a good study course.

There are two suggestions that I should like to make. I think a column dealing with the opportunities for promotion in various departments of the city, State and Federal governments would be appropriate. This column should deal every week with another department of the government showing what opportunities for promotion there are in each department. This should not be a theoretical treatise but should show how many promotions were made by various departments over a period of years and what the chances are for future promotions. The findings should be substantiated by facts and figures. However, it seems to me that this is a very large order and one that I do not expect your paper to undertake.

The second suggestion deals with municipal certifications. Some people like to know what certifications are being made to their particular department. This question of certifications is not too important and if you feel that this space could more profitably be used by other columns then I am sure you are right.

I wish you continued and increasing success as you are outstanding in your field.

LOUIS BENEZRA.

We appreciate the kind words and the suggestions. On suggestion 2, we run stories each week about certifications to New York City departments.—Ed.

## QUESTION, PLEASE

### Subway Transfer

N. J. S.: A maintainer's helper in the IRT division of the Board of Transportation who wishes to transfer to the IND division should apply through his immediate superior. However, in actual practice, it is impossible for maintainer's helpers or for other employees in the IRT to transfer to the IND division.

### How You Get Your Rating

I. C.: Ratings received on Federal, State, and city examinations are mailed to applicants. The examination division of the respective Commissions try to forward these ratings as soon as possible. In the Federal examinations, the process of rating examinations usually takes longer because of the larger number of candidates. Consequently, candidates on Federal tests sometimes have to wait longer to receive their marks than candidates on city and State tests. You are not notified by any one of the three Civil Service Commissions when your name is certified to a department. The departments to which your name is certified will notify you when you are about to be reached for appointment.

State and city lists last four years. Federal lists last at least one year, after which time they can be extended or discontinued at the discretion of the Commission. Because of the impracticality of holding exams at the present time, most Federal lists are being automatically extended.

Employees of one jurisdiction may resign to accept positions with another jurisdiction.

### Conductor Test April 25

M. G.: The conductor written examination is scheduled for Saturday, April 25. The Civil Service Commission will notify you by mail to appear for your test.

### If You're Recalled From Enlisted Reserve

I. S.: You will not receive the difference in pay from your present Federal position and your army pay if you are called back into service from the enlisted men's reserve.

### Conductor Appointment

J. McS.: If you have once declined the offer of a position as a conductor by virtue of your standing on the fireman list, you may be certified again for a conductor appointment. You should write to the Civil Service Commission, 299 Broadway, and inform them that you are willing to accept a conductor appointment now.

After you serve a probationary period of six months, the conductor job will become permanent. If you are drafted after the expiration of your probationary period, you will get your job back when the war is over. The period of time served in the army would be credited to you as satisfactory service as a conductor.

Resignations from one city position will not prevent appointment to another city position from an entirely different eligible list.



# Study Guide for Coming NYC Conductor Test

## Part VII

Each week, until the date of the exam itself, The LEADER carries questions which will help all who are taking the forthcoming conductor test. Some of the questions in this series were asked on previous examinations for conductor. Other questions are based on the duties of the position and the geography of New York, with which all conductors must be familiar.

Do not answer these questions rapidly. Think carefully. When you have arrived at your answer, place the approximate letter in the space provided and save until next week. The answers to these questions will appear in next Tuesday's LEADER, in addition to ten more questions.

### Question 52

The neighborhood in the immediate vicinity of 59th Street, West of Central Park, is best known as (a) Washington Square (b) Columbus Circle (c) Central Park West (d) Greenwich Village.

### Question 53

There has been a collision between trains and you see a woman passenger who has all the symptoms of shock. In case you wanted to administer first aid it would be best to first (a) prop the person up and force her to drink some hot liquid such as coffee (b) apply heat (c) daub her face and hands with cold applications (d) help the woman to her feet and walk her around for a few minutes.

### Question 54

Floyd Bennett Airport is located in the Borough of (a) Kings (b) Richmond (c) Bronx (d) Queens.

### Question 55

While performing your duties as a subway conductor, you are given a specific task to perform by the trainmaster, who is your superior. If you feel that his method is not as good as your own, it would be best procedure to (a) do the job using your method (b) refuse to carry out the orders (c) take the matter to the General Superintendent (d) obey the instructions.

### Question 56

When accidents occur in the subway, the subway conductor is required by official regulations to make a complete and accurate report, if he witnessed the accident. Of the following, the principal reason why such a report should be filed by the conductor is that it will serve (a) to show that he has a keen sense of alertness (b) as a reference to provide details, in the event of a lawsuit (c) to indicate whether he is familiar with the procedure as prescribed by the official rules (d) as a means of preventing accidents of a similar type in the future.

### Question 57

In order to provide for emergencies, alarm boxes in the subway can be found at each end of all stations and also between stations at intervals of approximately (a) 400 feet (b) 600 feet (c) 1,000 feet (d) 1,800 feet.

### Question 58

In the event it is necessary for a subway employee to bring a moving train to a stop by signaling, he should, according to official regulations (a) use a signal lamp with a blue or green signal indication (b) stop signaling as soon as he is sure the attention of the motorman has been directed to the signal (c) wait until he receives an acknowledgment signal of one long and one short blast of the whistle by the motorman of the oncoming train (d) continue the signaling process until the train has come to a full halt.

### Question 59

In case of an emergency in operating a subway train, it sometimes becomes necessary for the motorman to operate from other than the leading cab. In such a space, the conductor on the train should most properly (a) ride in the cab behind the motorman (b) ride at the front end of the train (c) ride in the end cab, noticing carefully which doors fail to close (d) walk alongside the track with the train following at a steady pace.

Answers to Last Week's Questions  
45, C; 46, D; 47, B; 48, C; 49, A, 50, C; 51, D.

## Office Practice

### PART II: COMMUNICATIONS

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

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

Civil service candidates are required to be familiar with the rules and regulations of the various means of communication that are essential in modern methods of conducting business. These communication methods include the knowledge and use of the telephone, telegraph, cablegram, and radiogram services. Most persons have an incomplete understanding of the function and scope of these communication processes. Quite often precious time and money can be saved by the use of the specialized service most appropriate for a particular business transaction. Civil service commissions are fully aware of the importance of this information in governmental offices and they therefore include questions on the use of the telephone, telegraph, cablegram, and radiogram services in numerous examinations for clerical and stenographic titles.

We shall take up each form of communication and outline the most important information that an individual planning to take civil service examinations must have in order to utilize such information effectively in the public service.

#### I. THE USE OF THE TELEPHONE

##### A. Definitions

1. Long Distance Calls: These calls are made outside of the local community and the rate charged is influenced by the kind of service used, the distance, the length of the call, and the time of day or night during which the call is made.

2. Station-to-Station Calls: These are long distance telephone calls made by asking for a particular station number rather than for a particular person. Rates for this type of call are lower in price than for person-to-person calls.

3. Person-to-Person Calls: These are long distance calls made by asking the operator to summon a particular person to the telephone. If the person sought for is not reached, the only charge made is a report charge. This type of call is more expensive than a station-to-station call.

4. Appointment Calls: For a charge slightly more than for a station-to-station call, an appointment call may be made so that the person whom you wish to speak with will be awaiting your call at a particular time on the following day.

5. Collect Calls: Telephone charges may be reversed on long distance calls of over 20 cents if the party receiving the call gives his consent.

6. Private Branch Exchange: A P.B.X. board is installed by many business firms that receive numerous calls daily. The firm has its own operator to connect incoming calls with the various extension telephones.

#### II. TELEGRAPH COMMUNICATION

##### A. Definitions

1. Fast or Full-rate Telegrams: A message based upon 10 words or less which is accepted any time of day or night, and is delivered within a few minutes after the message is given. There is an additional charge for each word over the basic ten. There is no charge for the name and address.

2. Day-letter Service: A message based upon 50 words or less, accepted any time of the day or night, and the charge is one and one-half times the charge for a ten-word fast telegram for the same destination. There is an additional charge for words over the basic 50. The Day-letter is usually delivered the same or on the following day.

3. Night-message Service: A message based upon 10 words or less, accepted up to 2:00 a.m. for delivery the next morning. There is an additional charge for more than 10 words. This is the cheapest overnight service for short messages.

4. Night-letter Service: A message based upon 50 words or less, accepted up to 2:00 a.m. for delivery the next morning. The charge for a Night Letter of 50 words is the same as for a ten-word fast telegram for the same destination. Additional charge is made for words of more than the basic 50. Cheapest telegram service for long messages.

##### 5. Methods of Constructing Telegrams:

a. Construct messages to avoid punctuation marks. Punctuation marks will not be sent unless specifically requested and paid for.

b. Common abbreviations like A.M., P.M., C.O.D., etc., are each counted as one word.

c. Initials of names are counted as separate words.

d. Groups of digits in numbers are counted at the rate of 5 figures to a word.

e. Decimal points, dashes, etc., in numbers are counted as separate figures and follow the five-figure to a word computation.

6. Code Messages: Code messages are used to reduce the cost and to keep the message secret. Private code or cipher is counted at the rate of 5 letters to a word.

#### III. CABLEGRAM AND RADIOGRAM COMMUNICATIONS

##### A. Definitions

1. Cablegrams: A cablegram is a telegraph message sent over ocean wires.

2. In cablegram messages all words in the address, message, and signature are charged for. For this reason, most companies use codes in sending cablegrams to cut down the high cost.

##### 3. Cablegram Services:

a. Full-rate cablegrams are the most rapid and most expensive cable services and insure immediate service.

b. Half-rate cablegrams are half the rate of full-rate messages and can be delayed in transmission for a maximum of 24 hours, if necessary.

c. Cable letters are accepted up to midnight for delivery the following day. The charge is one-third the full-rate on the basis of from 20 to 25 words.

d. Week-end letters by cablegram are accepted up to midnight Saturday for delivery the following Monday. The charge is one-fourth the full-rate on the basis of 20 to 25 words.

4. Radiograms: Radiograms are wireless messages that are sent by radio to and from places, airplanes, or ships at sea. They are similar to the classifications enumerated under cablegrams, and can be sent from telegraph offices.

#### EXERCISE A—FILING

1. In alphabetic filing, the addition of Jr. to the surname is (a) filed first, (b) filed at the end of the name and enclosed in parentheses, (c) filed without regard to the addition.

2. A. J. Williams is filed (a) before Arthur Williams, (b) after Arthur Williams.

3. In alphabetic filing K. L. Moon comes (a) before Dr. K. L. Moon, (b) after Dr. K. L. Moon.

4. In alphabetic filing Jos. Brown comes (a) before Josephine

Brown, (b) after Josephine Brown.

5. In filing the name MacArthur comes (a) before McAndrews, (b) after McAndrews.

6. In alphabetic filing the words "a," "an," "for," "of," are (a) considered in filing, (b) placed in parentheses at the end, (c) disregarded entirely.

7. In filing St. Albans comes (a) before John Saddle, (b) after John Saddle.

8. The 3rd Avenue Bus Co. should be filed (a) before Sixth Avenue Bus Co., (b) after Sixth Avenue Bus Co.

9. William Browns' is filed (a) before William Brown, (b) after William Brown.

10. Titles used as part of a trade name are (a) considered as part of the name, (b) enclosed in parentheses at the end, (c) disregarded entirely.

#### EXERCISE B—COMMUNICATIONS

1. Abbreviations like R.S.V.P., P.S., etc., are counted in telegrams as (a) two words, (b) three words, (c) one word.

2. Person-to-person telephone calls are (a) cheaper than local calls, (b) cheaper than station-to-station calls, (c) more expensive than station-to-station calls.

3. A report charge is made (a) when making a station-to-station call, (b) when making a person-to-person call, (c) when making a person-to-person call without speaking to the person called.

4. The charge for a night message is based on the initial charge of (a) 50 words, (b) 10 words, (c) 25 words, (d) 40 words.

5. A night letter can be written for a maximum of (a) 10 words, (b) 50 words, (c) 25 words, (d) 40 words.

Next week's article will continue the discussion of office practice methods, with particular emphasis upon the subject of transportation. Follow The LEADER for the answers to this week's exercises.

## High School Has Variety of Courses

A civil service course has been added to the regular curriculum of the Central Evening High School, Nostrand Avenue and Halsey Street, Brooklyn.

In addition to the course on civil service, other courses are available in stenography, typing, mathematics, French, Spanish, Latin, Italian, social studies, art, English. Registration is now in progress. Teacher-in-charge is Joseph Siegel.

# Civil Service LEADER

## Home Study Preparation

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By LIEUT. BERTRAND P. WRAY  
NEW YORK CITY POLICE DEPARTMENT (RETIRED)  
AND  
EUGENE B. SCHWARTZ, ESQ.  
CIVIL SERVICE AUTHOR AND LECTURER

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# U. S. Tests

(Continued from Page Twelve)

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Under mimeograph operator, \$1,260. For appointment in Washington, D. C., only.

Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600.

Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (operations), \$3,500. Civil Aeronautics Administration, Department of Commerce.

Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce.

Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service, Federal Security Agency and War Department.

Procurement Inspector, various grades: \$1,620 to \$2,600 a year. Material Division, Air Corps, War Department. Twelve optional subjects.

Junior administrative procurement inspector, \$2,900; Material Division Air Corps, War Department. Twelve optional subjects.

Inspector ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at large, War Department, New York Ordnance District and Rochester Ordnance District.

Instructor, various grades, \$2,000 to \$4,000. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical, War Department.

Public health nurse, \$2,000. Indian Field Service, including Alaska, Department of the Interior, United States Public Health Service, Federal Security Agency.

Graduate nurse, general staff duty \$1,800. Indian Field Service, including Senior inspector, naval ordnance materials, \$2,000; inspector, naval ordnance materials, \$2,300. Optional branches: optical or fire control instruments, naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials, \$2,000; assistant inspector, naval ordnance materials, \$1,800, and junior inspector, naval ordnance materials, \$1,620.

Assistant air-way traffic controller, \$2,300.

Senior flight supervisor, \$3,800. Flight supervisor, \$3,200.

Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900.

Medical officer, \$3,200 to \$3,800.

Junior graduate nurse, \$1,620.

Junior public health nurse, \$1,800.

Public health nurse, \$2,000.

Graduate nurse, general staff duty, \$1,800.

Junior laboratory helper, \$1,440.

Graduate nurse, Optional branches: general staff duty and psychiatry, \$108.75 a month. Panama Canal service only.

Trainee-Repairman, Signal Corps Equipment, \$1,440 a year.

Aircraft Armament Mechanic, \$2,200 a year.

Junior Aircraft Armament Mechanic, \$1,800 a year.

Machine Operator, boring mill (vertical including Bullard), rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, engine lathe, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, horizontal boring mill, rates of pay a day, \$5.92, \$6.64, \$7.36.

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Machine Operator, planer, rates of pay a day, \$5.92, \$6.64, \$7.36.

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Machine Operator, turret lathe, rates of pay a day, \$5.92, \$6.64, \$7.36.

Aircraft mechanic, \$1,680 to \$1,860 a year.

Junior machinist, \$1,680 a year.

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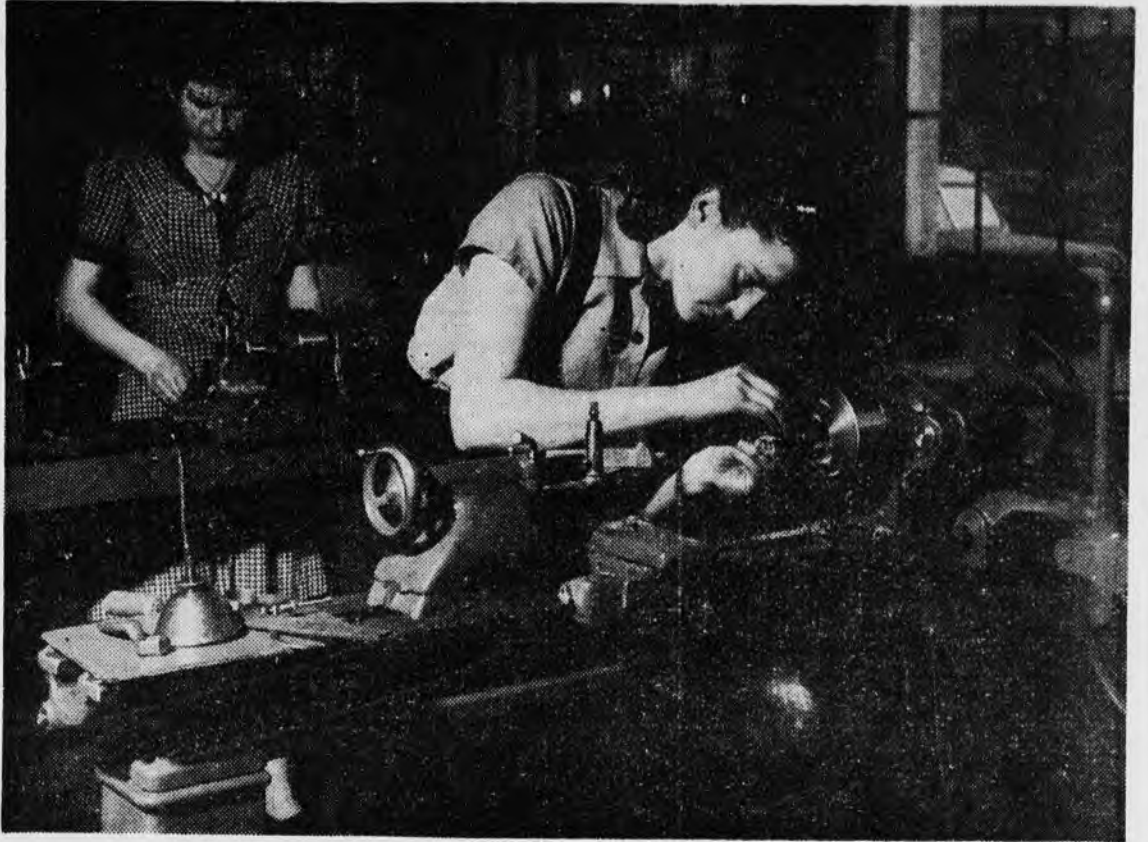
Training Specialists, \$2,600 to \$5,600 a year.

Physician, Panama Canal, \$4,000 - a year.

Addressograph Operator, \$1,260 to \$1,440 a year.

Radio Inspector, \$2,000 to \$2,600 a year.

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- 6. QUESTION SERVICE**  
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# State Tests

Following is the complete listing of the May 23 New York State exam series. Deadline for sending your application is May 1 for written tests and May 22 for unwritten.

You may obtain application forms by writing the State Civil Service Commission, State Office Building, Albany, N. Y., or State Civil Service Commission, 80 Center Street, New York City.

It isn't necessary to enclose your filing fee with your letter.

The complete list of titles follows. Requirements will appear in The LEADER as soon as available, probably in next week's issue. The numbers in front of each title should be indicated when you ask for an exam announcement.

4080. Assistant Cancer Roentgenologist, Health Department. Salary, \$3,120 to \$3,870. Filing fee: \$3.

Assistant Office Appliance Operator, State and County Departments and Institutions. Salary, \$1,200 to \$1,700. Fee, \$1.

4112. Addressograph.

4113. Graphotype.

4114. Mimeograph.

4115. Multith.

4082. Assistant Principal, School of Nursing, Mental Hygiene Department. Salary, \$1,500 and maintenance fee, \$2.

4083. Assistant State Geologist, Education Department. Salary,

\$3,120 to \$3,870. Fee, \$3. Open to non-residents.

4084. Assistant Superintendent of Tuberculosis Nurses, Health Department. Salary, \$1,800 plus maintenance. Fee, \$2.

4085. Associate Economist, Division of Housing, Executive Department. Salary, \$3,900 to \$4,900. Fee, \$3.

4086. Damages Evaluator. Department of Taxation and Finance. Salary, \$2,100 to \$2,600. Fee, \$2.

4087. Home Economist, Social Welfare. Salary, \$2,400 to \$3,000. Fee, \$2.

4088. Housing Control Administrative Supervisor, Division of Housing, Executive Department, Salary, \$4,000 to \$5,000. Fee, \$3.

4089. Institutional Vocational Instructor (electricity), Department of Correction. Salary, \$1,800 to \$2,300. Fee, \$1. Appointment at Walkkill Prison.

4116. Junior Librarian (institutional), Social Welfare Department. Salary, \$1,800 to \$2,300. Fee, \$1.

4090. Junior Librarian (medicine), State Library. Salary, \$1,800 to \$2,300. Fee, \$1.

4117. Parole Employment Officer, Department of Parole, Executive Department. Salary, \$2,400 to \$3,000. Fee, \$2.

4091. Nutritionist, Health Department. Salary, \$2,400 to \$3,000. Fee, \$2.

4092. Psychiatric Social Worker, Social Welfare Department. Salary, \$1,800 to \$2,300. One appointment expected. Fee, \$1.

4093. Radiographer, Health Department. Salary, \$1,650 to \$2,150. Fee, \$1.

4094. Senior Damages Evaluator, Department of Taxation and Finance. Salary, \$2,500 to \$3,125. Fee, \$2.

4095. Senior Medical Social Worker, Health Department. Salary, \$2,760 to \$3,360. Fee, \$2.

4096. Senior Psychiatric Social Worker, Social Welfare Department. Salary, \$2,400 to \$3,000. Fee, \$2.

4097. Senior Supervisor of Nursing Education, Education Department. Salary, \$3,120 to \$3,870. Fee, \$3.

4098. Tax Collector, State Departments. Salary, \$1,800 to \$2,300.

To be held not later than May

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(Continued on Page Fifteen)



# This Week's New York State Rosters of Eligibles

## SENIOR CLERK AUDIT AND CONTROL

- Promotion—Salary, \$1,600-\$2,100
1. Freedland, Irving D., 91.13
  2. Canady, Gladys, 89.96
  3. Resnick, Rosemary, 88.98
  4. Schoenfeld, Geo., 88.81
  5. Lasher, Art, 88.16
  6. Tamaroff, Sam, 87.95
  7. Kline, Charles, 87.59
  8. Lohaus, Geo. A., 87.26
  9. Normile, Cath. M., 86.97
  10. Dowd, Catherine, 86.53
  11. Mortola, Augustine, 86.53
  12. Semberg, Abraham, 86.53
  13. Ball, Ethel, 86.06
  14. Aento, Amedeo W., 85.82
  15. Botnick, Maxwell, 85.80
  16. Reed, Charles F., 85.78
  17. Kane, Eugene, 85.58
  18. Lasker, Ezra, 85.57
  19. Cubert, Herman, 85.53
  20. Lapin, Sidney, 85.51
  21. Ready, Wm. G., 85.48
  22. Turner, Wm., 85.35
  23. Rand, Jack, 85.05
  24. Scanlan, Joseph, 85.00
  25. Coughlin, Eliz., 84.92
  26. Nial, Daniel, 84.92
  27. Varian, Jessie, 84.78
  28. Hoyer, Roland, 84.67
  29. Gawer, Clara, 84.48
  30. White, Robert, 84.48
  31. Green, Hiram F., 84.42
  32. Cranney, Jos., 84.21
  33. Lynd, Leonard, 84.20
  34. Marshburn, Herman, 84.08
  35. Levine, Esther, 83.98
  36. McDonald, Edw., 83.58
  37. Lancaster, Thomas, 83.50
  38. Shuttis, Esther, 83.44
  39. Rosen, Jack, 83.35
  40. Everingham, Benj., 83.28
  41. Lynch, Bernard, 83.10
  42. Jordan, Wallace F., 82.81
  43. Wilder, Louis, 82.81
  44. Coughlin, Anna, 82.57
  45. McDonough, Elizabeth, 81.97
  46. Clark, Margaret, 81.83
  47. Brown, Jos., 81.81
  48. Mazur, Edward F., 81.69
  49. Doran, Helen, 81.59
  50. Rozgaard, Andrew, 81.40
  51. Kuhn, Ruth A., 81.03
  52. Driscoll, Helen, 81.01
  53. Sullivan, William, 80.68
  54. Mahon, Thomas, 80.49
  55. Stone, Edith, 79.49
  56. Glick, Harold, 79.29
  57. MacGruther, June, 78.56

## ASSISTANT CALCULATING MACHINE OPERATOR, SOCIAL WELFARE

- Salary, \$1,200-\$2,700
1. Butler, Kathleen, 82.15
  2. Burke, Mary R., 81.70
  3. Ribel, Anne, 80.70
  4. Oginski, Adele, 79.95

## JUNIOR MILK SANITATION, DEPARTMENT OF HEALTH

- Open competitive—Salary, \$1,800-\$2,800
1. Scoralick, H., 87.25
  2. Nusbaum, Morris, 86.25
  3. Raphael, Murray H., 83.09
  4. Bechler, Philip A., 82.75
  5. Millensky, Abraham, 82.50
  6. Brooks, Paul L., 82.25
  7. Travis Virginia, 82.00
  8. Creath, Mead, 81.69
  9. Hicks, Franklin B., 78.75
  10. Miller, John W., 78.75
  11. Smith, Sidney E., 78.50
  12. Verperlan, John, 78.09
  13. Vilenchitz, C., 77.59
  14. Strang, Robert, 76.75

## INSTRUCTOR, VOCATIONAL INSTRUCTOR PLUMBING, CORRECTION DEPARTMENT

- Salary, \$1,800-\$2,300
1. Rowan, Jas. M., 82.47
  2. Goichman, Harry, 82.07
  3. Kressel, Herman, 80.39
  4. Buttner, Peter J., 80.79
  5. Fitzgerald, John, 80.40
  6. Wasserman, Jack, 81.14
  7. Wash, Hugh, 81.12
  8. Sampson, Lester, 80.68
  9. Reinwald, Julius, 79.50
  10. Novinson, Harry, 78.23

## ASSISTANT ACCOUNT CLERK, LABOR, N. Y. OFFICE

- Promotion—Salary, \$1,200-\$1,700
1. Holowitz, Edw. A., 85.50
  2. Nocerino, Theo., 83.86
  3. Yaeger, Chas., 83.32
  4. Price, Bernard, 83.18
  5. Gillen, Sally E., 82.75
  6. Lampert, Lillian, 82.37
  7. Gold, Theo. D., 82.03
  8. Kantor, Lewis, 81.79
  9. Landini, Madeline, 81.27
  10. Slackman, Robert, 80.43

## ASSISTANT MEDICAL BACTERIOLOGIST, HEALTH DEPARTMENT

- Open competitive—Salary, \$3,120-\$3,870
1. Dorgeleh, Justin, 80.80
  2. Speer, Francis D., 78.40
  3. Mitchell, Nat., 78.00
  4. Chesner, Chas., 75.90

## DIRECTOR OF PUBLIC ASSISTANCE, SOCIAL WELFARE

- Promotion—Salary, \$5,250
1. Rebeck, Anne, 88.74
  2. Bernard, Margaret, 87.84
  3. Bevier, Alden, 87.00
  4. Tompkins, P. A., 82.45

## ASSISTANT STENOGRAPHER, LAW, STATE INDEMNITY FUND, N. Y. OFFICE

- Promotion—Salary, \$1,200-\$1,700
1. Chodar, Lillian, 83.98
  2. Farberman, Pearl, 83.83
  3. Katz, Irene, 81.65
  4. Sassa, Jeanne, 83.57
  5. Shapiro, Sylvia, 82.89
  6. Dehanty, Claire, 82.71
  7. Fried, Gertrude, 82.44
  8. Arnold, Rhoda, 82.07
  9. Greenspan, Ida, 81.73
  10. Hochman, Anne, 80.73
  11. Larabee, Lola, 79.34

## FIRST ASSISTANT PHYSICIAN, DIRECTOR CLINIC, PSYCHOLOGY, HYGIENE, CORRECTION

- Promotion—Salary, \$3,200-\$4,000, and maintenance
1. Pollack, Benjamin, 87.48
  2. Kilpatrick, O. A., 86.74
  3. Bennett, Jesse L., 86.25
  4. Young, B. B., 85.14
  5. Howard, Cliff, 85.99
  6. Wolberg, Lewis R., 85.92
  7. Criden, Frank M., 85.99
  8. Davidoff, E., 85.89
  9. Brill, Henry, 85.46
  10. Rossman, I. M., 85.38
  11. Bruasel, Jas., 85.30
  12. Foster, Richard V., 85.24
  13. Miller, Jos., 85.19
  14. Biglan, Albert M., 84.95
  15. Prince, Sara S., 84.95
  16. Wolfson, Isaac, 84.97
  17. Faver, Harry E., 84.82
  18. Hunt, Robert C., 84.72
  19. Kleiman, Chas., 84.69
  20. Carmichael, Don, 84.58
  21. Starks, Hamlin A., 84.57
  22. Gudmore, Wm. E., 84.37
  23. Terrence, Chris F., 84.37
  24. Boesman, Murray, 84.31
  25. Frankel, Geo., 83.71
  26. Binzley, Richard, 83.76
  27. Elling, Geo. F., 83.73
  28. Moore, Simon, 83.59
  29. Millic, Pompeo, 83.45
  30. Whitehead, Duncan, 83.41
  31. Glasser, Frank B., 83.37
  32. Edelshtein, John, 83.24

## FARM PRODUCTS PROMOTION SUPERVISOR, AGRICULTURAL MARKETS

- Open competitive—Salary, \$3,225-\$3,975
1. Fogg, Chas. H., 88.20
  2. Wanhope, John, 87.70
  3. King, John D., 85.40
  4. Bitowf, Chas. J., 84.00
  5. Hitchings, M. G., 83.30
  6. Peet, Nelson R., 82.30
  7. Kelsey, Howard, 81.10
  8. Frankel, Lazar H., 80.80
  9. Tousey, Robert W., 80.80
  10. Crummy, Jas. H., 80.10
  11. McGlinchey, Jas., 79.00
  12. Seff, Wm. C., 77.50
  13. Merovitz, Manuel, 76.80
  14. Silberman, Jos., 76.80

## MOTOR VEHICLE LICENSE EXAMINERS

- First meeting of the Motor Vehicle License Examiners Eligible Association—consisting of all those who took the recent State test—is scheduled to be held on Thursday evening, April 9, 8 p.m., at the Rand School, 7 East 15th Street. If you're one of those who participated in the exam, you're invited.

## PRISON GUARD ELIGIBLES

The State prison guard eligibles will meet on Monday, April 6, at the Riis House, 48 Henry Street, Manhattan. Among the matters to be taken up are the hopes of more job-opportunities for men on the list.

## OZANAM GUILD

The Ozanam Guild Breakfast Committee is developing plans for its Seventh Annual Communion Breakfast, to be held at the Waldorf-Astoria on Sunday, April 26.

## Buy The LEADER every Tuesday.

## SENIOR ACCOUNTANT CLERK, DIVISION ABC EXECUTIVE DEPARTMENT

- Promotion—Salary, \$1,600-\$2,100
1. Fisch, Pauline, 84.25
  2. Greenberg, Goldie, 82.63
  3. Phillips, Wm. E., 81.44

## CASHER, NEW YORK STATE BRIDGE AUTHORITY

- Promotion—Salary, \$2,000
1. Cosgrove, H., 87.56
  2. Kane, Guernsey, 86.58
  3. Keenen, Hugh J., 86.35
  4. Miller, C. H., 86.04
  5. Curran, A. H., 85.18
  6. Duck, Ralph, 84.76
  7. Dinerstein, Phil, 84.22
  8. Glusko, Nicholas, 85.58
  9. Chrysler, Chas. H., 81.63
  10. Redner, Avery E., 80.09
  11. Conway, Everett, 79.23

## FARM PRODUCTS PROMOTION ASSISTANT, AGRICULTURAL MARKETS

- Open competitive—Salary, \$2,600-\$3,225
1. Kelsey, Howard, 87.80
  2. Schilloth, A., 86.90
  3. Larrison, Leland, 86.80
  4. King, John D., 86.70
  5. Low, John H., 86.14
  6. Gavian, Sarkis, 85.00
  7. Bitowf, Chas. J., 85.22
  8. Wickham, R. H., 85.20
  9. Dobe, Walter C., 85.10
  10. Reid, Paul M., 85.10
  11. Ruby, Geo. J., 85.00
  12. Spels, Robert, 84.86
  13. Armento, Lewis, 84.70
  14. Haslett, Henry, 84.50
  15. Ringlen, Chas., 84.40
  16. Crummy, Jas. H., 84.20
  17. Seidel, Jacob C., 83.00
  18. Frankel, Lazar H., 82.60
  19. McGlinchey, Jas., 82.50
  20. Cutler, Milton, 82.50
  21. Brown, Harold, 82.50
  22. Deronde, Allen E., 82.20
  23. Seff, Wm., 82.00
  24. Nealey, Thos., 82.00
  25. Fisher, Irving, 81.60
  26. Watkins, Horace E., 81.60
  27. Bayer, Jesse, 81.50
  28. Schare Emanuel, 81.30
  29. Chatfield, Geo. C., 81.10
  30. Sichenhou, Edw. G., 80.30
  31. Angerer, Carl L., 80.10
  32. Appel, Harry, 80.10
  33. Salisbury, John L., 79.80
  34. Silberman, Jos., 79.50
  35. Merovitz, Manuel, 79.30
  36. Seville, Leon, 79.09
  37. Sheiman, Sidney, 78.60
  38. Herz, Jas. L., 78.60
  39. Elkin, Chas., 78.20

## POLICE CALLS

By MIKE SULLIVAN

### City to Appeal Back-Pay Case

Last week, we received a letter from a young patrolman, worded as follows:

"Do you know that every Police rookie under 2 years buys The LEADER to read your column?"

"Do you know that you have us all out on a limb?"

About 6 or 7 issues ago you reported on the status of the \$400 pay difference that Justice Cochlan had ruled in favor of us. You reported that the city had not yet appealed the case. Since then you have not told us the burning answer: Did or did not the city appeal the case?

1. If it did appeal, how is it going and where is it now?
2. If it did not appeal, how's chances for getting the money soon?

The patrolman's letter was most timely. At noon, on Thursday, March 26, the city served a notice of appeal on James H. Tully, attorney for the young patrolmen in the Schneider et al back-pay case. The case will go to the Appellate Division, first Department, Manhattan.

The notice of appeal takes issue with every point of the order

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and Two Guys Named Jones" ... Ouch! ...

### Pay-Raise Resolution

Councilman Meyer Goldberg introduced the pay-raise resolution at last Tuesday's meeting of the Council. The resolution, referred to the Committee on State legislation, called for the Legislature to pass the Crews referendum bill Assembly 1,739.

Meanwhile, the boys are really going to town with the pay-raise coupons. If you haven't sent yours up to Albany yet, do it now. And get your friends to do the same thing. Remember, you don't have to be a member of the Police and Fire Departments to write a letter to an Assemblyman. All you need is the pen, ink, and stamps. The words are below. . . . A complete list of New York assemblymen was published in last week's LEADER. . . .

### DOMESTIC RELATIONS COURT EMPLOYEES

Clerks, bookkeepers, maintenance workers and probation officers joined with judges of the Brooklyn Domestic Relations Court in holding a Victory Party in a courtroom of the building at 327 Schermerhorn Street, Brooklyn. The proceeds, amounting to \$50, were turned over to the American Red Cross. The party came upon the completion of a First Aid course to members of the staff.

### POLICE AND FIREMEN

If you want the pay raise bill passed, act now! Don't let the bill die in committee! Fill out the coupon below, paste on a postcard, or place in an envelope, and mail it to your assemblyman, State Assembly, Albany, N. Y. If you wish, you may mail the coupon to The LEADER, and we'll send it along. Do it now!

Dear Sir: I urgently request that you do everything in your power to help pass Assembly Introductory Bills 1178 and 1739. These bills provide a necessary increase in the salaries of policemen and firemen to help offset the rapidly rising cost of living.

NAME .....

ADDRESS .....

## WELFARE NEWS

### Chitterchatter

**Bel Chifari** of the Mail Room is now a member of Uncle Sam's fighting forces. . . . Uncle Sam will claim **Eddy O'Leary** of the Mail Room, too, early this week. . . . **Vincent Cerra** of the Legal Division is the proud daddy of a daughter. . . . **Miss H. Carol Young**, supervisor in Medical and Nursing, is going to acquire a husband. . . . **Herbert Mintz**, supervisor in Payroll, just returned from a vacation in Atlantic City. He is cleaning up pending work in preparation for a promotion to the office of Miscellaneous Receipts. . . . **Mort Auerbach** of Payroll has been burning up the

mails between New York and Cincinnati where his fiance resides. . . . **Peter Falcone** of Payroll recently returned from a two-week honeymoon trip. . . . **Catherine Close** of Legal has just returned from Florida. . . . **Goldie Tamo** of Case Consultation is honeymooning. . . . **Jeannette Chasin** of Medical and Nursing has a new baby boy. . . . **Eddy Haaren**, efficient, popular assistant case supervisor in the Veterans Div., has received an appointment as assistant director of the American Red Cross in Washington. . . . Congratulations to **Herman Stein** of the Mail Room, recently engaged. . . . **Milton Schwartz** of the Mail Room visits Philadelphia regularly to see somebody. . . . **Jake Queller** of Special Investigations has been promoted to the position of examiner in the office of the Commissioner of Investigation. . . . **Mary Rosen** of Medical and Nursing will now have to communicate with Herbert through the mails since his transfer to Orlando Beach, where he is in the Air Service. . . . **Frances Rubinstein** of Medical has just returned from a vacation spent enjoying winter sports in the mountains. . . . **Thomasina Mason** and **Mae Cavanaugh** of Resource have just returned from a mid-winter holiday at Miami Beach. . . . **Daniel Huttenbruck** of Medical and Nursing, who is about to be called before the Character Committee for admission to the Bar, is also about to be called before the Draft Board. . . .

### Recent Assignments

- Case Supervisors**  
Myra Shimberg, WO 81.  
**Assistant Case Supervisors**  
Fannie Orlofsky, WO 40; Helen Burke Mulcahy, WO 41; Irene Jordan, WO 41; Sylvia Savage, WO 35.  
**Medical Social Worker**  
Helen Sandish, WO 41; Ray Louise Scott, WO 53.  
**Social Investigators**  
Gertrude Glazer, WO 11; Phyllis Freudlich, WO 84; Myrtle Johnson, WO 24; Blanche Warner, WO 81; Hannah Aaron, WO 24; Ruth Schmertz, O.A.A.-Ekn; Cyrus Glickstein, WO 23; Clarence Shoninger, Central File Unit.



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SCHOOL DIRECTORY

LISTING OF CAREER TRAINING SCHOOLS
ACADEMIC & COMMERCIAL—COLLEGE PREPARATORY
Boro Hall Academy — DeKalb and Flatbush Ext., Brooklyn — Regents accredited — Main 4-8558.
Columbia & Lee—147 W. 42d St.—Request Free Early Employment Booklet—BRyant 9-6294.
ACCOUNTING MACHINES
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes.
IBM Accounting, Machines, Tabulators, Sorters and Key Punches — Card Punch Course Starting March 16. Circle 5-6425.
AIR CONDITIONING
N. Y. Tech — 108 5th Ave. — Welding, drafting, air conditioning, heating, radio. CHelsea 2-6330.
AUTO DRIVING INSTRUCTION
Bill's Auto Driving School—171 Worth St. (opp. State Bldg.)—Worth 2-6990
AVIATION PRODUCTION MECHANIC
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. STuyvesant 9-6900.
BENCH ASSEMBLY—AVIATION
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—STuyvesant 9-6900.
BUSINESS MACHINES
Delehanty Institute—11 E. 16th St.—Day and Evening Classes—Card Punch, Comptometry—STuyvesant 9-6900.
Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping, Typing—Day and Evening—ST. 3-7660.
CIVIL SERVICE
Delehanty Institute—115 E. 15th St.—City, State and Federal Examinations. Day and Evening Classes—STuyvesant 9-6900.
Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.
DRAFTING
Delehanty Institute—11 E. 16th St.—Complete 500-hr. Course—Day or Eve. STuyvesant 9-6900.
New York Drafting Institute — 276 W. 43d St. — Day and Evening Classes. Wisconsin 7-0366.
Manhattan Technical Institute — 1823 Broadway (59th) — Day and Evening Classes—Circle 5-7857.
Mondell Institute—230 W. 41st St.—Day & Evening Classes—WISconsin 7-2086.
FINGERPRINTING
Delehanty Institute—115 E. 15th St.—City examination ordered. New class forming. STuyvesant 9-6900.
New York School of Fingerprinting—22-26 E. 8th St.—Introductory course for fingerprint expert. GRamercy 7-1268.
MACHINE SHOP
Delehanty Institute—11 E. 16th St.—Day & Evening Classes — 200-300 hr. Courses—STuyvesant 9-6900.
Lutz—Machine Shop Practice—1043 6th Ave., N. Y. C. — Day & Evening Classes—PE. 6-0913.
Practical Machinist School—109 Broad St.—Machinist school only. BO. 9-6498.
MECHANICAL DENTISTRY
New York School of Mechanical Dentistry — 125a W. 31st St. — Day and Evening Classes—Employment Service—Free Booklet—CHickering 4-3994.
MEDICAL - DENTAL
Manhattan Assistants School—60 East 42d St.—3 Month Special Course—Laboratory Technique & X-Ray—Day and Evening. Cat. L—MU. 2-6234.
MUSICAL INSTRUCTION
N. Y. College of Music — 114 E. 85th St. — For the Professional and Non-Professional. BU. 8-9377.
SECRETARIAL SCHOOLS
Delehanty Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—STuyvesant 9-6900.
Washington Business School—130 W. 42d St.—Wisconsin 7-8811
Complete Secretarial Courses—Including Comptometry.
Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn — Day and Evening Classes—Individual Instruction—South 8-4236.
Merchants and Bankers Business School — 55th Year — Day and Evening — 220 East 42d St.—MU. 2-0886.
TABULATING MACHINE OPERATION
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—STuyvesant 9-6900
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes.
IBM Accounting Machines, Tabulators, Sorters and Key Punches — Circle 5-6425.
Card Punch Course Starting March 16.
WELDING
Delehanty Institute—11 E. 16th St.—Day and Evening Classes — 224-hr. Course—STuyvesant 9-6900.

Lehman Vetoes Loan Insurance

ALBANY.—Seven reasons presented to him by the State Pension Commission of which Louis H. Pink, superintendent of insurance, is chairman, were cited by Governor Lehman this week in his veto of the Phelps bill for insuring loans of State retirement funds.

The measure provided that members of the State pension system could insure any loan they made from the retirement fund against death by paying an additional premium to be determined by the actuary of the fund.

Besides the seven objections of the Pension Commission, the Governor also cited the opposition of the State Association of Civil Service Employees, and revealed that a similar bill passed last year applying to the New York City Retirement System probably will be repealed this year.

Veto Message

His veto message of the Phelps bill said:

"The reasons were: "1. The bill provides for a sale of life insurance by the State of New York on a basis which has never been used by any insurance organization and which is believed to be fundamentally unsound.

"2. The bill would endanger the assets of the New York State Employees' Retirement System which are now held in reserve as a guaranty that the ultimate pensions and annuities of employees will be paid in the amounts anticipated under the law.

"3. The underwriting risks to be assumed are too great to be attached to the system, and if they are to be entered into, they should be entered into through a separate corporation constituted for this purpose.

"4. No insurance of loans such as that contemplated should be included in the system unless the power be established to refuse loans to those not believed to be good insurance risks.

"5. The proponents of the bill have not offered any plan of operation of the benefits proposed by the bill which will give any assurance that substantial financial losses will not result either to the employees or the State in connection with its operation.

"6. Life insurance companies permitting loans on policies do not permit those loans to be insured except where a policyholder is in good physical condition; and the retirement system should not undertake to assure greater risks.

"7. No life insurance company would underwrite the life insurance proposed to be issued under the provisions of this bill at premiums that would be satisfactory to the employees and the State."

Trackman Test April 16

Trackman candidates, attention! The LEADER learns on good authority that your written examination will be held on Saturday, May 16. It will not be held on Saturday, April 25. The notices to appear for the examination will be sent out to the 7,708 candidates in due time by the Civil Service Commission.

Eligibles on the Sanitation Man list and others who filed for both Conductor and Trackman tests have visited The LEADER office, asking how it is possible for them to take both tests on the same day.

The answer is that it just ain't possible and you won't have to do it. You have until May 16 for the trackman test.

Marsh Speaks on Civil Service

Commissioner Harry Marsh, president of the Municipal Civil Service Commission, will speak Friday evening at 8.30 o'clock at the New Era Club, 274 East Broadway, Manhattan. His subject will be "Civil Service vs. Politics."

Mr. George Freedman, Educational Director of the New Era Club, will be the chairman.

Admission is free. The public is invited.

Details Incomplete For War Training

The War Department and the U. S. Civil Service Commission still hadn't gotten together on the best method of selecting 100,000 civilians for training. The plan was described in last week's LEADER.

It's easier to take an exam now than ever before.

CLASSIFIED ADVERTISEMENTS

(Rates: 40c for each six words. Minimum 3 lines. Copy must be submitted before noon on Friday preceding publication.)

Beauty Shop, Cemeteries, Corsets, Entertainment, Funeral Directors, Health Foods, Health Resorts, Help Wanted—Agencies, Sewing Machines, Transfer, Waste Paper, Instruction, Merchandise Wanted, Musical Instruction, Nursing Homes, Real Estate.

When You Take An Exam

(Continued from Page Three) cation. For the next few hours, you came into the picture personally, as you try to figure out the answers to the test questions. As soon as the final bell rings and the written test is over, the test papers are immediately renumbered. The application numbers and notification cards are sealed until after the test papers are rated. The test papers, with their new numbers, are brought to the office of the Commission and locked in a safe in the custody room.

If You Fail Candidates who fail the written test are notified first so that they may have a chance to appeal, if they think the Commission's examiners have erred in rating their papers. Only those who pass the written test are permitted to take the remaining parts of the examination. The remaining parts may be a competitive physical test, a practical-oral test, a qualifying practical test or any combination of these. Sometimes, a qualifying written test is given first, followed by a competitive physical test, on which the candidate is rated exclusively. The sanitation man exam in 1940 and the current assistant gardener test are examples of these.

Marking Machines In all cases, only those candidates who pass one part of a test are summoned to appear for succeeding parts of the examination. When all parts of the examination have been rated, the seals over the application numbers are broken, the test papers matched up, and sent to the computing room. The average of the ratings received by candidates are computed by specially constructed computing machines. And, to allow for even the slightest human error, in striking the keys of these machines, the scores are checked

either manually, or by another operator on a different machine.

Ratings, averages, and order of standing in the examination are then recorded on candidate's individual cards. The list is typed up from these cards and released for publication. Simultaneously, the list is sent to the certification bureau. The successful candidates are probed by the Commission's Bureau of Investigation, and the list is officially "promulgated." "Promulgated," is a long word meaning simply that the list is ready for use.

At the request of the department which originally needed the employees, the Certification Bureau—another section of the Civil Service Commission—sends names of the candidates, in the order of their standing on the list, to the department for employment. The work of the Examination Bureau is completed. The task of finding the right men and women to fill city positions is finished.

State Tests

(Continued from Page Twelve) Fee, \$1. Openings in departments of Tax and Finance, and in Department of Unemployment Insurance.

4099. Telephone Operator, State and County Departments. Salary, \$1,200 to \$1,700. Fee, \$1.

4081. Welfare Training Assistant, Social Welfare Department. Salary, \$3,120 to \$3,870. Fee, \$3.

Unwritten Tests To be held later than May 23. Applications on the following must be in by May 22.

4100. Institution Educational Supervisor, Home Economics, Correction Department. Salary, \$1,800 to \$2,300 plus maintenance. Fee, \$2. One appointment at Westfield.

4101. Public Relations Assistant, State Departments. Salary, \$2,600 to \$3,225. Fee, \$2. There is an opening now in the Department of Civil Service.

Civil Service LEADER DOUBLE-BARREL PREPARATION FOR PATROLMAN CANDIDATES FOR the WRITTEN 'Home Study Guide for Patrolman' BY Lieut. Bertrand P. Wray New York City Police Department (Retired). AND Eugene B. Schwartz, Esq. Civil Service Author and Lecturer 144 Printed Pages \$1.50 Multiple Choice Questions, Rules and Regulations, Police Methods and Operations, Law, Government, Mathematics. FOR the PHYSICAL 'Home Training for Civil Service Physical Exams.' BY Francis P. Wall Associate Professor of Physical Education, New York University Special Consultant, New York City Civil Service Commission \$1.00 The Chapters Weight Control and Diet, General Body Building Exercises, Training for the Agility Test, Training for the Strength Test, Training for the Coordination Test, Competitive Physical Exam. Bought individually, the two books cost \$2.50. Readers of the Civil Service LEADER buying them together may do so at the special price of \$2. USE THIS COUPON Civil Service LEADER 97 Duane Street, N. Y. C. Please send me: [ ] Home Study Guide for Patrolman (\$1.50) [ ] Home Training for Civil Service Physical Exams (\$1.00) [ ] Both (\$2.00). Name Address



### Supermen in Big Powwow

Councilwoman Gertrude Weil Klein and Paul M. Brennan, director of the physical and medical bureau of the Civil Service Commission, will be guest speakers at the next meeting of the Sanitation Eligibles Association, at P.S. 27, Tuesday, April 28. The lady councilwoman from the Bronx is a newcomer to the rostrum of the supermen, but Paul Brennan is appearing on a return engagement. The popular physical examiner made quite a hit with the boys at one of their first meetings.

#### Mandel Returns

The eligibles' meeting last Wednesday was marked by the return of former President Johnny Mandel and complete harmony among all good supermen. Eligibles high on the list were told to apply directly at the Board of Transportation, if they want provisional appointments as porter at \$57 per hour.

The meeting was one of the best attended and most successful of all supermen pow wows. During the course of the meeting, it was revealed that Civil Service Commissioner Ferdinand Q. Morton was made an honorary superman. Only other honorary superman is Ficello H. LaGuardia.

Buy The LEADER every Tuesday.

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4 Rooms . . . . . \$62  
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100% Fireproof. Smart, Swedish, Modern Furnishings, Private Baths, Kitchensettes, Complete, Friendly Hotel Service. Luxuriously Appointed 19-Story Building.

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BEAUTIFUL FURNISHED & UNFURNISHED APTS.

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# New Budget Hits City Workers—But Hard

With Mayor "Butch" LaGuardia in conference with himself—as well as others—in a violent attempt to slash untold millions from the city budget, all sorts of last minute indications piled up this week over the possible results.

One reliable source saw a reduction in half of the city's engineering forces by July 1 predicated upon a desire to save as well as priorities and resultant curtailment of public works projects. Gilbert E. Goodkind, secretary in the Manhattan Borough President's office, thought this figure "ridiculous"; he agreed a sizable cut seemed on the way, however.

Another spokesman predicted dire days for the city's asphalt workers because of war-caused stringencies in that industry. The same chap saw—at best—probable per annum status for these workers, to cut expenses.

**Per Annum for Park Workers**  
Per annum status for Park Department employees, which would mean a reduction in annual earnings (similar to the decrease that would be effected for asphalt workers) was seen by one city councilman. Another councilman thought "per annum status doubtful because Commissioner Robert Moses' suggestion to give them just that has been laid over." He was referring to the bill introduced by Councilman Joseph T. Sharkey, who took up Commissioner Moses' recommendation.



Budget Director Kenneth Dayton, whose job is to trim expenses.

The Sharkey measure provides salaries of \$1,200 to \$1,500 for watchmen, \$1,200 to \$1,600 for attendants, \$1,620 for assistant gardeners, and \$1,800 to \$1,980 for gardeners.

John C. Doyle, counsel for the employees, charged the per annum bill would in effect establish pay cuts. As an example, he pointed out that assistant gardeners averaged \$1,666 last year on a per diem basis.

Many Park Department em-

ployees expressed objections to per annum standing if they have to purchase uniforms and if assistant gardeners have to lose salary increments.

Commissioner Moses, on the other hand, urged them to accept it because he feels it is the best deal he could make under the circumstances—with the Mayor practically dedicated to a budget slashing scheme.

One councilman thought the slashes, in fact, would be so far-reaching that even councilmen would be cut in pay.

Mayor LaGuardia urged each department head to submit budgets outlining 10 and 12 percent cuts. This is even more drastic than the cuts asked for by Budget Director Kenneth Dayton seven months ago. Commissioner Moses was the only department chief who refused to submit to such a cut, insisting that to do so would be to impair the efficiency of his department unreasonably.

Meanwhile, Edward I. Hannah, national vice-president of the International Hod Carriers', Building and Common Laborers' Union, warned that "wholesale slashes in the city payroll would constitute malicious attacks on unlimited numbers of faithful city employees."

He pointed out that, in the case of the city's engineering forces, alone, they could be diverted into WPA and war production work "with the sayso of the Mayor." He also denounced the city's

## High Schools for Conductor Test

The facilities of 19 high schools will be used for the written conductor examination Saturday, April 25. Seven of the schools are in Manhattan, seven in Brooklyn and three each in the Bronx and Queens. A total of 33,825 candidates will take the open-competitive exam and 300 the promotion test.

More of the would-be conductors come from Brooklyn than any other borough in the city. Fourteen thousand and six hail from the home borough of the Brooklyn Dodgers; 8,831 come from Manhattan; 6,772 from the Bronx, and 4,266 from Queens. The

schools which will be used for the exams are:

#### Manhattan

George Washington, 192d Street and Audubon Avenue; Julia Richman, 67th Street and Second Avenue; Seward Park, Essex, Grand and Ludlow Streets; Stuyvesant, 345 East 15th Street; Washington Irving, 40 Irving Place; Straubermuller Textile, 315 West 18th Street, and Wadleigh, 114th Street west of Seventh Avenue.

#### Bronx

DeWitt Clinton, Mosholu Parkway between Gaynor and Sedgwick Avenues; Evander Childs, Gun Hill road and Barnes Avenue; Theodore Roosevelt, East Fordham Road and Washington Avenue.

#### Brooklyn

Abraham Lincoln, Ocean Park-

way and Guider Avenue; Alexander Hamilton, Albany Avenue and Bergen Street; Franklin K. Lane, Jamaica Avenue and Dexter Court; James Madison, Bedford Avenue near Quentin Road; New Utrecht, 79th Street and Seventeenth Avenue; Samuel J. Tilden, East 57th Street and Tilden Avenue; Thomas Jefferson, Pennsylvania and Dumont Avenues.

#### Queens

Grover Cleveland, Himrod Street and Grandview Avenue, Ridgewood; John Adams, Rockaway Boulevard, 101st Street and Sutter Avenue, Woodhaven.

The 300 promotion candidates will be examined at Seward Park High School. The remaining candidates at Seward and the other schools will be for the open-competitive test exclusively.

## Patrolman Test In One Month

"Applications for the patrolman test will be delayed for about a month, but the test itself will be held as originally scheduled," Civil Service Commissioner Ferdinand Q. Morton told the LEADER this week. The delay in issuing the applications will not affect the tentative dates for the test itself, the Commissioner added. He was unable to state, at this time, exactly what the tentative dates for the examination are.

#### June for Written

Previous plans for the patrolman test call for the written examination to be held in June and the physical tests during July and August. The June dates for the written test were selected in order that students attending the patrolman preparation courses at City College would be able to finish their courses in June in time to take the examination. At the time these plans were made, it was thought that students matriculating from City College's course would receive credit on the examination.

#### Draft Causes Delay

The delay in the announcement of the patrolman test is caused by the draft status problem of prospective candidates. This problem was fully discussed in last

week's issue of The LEADER. The plan which is being considered to overcome this problem would be to defer the appointment of all successful 1-A candidates when they are reached for appointment in the order of their standing on the list. Necessary legislation would have to be passed in Albany in order to guarantee the men appointments upon their return to civilian life. Under the present law they are only guaranteed the right of remaining on an eligible list for a period of one year after their return to civilian life.

Chief flaw in the present set-up is that an eligible who is reached for appointment while he is in the army might be on a special list for a period of one year after his return to civilian life and never be offered a job because of budget limitations. The new plan would guarantee him an appointment to the police force even if it took the budget director two years to okay appointments. Since last week's discussion of the idea, important sources in Albany said that they would sponsor such legislation.

As revealed in last week's LEADER, present plans for the patrolman test call for a written test and a physical test, each carrying a weight of 50 in determining the final average. The physical test is expected to consist of three parts—agility, strength and endurance. The coordination test which was used on previous sanitation man and fireman exams will probably be dropped.

Further details on the forthcoming patrolman examination will be printed each week in The LEADER.

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

## B'KLYN COUNCIL, GREATER NEW YORK EMPLOYEES

Next regular meeting of the Brooklyn Council of the Greater New York Employees Park Association will take place on Tuesday, April 7, at the American Legion Hall, 160 Pierrepont Street, Brooklyn. The newly elected officers will preside. They are: Michael A. Laino, president; Frank A. Lewicz, vice-president; Arthur F. Cronin, 2nd vice-president; Joseph Rinaldo, secretary; John Scarpa, treasurer; Bernard Block, financial secretary; Frank Alongi, sergeant-at-arms; William Hagan, delegate at large; John Affisco, delegate; Anthony J. Cafaro, alternate delegate; Frank Chmielewski, James Flanagan, Minne D'Esposito, trustees.

#### Unfurnished Apartments

RIVERSIDE DR. 530 (opp. Grant's Tomb) - Recently remodeled elevator apts. 2 rms., \$45; 2 1/2 rms., \$47.50; 3 rms., \$50. Supt. or Cretin & Humphries, Inc., 51 East 42nd St. VA. 6-3757.

RIVERSIDE DR. 530 (opp. Grant's Tomb) - Recently remodeled, elevator apartments, 2 rooms, \$45; 3 rooms, \$55. Supt. or Cretin & Humphries, Inc., 51 East 42nd St. VA. 6-3757.

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"backtracking on the prevailing pay issue."

Health Commissioner John L. Rice refused to comment on his acceptance of a drastic budget cut. In his department it means: dropping 67 nurses, 17 clerks, 13 laboratory assistants, 4 sanitary bureau inspectors. The Health Department will get along with a shortage of between 400 and 500 workers, expected to reach 1,000 by the end of August. Just how the work of keeping the city clean and taking care of the large amount of office work will be done, Sanitation officials couldn't prophesy.

As for the Welfare Department, vacancies are remaining unfilled.

And the Civil Service Commission is wondering just where it will make the cuts that the Budget Director and the Mayor are demanding. The budget submitted by Paul J. Kern before his dismissal called for an increase in the amount needed by the Commission over what it spent last year. The new Commission hasn't yet submitted an alternate budget.

What with the Mayor insisting on drastic cuts, and the employees insisting on pay increases to meet the rising cost of living, there will be much ado before the next city budget goes into effect.

More in the next issue about you and the budget.

## New City Test Series

(Continued from Page Three)

der to file for the test. Since then, the Commission passed a resolution eliminating experience requirements for promotion examinations. The stenographer, grade 2, test was reopened for applications during March with reduced requirements to six months. It is expected that a similar reduction will be made in the clerk grade 2 requirements.

If the clerk grade 3 and clerk grade 4 tests are announced by the Civil Service Commission, it is expected that the minimum requirements will be cut in half. This would permit grade 2 clerks with but one and a half year's service to file for the examinations. Chief drawback, however, to the announcement of clerk promotion tests at this time is the policy of "no clerk appointments," laid down by the Mayor at the start of the war.

#### Other Tests Ordered

Other tests which have previously been ordered by the Civil Service Commission and which stand a good chance of being included in the April series are: car maintainer, group 1, N.Y.C. Transit System; head dietitian, inspector of water consumption, grade 2; inspector of weights and measures, instructor of trades, instructor of barbering, junior electrical engineer, junior physicist (radiation) and laboratory assistant.

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### \$5 TO \$9 WEEKLY

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# Study Guide for Coming Patrolman Test

The material which follows is the first in a series of questions designed to aid candidates in their preparation for the forthcoming New York City test for Patrolman. These questions have been prepared exclusively for the LEADER by an authority on civil service techniques and procedures, and are made up from the point of view of testing for good judgment, alertness and comprehension. These are the principal factors which are expected to be tested on the next examination. The candidate is advised to give this material most serious consideration since it will no doubt be very valuable in helping to pass the test. Each series should be studied, clipped out and placed in a scrap book, with the answers, since when the series is completed, it will be an excellent method of review just before the test is held. The plan of this study series is to cover every phase of the expected examination. In the questions which follow, read the paragraph and indicate at the right of each question the one of the five choices which is most nearly in accord with the facts outlined in each passage.

**Question 1**  
 "A person is not criminally liable for the criminal acts of his agent unless he has previously authorized or directed the agent to commit the crime, or has approved of the commission of the crime upon the suggestion of the agent by permitting the agent to continue as his agent. This is true when the agent commits the criminal act in the course of lawful employment or enterprise. However, if the employment is

unlawful in itself, the person is guilty of the acts of his agent within the course of the unlawful enterprise."

"According to this paragraph, it follows most logically that (a) an employer may not be deemed guilty of his agent's crime unless he himself is an accomplice to its execution (b) an agent, committing a criminal act while in another person's employ, is guilty only if such other person directed him in his misdeed (c) if a person unlawfully employs an agent, the employer is more liable than the agent, if the latter commits a criminal act (d) an agent committing a criminal act without the consent or knowledge of his employer would not involve the latter in criminal liability for the act (e) where an employer illegally engages an agent and the latter

commits an illegal act, only the former is criminally liable.

### Question 2

"Private citizens are authorized to make an arrest only in such cases where they have actual knowledge that a felony has been committed. They may make an arrest of an individual upon suspicion if they have good and reasonable cause to believe that the person arrested is guilty of a felony. Their cause for the arrest must rest upon known facts."

According to this information, it is most logical to conclude that (a) a private person making an arrest where no felony has been committed, would be acting without authority (b) where a felony has been committed and a private citizen has been a witness to the act, it is incumbent upon the latter to make an arrest forthwith (c) in the same manner as is the right of a patrolman, a private citizen may arrest a man if the latter is under suspicion of having committed a felony (d) no person may be arrested by a private person on suspicion of felony, unless the latter person was an actual witness to the act (e) if a private citizen is convinced that another has committed a felony, he has a full and legal right to make an arrest, using force if necessary.

### Question 3

"In the case where a patrolman has to use force to gain entrance into a dwelling or other building, in order to serve a warrant, he must, except in extreme cases, make his presence as an officer known, state the purpose of his presence and demand admission before force be used to gain such entrance. It must be clear to patrolmen that in cases where they are breaking into a known rendezvous of criminals, or a place where a criminal has taken refuge while being immediately pursued by officers or a posse, and the other occupants of the house or other building have knowledge of the persons taking refuge from the law, it is not necessary to give notice."

It is most reasonable to conclude from this paragraph that (a) in most cases it is unlawful for a patrolman to gain entrance into a dwelling or other building (b) the consent of the owner is required in the case where a patrolman wishes to use force to gain entrance into a building in which a criminal has been harbored for an extended period of time (c) as a general rule, patrolmen should state the purpose of their mission before using force in gaining entrance to a dwelling (d) in order to avoid being served with a warrant, when a citizen escapes within a private dwelling, it is unnecessary for pursuing patrolmen to make known their purpose before breaking into said dwelling (e) patrolmen when in immediate pursuit of a known criminal, may use all necessary force in apprehending the fugitive, provided his misdeed is in the nature of a felony.

The following questions are designed to test your judgment in various types of situations which you are likely to encounter as a patrolman. Read each question carefully, and decide which course of action you would follow, de-

### LIQUOR LICENSES

Notice is hereby given that License No. RW 909 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 151 8th Avenue, City and County of New York, for on-premises consumption, Ebro Restaurant, Inc., 151 8th Avenue.

Notice is hereby given that License No. CTR 66 has been issued to the undersigned to sell liquor at retail in a catering establishment under the Alcoholic Beverage Control Law at 561 West 157th Street, City and County of New York for on-premises consumption, Royal Manor Catering Corporation, 561 West 157th St.

Notice is hereby given that License No. RW 472 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 53 1/2 Spring Street, City and County of New York for on-premises consumption, Gennaro Lombardi 53 1/2 Spring Street.

Notice is hereby given that License No. L 218 has been issued to the undersigned to sell wine and liquor at retail under the Alcoholic Beverage Control Law at 39 Vesey Street, City and County of New York, for off-premise consumption, L. J. Callanan & Co., Inc., 39 Vesey St.

Notice is hereby given that License No. RL 5554 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law, at 2 Broadway, City and County of New York for on-premises consumption, Custom House Cafe, Inc., 2 Broadway.

pending upon the circumstances of each case, and indicate your answer to the right of each question:

### Question 4

Suppose you are a patrolman, off duty and in civilian clothes on your way home at about midnight. While crossing the street you recognize a criminal who three months before had escaped from an up-State prison, where he had been serving a sentence for second degree murder. Under these circumstances your first action should be to (a) call your precinct for immediate assistance while you keep the man covered (b) draw your gun and call on the thug to surrender (c) shadow the criminal for a few blocks until you come across another patrolman in uniform, and then blow your whistle (d) follow the man to his hide-out, call your precinct and have the place surrounded (e) approach the fellow, ask him for a match, as a pretext, and then knock him out with your club?

### Question 5

While on patrol duty in an outlying residential district of Staten Island, you notice a suspicious looking sack in a deserted lot on your post. You are sure it was not there two hours before at 2 a.m., when you made your original tour of duty. Upon investigation you find it contains the body of a young boy of about 8 years of age. He is well dressed and there are no visible marks of violence that you can notice. Nearby you see footprints in the snow which has been falling since midnight.

On the basis of these data only, it is most reasonable for you to assume that (a) the boy comes of a wealthy family and previously had been held for ransom (b) the body had been placed in the sack and left on the lot within the past half hour (c) the boy was killed through having been administered poison (d) the sack had been transported to the lot by motor vehicle (e) further investigation is necessary to determine the identity of the murderer.

### Question 6

In the course of your duties as a patrolman you make the arrest of a pickpocket whom you have apprehended while he was committing a criminal act. Upon searching him, you find in his possession two guns, a large pocket knife, three wrist watches and a roll of counterfeit bills. Under these circumstances, it would be most acceptable procedure to first (a) get a complete statement from him as to the sources of the various items which were found on his person (b) make a list of the serial numbers of the counterfeit bills and check with the Detective Division whether these were recently stolen (c) see whether some of the articles belong to the person whose pocket was being picked and return them to him (d) take him to the station house and make a list of the property taken from the prisoner (e) remove the bullets from the guns and examine them to see whether they have been fired recently.

(To Be Continued Next Week)

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- 1:15 P.M.—Saturday—Between Rounds
- 3:30 P.M.—Thursday—Highlights of Sports
- 6:15 P.M.—Monday Through Saturday—Sports News

### NEWS

8:15 A.M.—Tuesday, Wednesday and Thursday  
 Civil Service Leader News

- 11:45 A.M.—Jo Ranson—Travel News (Sat. only)
- 1:00 P.M.—"Copydesk"—Monday Through Friday  
 News Commentators—Maurice C. Dreicer & Frank Engle  
 Book Reviewer—Charles A. Wagner (Monday)
- 6:30 P.M.—Waverley Root—Monday Through Saturday.
- 6:30 P.M.—Selwyn James (Sundays only)

### Scheduled Newscasts—Monday Through Saturday

8:30, 8:55 and 9:45 A.M.—12 Noon, 2, 3, 5 and 7 P.M.

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# BARGAIN BUYS

By Prudence Shopper

**E**ASTER is just two weeks away! Every store window looks bright with fresh offerings of spring merchandise in suits, coats, print dresses, shoes and accessories!

### Scoop

The Dorothy Frances Studio, 22 East 41st Street, announces a real scoop in spring wardrobes. Miss Frances has collected an array of spring coats, suits, dresses, fur jackets and fur scarfs, ranging in price from \$25 to \$35. Sample spring coats, some dressy, others smartly tailored are \$17.95; suits, one-of-a-kind, too, in all the new fabrics, are \$14.95; dresses that are chick and "different" are \$7.95. All sizes are obtainable, and deposits are acceptable. There are also a group of fur coats and cloth coats which you can purchase at 50 percent off.

### Coats

In most shops, coats are the featured promotion. The soft, feminine type with basically simple lines seems to be the best bet. Even the trench coat, usually so trim, is now dressed up with shirred belt lines, pleated skirts and dressier shoulders. Coat necklines are filled in with frills, sheer jabots or black lace. Dress-like stylings in coats, often look like two-piece costumes, having short nipped-in jackets, which flare out into full skirts.

### Vitamins

Vitamins are a very essential part of the daily consumption of foods.

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As your age changes, so changes your need for different types of foods. Men and women need different quantities of various vitamins, depending upon daily activities. The Columbus Health Food Shoppe at 104 West 87th Street, has prepared a brochure, available free describing the history and functions of vitamins. Not only will you enjoy reading it but it may be a means of bettering your health.

### On the School Front

New York School of Aircraft Instruments, which trains men and women in the making and repairing the delicate instruments which guide ships and planes, has had to add another floor to accommodate students. Incidentally the school is the largest instrument repair shop in the East, with laboratories for electrical, Sperry, Kollsman and Pioneer instruments. . . . Walter Condon has been appointed to take charge of evening sessions in acetylene and electric welding at the Smith School, 250 West 54th Street. Mr. Condon is connected with the Consolidated Edison Co. as a certified high pressure acetylene and electric welding engineer. . . . Guy Standing, Jr., son of the famous actor ("Lives of the Bengal Lancers") is a student of drafting at New York Technical Institute. The school, incidentally, is one of the oldest in New York. It was founded in 1910.

The Eastern School of Physicians' Aides is rushing new "short courses" for both men and women to turn out X-ray and Laboratory Technicians and Medical Assistants. . . .

Mary Hamilton of the New York School of Fingerprints has announced a new course to train men as fingerprint expert. The occupational questionnaire with which the government intends to ascertain the background of all draft registrants, lists fingerprint expert as a skill which will serve in the utilization of manpower of the country for wartime needs. The need for fingerprint technicians and experts is growing because of the greater need for checking on employees in defense plants and civilian protection activities.

The Merchants and Bankers' Business School, 220 East 42nd Street, has opened a First Aid Course under the auspices of the American Red Cross. The course is held on Monday afternoons from 3:30 to 5:30 weekly, and will continue through May 25.

Display Institute has added a drafting and design division which will train in the handling of instruments, orthographic drawing, dimensioning, applied geometry, working drawings, etc.

Mondell Institute, 230 West 41st St., has extended its drafting and defense courses and has established special tutoring courses for "specialist rating." These courses enable draftees to get higher salaries after induction.

### Village Wise

Are you looking for Old World charm? You'll find it in the Village and the person to see when you go apartment hunting is Mrs. Shapiro who owns the Village Realty Service, at 184 1/2 West 4th Street, in the heart of Greenwich Village. Mrs. Shapiro has lived there for the past 25 years and knows every nook and corner of the funny crooked streets making up the picturesque Village. See her if you want excellent, pleasant service! She knows her Village!

### PM Takes Civil Service Gal on Shopping Tour

Mary Lou Buck is a \$1,440-a-year Civil Service stenographer. She had \$35 to spend on a spring outfit—complete.

Last week PM took her shopping with its professional comparison shoppers to see if they could show her how to buy at least the same quality clothes with that \$35 and maybe save her money.

Mary Lou Buck saved 22 percent on her Easter shopping—from what she had expected to spend. And more, because the wardrobe she purchased, checked against prevailing prices for merchandise of identical value sold elsewhere, would have cost her \$38.34 without professional shopping guidance. That's 23 percent more than she actually paid, and Mary Lou is happy. PM picked her from Civil Service ranks with a definite purpose.

The opinion among shopkeepers seemed to be unanimous. "Civil Service people are the smartest shoppers in town. Their incomes are rather static; their standards of living are high, and they hope to keep them so in spite of price rises. They know the value of money wisely invested, and they take advantage of every opportunity to live better."

PM is shopping again this week. The paper hopes to do as well for a family of four with an \$30 budget.

Buy The LEADER every Tuesday.

### Apparel

## NEW CLOTHES for SPRING

Exquisite Fur Jackets and Fur Scarfs \$25-\$35  
Sample Spring Coats, Some dressy, others beautifully tailored \$17.95  
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# Amusement Parade

By Joseph Burstin



TOM TULLY

who plays the role of "Mr. Kennedy" in "Jason," a drama about a critic who discovers life at the Hudson Theatre.

## HOLLYWOOD Facts Between Acts

Warner Bros. has announced the signing of Vinton Freedley, noted Broadway producer, to produce a musical film. Ann Sheridan, Joan Leslie, Dennis Morgan and Irene Manning are to be starred in the film. . . The story of the girls left behind by their soldier beaux will furnish the theme for Warner Bros. "Sweethearts of 1942," with Priscilla Lane, Brenda Marshall, Alexis Smith and Jane Wyman. . . Nancy Coleman has won the coveted stellar feminine role opposite Errol Flynn and Ronald Reagan in "Desperate Journey," now in production at Warner Bros. studio. . . Dame May Whitty has been signed for an important role in "The Constant Nymph," with Charles Boyer and Joan Fontaine. . . Lum and Abner, rustics of the radio return to the screen in the RKO Radio picture, "The Bashful Bachelor." . . Ann Rutherford, who returns from her present USO tour of army camps to resume her career as Andy Hardy's sweetie in "The Courtship of Andy Hardy," will find a brand new honor awaiting her at the coast.

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### Nite Life

LEO Reisman and his dance orchestra will play for the new show opening at the RAINBOW ROOM Wednesday night. Included in the new show are Helen Tamiris and Company, dancers; Eleanore French, singer, and Billy De Wolfe, comedian.

Le GOURMET, closed for alterations, has reopened with the club enlarged to twice its size. . . New additions to the revue at Gaston's MONTE CARLO include Francis Leslie, blue singer, and Emily Adreon, acrobatic tap dancer.

Woody Herman and his orchestra play for the delightful and colorful Red, White & Blue, new spring edition of the Ice Show at the TERRACE ROOM of the Hotel New Yorker. The skaters are Bill and Betty Wade, Adele Inge and Ronny Roberts.

Eddie Davis, the munificent minstrel, is back at LEON and EDUARD'S after a month's vacation; he visited Kelly Field, Texas and entertained the boys in the Air Corps.

The Village NUT CLUB has a new show entitled, "Keep 'Em Laughing," featuring Jean Bedini, Freddie Walker, comedian, Captain Harry Lander and Carsong, the human ape, featured in the movie, "Wizard of Oz."

June Bentley, singer, returns to the "Barnyard Frolics" at the



LEO REISMAN and his orchestra, who are opening at the Rainbow Room tomorrow night.

VILLAGE BARN. . . Burl Ives is continuing his nightly stunts at the VILLAGE VANGUARD. . . Johnny Pineapple and his native Hawaiian orchestra are in the musical spotlight at ROGERS CORNER. . . Russell Swann, magician, and Sara Ann McCabe are the new attractions to the PERSIAN ROOM of the Plaza, starting April 4. . . Winnie Shaw, Steve Murray and Johnny and George opened at the 19TH HOLE in the Village.

### Movie Review

"REAP THE WILD WIND," a Paramount picture, directed by Cecil B. DeMille at the Radio City Music Hall is a salty sea story filmed in technicolor against backgrounds that are so picturesque and beautiful they are distracting. De Mille has directed his sea saga with a lavish hand and the underwater scenes are by far the best the screen has offered—if at times they are a little too protracted.

Story is based on Thelma Strabel's novel about a group of vicious wreckers who made fortunes by salvaging ships wrecked off Key West. The plot neatly ties in a triangular love affair involving beautiful Paulette Goddard, Ray Milland and John Payne and gives each of them an excellent chance to sail away with acting honors. The supporting cast includes Raymond Massey, Lynne Overman, Robert Preston and Susan Hayward.

The highlight of the stage presentation is the ninth annual showing of "The Glory of Easter," a spectacular religious pageant that always meets with the full approval of the audience.

"THE MALE ANIMAL," now at the New York Strand Theatre, is a Warner Bros. film that brings together Henry Fonda, Olivia De Havilland and Joan Leslie. It



SHEP FIELDS whose new orchestra heads the "In Person" show at the New York Strand Theatre.

has a delightful story with comedy that is both riotous and plausible.

The setting for "The Male Animal," is Midwestern University with its usual enthusiastic scholars and equally enthusiastic alumni. Among the more genial professors is one Tommy Turner, played by Henry Fonda, whose sense of right and wrong gets him into trouble with the college authorities. His wife, portrayed by Olivia de Havilland, is sympathetic with him, but she likes to have her fun. The fun is provided when an old classmate, Jack Carson, comes back for the big game.

Supporting cast include Eugene Pallette, Herbert Anderson and Hattie McDaniel.

The stage show is headed by Shep Fields and his new orchestra, Mary Small, George Tappes and Alan Carney.



CLARK GABLE as Rhett Butler in "Gone With the Wind," which begins a return engagement at the Astor Theatre to day. Performances will be continuous at popular prices.

### Tommy Dorsey at N. Y. Paarmount

For its Easter Holiday in person attraction, in conjunction with the screen showing of "MY FAVORITE BLONDE," starring Bob Hope and Madeleine Carroll, the New York Paramount Theatre has booked Tommy Dorsey and his Orchestra, starting tomorrow. This will mark the 8th personal

appearance of Dorsey and his band at the theatre since it inaugurated its in person band policy six years ago.

Featured with the band will be Frank Sinatra, Buddy Rich, Ziggy Elman, Jo Stafford, Chuck Peterson and the Pied Pipers. As an extra added attraction Paul Regan, character impressionist, will make his first appearance at the New York Paramount.

### Fishing Contest

Enter your favorite 1942 catch in the George Ruppert Fishing Contest, announced this week, and win one of numerous cash prizes. There's no entry fee and the contest is open to male and female anglers. The fish must be caught along the Atlantic Coast.

### Movies

RADIO CITY MUSIC HALL  
50th STREET and 6th AVENUE

### 'Reap the Wild Wind'

RAY MILLAND JOHN PAULETTE  
MILLAND WAYNE GODDARD

A Paramount Picture  
Produced and directed by Cecil B. De Mille

### Gala Easter Stage Show

'TO THE COLORS'

A brilliant new revue, produced by Leonidoff, and the impressive pageant, "GLORY OF EASTER," which has become a far-famed Music Hall tradition.  
First Mezz. Seats Reserved. Cl. 6-4690

### NOW PLAYING! "THE MALE ANIMAL"

HENRY FONDA • OLIVIA deHAVILLAND  
SHEP FIELDS And His New Orchestra  
MARY SMALL

STRAND Broadway & 47th St.

### "TO THE SHORES OF TRIPOLI"

Starring  
John Payne - Maureen O'Hara - Randolph Scott

A 20th Century-Fox Picture

Plus a Big Stage Show  
ROXY 7th Ave. & 50th St.

STARTS TOMORROW  
Paramount Presents  
BOB HOPE  
MADELEINE CARROLL  
"MY FAVORITE BLONDE"  
IN PERSON  
TOMMY DORSEY  
AND BAND  
Extra PAUL REGAN  
PARAMOUNT  
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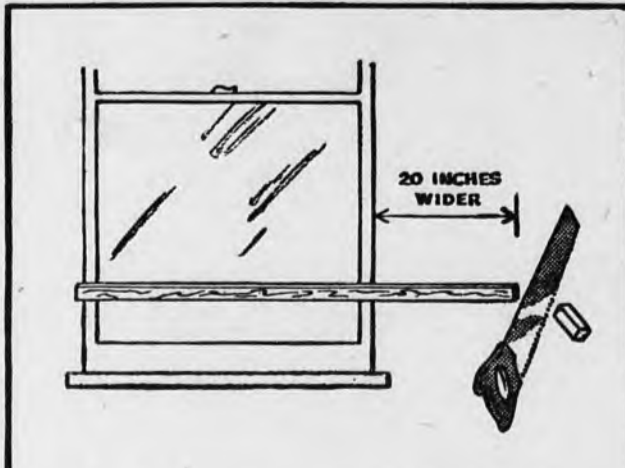
STATE EMPLOYMENT DEPARTMENT  
 RETURN TO ROOM 103

(To help defeat the enemy, obey blackout orders. In response to repeated requests for this information we reprint the following as a service to our customers.)

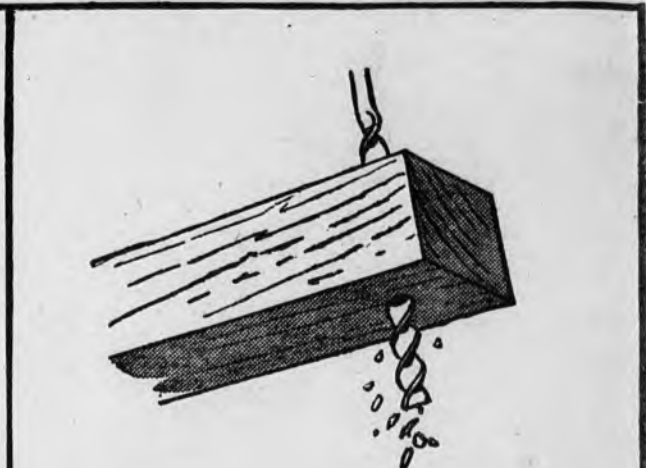
# HOW TO BLACK OUT WINDOWS and still enjoy normal lighting



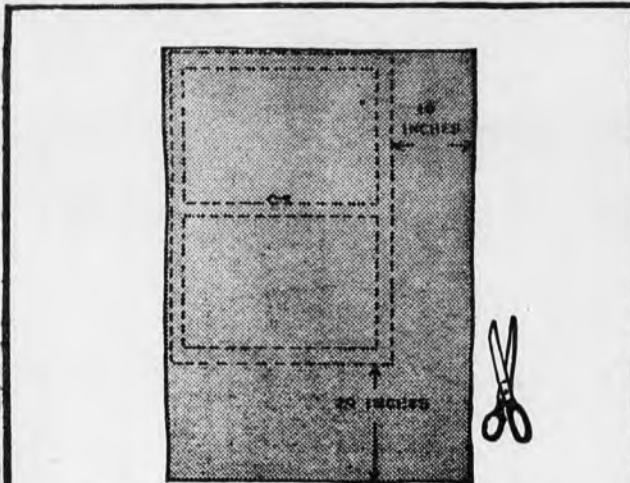
Hung in a jiffy . . . You enjoy your regular light inside and none gets out



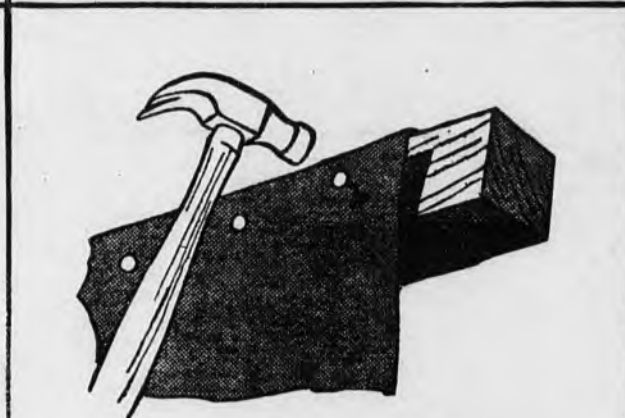
1. Cut two sticks of wood (about 1 inch x 1 inch) into lengths each 20 inches wider than the window to be covered.



2. Drill a small hole 1 inch from both ends of each stick.



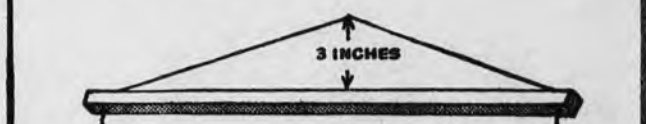
3. Cut a piece of blackout material which is at least 16 inches wider and 24 inches longer than the window to be covered.



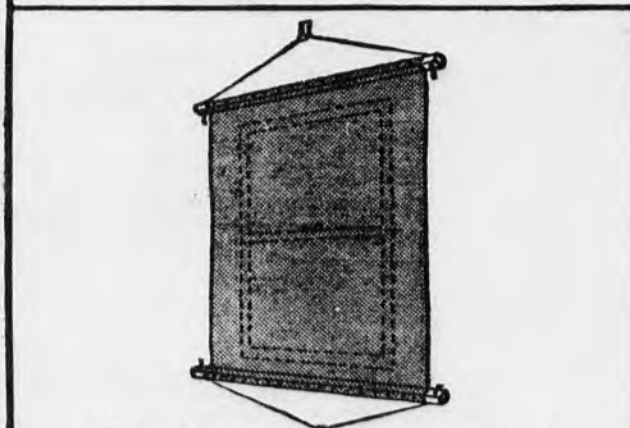
4. Wrap one end of the material around one of the sticks and fasten to the stick with tacks; wrap the other end of the material around the other stick and fasten with tacks.



5. Cut two pieces of cord, each 18 inches longer than the sticks of wood.



6. Push the ends of the cord through the holes in the stick and tie a knot in each end so that there will be a distance of approximately 3 inches between the stick and the cord when the center of the cord is held taut. Fix the second cord in the other stick in the same manner.



7. The blackout screen is now completed. Hang this screen by the top cord on a nail, screw or picture hook, so that the screen is centered over the window and approximately 8 inches above the window and make taut at bottom by fastening the bottom cord over a nail or screw.

For the sake of morale, it is important to keep your home cheerfully lighted under blackout restrictions. Comfortable conditions at home will help to keep production moving in factories and shops.

This can be done only if adequate provision is made for blacking out windows effectively so that no gleam or glint is visible to the outside. The above method—one of several recommended for this purpose—is simple, inexpensive, and fully effective if instructions are followed. After completing the screen, test it yourself by turning on all lights and observing it from outdoors.

Demonstrators in any of our showrooms will be glad to show you how the screen is prepared and to answer your questions.

Mayor LaGuardia, Chairman of New York City Defense Council, said . . .  
**COOPERATE . . . DO YOUR PART**  
 During a blackout everything must be kept going—at home—at work—at places of recreation . . . Make the necessary preparations so that no lights will be visible from the outside if blackouts are necessary . . . It is not intended that you should remain in the dark—that's depressing—and it isn't good for the children. So keep your home cheerful—keep the lights going.