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**Civil Service**  
**LEADER**

Last Minute  
Study Test  
**SERGEANT EXAM**

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Vol. 2 No. 38      New York, June 3, 1941      Price Five Cents

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# JR. CLERK EXAM

## Big U. S. Test Opens First Time in 10 Years

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Complete Medical and Physical Requirements

# FIREMAN EXAM

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## Can You Fill One of These Jobs? Then the U.S. Needs You—Listing on Page 4

# Physical Requirements—Fire Test

## Here's the Complete Setup—Important to Everyone Who Has Applied to Take the Exam

### Medical

1. The medical standards for Fireman follows:—

Minimum height—5 feet, 7 inches (bare feet).

Heart—The action of the heart must be uniform, free and steady, its rhythm regular, and the heart free from organic changes or organic murmurs.

Respiration—must be full, easy and regular, the respiratory murmur must be clear and distinct over both lungs, and no disease of the respiratory organ must be present. X-ray examinations must be taken before appointment.

Vision acuity—Candidates must be able to read six of eight letters 20/20 type, each separately, without the use of eye glasses.

Teeth—It is mandatory that the Medical Examiner reject: (a) any candidate who has less than 16 natural teeth, (b) any candidate who has broken or decayed teeth, and (c) any candidate who has unreplaced missing teeth except where the space is too narrow or

too inaccessible to reasonably require replacement.

Veneral disease—must reject. (Remediable). Wasserman-Blood Tests must be taken before appointment.

Medical examiners must reject for the following defects: Paralysis. The slightest deafness in either ear. Hernia or rupture. Varicose veins. Varicocele. Hydrocele. Hemorrhoids and any defect of the rectum or anus. Chronic catarrh or any obstruction to free breathing. Nervous disorder. The mere history of epilepsy. The mere history of confinement for mental illness in an institution for the insane. Defective color vision. Poor physique.

Examiners must also reject for the following causes unless the condition is of a degree so slight as not to impair fitness for duty: Defective foot. Scoliosis (spinal curvature). X-ray may be required. Hammer toe or overriding toe. Deformed chest. Bow-legs. Stuttering or stammering speech. Goitre. Bunion Albuminuria. Potential hernia (loose rings). Testicle defects—missing or undescended. Deformities of the mouth or lip. Speech impediments. Defective gait. Skin disease. Deformities of the foot, toe, arm, finger, hand or foot. Orchitis. Strabismus (cross-eye). Inflammation of the eye-lids. Overweight.

The causes of rejections are not limited by the enumeration set forth above. The medical examiner may put any question, make any examination of the candidate and reject for any cause or defect that in his opinion would impair health or usefulness.

2. The results of the medical examiners' findings will be expressed in one of the following ways:—

(a) Passed; (b) Conditionally rejected; (c) Rejected.

3. Those who are "Passed" or "Conditionally Rejected" must compete in the physical examination on the same day. Any candidate, having been passed or conditionally rejected, who does not enter, or having entered does not prosecute the physical examination to its conclusion on the same day, shall be entirely eliminated and carried and counted

on the records as "Failed or Withdrawn in Competitive Physical."

4. By the term "Conditionally Rejected" is meant that the candidate has presented some defect.

Candidates, with Conditional Rejections, who attain a place on the Eligible List for Fireman must request and pass medical reexaminations after publication of the list, but before the expiration of six months after such publication.

5. Those who are "Rejected" by the medical examiners will be notified to appear for one reexamination some time before the last day for medical and physical examinations, to be later announced by the Commission.

If on reexamination they are "Passed" or "Conditionally Rejected," Regulation No. 3 above shall apply.

If they fail to appear or are rejected again on reexamination, they are entirely eliminated.

6. Examinations or reexaminations beyond those provided for cannot be entertained.

### Physical

7. The physical examination is competitive and therefore under no circumstances are reexaminations ever granted regardless of accidents, injuries, sickness or other misfortune (except for Commission regulations or military service).

8. There shall be no prescribed order of taking the various tests and candidates may be required to start at any point. The Endurance Test, however, shall be the last test for every candidate.

9. A rest of 15 minutes shall be allowed each candidate before being required to take the Endurance Test. There is no other privilege of resting allowed. Any candidate who enters the Endurance Test, without consuming 15 minutes for rest, shall be considered to have waived his rest period.

10. Dumbbells. Not more than 4 chances by each hand shall be allowed.

11. Abdominals. Not more than 4 chances allowed.

12. Dummy Lift and Carry. Not more than 3 chances allowed.

13. Agility. The candidate shall be allowed not more than one chance without foul. He shall fail in the examination if he does not accomplish the test within the time limit or for the commission of three fouls. The common fouls are these: Short Broad Jump; Running Out of Course; Knocking Hurdles Down.

For every foul, the candidate

shall repeat the test with a penalty of 4% for each foul. This means that a candidate, who performs the test perfectly on his second trial, shall receive not more than 96% and a candidate who performs his test perfectly on his third trial shall receive not more than 92%.

14. Endurance. 1 Chance Allowed. If a candidate falls without rising or leaves the course without returning to continue from the exact place whence he left, all within the time limit, he shall be entirely eliminated.

15. Coordination. 1 Practice Trial Allowed. This under no circumstances shall be made a part of the record. Two other chances are allowed, with the better of the two being accepted for the rating in Coordination.

16. Candidates having once entered into the physical examination must continue to the conclusion thereof at the same session of the examination. Failure to do so regardless of accident, injury, sickness or any misfortune must result in complete withdrawal and elimination from the competition.

### Competitive Physical Examination

#### Part I—Coordination (Weight 1)

Designed to test hand-eye and foot-eye coordination and reaction speed. Candidate sits in cab of automobile and watches a panel board with red and green lights and signs. He performs in the quickest time possible the action indicated by the light and the sign, such as making a left turn or a right turn. He familiarizes himself with the simple operations required by a practice trial as provided for in Paragraph 15.

#### 50% Minimum Required

2 seconds or less	= 100%
2.1 "	" " " = 99%
2.2 "	" " " = 98%
2.3 "	" " " = 97%
2.4 "	" " " = 96%
2.5 "	" " " = 95%
2.6 "	" " " = 94%
2.7 "	" " " = 93%
2.8 "	" " " = 92%
2.9 "	" " " = 91%
3.0 "	" " " = 90%
3.1 "	" " " = 89%
3.2 "	" " " = 88%
3.3 "	" " " = 87%
3.4 "	" " " = 86%
3.5 "	" " " = 85%
3.6 "	" " " = 84%
3.7 "	" " " = 83%
3.8 "	" " " = 82%
3.9 "	" " " = 81%
4.0 "	" " " = 80%
4.1 "	" " " = 79%
4.2 "	" " " = 78%
4.3 "	" " " = 77%
4.4 "	" " " = 76%
4.5 "	" " " = 75%
4.6 "	" " " = 74%
4.7 "	" " " = 73%
4.8 "	" " " = 72%

4.9 "	" " " = 71%
5.0 "	" " " = 70%
5.5 "	" " " = 65%
6.0 "	" " " = 60%
7.0 "	" " " = 50%

#### Part II—Strength (Weight 2)

Test 1. Dummy Lift and Carry. Lift to shoulder; carry up flight of stairs (8 steps); turn around; carry down and place gently on floor. Throwing or dropping dummy to ground results in 5% penalty.

#### 65% Minimum Required

170 pounds	= 100%
155 pounds	= 85%
140 pounds	= 70%

Test 2. Abdominals. From a reclining position a candidate must assume a sitting posture carrying up behind his neck a barbell. His feet are held down.

#### 60% Minimum Required

60 pounds	= 100%
55 pounds	= 94%
50 pounds	= 88%
45 pounds	= 82%
40 pounds	= 76%
35 pounds	= 70%
30 pounds	= 60%

Test 3. Dumbbells. By sheer muscular effort (no throw-up or snap-up) raise a full arm's length above head. Each hand separately.

#### 50% Minimum Required

80 pounds one hand; 80 pounds other—100%.

80/70	= 95%	70/40	= 70%
80/60	= 90%	60/60	= 80%
80/50	= 85%	60/50	= 75%
80/40	= 75%	60/40	= 65%
70/70	= 90%	50/50	= 70%
70/60	= 85%	50/40	= 60%
70/50	= 80%	40/40	= 50%

#### Part III—Agility (Weight 3)

This test will be rated on total time required to complete all of these events, done consecutively.

From starting mark, candidate must run 8 yards; make 10-foot broad jump; continue 8 yards to a 3 foot 6 in. hurdle; 5 yards to a barrier, dodge through barrier; run 5 yards to ladder, mount vertical ladder until he reaches horizontal ladder; travel hand-over-hand under and across horizontal ladder until he can stand on fence; dismount therefrom; run 5 yards to 8-foot fence, climb over; run 5 yards; vault over 4 foot six inch vaulting box and then run 5 yards to finish line.

#### 70% Minimum Required

20 seconds or less	= 100%
35 seconds or less	= 70%

#### Part IV—Endurance (Weight 4)

A Mile Run—60% Minimum Required.

#### 5 minutes or better = 100%

5'0" to 5'15"	= 85%
5'16" to 5'30"	= 80%
5'31" to 5'45"	= 85%
5'46" to 6'	= 80%
6'01" to 6'15"	= 75%
6'16" to 6'30"	= 70%
6'31" to 6'45"	= 65%
6'46" to 7'	= 60%

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## TESTS AT CAMPS PRESENT PROBLEM

Should Civil Service exams be given at camps?

The New York City Civil Service Commission is finding real difficulty in administering tests to draftees—difficulties which could not have been foreseen in advance. The decision to abandon the practice of holding exams at camps has not been finally arrived at, but they seem to be definitely on the way out. Men who have filed for the fireman test will be those most immediately concerned. If they can return when the test is held, there will, of course, be no problem. If they can't, they may be unable to participate in the exam until after the end of their training period, when special exams will be provided for them.

### "Not the Place"

Queried by a LEADER reporter, one of the Commission's officials this week stated that, if it is finally necessary to drop the practice of holding exams at camp—"and we would do so with regret"—it is only because of the impractical nature of the situation. "The army camp just isn't the place for Civil Service examinations. Men are tired. The Army officials don't particularly like it. It may interfere with maneuvers. And where equipment is required, such as is necessary for the fireman physical test, it's just out of the question to install it in Army camps all over the country."

Asked whether the State Civil Service Commission was experi-

## Want to Drive a Bus?

### You Must Operate Trolley First

They won't let you drive a bus unless you can operate a trolley car. And all the men on the auto engineman eligible list have notice that they can't expect to get jobs as bus drivers unless they have first gone through a week's course learning to operate a trolley, and then actually work on a trolley.

The present trolley car operators will all be taken on as bus drivers before the men from the new list. The auto enginemen must go through the routine before they can get to the bus drivers. The routine is (1) take the in-service training course in trolley car operation; (2) get a job operating a trolley; (3) await your turn for a bus.

As described in last week's LEADER, the Civil Service Commission has already held a course in the operation of trolley cars. An additional course is in prospect, in fact two courses—one lasting from June 9 through June 13; the second from June 16 through June 20. Auto engineman eligibles have a choice of the

time of day when they prefer to participate in the course. They may come between 8 a.m. and noon; between 1 p.m. and 5 p.m.; or in the evening between 7 p.m. and 11 p.m. The course consists of five sessions, Monday through Friday, and is completely free of charge to the applicants.

The Commission is re-canvasing 700 of the first 1,000 names on the eligible list, which includes the bulk of those who turned down the opportunity to take the course last month. However, in view of the fact that it won't be possible to get a position as bus driver without the trolley car prelude, Commission officials feel that many of the eligibles will reconsider and come in for training.

### 170 Vacancies

There are now approximately 170 vacancies in the title of street car operator on the B.M.T. division, and appointments will be made just as soon as the men are available.

Salary begins at fifty-two cents an hour (or \$25 for a forty-eight-hour week), with regular salary increases every six months until seventy-seven cents an hour is reached at the end of five years. Overtime pay is time-and-a-half after ten hours of work. Operators are entitled to two weeks' vacation with pay after one year's service and six paid holidays each year. Promotion opportunities are good.

encing similar difficulties, the official replied that it could hardly be otherwise.

About six exams have been given in various army camps so far.

# Nursing Course Is Still Open

## 'Earn While You Learn' Training for Men and Women

High school graduates who wish to become nurses can apply now for admission into the September classes of the six nurses' training schools conducted by the Department of Hospitals. Applications will be reviewed by the Committee on Admissions during the month of July.

Applications can be obtained by writing to, or applying at, the Division of Nursing, Department of Hospitals, 125 Worth street, New York. Candidates who are accepted will be required to make a deposit of eighty-five dollars to \$130, depending upon the particular school to which they seek admission. This deposit covers the cost of their books and clothing. After a period of four months probation, students in the training schools are paid twenty dollars per month.

### 500 to Be Accepted

As exclusively revealed in The

LEADER three weeks ago, 500 new students will be accepted in the September classes. Only those students will be accepted who have good scholastic records and who possess the ability to think and act on a mature level. Candidates for admission must be between the ages of eighteen and thirty and in good health. Female candidates should be at least five feet tall, male candidates five feet four.

All candidates who meet the requirements of the Committee on Admissions, will have to pass a psychometric test before final admission into the training schools. The psychometric test consists of a general intelligence test, a mechanical aptitude test and a personality test. It is a standardized nursing test given by the Psychological Corporation for nursing schools throughout the country. A fee of five dollars is paid to the Psychological Corporation by candidates who take this test.

Students in the six schools un-

dergo an intensive three years' training. Upon graduation they are practically assured of a position in the city's hospitals. Nurses in city hospitals receive a salary of seventy-five dollars per month, plus maintenance, or \$105 without maintenance to start. They receive an annual salary increase of thirty dollars after the first year and three additional thirty dollar increases at intervals of six months. Graduates are eligible to take the license examination for Registered Nurse, conducted by the Board of Regents of New York State.

The six training schools conducted by the Department of Hospitals are: Mills School of Nursing for Men, Bellevue Hospital School of Nursing for Women, Cumberland Hospital School of Nursing, Harlem Hospital School of Nursing, Kings County Hospital School of Nursing, and Metropolitan Hospital School of Nursing.

# Streamlined Appointment System Will Speed Up Process of Connecting Job and Eligible

A new, streamlined procedure designed to speed up the making of appointments in the city service has been adopted on a trial basis by the Municipal Civil Service Commission. The new plan will be tried only in departments like the Board of Transportation, Police and Fire Departments which make several hundred ap-

pointments at one time.

Under the new setup, duplicate copies of lists will be sent to these city agencies when they are published, and the Commission will keep the departments informed of alterations on the lists, like changes of address, or eligibles not qualified medically, and so on.

Thus, when a department is about to make appointments from a list, it goes to the list of eligibles—which it has on hand—and simply sends out certification notes directly. This eliminates the present delay of waiting until the Commission's certification bureau types up and sends through the mail a copy of qualified eligibles. The saving in time is about three days.

The new plan was adopted by the Commission now because of the present rush of summer appointments and the increasing number of eligibles who decline city jobs because they are working in defense industries. The Commission felt it would be unable to handle the appointment requests of the Board of Transportation and the Police and Fire Departments unless some faster way was found.

The Commission pointed out that the new method for making appointments would not lessen its responsibility to see that all appointments were made in accordance with the provisions of Civil Service law.

A similar plan is being used in Washington by the Federal Commission to meet the rush created by the national emergency and so far has been working satisfactorily.

## Appointments To Subway

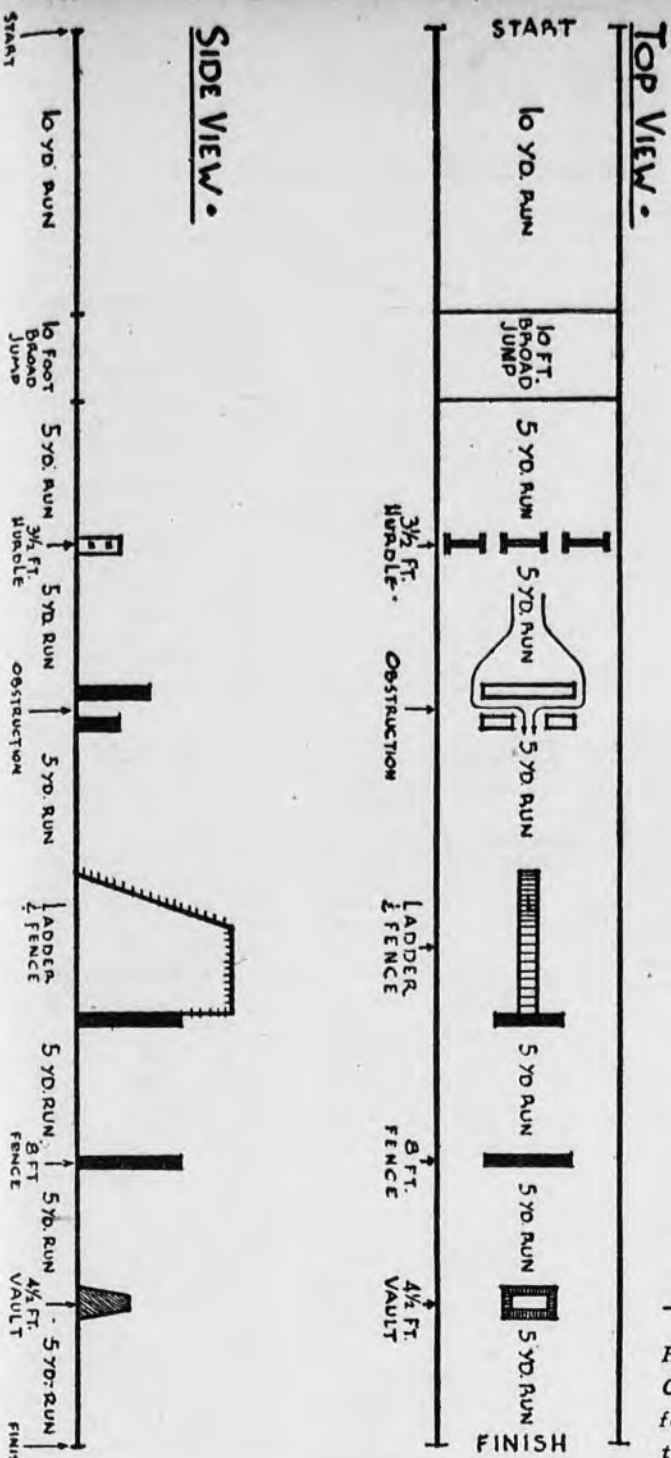
Several hundred appointments will be made to the Board of Transportation during the summer months to replace railroad clerk and platform men while they are on vacation, according to the Municipal Civil Service Commission's certification bureau.

The fireman list has already been certified to fill these temporary jobs. Because it is expected that there will be many declinations on account of the temporary nature of the work, the Commission certified more than 1,400 men from the firemen list.

## Asst. Case Supers Can't Take Higher Test

A request of the Department of Welfare to permit Assistant Case Supervisors to take the promotion test for Senior Supervisor was denied by the Commission. In setting up eligibility requirements for this test, the Commission stated that its intent was to include only supervisors in the third grade and social investigators in the old line divisions who have been performing duties equivalent to the third grade. If the assistant supervisors were admitted to the test, the Commission added, it would mean that they would be skipping a grade.

**CIVIL SERVICE LEADER**  
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Here, in graphic form, is the agility test on which prospective New York City firemen will be examined. Admittedly tough, the test devised by Professor Francis P. Wall assures New Yorkers of fire-fighters who know how to move about and act quickly in any emergency which may confront them.

# The Test for Hospital, Laundry Workers

## Here Is What to Expect on the Coming Literacy Test

Hospital Helper and Laundry Worker eligibles will be given written literacy tests, Saturday, June 7. The written literacy test should not be confused with a written mental examination. The

literacy test is designed to see if the candidates can read and write English. There will be no rating of the test which will affect the eligibles' standing on the list. Those who can read and

write English will pass, and will be appointed in the order in which they filed their applications, subject to a medical examination.

The literary test will be similar to the tests given persons who vote for the first time. It will consist of a printed paragraph, and a few questions, possibly ten, on the contents of the paragraph. Candidates will have the printed paragraph before them as they answer the questions. If they can read the paragraph, they will be able to answer the questions. For the benefit of eligibles on the Hospital Helper and Laundry Worker lists, The LEADER reprints below the following literary test which was given to candidates for Laboratory Helper in 1939. The test follows:

### Time Allowed: 20 Minutes

READ THIS AND THEN WRITE THE ANSWERS. READ IT AS MANY TIMES AS YOU NEED TO.

The superintendent is responsible for the proper upkeep of the building. The porters report to him on all cleaning and repairing matters. A routine is followed for cleaning and other services. The superintendent confers with the manager on all important questions concerning building care. He makes out a daily report stating the kind of work done and the amount of time it took to complete. It may state that on Oct. 22, 1938, the floors in rooms 401, 412, and 435 were washed by one person taking one and one-quarter hours time.

(THE ANSWERS TO THE FOLLOWING QUESTIONS ARE TO BE TAKEN FROM THE ABOVE PARAGRAPH)

1. Who is responsible for the upkeep of the building?
2. On what matters do the porters report to him?
3. What plan is followed for cleaning the building?
4. With whom does the superintendent meet about important matters?
5. What does he make out daily?

6. What may be the date of the report?

7. Give the room numbers of the rooms in which the work was done.

8. What kind of work was done?

9. How long did it take to complete the work?

10. How many people worked in these rooms?

Candidates will be called for examination at 9 a.m., 11:30 a.m., and 1:30 p.m. Hospital Helper and Laundry Worker eligibles who have not been notified should write to the Municipal Civil Service Commission, 299 Broadway, New York City, immediately.

## AFL TRANSITMEN PROTEST 7-DAY WEEK

Local 21193 of the American Federation of Municipal Transit Workers has protested against the seven-day week for certain employees in the Independent Division of the city subway system. The local has joined forces with representatives of motor switchmen in their efforts to have employees assigned from other roads returned to the other roads.

Many promotions, appointments and advancements in seniority privileges are expected in the Independent system in the near future. One hundred and thirty-nine eligibles will be called from the fire list to fill positions as platform men. Approximately 500 conductors who have been in service one year have been notified to apply for training courses and written promotion examinations. Motor-switchmen who are promoted from yard to road duty, will jump from eighty cents to ninety-five cents per hour. Conductors who are promoted to motor-switchmen will go from seventy-five cents to eighty cents per hour; trainmen who are made conductors will advance from sixty-two and one-half cents to seventy-five cents, and platform men who become conductors will step from fifty cents to sixty-two and one-half cents per hour.

# TWU Bids for Support

In the keen struggle between the Board of Transportation and the TWU, the union this week undertook an enlarged campaign for public support and at the same time gained the support of the American Civil Liberties Union. In a little pamphlet called "Transit Truths" addressed directly to the public, the Transport Workers Union charged that "the safe and efficient transportation of the people should be of paramount concern to the Board of Transportation. Unfortunately it isn't." The pamphlet cited reasons why the men require a union, and alleged that the Board has been remiss in retaining wooden cars, unsanitary cars, hiring an insufficient number of platform guards and station agents. In answer to the claim that the city can't bargain collectively with its employees, "Transit Truths" points to the city of Seattle, where an AFL transit union has a closed shop contract with the city.

The Civil Liberties Union entered the situation by declaring it wished to present a brief in the legal fight between the union and the transit board. Describing as "wholly untenable" the Board of Transportation's contention that it has no power to contract with organized labor, the New York City Com-

mittee of the American Civil Liberties Union notified the Transport Workers Union that it would support court action to establish the right of subway employees to organize and to bargain collectively.

Through its counsel, Osmond K. Fraenkel, the committee said that "there are no legal barriers to negotiations or agreements between the city and its employees organized into trade unions. Collective bargaining—implying also the right to strike—is now obligatory in private industry and is in principle quite as valid in public agencies." The committee said it would ask leave to file a brief in the Board of Transportation's suit in Supreme Court in which the board is asking for a declaratory judgment holding that a board cannot legally enter into a collective bargaining agreement with the union.

### Won't Support Closed Shop

The committee declared it would not support the Board of Transportation employees in any demand for a "closed shop" which might conflict with the rules for appointment under Civil Service, but that "the city's claim that any employee who strikes may lose his Civil Service status, which means in effect his job, is a definite threat to the civil liberties of the employees affected. The law prohibits private employers from discriminating against workers solely for going out on strike. There is no valid reason why the same protection should not be accorded the city's subway employees."

# ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

## Junior Clerk Test Announced

Only One Year of Experience Necessary

U. S. Civil Service Commission has announced its first open competitive junior clerk test in ten years for positions in the District of Columbia. The jobs will pay \$1,440.

Applicants must have had at least one full year of paid experience either in filing or statistical clerical work. The exam will be in two parts, statistical and clerical. Applicants must be examined in one of the options. The resulting register will be

used to fill file clerk tests in all departments of the Government. Statistical clerks will be placed mainly at Agriculture, Labor, Commerce and Treasury departments.

For the filing option, the required year of experience must

have been of a clerical nature, the principal duties of which were the preparation for filing and the filing of correspondence or other office records.

If the application is made in statistics, the principal duties of the required year's clerical experience

## The U. S. Labor Shortage

A List of Jobs With Few Takers—and What's Being Done About It

### IMPORTANT NOTICE — FIREMAN APPLICANTS

Over 20,000 young men have filed applications for this examination and thousands are making little or no effort to improve their mental knowledge or physical condition prior to the examination.

#### THE PHYSICAL TEST

is going to be the most difficult ever held and not one man in a thousand can obtain 80% in it without highly specialized training.

#### OUR OFFER

Any young man who has filed his application is invited to call and be examined without obligation by our physician and if found fit, he may enroll for a four-week mental and physical training course prior to the date of the mental. If he passes the mental, he may continue physical training until called.

The fee for the entire course is \$35 but all a student is required to pay before the mental examination is \$10. If he passes the mental test, he then pays the balance in installments.

Our physical course consists of practice on coordination machines similar to those used in the official examination, running a mile on an outdoor track, practice in the agility test (which is more exacting than any ever held) together with weight and dummy lifting.

This offer enables a student to take advantage of 4 weeks' mental and physical training at a very low cost and advance over thousands who are awaiting to start physical training when and if they pass the mental test. This offer is made with a view of inducing many to avail themselves of proper instruction, particularly in the physical, so that they may pass a creditable examination. The student who pays \$10 pending the taking of the mental test will have the amount applied to the Patrolman or some other test in the event he fails to pass the mental for Fireman.

#### PATROLMAN

The present list should expire not later than March 1. Consequently, it is fair to assume that an examination must be held in the latter part of 1941. Young men who are interested in taking this test should begin preparation now, as only those who are thoroughly fit can hope to compete successfully.

#### CARD PUNCH OPERATOR

This test offers a great opportunity for males and females between the ages of 18 and 53 with no specialized experience or advanced education to secure a position with an entrance salary of \$1,260 per annum.

All that is exacted is that the applicant take 60 hours of specialized training on a card-punch machine, receive a certificate certifying to this fact and file his application. He will then be appointed in the order of rating and filing.

According to the press, thousands of these operators are required in the government service.

#### JUNIOR CLERK EXAMINATION

Classes will form Thursday, June 5 at 1:15 and 8:30 P.M. and will meet 2 days weekly thereafter in preparation for this popular examination, which will attract thousands of applicants. Only those who are thoroughly prepared can hope for success. Full details as to our course may be obtained by calling in person or phoning THE DELEHANTY INSTITUTE.

#### Motor Vehicle License Examiner

Present list expires May 26, 1941. PREVIOUS REQUIREMENTS—Five years' experience in the operation of Motor Vehicles. Height 5 feet 5 inches. Vision, 20/40 each eye, glasses permitted. Class forms TUESDAY, JUNE 3, at 8:30 p.m.

#### Examinations Expected in Near Future

**FINGERPRINT TECHNICIAN**—Class forms TUESDAY, June 3, at 8 p.m.

**JR. STENO. — JR. TYPIST**—Applications now open for positions in Washington, D. C. Speed classes in Stenography and Typing meet TUESDAY, 6:30 p.m., and FRIDAY, 2 p.m., at Secretarial Branch, 120 West 42d St., N.Y.C., and at Jamaica Branch, 90-14 Sutphin Blvd., MONDAY, and THURSDAY, at 7 p.m.

**MOTOR VEHICLE INSPECTOR (BUS)**—Class forms TUESDAY, June 3, at 8:30 p.m.

**STATIONARY ENGINEER'S LICENSE**—Class now forming.

**POST OFFICE CLERK-CARRIER**—Monday and Friday at convenient hours.

**RAILWAY POSTAL CLERK**—Monday and Friday at convenient hours.

#### Examinations for Which Applications Have Closed

**BOOKKEEPER, GR. 1 (Prom.)**—TUESDAY, THURSDAY & FRIDAY at 6:15 p.m.

**ASST. FOREMAN, SANITATION**—Classes THURSDAY at 1 p.m. and 8 p.m. Lecture repeated FRIDAY at 8 p.m.

**JR. ACCOUNTANT (Prom.)**—TUESDAY, 6:15 and 8 p.m., and THURSDAY, 6:15 p.m.

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## CIVILIAN POLICE OFFICERS TO BE HIRED

The Senate has before it a bill, approved by the House, which would permit the Navy Department to hire approximately 350 civilian police officers to keep an eye peeled for saboteurs and spies

must have been of a statistical nature, such as the making of computations for statistical purposes, the tabulating of data, the preparation of charts and graphs, or the coding of data for tabulating purposes.

The register of under file clerk will be maintained.

Requirements appear on Page 11.

at navy yards and naval establishments.

Under the House approved bill, the Secretary of the Navy would be able to hire officers with or without Civil Service status. The Navy Department is anxious that it be required to deal 100 percent with the Civil Service Commission. It doesn't want anyone exempt except the administrator who will be Jerome Doyle, former G-Man. The House insisted on the exemptions, however.

The House bill merely authorizes the force. If the Senate concurs and the President signs the bill, the department must then ask for the money from Congress. It is estimated that \$3,000,000 will be requested for two years.

### You Camera Bugs

Interested in photography? Why not join the Civil Service Camera Club? Write Camera Club, Civil Service Leader, 97 Duane Street, New York City.

The plan to hold joint examinations for city, state, and federal services; to set up eligible lists which will be equally usable by the three services; and to work out a set of similar standards for all three Commissions is proceeding with such speed that it may be put into effective action within two months.

The idea isn't new. It has been talked about many times. But only within recent weeks have the blueprints been drawn up. Miss Grace Reavy for the New York State Commission, and Dr. Wallace Sayre for the New York City Commission have been scurrying down to Washington to discuss the plan with officials of the federal Civil Service body.

Reasons for the innovation is the labor shortage being experienced by all three commissions as a result of the defense program. At first confined largely to skilled mechanical craftsmen, the shortage is running at an increasing pace until it has taken in a variety of occupations from toolmaker to stenographer.

The LEADER has obtained a list of the positions in which the federal government now is experiencing a shortage, and which will form the basis of the first joint tests. The list appears below, together with salaries now being paid by the federal government.

Machinist, \$6.96 to \$8.40 day.  
Toolmaker, \$7.84 to \$9.28 day.  
Tool and Gauge Designer, \$1,800 to \$2,600 year.  
Machine Operator, Automatic Screw, \$5.25 to \$7.36 day.  
Machine Operator, Hand Screw, \$5.52 to \$7.36 day.  
Chemist (Explosives), \$2,600 to \$5,600 year.  
Junior Airway Traffic Controller, \$2,000 year.  
Metallurgical Engineer, \$3,200 to \$5,600 year.  
Inspector (subsistence supplies), \$1,620 to \$2,600 year.  
Physiotherapy Aide, \$1,620 to \$1,800 year.  
Pharmacologist, \$3,200 to \$4,600 year.  
Engineering Draftsman, \$1,620 to \$2,000 year.  
Junior Stenographer, \$1,440 year.  
Public Health Nurse, \$2,000 year.

### NEW U. S. LISTS

New Civil Service registers set up and the number of eligibles on each: Junior administrative technician, 579; junior pharmacist, 1,583; senior blueprint operator, 172; junior blueprint operator, 281; junior photostat operator, 246; junior photostat operator, 236; junior economist, 992; associate aquatic biologist, 28; assistant aquatic biologist, 49; assistant biological aid, 61; multilith cameraman and platemaker, 103; multilith press operator, 288; stationary fireman, 1,360; senior public employment office specialist, 59; public employment office specialist, 132; associate public employment office specialist, 350, and assistant public employment office specialist, 628.

### Card-Punch Test Filing Still Open

The last date for filing Card-Punch applications has not been set as yet. The requirements for these positions, published in last Tuesday's issue of The LEADER for the first time, are: candidates must have either two months' experience or a certificate from a recognized school showing that they completed 60 hours' training. Unlike last year's test, there will be no written examinations. Candidates who wish to file for these jobs still have time to obtain the required 60 hours of study in a recognized school.

This is an excellent opportunity for persons between the ages of 18 and 53 who have no specific training and are anxious to acquire a skill by which they will be able to earn their living in government service. This test is particularly appropriate for those people who are good machine operators but not adept at putting their thoughts on paper in the short space of time required in a written examination.

FILE NOW FOR CIVIL SERVICE EXAMS. There are more exams — less applicants. Your chances are greater than ever before.

# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## Salary Inequalities End

Among the important pieces of Civil Service legislation passed this session by the State Legislature is the Ostertag Act amending the Feld-Hamilton career law for State employees. Major provisions of this measure, already in effect, are:

1. Inequalities caused by overlapping of some salary grades are ended. For example, the Junior Clerk salary is \$900-\$1,400; that of Assistant Clerk \$1,200-\$1,700; that of Senior Clerk \$1,600-\$2,100. Formerly, a Junior Clerk earning \$1,300 could be promoted to an Assistant title at \$1,400, as the minimum salary of the promotional position (\$1,400) is lower than what he was earning previously. However, if he had been earning \$1,200, equal to the minimum of the Assistant grade, he would receive the same \$1,200 on promotion. The new law allows salary increases, upon promotion, to employees whose salaries were equal to or higher than the minimum of the promotion grade.

2. Under the amended law, a promoted employee whose salary in the lower grade was equal to or higher than the minimum salary in the promotional grade is to be credited with the number of years of service in the higher grade corresponding to his new salary rate, for purposes of future increments. This gets around a recent ruling of the Attorney General, that increments in a grade are payable only on the basis of actual years of service in

such grade. Under this ruling, a Junior Clerk receiving \$1,300 who was promoted to Assistant Clerk at \$1,400 had to stay at that salary for three years before he could receive a \$100 increment. The reason: an employee is entitled to an increment-raise salary of \$1,500 only after three years in a grade starting at \$1,200. Under the amendment, a Junior Clerk promoted to Assistant Clerk at \$1,400 receives an increment after one year.

3. Under the decision in DeLack vs. Greene, preferred lists were declared to have priority over promotions. Since certain reclassifications require that some positions must be filled by promotion, the existence of preferred lists might block such reclassification. The new law declares that preferred lists do not have priority in a position brought about by a reclassification.

4. Appeals may be taken from the determinations of the Classification Board only within 60 days.

5. The Salary Standardization Board is continued in existence to December 1, 1945.

## PRISON GUARD LIST ON WAY

With 35 immediate jobs in the offing, establishment of the 5,000-name Prison Guard list is now set within the next few weeks, according to latest estimates from the State Civil Service Commission.

Qualifying medical exams have been administered to the top 1,000 eligibles on the coming list. Those who failed to meet the physical requirements are to be notified of the reasons for failure by the Commission in letters going out this week. They will have to make any appeal on remediable defects, with supporting testimony from physicians, by a deadline late this month.

The 35 jobs are now being filled by provisionals appointed since the previous list expired last October 19. All of the provisionals competed in the recent test; if they are reachable for appointment they will undoubtedly receive jobs.

Chances for those on the coming list are much brighter than normal. The new prison at Greenhaven will open at the end of this year. The institution is to require 200-225 guards over a period of four years. The regular guard turnover throughout the Correction Department is 50-60 a year, but that figure has been increasing since many of the guards are going into the army.

Guards are required to go through a two-month training period at the Guard School at Wallkill Prison. This school is open for four sessions during the year, either for new guards or as an in-service training center for those already on the job.

## Test Blanks On Monday

Application blanks for the July 19th series of State tests will be available by Monday, June 9, at the New York City office of the State Civil Service Commission, 80 Centre Street, and by mail at the Examinations Division, State Department of Civil Service, Albany. Applications must be filed by Tuesday, July 1.

Requirements for the tests appear on Page 10.

## News About State Lists

Here are latest items on some coming State lists:

**State Trooper:** The Division of State Police is still checking and rechecking the various parts of the test. It will be a few weeks yet before the list appears.

**Factory Inspector:** List should be out by July 1.

**Court Attendant:** Examiners are about to start the rating. The item analysis, to test whether each particular question was a satisfactory one, is being done for the first time by machine.

**Unemployment Insurance Referee:** At the present marking rate, orals should be held in the fall.

**Employment Counsellor:** Orals have already been finished. The list is expected by July 1.

**Junior Economist:** Experience is being rated. The list should be available by the middle of the summer.

## Future State Tests

The State law says that titles of open competitive lists required 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):

- June 5—Correction Department—Foreman, Sheet Metal Shop.
- June 8—Health Department—Junior Milk Sanitarian.
- June 10—State Insurance Fund—Payroll Auditor.
- June 12—Albany County Clerk's Office—Bookbinder.

## Time Off for Vets

State department heads were urged to grant time off to all veteran employees to enable them to attend conventions of veteran organizations, in a communication this week by Governor Lehman.

## Survey Jobs

YONKERS—A two-months' survey of jobs in all city departments but police and fire, will start within the next few weeks by the State Civil Service Commission. The survey is costing Yonkers \$2,500.

## Attention! FIREMAN Candidates

Study for the coming exam from an effective book written and edited especially for the exam to be given in June. Contains 2 complete previous exams with answers; chapters on Fire Prevention, Hydraulics and Chemistry for Firemen, Work and Duties of Fire Department, First Aid, Math, City Gov't, Trial Exams, Diagrams, Vocabulary Comparison, Fire Equipment, Fireman's Training School.

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## Attendant Test Extended You May Apply Until June 10

(Exclusive)

In a last-minute effort to swell the number of candidates for the coming Hospital Attendant test, scheduled for Saturday morning, June 21, the State Department of Civil Service has just revised two important details:

1. Filing, due to close today, June 3, has been extended one week, until Tuesday, June 10.

2. Applications will be accepted from boys and girls under 18, although they won't be certified for appointment until they reach their eighteenth birthday, which was set forth in the original announcement as the minimum age. The maximum age remains at 45.

Application blanks for the test are available at the New York

City office of the State Civil Service Commission, 80 Centre Street, by mail at the Examinations Division of the State Department of Civil Service, Albany, at the 100 offices of the New York State Employment Service, and at each of the 26 institutions throughout the State.

Hospital Attendants are paid an entering salary of \$54 a month, plus maintenance, which rises to \$66 a month after a year and a half.

Candidates will be rated on a 100-question written test made up of a true-and-false and multiple-choice problems. When taking the exam, they will receive a special mechanical pencil with which they are to mark the answer sheet.

Questions from the previous Hospital Attendant test appear on page 13.

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, June 3, 1941

## Federal Agencies Should Come to N. Y.

THE LEADER learns that the Internal Revenue Bureau is transferring its training school from Washington to the St. George Hotel in Brooklyn, where hundreds of special agents and deputy collectors will be taught how to collect taxes during the summer and fall months. The Bureau couldn't get facilities in Washington to locate its school and hotel accommodations weren't available for the visiting employees to stay—so it was decided to bring the whole thing within the precincts of New York City.

Now there are very good reasons why federal agencies should establish themselves in New York City, and Mayor LaGuardia is on solid ground when he advocates the idea.

In the first place, Washington just hasn't the available housing. You can find government departments in old theatres, private houses, and makeshift hurriedly-built structures of all kinds. Housing for employees is a problem of the top magnitude. Literally, you can find government employees living in trailers, and in some cases, we hear, tents. Washington has aptly been called a twentieth century boom-town, and like all boom-towns, it suffers from lack of space and insufficient housing facilities.

In contrast, New York City provides ample space in large, well-built office structures. In downtown and midtown Manhattan, there is an oversupply of good commercial space. Housing of employees will be no problem at all—there are plenty of good apartments in Brooklyn, the Bronx, and Manhattan itself.

There are even larger reasons to recommend New York as a proper site for federal agencies. New York is the nation's nerve center. It is the world's largest port, and one of America's greatest railroad points. It is the financial and commercial core of the nation. Even today, Washington's contact with New York must be constant. Federal agencies established in New York would find it easier to operate than in Washington, because so many of the nation's important facilities—and men, too—are to be found here.

From a Civil Service point of view, New York would make an ideal spot for federal agencies, because the personnel could be obtained here—and Washington is experiencing a real personnel problem. For example, Washington can't get enough stenographers and typists—and one reason is that New York clerical employees prefer to remain in New York. No such shortage would come up if federal agencies located in the city.

One estimate indicates that 200,000 additional workers could be accommodated in midtown Manhattan alone, which would accommodate most of the non-defense agencies.

We think the idea is a good one. We hope the Mayor keeps pegging away at it.

## Do You Know the Loveliest Girl in Civil Service?

*Most-Beautiful-Girl-in-Civil-Service!*

The names and the pictures are streaming in now . . . and the editors are going plumb groggy. . . . We never thought, never in wild imagination anticipated, that the realm of Civil Service contains such glorious smiles, such glamorous faces, such lush dimples and languorous figures.

Yes, all Civil Service in New York has responded to the call: everybody is in the big hunt, cooperating to help The LEADER find the loveliest girl in Civil Service. There are only two requirements—that the entree be a Civil Service employee—city, State, or federal—and a resident of New York State. It doesn't make any difference what her work is . . . she may be a teacher or a typist, a social investigator or a clerk, a nurse or a laboratory technician . . . a chemist or librarian or business machine operator . . . single or married . . . blonde, raven-haired, or red-head.

Perhaps you know her, the loveliest girl of all. And perhaps you

*Don't*

**Repeat This!**



VACANCIES in the State institutions, brought on by a lack of men and women willing to accept Attendant posts, are close to the danger point. . . . Officials hope that the story in a metropolitan daily on that SCWMA suspension won't undermine employer confidence in the State Employment Service. . . . Every time a trolley is taken out of service in New York City, two or three buses must be added. . . . So important has employee training become that the City Commission's Training Bureau will soon take quarters three times the space now occupied. . . . Buffalo is in the market for woman life-guards. The draft has seriously reduced the number of available males. . . . Don't miss that corking profile of M. J. Delehanty in last week's *New Yorker*.

### Fire News

*Former Fire Commissioner McElligott stopped making addresses in public after an experience 10 years ago at a function of a departmental employee group. McElligott got a mild hand when introduced, then embarrassedly looked on as one of his own deputies was given a thunderous ovation. That deputy now holds McElligott's old job: Fire Commissioner Walsh.*

### Law Department

A former State employee is suing the Civil Service Commission



HAROLD R. ENSLOW is the academician who got out into the world beyond the campus. This experience has given him balance for the job he now holds: Director of Training for the Division of Placement and Unemployment Insurance in the State Labor Department.

On July 1 the training unit of the DPUI shifts into high gear. Although such a unit has been in existence since 1934, lack of personnel has crippled its value. In the coming budget, though, a larger staff is provided for. Director Enslow has already set an ambitious program for his unit, centered about four major purposes:

1. Prepare employees to perform individual tasks more efficiently.
2. Increase each individual's understanding of his job and its relationship to other jobs in the division.
3. Achieve versatility of performance through better understanding

for reinstatement. He was let go after the probationary period by his supervisor—who originally was lower on the eligible list than the dropped employee. . . . The Legislative Correspondents' Room in the State Capitol is being demolished. . . . Found: A typographical error on page 454 of the usually-impec-

of the details of unemployment insurance and employment service operations.

4. Familiarize all employees with the major objectives of the employment security program.

Training employees to serve the public will be stressed. "We're a public service," quotes Enslow, "and every employee is on the firing line."

Harold Enslow is a genial, smooth-skinned, rotund man with a deep voice and hearty laughter. He first saw daylight thirty-seven years ago in a Kansas town. He majored in political science at the University of Kansas, moved to the University of Illinois for his master's degree, and did further graduate work at the University of Pennsylvania's Wharton School of Finance.

His first teaching assignment came in 1929 at Syracuse University, where he lectured in American and English government. For the next four years he was assistant professor of political science at Union College, in Schenectady.

In Schenectady, as in every other spot, in and around Albany, people's thoughts gravitate naturally to the State government. To Harold Enslow it represented an ideal way in which to put into practice ideas that come up in the classroom. A competitive test brought him the post of Assistant Director of Local Assessments in the Department of Taxation and Finance.

In this job he travelled throughout the State, in farm and urban sections alike, directing the training of local tax officials. A year ago he took over the training assignment in DPUI.

To the inevitable question, Enslow's answer is "I plan to stay in public service. You learn what the world is really about, and you see the result of your work so much more quickly."

cible Little Green Book. . . . Why is the State Insurance Fund so niggardly with expenses for employees who travel about the State? . . . Hawley and Brawley are judges in a fishing contest sponsored by George Ruppert. They're rival fishing editors on local newspapers.

## letters

# No One Exempt From Law

Sirs: Is the Housing Authority exempt from Civil Service law? If not, why are they permitted to ignore the eligible list for Carpenter promulgated by the Civil Service Commission this year? Men with neither competitive Civil Service status nor the necessary experience are handling work running into thousands of dollars. Two of these men are porters, a third calls himself an unlicensed plumber in the labor class.

The work done by these men is not to be confused with maintenance work. It is new work, already two months in progress. It has four more months to go.

This letter has the approval of four carpenters on the eligible list for Carpenter, whose aggregate experience totals seventy-nine years. How much carpentry experience have the two porters and the unlicensed plumber in the labor class?

For the benefit of Civil Service,

for the benefit of all concerned, let's give the porter back his mop, the plumber his monkey-wrench, and the carpenter his just due.

FOUR ELIGIBLES.

### Protests Against Card-Punch Exam

Sirs: Why another Card-Punch exam?

I took a Card-Punch test only last November. I received a mark of 80 percent and have not been appointed yet. I know many candidates received higher marks. Many, also, received lower marks. Certainly, there are plenty of names on the register for Card-Punch operator now.

If the U. S. Civil Service Commission is so busy that they cannot even send me my standing on the list, how can they have time to rate the applications on the new Card-Punch test, anyway?

C. P.

### P. O. Exam Question

Sirs: I wish to state that I am in full accord with the Post Office eligible who is against the holding of another Post Office examination. I happen to be one of those unfortunate eligibles on the Brooklyn Post Office list with over 95% and no prospect of being appointed.

I believe you will agree with me and the other eligibles in my position that it is most unfair that eligibles on the New York list with 85% are working while Brooklyn eligibles with 95% are not working, despite the fact that we all took the same examination.

Because I know that you stand for justice in Civil Service and that you are always trying to help Civil Service eligibles, I think you would be doing a noble thing if you publish this letter in your paper.

ISIDORE KESSLER.

### On List 6 Months, Hasn't Heard 'Boo!'

Sirs: Just finished reading your editorial, "A Shortage of Postal Workers?" Of all the ridiculous excuses, the one the Post Office officials offer is the tops. They are going to ask their old employees not to retire because they are short of help. What are Civil Service lists for? Why give examinations at all? I am number 4 on a list that came out six months ago and I haven't heard "Boo." I thought that Civil Service men reaching a certain age were entitled to retire. Why all the noise when postal lists are a mile long? Keep up the good work! I also am in full accord with the suggestion that there should be one register for New York City.

AN ELIGIBLE.

# Postal News

By DONALD MacDOUGAL

## Latest Appointment Figures

Latest appointments to Post Office, Manhattan and Bronx, bring the lists down as follows: Carrier register, 88.80; clerk register, 88.60.

## Best Looking Girl

Will a girl in the postal service win the LEADER'S Most-Beautiful-Girl-in-Civil-Service contest? Why not send in her picture? Full details on page 6.

## The Women Get to Work

The Women's Auxiliary to Local 251, of the Feds, is continuing its activities in varied fields to benefit postal employees and their families. Last week the chairman of its consumer committee, Mrs. Mildred Dinken, testified against the setting up of regulations which would result in a rise in the price of milk to the public at a joint hearing of the State and Federal Board meeting in the Hotel St. George.

Mrs. Sophie Baas, chairman of the Legislative Committee, presented a brief in favor of Longevity Pay legislation to the House Post Office and Post Boards Committee at the hearings in Washington.

Mrs. Evelyn Hoehberg, president of the Auxiliary, who made that impressive speech on "The Woman's Side of Longevity" over Station WJFV, was elected third vice-president of the Women's Auxiliary to the N.Y.S.F.P.O.C., at its convention in Elmira.

An active letter writing campaign is being carried on to secure early action on longevity.

## P.O. Men Contribute to N. Y. Fund

Post Office and Railway Mail employees contributed \$13,500 to the Greater New York Fund at a rally on the steps of the General Post Office last week. Checks totalling this amount were given former Postmaster General James A. Farley, chairman of the campaign, by Albert Goldman, Postmaster, on behalf of his employees.

## Meeting for Longevity Day

Next Wednesday, June 4, at 8 p. m., there will be a meeting of Civil Service group representatives with postal men to work out the details for Longevity Day. All organizations in the Joint Conference have been invited to send representatives. It's at Fed headquarters, 168 West 23rd street, Room 2.

## Safe Jimmied

Last week the Feds found their safe had been jimmed. But the thief didn't get anything, because the safe was too strong for them.

## Credit Union

Empire Branch 36 Credit Union will be represented at the New York State Credit Union League convention, scheduled for June 13, 14 and 15 at the Concord, Lake Kiamesha, N. Y. Delegates are Max Rosenson, secretary; Philip P. McHugh, treasurer; John L. Larson, credit commissioner; Anshal Galles, supervisors committee. The men will confer on ways of improving the activities of the Credit Union.

## Motor Vehicle Employees Seek Support

Local 2 of the National Federation of Post Office Motor Vehicle Employees seeks the support of New York citizens for H. R. 2077, a bill now before the Committee on Post Offices and Post Roads. The bill would restore the title and pay of the substitute driver-mechanic, bringing it from 55c to 65c an hour. It's a worthy bill. It deserves support. . . Next regular meeting of the Local is scheduled for June 8, at 3 p. m., at the Police Legion Hall, 440 West 33rd street. . . On June 22, at the same hall, there will be a gala get-together. It's 75c a couple, and lots of fun for all. A record crowd is expected.

## Secretaries Select

The U. S. Civil Service Commission continues to decentralize its activities. The LEADER learns that district managers may authorize competent local secretaries in first and second class post offices to approve appointments from "sheet registers" for post office service without prior approval of the Commission or its representatives. The ruling will make the local secretaries appointing agents.

## Railway Mail Stuff

With the score 5-2 in favor of the RMS baseball team, and a couple of potential runs on bases, the heavens broke loose and washed the game with the Pfizer Chemical Company right out of the records. The game had gone three innings, and pitcher Mike Gordon was moving oh, so smoothly! . . . The RMS baseball team is looking for games with any and all teams. . . The king was dethroned at the most recent pistol shoot, held May 16. Al Grohn of the Penn Terminal was upset by J. C. McGinnis of the West Side Terminal, 135 points to 132. . . An army is supposed to march on it stomach. Judging by the packages the folks back home are sending to the various camps, our boys march on candy, cookies, cakes, assorted sweetmeats, topped off with cigarettes.

# Job "Freezing"

## Transfers May Be Prohibited

President Roosevelt has cracked down on Federal employees who are after better jobs in the service. He has issued an order which will have the effect of partially "freezing" employees in their jobs. His order doesn't prevent transfers, but a subsequent order may prohibit all shifts.

Employees in the service may no longer participate in Civil Service tests unless they have the written permission of the department where they are now employed. And the President said "such assent shall be based solely on the finding, after due consideration, by such department or office that the person can render better service for the Government in the position for which the examination is held or for which certification is requested."

The order also forbids the Civil Service Commission from certifying employees in the service to other jobs unless written permission is given.

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# Question, Please?

by H. Eliot Kaplan  
Contributing Editor

## Grab-Bag Of Queries

A. F. Z.: (1) Under present practice social investigators in the Erie County welfare service may not be transferred to the New York City Welfare Department. (2) A federal appointment on an "indefinite, temporary basis" does not give the appointee permanent status even if the period of service ultimately exceeds the six-month probationary period normally required for permanent status. This rule applies to all appointees, veterans, widows, non-veterans. If you are reached on the list for permanent appointment, the temporary status will terminate. (3) The Hampton bill signed by the Governor relating to veterans in welfare departments or agencies applies only to veterans and volunteer firemen serving as provisional or temporary appointees and who were serving in such welfare departments on December 31, 1937. They are not given permanent positions; it merely requires that during their provisional or temporary service they have the same protection against removal as other veterans have in permanent positions. The law applies to all welfare services, state, county, city, town, village.

## Only One Probation

J. C.: An employee who has completed his probationary period of service acquires a "permanent" status and when he is transferred to a similar position in another department after acquiring permanency he does not have to serve a new probationary period in the department to which he has been transferred. This is true in the federal as well as in the state and city services.

## Refusing a Job

S.M.: Your refusal of a job as porter does not remove you from the list for sanitation man. You can still be certified for other appropriate jobs, also. If you accept one of these appropriate jobs, you will still remain on the list for sanitation man, but you will not be offered any other appropriate jobs.

## Selective Certification —What it Means

Mrs. L.G.M.: Selective certification means that eligibles on a Civil Service list for one title are certified to vacancies in another title. This is done when no list exists for a certain title. The Commission certifies eligibles from a nearly similar register, subject to their passing a qualify-

ing examination. Thus eligibles on the list for auto engineman were certified to fill vacancies as street car operators, subject to their successful completion of the street-car training course. As published in The LEADER recently, 270 auto engineman eligibles passed this test. Their is no definite period of time between certification and appointment.

## U. S. Doesn't Release Lists

T.J.B.: The U. S. Civil Service Commission does not release registers of eligibles for publication.

## Requirements For Policewoman

H.V.: The requirements for the last test for policewoman were: 1) Graduation from Senior High School and two years of satisfactory full-time paid experience in social, probation, parole, penological work, teaching, nursing, investigation, newspaper reporting, law-enforcement, accounting, bookkeeping, stenography, music, languages, theatrical, or other public appearances, athletic, medical, legal or other satisfactory work, or 2) four years of such experience, or 3) a degree from a college of recognized standing, or 4) a satisfactory equivalent or combination of the foregoing. Candidates had to be in good physical health, at least 5 feet, 2 inches tall and 120 pounds in weight. 20/40 vision without the use of glasses was required. The entrance salary is \$2,000 per year. After five years policewomen receive \$3,000.

## Transfer Privileges

K.R.: You will have to wait until you have served six months in your present position before you will have the privilege of a transfer. In order to transfer, you will then have to find a vacancy in your title in the department to which you wish to transfer. In order to effect the transfer, you will have to obtain the permission of the heads of that department and your own department. You can only transfer to those other titles for which the requirements were not more strict than the entrance requirements to your own position. We suggest that you write to the Personnel Officers of the various federal departments in New York as soon as you have served your six months.

## No Way of Telling When Rating Comes

P.M.P.: There is no way of telling when you will receive your rating on the application you filed for inspector of clothing. The

Commission rates unassembled applicants as they are received. There is no definite period of time in which they must notify you of your rating after you have filed.


## No Fingerprint Test Now

P. L.: An examination for finger print classifier is not scheduled at the present time. As soon as such an examination is announced by any one of the three Civil Service Commissions, full details will be published in The LEADER.

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# Resort News

By JOSEPH BURSTIN

The major hotels in Fallsburg, anticipation a record-breaking patronage this season, have installed many improvements in their plants.

Among these hotels are the Brickman, Ambassador, Nemer-soin, Olympic, Pine View and the Levitt.

Each of the six Fallsburg hotels offer top-flight names on its summer entertainments program. Broadway hit plays of the past, original plays, nightly entertainment and dancing and night games are scheduled.

One of the high spots in the county is Klein's Hillside Inn, Parkville — and this expression has more than geographic connotations. The proof of this hotel's ultra attractiveness lies in the fact that it is a rendezvous of newspaper folk, whose judgment we always go by.

The month of June again has been dedicated to honeymooners at the Hotel Brickman. To entice newly married couples, a section of the Brickman bungalow development has been set aside as "Honeymoon Lane" and sports and social activities have been arranged expressly for their benefit.

Molly Picon is featured at the Nemerson Hotel with Guy Granada's recording orchestra supplying the music. . . To celebrate the 13th season of Cooks Falls Lodge, a midnight "Bar Mitzvah" party will be featured this

weekend. . . At Paul's Swan Lake, N. Y., Jack Paul, managing director and host, reports that facilities for all sports has been completed.

Countess de Lippe-Lipski, founder of Life Extension Institute of France, formerly located on the famous Coligliue estate of St. Cloud, near Paris, has leased for the continuance of her European institution, the Mott Mansion, Longview Manor, in Bayswater, Long Island, with sweeping lawns and wide verandas facing the bay from which a magnificent view of New York harbor can be obtained. The institution has its own golf course, tennis, bridle-path, cabinet baths, swimming, boating, gymnasium and a complete European personnel.

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# Welfare Department News

By HENRY TRAVERS

## The Annual Report: A Good Job, Well Done

A drop in the relief case load from the October, 1935, high of 453,882 cases to a total of 242,749 cases in March, 1941, was revealed in the annual report of the Department of Welfare, "Public Assistance in New York City," just made public. The 1935 case load included 1,474,849 men, women, and children, and required the expenditure of \$32,541,567. The number of persons assisted dropped to 654,825, the cost to \$16,590,334, a decrease in expenditures of 49 per cent. Administrative costs declined 19 per cent. The report, concise, informative, packed with valuable statistics, is worth the study of every Welfare employee. It's a good job, well done.

## Meat of the Report

Facts to chew on are these: During the year ending June 30, 1940, over 900,000 persons were cared for by the Department. Of these, 327,000 were children. This means that approximately one person out of every eight in the city received some form of assistance. Total expenditures of the Department for the year: \$128,239,171.

Home relief was given to 280,595 cases, or 799,696 persons at a cost of \$74,516,628. Included were 18,960 veterans cases, or 67,687 persons.

Old Age Assistance was provided for 61,594 different cases at a cost of \$16,591,582.

Blind Assistance was given to 1,838 different cases at a cost of \$488,655.

Shelter Care was provided for an average of 155,812 persons monthly at a cost for the year of \$1,535,114.

A total of 27,390 children were cared for in Institutions and Boarding Homes. The cost: \$8,588,648.

Over 361,000 applications were received for all types of public assistance. 186,645 applications were accepted. 204,266 cases were closed.

Accounts for the support of 6,693 children were maintained.

619 families or unattached persons were returned to their legal places of residence. Of these, 590 were sent to another State or country.

1,869 families were rehoused because of emergencies; im-

## OFFICIAL SUPERVISOR KEY ANSWERS

Promotion to Assistant Supervisor, Grade 2; Promotion to Supervisor, Grade 3, 1A:

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

The key answers in these exams will probably be subject to much dispute. It is held by many who took the tests that a number of the questions were open to more than one interpretation, that some of the sentences were fuzzily worded and not easy to understand. Candidates have until June 14 to file to file their objections to any of these key answers with the Civil Service Commission.

proved housing conditions were obtained for 3,093 additional families.

Medical and Nursing Service authorized 201,429 physician calls; 10,823 nurse visits; 813,740 prescriptions; optical care for 24,581; dental care for 5,639; surgical appliances for 2,025. Total cost: \$1,399,172. Average cost per case: \$3.85.

Number of special diets approved were 41,272. 4,500,000 pieces of clothing worth \$3,300,000 were distributed.

92 million pounds of perishable and staple federal surplus foods, worth \$7,800,000, were given recipients.

\$33,982,000 was given for rent. 98,500 children obtained free school milk. The milk cost: \$1,524,688.

1,872,032 pounds of fresh vegetables were raised on Camp LaGuardia.

Refunds and recoveries totalled \$481,953. Insurance adjustments, death claims and disability benefits made available to applicants through the Resource Division amounted to \$3,275,247.

Approximately 1,400 persons were recruited through Civil Service. Only 833 positions out of 9,000 are not under Civil Service in Welfare.

327 licenses for public solicitation were granted, 7 denied, 50 withdrawn.

4,468,180 relief checks were distributed.

Weekly religious ceremonies were instituted in the Municipal Loaging House for the first time in its 44-year history.

## The Trend

The relief population is rapidly approaching the irreducible minimum. Consequently, no sharp reduction, as has been experienced

in the past five years, is again expected. Summing up, the report states, "The most important single factor which influences the future trends of relief case load and expenditure is the degree to which persons now employed will remain in employment and the extent to which persons now on relief will secure employment." A total of 61,570 home relief cases out of 139,718 cases studied, or 44.1 per cent, have no employable member and therefore no means of self support.

In transmitting the report to the Mayor, Commissioner William Hodson said:

"This report reveals a slow, steady decrease in the city's total relief load since the fall of 1935, but we are approaching the irreducible minimum case load of families that have no employable members. As you are fully aware, any arbitrary cuts in WPA below what the President has asked Congress for, will simply mean an increase in the Home Relief load carried by the Department of Welfare. WPA workers are not being absorbed in industry at a rapid rate, particularly in New York City where there are few defense industries. Thus, the entire burden of those who have no work will be shifted back upon the city and State. This does not add up to a sensible solution of the problem. We must look forward to a gradual but steady decline in relief expenditures—not a precipitous drop."

## Park Topics

by B. R. MEEHAN

will appear as usual in next week's LEADER and regularly thereafter.

## Mental Hygiene Notes

By JOHN F. MONTGOMERY

### Progress of the List

Here's the latest on the progress of the current Hospital Attendance list:

For institutions in zone 4 located within New York City, certifications have gone down to 5,314 among the men and to 1,453 among the women. Appointments have reached to 4,580 for men and

1,259 for women. In zone 4 institutions outside the city limits, latest certifications are 14,816 for men and 10,655 for women, while appointments have gone to 14,720 among the men and 9,653 among the women.

A total of 225 appointments have been made in zone 1. The last eligible appointed was 1,505 on the list, while the latest certification was 1,589.

In zone 2, 216 permanent appointments—146 men and 70 women—have been made, along with two temporary appointments. Of 422 certifications, 40 are still outstanding. The last number certified was 13,275 (1,817 in the zone), while the last number appointed was 12,662 (1,743 in the zone). Questionnaires have been sent out to 13,690 (1,865 in the zone) among the men and to 5,847 (795 in the zone) among the women.

### Utica State-Ments

Mr. and Mrs. Russell Isaacs are proud parents of a baby girl. Father doing nicely, reports our correspondent. . . . Election of officers for the State Employees Association chapter is just ahead. Keep your eye on the bulletin board. . . . Dues are now due for the State Employees Association and for the Benevolent Association. See K. Wheeler about the first, Mrs. Letson about the sec-

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# POLICE CALLS

By MIKE SULLIVAN

## Essay Contest

The 1,000 members of the Department who attended the in-service training course on Criminal Law Enforcement in New York City are eligible to compete in an essay contest on the subject: "How Shall We Treat the Adolescent Offender?" Essays should be 2,000 words in length and submitted to Morris Ploscowe, Chief Clerk, Court of Special Sessions, 32 Franklin street, New York City. Deadline is July 1. There will be three prizes of \$25, \$15, and \$10. Judges are Morris Ploscowe; Lloyd N. Scott, of the Council on Criminal Law and Procedure; Dr. John J. Furia, Director of Training for the Civil Service Commission.

## It's June 9

When Mayor La Guardia said the Police promotions and new appointments would be made June 1 in his speech at the medal-awarding ceremonies last week, it seems he didn't mean June 1. . . . Contrary to a report in a daily newspaper which took the Mayor literally, the date is still June 9. Actually, all the Patrolman eligibles needed to fill the quota of 200 new appointments have not been given their medical examinations yet. About ten more will be examined tomorrow (Wednesday, June 4).

## June, a Banner Month

June should be a big month for New York's Finest. Promotions and new appointments on June 9, PBA elections June 10, Sergeant's examination June 14, and the annual baseball game with the Fire Department at the Polo Grounds for the Mayor's Committee, June 22. And, did somebody mention June 30?

## Last Week to Campaign

With the voting scheduled for next Tuesday, candidates for PBA offices are winding up their campaigns. Everybody is confident of election. Final pre-election statements follow:

President Burkard: "I'm very hopeful of re-election. I'm sure the boys will appreciate what I've been doing for them for the past three and one-half years."

Vice-President Harnedy: "The entire board of officers with the exception of President Burkard is with me. I predict the re-election of the entire board with the exception of President Burkard."

Ray Donovan, 70 Pct.: "If the members voted, I'd beat anybody four to one. . . . Three years ago, 10,500 out of 16,000 members of the Police Department voted for me, but the delegates voted contrary to the wishes of the members."

Patrolman George Deegan of the 68th Precinct couldn't be reached for a statement as the LEADER went to press.

## It's on the Way

The 7,591 patrolmen who will sit in at the Sergeant's promotion test a week from Saturday are beginning to feel the effects of intense study. . . . June 15 should be welcome. . . . From the number of telephone calls received in The LEADER office, many of the candidates missed the answers to the questions in Study Series 22. Still others appeared highly satisfied with the publication of the test given at the end of the In-Service Training Course on Criminal Law Enforcement in the City of New York by the Civil Service Commission's Bureau of Training.

## New Special Cops

The Municipal Civil Service Commission has created the new title of Special Patrolman, Grade 2, with a salary range from \$2,401 to \$3,000 a year. This action will enable first grade Special Patrolmen whose salaries go from \$1,800 to \$2,400 a year to have a direct promotion line. These men are in the railroad service and therefore had limited promotion opportunities. The request to create this new title was made by the Board of Transportation.

## Medal Gets Credit

The newly established Medal of Valor to be awarded annually by the Patrolmen's Benevolent Association will be given the same credit on police promotion tests allowed for similar medals awarded to members of the force. In all police promotion tests service ratings count 50 percent. Various medals awarded to individual members of the force for heroism has entitled these men to extra credit in service rating. The winner of the P. B. A. Medal for Valor from now on will also receive such credit.

ond. . . . For special subscription rates to The LEADER, see Stanley Sears (Editor's Note: Stan is a whiz at persuading you that a year's sub to The LEADER is your dollar's best buy).

## Holiday

The newly organized girls' band at Wassaic State School unfolded its drums and fifes for the first time Friday at the Memorial Day games on the boys' and girls' greens. . . . New employees: Mrs. Gladys Lawson, Mrs. Isabella Seamans, Mrs. Alinda Gritman, Dorothy Gibbs, Mabel Mitchell, Walter Ahearn, Virginia Tedeschi, William Gilbert, James McCormick. . . . These have resigned: Marguerite Beaudry, Mrs. Irene Burcsak, Mary Fogg, Albert Eckert, Catherine Bonna.

## Parade

Hudson River State Hospital welcomed its draftees in B and C Batteries of the 156th Field Artillery in Poughkeepsie's Memorial Day parade Friday. . . . Mrs. Anna Leonard, supervisor of the infirmary service, was in charge of a rally last week for the Red Cross in Dutchess and Putnam counties. Mrs. Leonard doubles

as president of the local district of the New York State Nurses Association. . . . Artie Sullivan's ball team has only one complaint—not enough competition. They're going like a house ablaze.

## PROFESSIONAL

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# Assistant Station Supervisor Promotion List

## 445 on City Register for Independent Subway Line

Promotion to Assistant Station Supervisor		Independent Division—N. Y. C. T. S.	
1 Perlebbin, M., 86,340	60 Sablicky, George J., 82,475	142 Seabrook, Alfred, 81,290	218 Stepanek, A. J., 80,290
2 Thompson, Wm. P., 86,340	61 Gibson, Frank L., 82,450	143 Pedrosa, Thomas, 81,275	219 Loughheed, John M., 80,290
3 Commerford, James J., 85,825	71 Rodenback, Arthur L., 82,440	144 Reckhart, Harry, 81,275	220 Usakowski, S. J., 80,290
4 Kermes, Ernest, 85,525	72 Schreiber, Alfred, 82,440	145 Burke, William, 81,240	221 Cooper, Alfred A., 80,290
5 Doherty, Raymond C., 85,450	73 Umlas, David, 82,415	146 London, Max E., 81,240	222 Beller, Sidney J., 80,275
6 Nicols, Benedict H., 85,365	74 Moskowitz, Harry L., 82,375	147 Sealy, Calhoun G., 81,225	223 Sapir, Abraham, 80,225
7 Knott, Jack, 85,025	75 Davies, Rex K., 82,340	148 Miller, Harris, 81,225	224 Chimenti, Michael, 80,225
8 Hurst, Wm. H., Jr., 84,640	76 Machado, Joseph, 82,340	149 Shefland, H. S., 81,165	225 Paul, Irving M., 80,225
9 Harst, Edwin E., 84,590	77 Conlon, Howard J., 82,315	150 Strobling, J. M., 81,150	226 Flynn, Patrick, 80,215
10 Appelbaum, H. T., 84,415	78 Carroll, James J., 82,300	151 Bailey, T. C., 81,125	227 Coddington, Herbert, 80,175
11 Kennedy, Patrick J., 84,400	79 Osterbye, Fred, 82,290	152 Keldanz, William M., 81,115	228 Walvick, Charles, 80,175
12 Fink, Armin, 84,400	80 Oddi, Joseph L., 82,290	153 Fenderson, G. B., 81,115	229 Ryker, Albert C., 80,140
13 Cantor, David E., 84,350	81 Bogsted, Charles H., 82,275	154 McKiernan, Wm. J., 81,100	230 Frisbie, James M., 80,140
14 Hunt, John E., 84,325	82 Heins, Rudolph W., 82,265	155 Weinstein, Milton, 81,100	231 Moskowitz, Emanuel, 80,125
15 Kelder, H. A., 84,290	83 McGreevy, Eugene J., 82,230	156 Trachtberg, N., 81,090	232 Small, Frank J., 80,100
16 McGe, John P., 84,250	84 Rachsstein, Jack, 82,250	157 Astwood, Keith, 81,075	233 Berrish, Richard E., 80,100
17 Henderson, A., 84,250	85 Means, David H., 82,225	158 Rogers, A. L., 81,050	234 Jordan, Edward J., 80,100
18 Conniff, John A., 84,150	86 Heins, John H., 82,215	159 Wohl, Morton J., 81,040	235 Rogers, John C., 80,990
19 Kirsch, Charles L., 84,000	87 Fairclough, Wm. F., 82,200	160 Beerman, Abraham, 81,015	236 Arkin, Benjamin, 80,975
20 Brown, John J., 84,000	88 Blount, Wm. F., 82,165	161 Steinhart, William, 80,990	237 Wallace, Wm. P., 80,965
21 Greene, George J., 83,990	89 Lieber, Sidney, 82,150	162 Klein, Irving, 80,990	238 Leslie, Edward J., 80,950
22 Forst, Louis, 83,985	90 Fox, Bernard, 82,115	163 Mauerling, Leonard, 80,965	239 Eientuch, Jacob, 80,950
23 Charlow, Max, 83,815	91 Brainin, Saul, 82,100	164 Smurler, Harry J., 80,965	240 Lynch, Cornelius J., 80,940
24 Roney, Oscar C., 83,790	92 Grant, Vivian, 82,075	165 Waters, Daniel, 80,965	241 Liman, Leon, 80,925
25 Hynes, John P., 83,750	93 Siegel, Abraham, 82,065	166 Vedell, Charles, 80,950	242 Settineri, A. J., 80,900
26 Sheahan, C. G., 83,750	94 Rowan, George J., 82,025	167 Lidkoff, Irving N., 80,950	243 Fedorovich, Eugene J., 79,975
27 Levitt, Wm. J., 83,725	95 Jaffe, Max, 82,000	168 Barr, Ira, 80,950	244 Graham, Howard T., 79,955
28 Holmes, Charles F., 83,600	96 Price, Anthony A., 81,990	169 Sullivan, Patrick J., 80,940	245 Smith, John F., 79,940
29 O'Neill, Albert, 83,590	97 Kleikamp, H. G., 81,960	170 Rifkin, Jack M., 80,925	246 Aaron, Harry, 79,900
30 Lipman, Robert A., 83,575	98 Chimeria, Victor P., 81,975	171 Napolitano, George, 80,875	247 Gordanio, Rosario, 79,900
31 Gerardi, James J., 83,565	99 Guggenheim, Edgar, 81,995	172 Weiss, Leonard G., 80,865	248 Byrne, Francis, 79,900
32 Verley, Edgar W., 83,540	100 Stack, John F., 81,940	173 Hopkins, Thomas J., 80,840	249 Gato, Samuel, 79,890
33 Pedell, Joseph F., 83,450	101 Ehrlich, Solomon, 81,925	174 Condon, R. C., 80,840	250 Fishbeln, Hyman C., 79,890
34 Paris, William, 83,440	102 Vosburgh, Jr., C. P., 81,900	175 McCabe, Thomas J., 80,815	251 Kingston, John, 79,850
35 Wyld, Michael J., 83,440	103 Jagoda, George L., 81,900	176 Kennedy, Ralph A., 80,800	252 Rieser, Seymour, 79,850
36 Vitale, Americus, 83,425	104 Odoroff, David, 81,875	177 Bishop, Lionel A., 80,800	253 Shillan, Henry, 79,850
37 Guggen, Hyman, 83,340	105 Galey, Stanley, 81,875	178 Larkin, Joseph A., 80,800	254 Nestle, Sydney, 79,850
38 Gebhard, Joseph P., 83,290	106 Wiener, Harold, 81,875	179 Hamilton, E. W., 80,790	255 Scharf, Harry W., 79,825
39 Meehan, Michael, 83,250	107 Ellis, Norbert, 81,865	180 Menkes, Joseph D., 80,790	256 Quilligan, C. C., 79,815
40 Novak, Alfred, 83,140	108 Cordasco, F. A., 81,850	181 Friedman, Louis, 80,765	257 Barani, John J., 79,800
41 Harte, John F., 83,090	109 Meagher, Wm. J., 81,825	182 Flanagan, J., 80,750	258 Strulov, Max, 79,800
42 Duggan, Stanley N., 83,075	110 Sklar, Sidney, 81,800	183 Stern, Isidore H., 80,740	259 Westfried, Morris, 79,790
43 Moscov, Morris, 83,040	111 Sklar, Sidney, 81,800	184 Zigman, Isaac, 80,740	260 Shapiro, Theodore, 79,785
44 Donovan, Walter J., 83,025	112 Rinn, James E., 81,750	185 Dougherty, Eugene, 80,700	261 Cooney, Francis K., 79,750
45 Wall, Harold F., 83,025	113 Murphy, Charles E., 81,750	186 Long, Arvey, 80,690	262 Cotlin, Aaron, 79,750
46 Campagna, A. J., 82,990	114 Corboy, John T., 81,740	187 Chancas, C. J., 80,690	263 Romano, Vincent J., 79,750
47 Leach, Samuel, 82,990	115 Picece, Nicholas M., 81,725	188 Burwick, Samuel, 80,690	264 Schwartzman, Morris, 79,725
48 Lewis, Irving D., 82,965	116 Griman, F. C., 81,725	189 Malito, Fred, 80,665	265 Fischer, David, 79,690
49 Katz, Max, 82,940	117 Sager, Joseph, 81,690	190 Brown, Alfred H., 80,650	266 Richter, Jack E., 79,690
50 Lampner, Kalman, 82,840	118 Forgiome, John R., 81,640	191 Hickey, James H., 80,650	267 Rimbarg, Saul, 79,675
51 Breslin, Thomas E., 82,840	119 Ryan, William A., 81,625	192 Broderick, Wm. J., 80,650	268 Flood, J. J., Jr., 79,665
52 Gross, Jack, 82,815	120 Egan, Harold W., 81,615	193 Cardillo, Joseph M., 80,650	269 Musik, Wm. B., 79,665
53 Weiss, Julius, 82,815	121 Kaminsky, Kermit B., 81,600	194 Press, Charles, 80,625	270 Walsh, Joseph V., 79,640
54 Davino, F. A., 82,725	122 Kshuner, Barney, 81,590	195 Shaw, Bernard J., 80,590	271 Smith, Mac, 79,625
55 Blecker, Louis S., 82,700	123 Diamond, Nathan, 81,575	196 Berk, Thaddeus A., 80,595	272 Anucci, Joseph L., 79,615
56 Kenny, John F., 82,700	124 Fischer, Theodore, 81,550	197 Saltzman, Joseph, 80,550	273 Goff, Joseph, 79,600
57 Weinstein, Hyman, 82,675	125 McEneaney, Kevin A., 81,525	198 O'Mara, John F., 80,550	274 Silverman, Mack B., 79,600
58 Marone, Dominic, 82,640	126 Seavey, Harry B., 81,515	199 Byrne, Lawrence J., 80,525	275 Kaplan, Irving H., 79,600
59 Kuzenbaur, H. H., 82,625	127 Kresel, Morris, 81,500	200 Reuben, William, 80,510	276 Kubino, Daniel M., 79,565
60 Coffman, Milton, 82,625	128 Hunt, Kenrick D., 81,475	201 Lynch, Peter P., 80,500	277 Williams, Norman H., 79,550
61 Kinne, Alfred L., 82,565	129 Freier, Leonard, 81,475	202 Porterfield, R. A., 80,490	278 Derrick, Wm. B., 79,550
62 Perlman, Harry, 82,550	130 Thompson, R. M., 81,450	203 Brunelli, Peter, 80,490	279 Brile, Charles H., 79,540
63 Blustein, Judel, 82,540	131 Winters, Francis J., 81,440	204 O'Brien, Martin D., 80,475	280 Lustigman, Nathan J., 79,540
64 Bergman, Sol, 82,540	132 Jaffee, Hyman S., 81,440	205 Schwarz, Harry, 80,475	281 Devlin, Louis J., 79,500
65 O'Connor, M. J. A., 82,525	133 Bakery, George W., 81,415	206 Kreitman, I. E., 80,465	282 Cassidy, Frank G., 79,490
66 Fischer, Phillip, 82,515	134 Dolaney, George W., 81,415	207 Jacobs, Sol, 80,460	283 Dorgan, Harold A., 79,465
	135 Monahan, R. T., 81,400	208 Stelove, Max, 80,450	284 Rosenber, Daniel S., 79,425
	136 Marshall, Richard J., 81,400	209 Lerner, Max, 80,400	285 Byer, Perry, 79,415
	137 Wright, Harry, 81,390	210 Levitt, Joseph, 80,400	286 Weinman, Aaron, 79,390
	138 McHugh, Peter J., 81,390	211 Martin, Joseph R., 80,390	287 Clifford, Michael J., 79,390
	139 Senator, Vincent, 81,375	212 McNamee, Hugh, 80,365	288 Blustein, Nathan, 79,340
	140 Anderson, Thomas W., 81,340	213 Rodgers, Wm. A., 80,350	289 Benton, Edward C., 79,315
	141 Saitta, Attilio, 81,290	214 Cahill, Michael A., 80,350	290 Coffey, Earl M., 79,300
		215 Chall, Arthur, 80,350	291 Quaid, Denis, 79,290
		216 Short, Robert, 80,340	292 Gropf, Charles J., 79,275
		217 Shea, Daniel J., 80,325	

# New York State Eligible Lists

## 89 Pass Long Awaited Payroll Examiner Promotion

Instructor (Agriculture), Department of Correction (Open Competitive) Salary: \$1,800-\$2,280	
1 Fredericksen, A., 79,440	16 Nordheimer, Albert, 83,74
2 Marcus, Morris P., 77,30	17 Baker, Edw. M., 83,69
	18 Peterson, Carl W., 83,41
	19 Reyna, L. C., 83,35
	20 Butler, Monroe W., 83,02
	21 Scott, Chas., 82,76
	22 Hope, James S., 82,71
	23 Macgregor, Ross E., 82,65
	24 Huner, Frank K., 82,56
	25 Parker, Herb F., 82,33
	26 Tuite, Edgar J., 82,07
	27 Baker, Horatio O., 80,54
	28 Mowry, Churchil H., 80,79
	29 Barbarin, Marco P., 80,38
	30 Moore, Percy W., 80,36
	31 Durland, Smith N., 80,32
	32 Solvrey, Leon A., 80,21
	33 Malone, Edw. L., 78,47
	34 Toller, George W., 80,54
	35 Deane, John W., 80,20
	36 Lepore, Joseph A., 80,00
	37 Sills, Emanuel, 88,89
	38 Schindler, S. S., 88,80
	39 Gilliland, S. L., 88,52
	40 Maney, F. A. J., 88,48
	41 Lieber, Rudolf M., 88,24
	42 Edsjo, Edw., 88,20
	43 Wallentz, E. G., 88,10
	44 Gill, Horace E., 87,84
	45 Doyle, Francis, 87,84
	46 Schroeffel, Fred A., 87,80
	47 Desen, Albert, 87,64
	48 Carr, Hyman R., 87,24
	49 Jacobus, B. V., 87,00
	50 Reed, Seymour, 86,88
	51 Schwartz, George, 86,80
	52 Weber, A. E., 86,52
	53 Newman, Benj., 86,48
	54 Matychuk, S., 86,00
	55 Gawron, Cass J., 84,72
	56 Nagelberg, J., 83,76
	57 Mink, Edw., 83,24
	58 Morton, W. B., 83,12
	59 Bollettieri, A. R., 81,92
	60 Dooley, R. F. X., 81,09
	61 Griat, Chas. J., 81,56
	62 Sculan, Wm. A., 81,28
	63 Eiler, Roy A., 81,14
	64 Blass, N., 81,12
	65 Malos, Geo. H., 80,68
	66 Barney, John J., 79,76
	67 Barron, Garrett, 79,72
	68 Tamraz, Freeman, 79,20
	69 Bum, Edmund T., 79,00
	70 Boland, Richard, 77,22
	71 Veprek, Jerry R., 77,00
	72 Veprek, Jerry R., 77,00
	73 Veprek, Jerry R., 77,00
	74 Veprek, Jerry R., 77,00
	75 Veprek, Jerry R., 77,00
	76 Veprek, Jerry R., 77,00
	77 Veprek, Jerry R., 77,00
	78 Veprek, Jerry R., 77,00
	79 Veprek, Jerry R., 77,00
	80 Veprek, Jerry R., 77,00
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	91 Veprek, Jerry R., 77,00
	92 Veprek, Jerry R., 77,00
	93 Veprek, Jerry R., 77,00
	94 Veprek, Jerry R., 77,00
	95 Veprek, Jerry R., 77,00
	96 Veprek, Jerry R., 77,00
	97 Veprek, Jerry R., 77,00
	98 Veprek, Jerry R., 77,00
	99 Veprek, Jerry R., 77,00
	100 Veprek, Jerry R., 77,00

Conservation Department Salary: \$2,400-\$3,000	
1 Heacox, Cecil E., 80,88	62 Schuster, L., 82,800
2 Burdick, Geo. Chowan, 80,20	43 Carlin, N., 82,675
3 Westman, Jas. R., 79,63	44 Marcus, Sam, 82,638
4 Petty, Archibald C., 79,60	45 Nevins, N. M., 82,632
5 Royce, Wm. F., 79,18	46 Thaw, S. J., 82,621
6 Stone, Udell B., 78,88	47 Siegel, R., 82,611
	48 Spiner, H. H., 82,563
	49 Segal, J. K., 82,548
	50 Braterman, M., 82,425
	51 Kopstein, C. E., 82,395
	52 Klein, S., 82,360
	53 Kramer, S., 82,338
	54 Landsberg, S. Wm., 82,257
	55 Lank, D. S., 82,231
	56 Byrne, J. T., 82,227
	57 Hare, J., 82,170
	58 Fabrikant, M., 82,113
	59 Goldwyn, E., 82,062
	60 Herer, Max J., 82,068
	61 Mezey, B., 81,963
	62 Halpern, Sam, J., 81,854
	63 Halpern, M. A., 81,754
	64 Rosenberg, S., 81,640
	65 Rowell, Hyman J., 81,612
	66 Goldberg, Oscar, 81,567
	67 Shapiro, H., 81,537
	68 Sharon, J. M., 81,518
	69 Nelson, J. L., 81,273
	70 Giltitz, D. L., 81,229
	71 Marcus, Carl, 81,213
	72 Leveen, A. A., 81,012
	73 Volk, H. W., 81,012
	74 Silverman, M., 80,943
	75 Fennelly, M., 80,854
	76 Segal, M. S., 80,832
	77 Spaine, E. H., 80,795
	78 Jones, U. A., 80,795
	79 Lisman, S. P., 80,736
	80 Rubinstein, L., 80,738
	81 Schwartz, L., 80,325
	82 Staub, J. J., 80,238
	83 Horn, Nat. G., 80,088
	84 Bellan, Harry D., 79,591
	85 Wexler, B., 79,413
	86 Teitelbaum, H. J., 79,040
	87 Blutruch, S., 78,800
	88 Tessler, M. N., 78,514
	89 Shore, J. M., 78,484
	90 Shore, J. M., 78,484
	91 Shore, J. M., 78,484
	92 Shore, J. M., 78,484
	93 Shore, J. M., 78,484
	94 Shore, J. M., 78,484
	95 Shore, J. M., 78,484
	96 Shore, J. M., 78,484
	97 Shore, J. M., 78,484
	98 Shore, J. M., 78,484
	99 Shore, J. M., 78,484
	100 Shore, J. M., 78,484

Physiotherapist (Orthopedics), Department of Health (Open Competitive) Salary: \$1,650-\$2,150	
1 Hardy, Verona, 88,40	51 Murphy, John W., 85,182
2 Doppelt, Harry, 83,20	52 Harte, Fran, 85,090
	53 Vanorden, Norman, 85,072
	54 Fishman, Irving, 85,024
	55 Porcell, Stanley, 84,910
	56 Lane, A. C., 84,898
	57 Erlar, Roy A., 84,776
	58 Kurak, Rudolph M., 84,038
	59 Lyons, Thos. J., 84,018
	60 Barry, Garrett, 84,548
	61 Wallach, Wm. R., 84,362
	62 Bollettieri, A. R., 84,362
	63 Bardoni, Ralph J., 84,242
	64 MacGowan, Geo., 84,128
	65 Martinez, Harry P., 83,882
	66 Lemmon, Henry W., 83,814
	67 Palmer, Jos. F., 83,060
	68 Griat, Chas. J., 83,052
	69 Radziulla, Wm. J., 83,280
	70 Metzler, Geo. J., 83,070

**LEGAL NOTICES**

**BRIDGE IMPORT CO. - Certificate of Formation of Limited Partnership.**  
 WE, THE UNDERSIGNED, desiring to form a limited partnership under and pursuant to the laws of the State of New York, do hereby certify and say:

1. The name of the partnership is BRIDGE IMPORT CO.

2. The character of the business of said partnership is a general import and export business.

3. The location of the principal place of business of the partnership is 8-10 Bridge Street, New York, N. Y.

4. The name and place of residence of each member is as follows:

(a) The following member is a general partner:  
 Werner von Clemm, residing at Syosset, Long Island, New York.

(b) The following members are limited partners:  
 (1) Rayford W. Alley, as Trustee under a certain agreement of trust dated April 28, 1941, residing at Syosset, Long Island, New York.  
 (2) Georges Lambercier, residing at 3 Rue Madame Stael, Geneva, Switzerland.

5. The term for which the partnership is to exist is from the 28th day of April, 1941, to the 27th day of April, 1946, unless sooner terminated as hereinafter noted.

6. The amount of cash and a description of and an agreed value of the other property contributed by each of the limited partners is as follows:  
 (a) Rayford W. Alley, as Trustee under a certain agreement of trust dated April 28, 1941, \$5,000.00 in cash.  
 (b) Georges Lambercier, \$5,000.00 in cash.

7. The additional contributions agreed to be made by each limited

# Examination Requirements

## State Tests

### Assistant Physician

Department of Mental Hygiene. Salary \$2,000 to \$2,400 and maintenance. In most institutions in the Department quarters are available for single persons only. Application fee \$2. Appointment expected at the minimum, but may be made at less than \$2,000. File by July 1.

#### Requirements

Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory experience as an interne in a general hospital and six months of experience in medicine on the medical staff of a psychiatric hospital or institution for mental defectives or epileptics of not less than 50 beds, or in a psychiatric division of a general hospital having in such division not less than 50 beds; or (b) 18 months of experience on the medical staff in an institution in the New York State Department of Mental Hygiene; or (c) a satisfactory equivalent combination of the foregoing experience.

Subjects of Examination: Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

### Assistant Physician (Homeopathic)

Department of Mental Hygiene. Usual salary range \$2,000 to \$2,400 and maintenance. In most institutions in the Department quarters are available for single persons only. Application fee \$2. Appointment expected at the minimum, but may be made at less than \$2,000. File by July 1.

#### Requirements

Candidates must be graduates of a recognized homeopathic medical school and must be licensed or eligible to enter the examination for license to practice medicine in New York State. In addition, they must meet the requirements of one of the following groups: Either (a) one year of satisfactory experience as an interne in a general hospital and six months of experience in medicine on the medical staff of a psychiatric hospital or institution for mental defectives or epileptics of not less than fifty beds, or in a psychiatric division of a general hospital having in such division not less than fifty beds; or (b) eighteen months of experience on the medical staff in an institution in the New York State Department of Mental Hygiene; or (c) a satisfactory equivalent combination of the foregoing experience. The required experience must be subsequent to graduation from medical school giving instructions in homeopathic medicine or the completion of a four-year homeopathic medical course.

Subjects of Examination: Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

### Law Stenographer

Supreme Court, Second Judicial District

This examination is open only to legal residents of the Second Judicial District, which comprises the counties of Kings, Nassau, Queens, Richmond and Suffolk. Salary varies. Appointment expected at \$3,000. Application fee \$2. File by July 1.

#### Duties

To record stenographically and make typewritten transcripts of material of a legal nature; and to do related work as required.

#### Requirements

Candidates must meet the re-

quirements of one of the following groups: Either (a) five years of satisfactory stenographic experience, of which three years must have been as stenographer in a law office in highly responsible and difficult work involving independent action in handling legal forms and matters; or (b) three years of satisfactory experience as stenographer in a law office; graduation from standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Graduation from law school will be accepted as two years of the required law office experience. Candidates must have a knowledge of legal practices and terminology.

Subjects of Examination: Test of accuracy in reporting legal matter dictated at the rate of 120 standard words a minute, test in transcribing the notes so taken at a speed of approximately 30 standard words a minute, relative weight 5; test in office practice and knowledge of legal terminology, relative weight 1; training and experience, relative weight 4.

Each candidate must provide typewriter, notebook, pencils and pen and ink for his own use in the examination.

### Orthopedic Public Health Nurse

Division of Public Health Nursing, Department of Health. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum, but may be made at less than \$1,800. This examination is open to residents and non-residents of New York State, but preference in certification will be given to legal residents of New York State. File by July 1.

#### Requirements

Candidates must be graduates of a school of nursing and must be registered professional nurses in this State or eligible for such registration. In addition they must meet the requirements of one of the following groups: Either (a) two years of satisfactory public health nursing experience under approved supervision, satisfactory completion of a course in public health nursing consisting of four months at a recognized college or university, and completion of an approved course in orthopedic nursing of at least four months; or (b) a satisfactory combination of experience and training of equal or greater value. One year of experience in general, rural public health nursing under approved supervision within New York State will be accepted in lieu of the two years of experience required under (a). Candidates must know the mechanics of braces and how to measure, fit and adjust other orthopedic appliances. They must be able to do muscle grading of new and chronic poliomyelitis patients and have a knowledge of muscle re-education. A practical examination to test knowledge of these procedures may be required of those candidates who pass the written examination. A thorough knowledge of the principles and practices of public health nursing and good physical condition are essential. A license to drive a car in New York State will be necessary before appointment. College transcript not required.

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

### Photographer

State Departments and Institutions

Usual salary range \$2,100 to \$2,800. Application fee \$2. Appointment expected at Kings Park State

## How to Apply for a Test

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

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

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

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

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

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

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

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

Hospital (Department of Mental Hygiene) at \$72 to \$80 a month and maintenance. File by July 1.

#### Requirements

Either (a) three years of satisfactory experience in taking still pictures; or (b) two years of satisfactory experience in taking still pictures and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must possess a good working knowledge of the common types of still picture equipment. They must be able to develop and print still pictures. They must have skill in the methods and practices of photography; initiative; good eyesight; resourcefulness. Candidates must submit with their applications three recent pictures of different subjects which demonstrate their skill in photographing, developing, printing and enlarging. These pictures must be 8 in. x 10 in. size and should be accompanied by a technical description of the way the picture was made, including cameras used, size of negative, exposure data, negative and print processing. This information should be put on the back of each print.

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

### Sr. Industrial Hygiene Physician

Division of Industrial Hygiene, Department of Labor

Usual salary range \$4,000 to \$5,000. Application fee \$3. Appointment expected at the minimum, but may be made at less than \$4,000. File by July 1.

Either (a) four years of active practice as a physician, of which two years must have been as an industrial plant physician, as physician in an occupational disease clinic or as a public health physician; or (b) a satisfactory equivalent combination of the foregoing experience and additional medical education. Candidates must have a thorough knowledge of the principles and practices of medicine and surgery, with particular reference to the control and elimination of industrial hazards and occupational diseases and to ascertain the specific causes of such diseases; ability to conduct research studies; good judgment; tact.

Subjects of Examination: Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

### Social Hygiene Medical Consultant

Department of Health

Usual salary range \$4,000 to \$5,000. Application fee \$3. Several appointments expected at the minimum, but may be made at less than \$4,000. This examination is open to residents and non-residents of New York State. File by July 1.

#### Requirements

Candidates must be graduates of a recognized medical school and must be licensed or eligible to enter the examination for license to practice medicine in New York State. They must have completed a rotating internship of one year in an approved general hospital and must have had part-time experience equivalent to one year in the aggregate in the diagnosis and treatment of venereal disease patients, including the investigation of lapsed cases, in an organized clinic. In addition they must have completed a post-graduate course of 12 months full-time in syphilis and public health, including the treatment of syphilis, epidemiology and clinic administration with reference to this disease.

Subjects of Examination: Written examination on the duties of the position, relative weight 4; training and experience, relative weight 6.

Candidates who filed application in May for this examination do not need to file another application.

### Supervisor of Public Records

Department of Education

Usual salary range \$3,100 to \$3,850. Application fee \$8. Appointment

expected at the minimum, but may be made at less than \$3,100. File by July 1.

#### Requirements

Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory experience in the inspection of public records, in working with historical manuscripts or in editing historical documents, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the history of New York as a Colony and State; an understanding of the governmental machinery of New York State and particularly of those agencies that are required by law to keep records and acquaintance with archival economy and with the practices of record preservation; familiarity with the design, structure and dependability of safes, vaults and fireproof buildings. They should have ability to evaluate custodians as to records which should be preserved and which should be destroyed. In rating training and experience credit will be given for graduate work in American history. College transcript required.

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

### QUEENS COUNTY

(Open only to residents of Queens County)

#### Photostat Operator

County Clerk's Office

One appointment expected at \$1,621. Application fee \$1. File by July 1.

#### Requirements

Either (a) one year of paid experience in the operation of a photostat machine; or (b) six months of satisfactory paid experience in the operation of a photostat machine and graduation from a senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Subjects of Examination: Written examination on the duties of the position, or performance test, or both, relative weight 7; training and experience, relative weight 3.

### WESTCHESTER COUNTY

(Open only to residents of Westchester County)

#### Bookbinder

One appointment expected at \$1,500. Application fee \$1. File by July 1.

#### Requirements

Either (a) five years of satisfactory experience in all branches of bookbinding; or (b) two years of satisfactory experience in all branches of bookbinding and completion of a satisfactory course in bookbinding in a trade, vocational or other technical school; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Subjects of Examination: Written examination on the duties of the position, or performance test, or both, relative weight 6; training and experience, relative weight 4.

### Guard-Butcher

Department of Public Welfare

Usual salary range \$1,740 to \$1,980 with suitable deduction for maintenance. Application fee \$1. Appointment expected at \$1,290 and maintenance. One appointment expected. Candidates must not have passed their 46th birthday. File by July 1.

#### Requirements

Either (a) three years of satisfactory full-time paid experience in the handling, cutting and storage of large quantities of meat and poultry and preferably additional experience in the handling and storage of large quantities of butter and eggs with companies engaged in the wholesale distribution of these products, of which one

year must have been in the capacity of supervisor or foreman over a group of men, and graduation from a standard senior high school; or (b) four years of satisfactory full-time paid, experience in the handling, cutting and storage of meat and poultry and preferably additional experience in the handling and storage of large quantities of butter and eggs in large institutions, hospitals, hotels, clubs, etc., of which two years must have been in the capacity of foreman over a group of men, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing general large-scale meat handling experience and education. Candidates must also meet the following requirements: Minimum height, 5 feet 3 inches in bare feet; minimum weight, 140 pounds stripped; good physique; good moral character and habits; mental alertness; soundness of mind and body; satisfactory hearing. They must be physically strong, active and well-proportioned within the range of accepted standards. They must have satisfactory vision in both eyes (vision with glasses must average 20/30 in both eyes, but must not be poorer than 20/40 in either eye), with bearing, personality and temperament calculated to command the respect and obedience of persons in their custody. It is desirable that candidates have some experience in guarding inmates and directing their work and an elementary knowledge of penology.

#### Subjects of Examination

Written examination on the duties of the position, relative weight 4; training and experience, relative weight 8.

Candidates who pass the written examination will be given a medical examination at a date later than July 19 in which they must meet the physical standards adopted for this position.

### Junior Stenographer

County Departments and Institutions, Westchester County. Usual salary range \$1,080 to \$1,200. Application fee 50 cents. File by July 1.

#### Requirements

Either (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in stenography; or (b) completion of a junior high school course and a satisfactory course in stenography, and two years of satisfactory stenographic experience; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must state on their application whether or not their education included or was supplemented by a course in stenography.

#### Subject of Examination

Test in accuracy in reporting material of limited difficulty dictated at the rate of 90 words a minute; test in transcription for which the minimum acceptable rate is 25 words a minute; tests on the clerical duties of the position, including English and spelling; training and experience.

Each candidate must provide typewriter, notebook, pencils and pen and ink for his own use at the examination.

### Junior Typist

County Departments and Institutions, Westchester County. Usual salary range \$960 to \$1,080. Application fee 50 cents. File by July 1.

#### Requirements

Either (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in typing; or (b) completion of a junior high school course and a satisfactory course in typing, and two years of satisfactory general office experience including typing; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must state on their application whether or not their education included or was supplemented by a course in typing.

#### Subjects of Examination

Test in accuracy in typing from straight copy, relative weight 3; test in speed of typing, for which the minimum acceptable rate is 40 standard words a minute, relative weight 2; tests on the clerical duties of the position, including English and spelling, relative weight 3; training and experience, relative weight 2.

Each candidate must provide typewriter and pen and ink for his own use in the examination.

(Continued on Page Eleven)

All the exams—New York City, New York State, and United States — open at this time are listed on the exam pages. For complete examination news, follow The LEADER'S exam pages regularly.

## MACY FEATURES ARCO BOOKS

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BOOKKEEPERS  
CLERICAL MEN  
CLERICAL WOMEN  
OFFICE BOYS

MALE AND FEMALE

# U. S. Tests

## Junior Clerk

\$1,440. For appointment in Washington, D. C., only. Optional subjects: filing, statistics. Applicants may be examined in only one option. Age limits: 18th to 53rd birthday. File by June 16.

### Duties

Filing: Assort, arrange, prepare for filing, and file, papers, index cards, cross-reference sheets, or other office records; related work. Statistics: Perform assigned statistical clerical work consisting principally of the tabulation of data and the performance of arithmetical computations of relatively simple character; related work.

### Requirements

Filing: One year or its time

equivalent of paid clerical experience, the principal duties of which were the preparation for filing and the filing of correspondence or other office records.

Statistics: One year or its time equivalent of paid clerical experience, the principal duties of which were of a statistical nature, such as making computations for statistical purposes, tabulations of data, preparation of charts or graphs, or coding data for tabulating purposes.

### Basis of Ratings

Written test, 100. Filing: questions testing ability in filing and other related clerical duties. Statistics: questions testing ability in arithmetical computations and other related clerical duties. The test will take about 1 1/2 hours.

## Electrotyper (Finisher)

## Electrotyper (Molder)

### Stereotyper

\$1.32 an hour (40-hour week) Government Printing Office, Washington, D. C. Age limit: 50. File by July 2.

### Duties

Electrotyper (Finisher): Perform all operations, such as shaving, shaping, beveling, and routing, necessary to prepare cast plates for the presses; repair and correct old plates; related work.

Electrotyper (Molder): Make molds from type and prepare the molds for casting; make shells from the molds by electrolytic action and fill these shells with metal to complete the tacks; related work.

Stereotyper: Perform all operations necessary in making a stereotype plate, including preparing the form, molding it into the matrix, casting the plate in the matrix, and preparing the plate for the press; related work.

### Requirements

Apprenticeship of five years in the trade for which they apply or five years' practical experience, the substantial equivalent of a completed apprenticeship, and one year journeyman experience.

### Basis of Ratings

No written exam will be given. Candidates will be rated on the extent and quality of their experience and on their fitness on a scale of 100.

## Tabulating Machine Operator

Junior, \$1,440 a year; Under Tabulating Machine Operator, \$1,260 a year; Junior Alphabetic Tabulating Machine Operator, \$1,440 a year; Under Alphabetic Tabulating Machine Operator, \$1,260. Applications may be filed until further notice. In New York City, applications are available at 641 Washington Street.

### Requirements

Junior Tabulating Operator: At least 4 months of full-time, paid experience in the operation of an electric tabulating machine. At least one month of this employment must have included the wiring or setting of control pins for a variety of tabulations.

Under Tabulating Operator: At least 2 months' of full-time experience in the operation of an electric tabulating machine.

Junior Alphabetic Tabulating Operator: At least 4 months of full-time, paid experience in the operation of an electric alphabetic tabulating or accounting machine; at least one month of this employment must have included the wiring or setting of control pins for a variety of tabulations.

Under Alphabetic Tabulating Operator: At least 2 months of full-time paid experience in the operation of an electric tabulating or accounting machine.

All experience must be within 15 years of the date of application. Age limits: applicants must be between 18 and 53.

### Basis of Ratings

No written examination will be given. Candidates will be rated on the extent and quality of their experience and on their fitness on a scale of 100.

## Card-Punch Operator

Alphabetic, \$1,200 a year; Under

Card-Punch Operator, \$1,260 a year. Applications may be filed until further notice. In New York City, applications are available at 641 Washington Street.

### Requirements

Applicants must show that within the 10 years immediately preceding the date of application they have had either: A) at least 2 full months of paid experience in the operation of alphabetic card-punch machines. (For Under Operators, experience can be on either an alphabetic or numerical machine); or B) a training course under a competent instructor which included at least 60 hours in the actual operation of card-punch machines. Applicants must be between the ages of 18 and 53.

### Basis of Ratings

No written examination will be given. Candidates will be rated on the extent and quality of their experience and training and on their fitness on a scale of 100.

## Junior Custodial Officer

\$1,800. Bureau of Prisons, Department of Justice. File by June 19. Age limits: 25th to 45th birthday.

### Requirements

High-school graduation or 14 units of high-school study. These physical defects will disqualify: hernia (with or without truss); organic heart disease, cachexia, or apparent predisposition to any constitutional disease, weak feet, chronic diseases of the visual organs, epilepsy, mental disease, chronic diseases of the ears, chronic ulcers or cicatrices of old ulcers

### Basis of Ratings

Two-hour general test designed to measure the applicant's aptitude for learning and adjusting to duties in the service, 100.

likely to break out afresh, fistula in ano, varicose veins on lower limbs (unless slight), any marked abnormality of speech, facial disfigurement, or other serious physical defect.

These physical requirements must be met: men must measure at least 5 foot 6 and weigh at least 135 pounds; women must measure at least 5 foot 2 and weigh at least 105 pounds. Applicants 35 or under must have vision without glasses of at least 20/30 in one eye and 20/40 in the other, capable of full correction to 20/20 in each eye; applicants over 35 must have vision of at least 20/70 in each eye, capable of full correction to 20/30 in each eye. Applicants must be able to hear conversational speech at a distance of 30 feet with each ear, and whispered speech at a distance of 15 feet with each ear. Applicants must have 14 serviceable teeth.

### Basis of Ratings

Two-hour general test designed to measure the applicant's aptitude for learning and adjusting to duties in the service, 100.

## Junior Stenographer, \$1,440

## Junior Typist, \$1,260

File by June 9. Age limits: 18 to 53. For appointment in Washington, D. C. only. This announcement cancels and supercedes announcement No. 33 (assembled) issued January 23, 1941. Applicants who have applied under Announcement No. 33 will be examined under the terms of this announcement. This exam is open to both men and women.

It is expected that all applicants

will be examined within three weeks after the closing date of June 9.

Applicants must be residents of the United States. No other requirements are set by the Commission for this exam.

### Basis of Ratings

Typist Sten'r  
1. Typewriting (copying from plain copy)... 100 50  
2. Stenography ..... 50  
The dictation will be at the rate of 96 words a minute. Any system of making notes is acceptable. Time required: about one hour and 45 minutes. Ratings required: 70 percent.

## DIPLOMATIC Consular Officers

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# City Tests

### (Open Competitive)

## Alienist (Psychiatrist), Grade 4

\$3,000 and up. Two vacancies in the Department of Hospitals. Candidates who filed in February may amend their previous applications. Fee, \$2. File by June 23.

### Duties

Be in responsible charge of the examination, care, and treatment of the insane mentally abnormal; be in charge of the treatment of behavior and maladjustment problems in children and adults; derivative or related clinical and administrative duties.

### Requirements

M. D. degree from an approved medical college; one year internship in a general hospital and four years' psychiatric training in a state or psychiatric hospital, or equivalent work in a psychiatric clinic; must be licensed to practice medicine in New York State. Additional credit will be given for experience in teaching clinics in medical school, for work in child guidance clinics, for evidence of ability to carry on research in psychiatry, for publications on psychiatric topics, and for special training in neurology, neuropathology and neurophysiology.

### Basis of Ratings

Written, 5; training, experience, and personal qualifications, 5.

### (Open Competitive)

## Spectroscopist-Microanalyst

\$100 a month, part-time. One vacancy in the office of the Chief Medical Examiner. Fee, \$1. File by June 23.

### Duties

Make toxicological analyses of human organs, tissue, body fluids, and excreta for metals, acid radicals, volatile and non-volatile organic poisons; make chemical analyses of evidences submitted in medico-legal work; microchemical analyses of small samples of material and be familiar with the application and development of spectrographic, photometric, and chromatographic methods to toxicological methods.

### Requirements

B. S. degree plus one year experience in a toxicological laboratory of a hospital or in a research laboratory performing above duties, or a satisfactory equivalent. A master's degree in a relevant field will be accepted for the year's experience.

### Basis of Ratings

Written, 4; training, experience,

and personal qualifications, 3; practical, 3.

### Promotion

## Foreman of Bridge Painters

### (City-Wide)

\$10.50 a day. One vacancy in the Office of the Borough President of Manhattan. Fee, \$2. File by June 23. Exam will be held Sept. 5.

### Duties

Under general supervision, be in charge of a squad of bridge painters engaged in painting bridges, steel viaducts, and other elevated structures where rigging and scaffolding are employed; write reports; related work.

### Requirements

Open to bridge painters, foreman house painters, and others with painter titles in the competitive class who will have served one year in the title and six months in the department by the date of the exam.

### Basis of Ratings

Record and seniority, 5; written, 2; practical oral, 3.

### Licensing Tests

Applications are now being received for the following licensing tests: Master Rigger (until further notice); Refrigerating Machine Operator (until further notice); Special Rigger (until further notice); Stationary Engineer, First Grade (until July 28); Stationary Engineer, Second Grade (until July 28); Stationary Engineer, Third Grade (until July 28).

## WANT TO FORM NEW GARRISONS

A drive for formation of garrisons of the Army and Navy Union, U. S. A., in government departments has just been announced. All veterans, service men and ex-service men, National Guards, Naval Militia, Naval Reserves, Marine Reserves, and Marine Corps with honorable discharge, along with men now in active service, are eligible.

Inquiries are directed to Joseph Cadigan, 2771 Morris Avenue, Bronx, who states that he is particularly interested in forming garrisons among the Customs House Guards, and in the Sanitation and other city departments. The Union has a large membership in the Police and Fire Departments and in the Post Office.

# The Leader's DOUBLE PREPARATION PACKAGE

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### LEGAL NOTICE

VICTOR JOSEPH CO.—Notice is hereby given that on May 13th, 1941, a certificate of formation of limited partnership of the above in the form substantially as set forth was duly filed with the Clerk of New York County. Business dealings in fruits and produce. Principles dealing in business 204 Franklin Street, 2nd floor, N. Y. C. Partnership is Manhattan. General partner, Victor H. M. Limited partners, Nathan S. Loft- Joseph, 115 E. 21st Street, Brooklyn, N. Y. Limited partners, Nathan S. Loft- Joseph, 115 E. 21st Street, Brooklyn, N. Y. C. Hilliard Joseph, 115 E. 21st Street, Brooklyn, N. Y. C.; Dorothy H. Brody, 115 E. 21st Street, Brooklyn, N. Y. C. Partnership to exist for five years from April 1st, 1941. Limited partners each contribute \$500 cash. No other contributions to be returned April 1st, 1943. Limited partners shall receive 5% net profits. Limited partners not authorized to substitute assignees. No right given to admit additional limited partners. No priority over other continue business on death, retirement or insanity of any of the limited partners. Limited partners receive only cash for contribution. The certificate was duly signed and acknowledged by each of the partners.

### FRANK XAVER KNECHT — P-1169, 1941 — CITATION.

The People of the State of New York, by the Grace of God Free and Independent. To OTTILIA DRAEGER, Minnesota Lake, Ottillia Draeger and JOSEPHINE BEHN, R-1, Minnesota and JOSEPHINE BEHN, Thanville (Bas-Rhin) pres Ville, France, the next of kin and heirs at law of FRANK KNECHT, also known as FRANK XAVER KNECHT and XAVER KNECHT, deceased. Send greeting: XAVER KNECHT, deceased. HARTMAN KNECHT, Whereas, KATIE HARTMAN KNECHT, who resides at 328 East 83rd Street, the City of New York, has lately applied to the Surrogate's Court of our County of New York to have a certain instrument in writing relating to both real and personal property, duly proved as the last will and testament of FRANK KNECHT, also known as FRANK XAVER KNECHT and XAVER KNECHT, deceased, who was at the time of his death a resident of 328 East 83rd Street, the County of New York.

Therefore, you and each of you are required to show cause before the Surrogate's Court of our County of New York, at the Hall of Records in the County of New York, on the 24th day of June, one thousand nine hundred and forty-one, at ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate and a will of real and personal property. In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

[L.S.] Witness, Honorable James A. Delehanty, Surrogate of our said County of New York, at said County, the 15th day of May, in the year of our Lord one thousand nine hundred and forty-one. GEORGE LOESCH, Clerk of the Surrogate's Court.

### PECK & DURHAM—Notice is hereby given that the persons herein named have formed a Limited Partnership and have filed a Certificate in the New York County Clerk's Office.

The name of the Limited Partnership is Peck & Durham. The character of the business is a general stationery, printing, engraving and publishing business, located at 80 Washington Street, New York City. The names and places of residence of the members are as follows: Robert S. Porter, 131 Palmer Avenue, Larchmont, N. Y. and Peter E. Wheeler, 147-71 Arlington Terrace, Jamaica, N. Y.; General Partners; Lauretta F. Durham, 170 South Grove Street, Freeport, N. Y.; Azelda M. D. Armstrong, 22 Randolph Street, Belmont, Massachusetts; Mary E. D. Higginbotham, 3 Osceola Drive, Greenwich, Connecticut, and Cyrus V. Peck, 23 Marion Road, Upper Montclair, N. J. Limited Partners. The rights of the partners among themselves commenced as of May 1, 1941. The term of the partnership is until December 31, 1942, and may continue as in the aforesaid certificate provided or may be terminated by a General Partner or by a Limited Partner as to himself or herself as of any December 31st or by Cyrus V. Peck at any time, in its entirety, on 15 days notice. Cash contributed by each Limited Partner is as follows: Lauretta F. Durham \$8,500.00; Azelda M. D. Armstrong \$2,212.50; and Mary E. D. Higginbotham \$2,212.50; property contributed by the Limited Partner Cyrus V. Peck \$18,225.00. No other properties contributed and no additional contributions are agreed to be made by any Limited Partner. The contribution of each Limited Partner is to be returned 30 days after the December 31st as of which such Limited Partner shall have given notice of termination. The compensation of each Limited Partner is interest at 6% upon his or her capital contribution and Lauretta F. Durham shall receive 10% of the net profits, Azelda M. D. Armstrong 2 1/2% thereof and Mary E. D. Higginbotham 2 1/2% thereof. No right is given any Limited Partner except Cyrus V. Peck to substitute an assignee as contributor in his place. The General Partners may admit additional Limited Partners. No right to priority is given any Limited Partner over another as to contribution or other compensation by way of income, except that the other Limited Partners shall have priority over Cyrus V. Peck as to contributions. Dated, New York City, May 7, 1941.

### LIQUOR LICENSE

Notice is hereby given that License No. GB 12481 has been issued to the undersigned to sell beer at retail under the Alcoholic Beverage Control Law at 83 Lexington Avenue, City and County of New York for off-premises consumption. Paul Costides, 833 Lexington Ave.

Notice is hereby given that License No. BL 2285 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage and County of New York, for on-premises consumption. Lee Sandwich Shop, 57 Whitehall St., New York.

# Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

### OPEN COMPETITIVE TESTS

**Administrative Assistant (Welfare):** 33 candidates passed the written test of the Administrative Management and Procedure specialty. The experience oral will be conducted this month.

**Air Traffic Control Operator:** Applications closed May 23.

**Alienist (Psychiatrist), Grade 4:** This examination is re-advertised. **Asphalt Worker:** The written test has been rated. The practical test will be administered as soon as practicable.

**Assessor (Railroad):** The experience oral will be administered as soon as practicable. **Assessor (Utility Buildings):** The experience oral will be administered as soon as practicable.

**Assistant Bacteriologist:** All parts of this examination have been completed. **Assistant Director (N.Y.C. Information Center):** Sixty percent of the written test has been rated.

**Assistant Engineer (Designer), Grade 4, Board of Water Supply:** The experience oral will be administered on June 5th and 6th for the 15 candidates who passed the written test.

**Assistant Engineer (Drill Operator), Grade 4:** Three candidates will be summoned on June 10 for the experience oral.

**Assistant Engineer (Specifications), Grade 4, College Equipment**

**and Supplies:** Applications closed May 26th.

**Assistant Veterinarian:** 13 candidates appeared for the written test which is now being rated.

**Baker:** The practical test will probably be administered this month.

**Bridge Painter:** 337 candidates qualified on experience. The written test will be held as soon as practicable.

**Buildings Manager (Housing Authority):** The rating of the written test has been completed. The oral interview will be conducted this month.

**Car Maintainer, Group A:** The written test is scheduled for June 21st.

**Car Maintainer, Group B:** This list will be available this month.

**Car Maintainer, Group C:** This list will be available this month.

**Car Maintainer, Group F:** 493 candidates filed for this examination which will be conducted as soon as practicable.

**City Medical Officer, Police Surgeon and Medical Officer, Medical Examiner:** The rating of the written test will probably be completed this month.

**Clerk, Grade 2 (Board of Higher Education):** The rating of the qualifying stenography test will begin shortly.

**Cook:** The oral practical test will be administered this month.

**Court Stenographer:** The rating of the written test is held in abeyance pending the clarification of the court decision.

**Dentist (Part Time):** A report on the final key is being prepared for the approval of the Commission.

**Dietitian:** 341 candidates will be summoned for the written test June 7th.

**Director of the Division of Building Management and Procurement:**

The written test will be administered as soon as practicable.

**Director of Medical Social Service, Grade 6:** Applications closed May 26th.

**Director of the Bureau of Child Hygiene:** Applications closed May 26th.

**Electrician:** The qualifying experience has been rated. The written test is scheduled for July 12th.

**Fireman:** Applications closed May 26th. The written test will be administered June 28th.

**Gasoline Roller Engineer and Asphalt Roller Engineer:** The rating of the written test has been completed. The practical test will be held as soon as practicable.

**Housekeeper (Women):** Applications closed May 26th.

**Inspector of Blasting, Grade 2:** The experience oral will be administered as soon as practicable for the four candidates passing the written test.

**Interpreter:** Applications closed May 26th.

**Junior Administrative Assistant (Director of the Division of Commodities Distribution):** Applications closed May 26th.

**Junior Administrative Assistant (Housing):** All parts of this examination have been completed.

**Junior Administrative Assistant (Real Estate Research):** 111 candidates qualified on experience. The written test will be administered as soon as practicable.

**Junior Administrative Assistant (Welfare):** 31 candidates passed the written test of the Administrative Management and Procedure specialty. The experience oral will be conducted this month.

**Junior Engineer (Mechanical), Grade 3:** All parts of this examination have been administered.

**Junior Engineer (Signals), Grade 3:** This list has been published.

**Junior Psychologist:** All parts of this examination have been completed.

**Laboratory Assistant (Bio-Chemistry):** Applications closed May 26th.

**Marine Engineer:** The practical will probably be administered this month to 4 candidates.

**Medical Social Worker, Grades 1 and 2:** The written test for both grades will be administered on June 7th.

(Continued on Page Sixteen)

# Your Chances for Appointment

The latest certification of the Municipal Civil Service Commission are given below. An asterisk (\*) with the "latest number" certified indicates that certification has been made during the past week. The letters P, T, and I stand for "probably permanent," "temporary," and "indefinite," respectively. Candidates can determine the approximate date for a new examination by consulting the expiration date of the list, in the last column below. In some instances, however, a list is exhausted before its expiration date or other examination for a position.

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

Title	Department	Salary	P.T.I.	Latest No.	List Expires
Able Bodied Seaman	Public Works	\$65 month	P	329	4-28-43
Able Bodied Seaman	Docks	1,800	P	225	
Accompanist	Hunter College	1.25 hr. P		20	
Accountant, Grade 2	Comptroller	1,800	P	409	1-15-43
Accountant, Grade 2	Welfare	1,500	P	545	7-27-42
Accountant, Grade 2	Comptroller	1,200	I	659	
Accountant, Grade 2	Transportation	1,200	T	559	
Accountant, Grade 2	Welfare	1,200	P	370	
Accountant (prom.)	Comptroller	2,400	P	65	
Airport Assistant	Docks	1,200 & 900	P	*75	3-28-43
Announcer	Mun. Broadcasting	1,800	P	7	2-13-44
Architectural Assistant	Welfare	1,860	P	12	12-18-44
Architectural Draftsman	Transportation	3,120	P	39	4-18-42
Assistant Alienist	Hospitals	2,040 w/m	P	25	1-2-44
Assistant Chemist	Correction	1,200	P	86	4-20-42
Assistant Gardner	Parks	5.50 day P		1,051	3-2-43
Assistant Engineer, Gr. 4	Water Supply	\$1,120	P	61	8-1-43
Assistant Supervisor, Gr. 2	Magistrate's Crt.	1,680	P	630	5-2-43
Assistant Supervisor, Gr. 2	Magistrate's Crt.	1,680	T	817	12-20-42
Asst. Train Disp. (prom.)	Transportation	.75 hr P		50	2-20-43
Assoc. Ass't Corp. Counsel	Transportation	8,000 up P		23	
Attendant-Messenger	Parks	4 day-.50 hr. T		6,874	12-20-41
Attendant-Messenger	Welfare	1,200	P	628	
Automobile Engineman	Com. Boro. Wks.	1,980	P	144	3-1-43
Automobile Engineman	Transportation	.52 hr. P		175	
Automobile Engineman	B.P. Queens	1,500	P	39	
Auto Engineman (app.)	Transportation	.52 hr. P		*998	
Automobile Machinist	Sanitation	9 day P		30	1-10-44
Blacksmith	Sanitation	9.50 day P		7	6-12-44
Bridgeman and Riveter	Public Works	13.20 day P		39	1-9-44
Captain, P.D. (prom.)	Police	5,000	P	144	9-10-41
Carpenter	Boro Pres. Bldg.	12 day P		41	10-22-44
Carpenter	Water Sup. & El.	12 day P		23	
Cement Mason	Parks	12 day T		12	11-29-48
Chief Life Guard	Trt. Bridge Auth.	7 day T		12	5-14-45
Clerk, Grade 2	Comptroller	840	T	5,977	2-13-43
Clerk, Grade 2	Water Supply	840	P	7,053	
Clerk, Grade 2	Education	853	T	*4,078	
Clerk (female), Grade 2	Welfare	840	T	4,178	
Clerk, Grade 2 (female)	Hospitals	840	P	4,120	
Clerk, Grade 2 (prom.)	Welfare	1,200	T	823	
Clerk, Grade 2	Hospitals	600 w/m P		6,294	
Climber and Pruner	Parks	1,800	P	718	6-14-44
Climber and Pruner	Parks	1,620	P	635	
Court Attendant	Magistrate's Crt.	1,800	P	107	8-1-41
Dental Hygienist	Health	1,200	P	64	9-15-41
Diesel Tractor Operator	Parks	6.50 day T		38	
Dir. of Public Assistance	Welfare	6,250 P		3	8-4-45
Deputy Medical Supt.	Hospitals	4,000	P	15	3-23-41
Doekbuilder	Purchase	1,800	P	60	3-8-44
Electric Repairman	Transportation	.75 hr P		80	10-28-41
Electric Inspector, Grade 2	Wa. Sup. Gas, El.	1,800	P	125	4-2-45
Elevator Mechanic	Transportation	.55 hr. P		80	11-13-44
Elevator Mechanic's Help'r	Education	1,200	P	76	2-18-43
Fan Maintainer	Tunnels	.75 hr. P		20	5-1-42
Fireman, F.D.	Queens College	1,320 P or T		4,103	12-14-41
Fireman, F.D.	Hunter College	1,200	T	4,105	
Fireman, F.D.	Housing	4 day T		4,214	
Fireman, F.D.	B. P. Queens	1,500	P	3,330	
Fireman, F.D. (app.)	Transportation	.52-.63 hr. P or T		4,700	
Health Inspector	Health	2,400	P	89	6-8-41
Health Inspector	Health	1,800	P	91	
Insp. of Boilers, Grade 3	Housing & Bldgs.	2,400	P	11	8-25-45
Insp. Masonry & Carp'try	Welfare	1,800	P	77	4-29-42
Inspector of Plumbing	Water Supply	1,800	P	80	6-22-41
Insp. of Steel, Grade 3	Water Supply	8,400	P	15	8-20-44
Janitor (Custodian) Gr. 2	Health	1,700	P	91	7-31-44
Janitor Engineer	Education	3,888	P	54	6-11-44
Junior Administrative Asst.	Comptroller	3,120	P	4	3-12-45
Junior Architect	Transportation	2,180	P	45	1-21-44
Junior Assessor	Tax	1,900	P	24	4-30-44
Jr. Accountant (prom.)	Comptroller	2,100	P	188	
Junior Engineer (civil)	Water Supply	2,100	P	92	3-11-45
Junior Engineer (electric)	Tunnels	2,180	P	109	11-1-43
Laboratory Assistant	Health	960	P	153	9-28-43
Laboratory Helper	Hospitals	780	P or T	835	4-25-43
Laboratory Helper	Public Works	880	P	191	
Laboratory Helper	Transportation	.42 hr. P		202	
Lieutenant, P.D. (prom.)	Police	4,000	P	144	9-11-44
Lifeguard	Parks	5 day T		*140	2-14-44
Lineman	Fire	1,500	P	10	9-21-44
Locksmith	Correction	1,789	P	10	1-30-44
Machinist	Wa. Sup. Gas & El.	7 day P		76	1-10-44
Maint'r's Helper, Grp. A	Transportation	.57 T		320	2-19-45
Maint'r's Helper, Grp. A	Transportation	.56-.65 hr. P		300	2-19-45
Maint'r's Helper, Grp. A	Transportation	.65 hr. P		210	
Maint'r's Helper, Grp. B	Transportation	.52-.62 P or T		803	
Maint'r's Helper Grp. B	Parks	7 day T		559	
Maint'r's Helper, Grp. C	Transportation	.70hr. T		74	
Maint'r's Helper, Grp. C	Transportation	.70 hr. P		74	
Maint'r's Helper, Grp. D	Transportation	.65 hr. T		52	
Maint'r's Helper, Grp. D	Transportation	.65 hr. P or T		50	
Maint'r's Help'r D (prom.)	Transportation	.65 hr. P		8	8-21-45
Management Assis't	Housing	1,560	P	71	
Management Assis't	Housing	1,560	T	85	
Management Assis't	Housing	1,250	T	140	
Mechanical Main. Grp. B	Transportation	.85 hr P		15	2-18-45
Medical Insp. (Cardiology)	Health	5 session T		24	4-13-42
Medical Insp. (Obstetrics)	Health	5 session T		24	4-13-42
Medical Insp. (Ophthalmol.)	Health	5 session T		*8	
Medical Insp. (Pediatrics)	Health	.80 hr. P		180	4-19-42
Medical Insp. (T.B.)	Health	5 session T		95	
Med. Inspector (General)	Parks	1,300	P	134	
Motorman Cond'tor (prom.)	Transportation	.80 hr. P		150	1-29-45
Park Foreman	Parks	1,800-8 day T		45	
Park Foreman	Parks	1,800	P	35	
Pathologist	Hospitals	2,160	P	22	8-18-42
Patrolman, P.D.	Police	1,200	P	650	
Patrolman, P.D. List No. 1	Trt. Bridge Auth.	5 day T		*1,190	
Patrolman, P.D. List No. 1	Transportation	1,500	P	1,175	
Patrolman, P.D. List No. 1	Tunnels	1,800	T	1,105	
Patrolman, P.D. List No. 1	Welfare	1,200	P	1,281	
Patrolman, P.D. List No. 3	Finance	4 day T		500	
Patrolman, P.D. List No. 3	Docks	1,320	I	*290	
Patrolman, P.D. List No. 3	Docks	.50 hr. T		*333	
Paver	Transportation	11 day P		34	5-1-44
Pharmacist	Hospitals	1,200	P	64	6-27-41
Physiotherapy Tech.	Hospitals	1,200	P	25	1-15-44
Pipe Caulker (prom.)	Wat. Sup. Gas & El.	2,100	I	250	9-20-42
Playground Director (female)	Parks	4 days T		267	
Playground Director	Parks	4 day T		170	
Playground Director	Parks	1,260	P	13	1-2-44
Plumber	Parks	12 day P		308	2-14-43
Policewoman	Parks	4 day T		308	
Policewoman	Comptroller	5 day P		620	0-20-43
Porter	Bklyn. College	1,200	P	883	0-20-43
Porter	Health	800	P	1,629	
Porter	Hospitals	780	P	808	
Porter	Housing	1,020	P	808	
Porter	Hospitals	540 w/m P		2,356	
Porter	Hospitals	720 w/m P		2,654	
Porter	Hospitals	720 & less P		3,283	
Public Health Nurse	Health	1,500	P	306	6-8-43
Sant. Man, Class A, List 1	Sanitation	1,860	P	210	
Sant. Man, Class A, List 1	Boro Pres. Queens	1,500	P	240	
Sant. Man, Class A, List 2	Health	1,140	P	905	12-1-44
Sant. Man, Class A, List 2	Purchase	1,500	P	707	
Sant. Man, Class A, List 2	Transportation	.59 hr P		1,107	
Sanitation Man A, List 2	Transportation	.59 T		2,062	6-10-45
Sergeant, P.D. (prom.)	Police	3,500	P	528	10-23-42
Serg't. on Aqueduct (prom.)	Water Supply	2,300	P	22	1-27-45
Signal Maint'n'r, B (prom.)	Transportation	.80 hr. P		15	2-6-44
Social Investigator	Welfare	1,500	T	924	2-6-44
Social Investigator	Child Welfare	1,500	P	985	10-3-34
Special Patrolman	Correction	1,800	P	207	
Special Patrolman	Water Supply	1,800	P	812	
Special Patrolman	Transportation	1,500	P	483	8-24-41
Station Agent	Transportation	.55 hr. P		913	1-15-45
Stationary Engineer (elec.)	Markets	9 day P		47	1-15-45
Stationary Engin'r. (steam)	Public Works	9 day T		1,440	11-7-42
Steno. and Typewriter	Hospitals	1,200	P	1,432	
Steno. and Typewriter	Water Supply	1,200	P	1,313	
Steno. and Typewriter	Welfare	960	P	32	2-17-46
Structure Maint'r (plumbing)	Transportation	1,680	P	734	
Structure Maint'r (woodwork)	Transportation	.80 hr. P		40	
Tax Counsel, Grade 4	Law	1,800	P	83	10-15-44
Tax Counsel, Grade 4	Housing	1,800	P	52	
Telephone Operator	Police	1,200	P	107	8-13-44
Third Rail Maintainer	Transportation	.70 hr. P		15	3-21-44
Title Examiner	Housing	1,800	P	23	10-23-42
Topographical Draftsman	Water Supply	3,130	P	34	6-23-42
Towerman (prom.)	Transportation	.80 hr. P		12	11-6-44
Trackman	Transportation	.58 P		199	6-22-45
Typewriting Copyist	Transportation	960	P	1,431	
Typewriting Copyist	Transportation	960	P	2,517	
Typewriter Repairman	Purchase	1,380	P	274	1-9-45
Watchman-Attendant	Housing	1,200	P	64	6-10-44
Watchman-Attendant	Transportation	25 week P		850	
Watchman-Attendant	Parks	4 day T			

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# Study Aids—Hospital Attendant

## These Will Help You in Coming Test: Part 3

As preparation for the coming Hospital Attendant test, scheduled for Saturday morning, June 21, The LEADER is publishing questions and answers on the test held last June. Below are the answers to the questions that appeared last week, along with a further selection of questions:

- Answers**
- 26. True
  - 27. False
  - 28. True
  - 29. True
  - 30. False
  - 31. True
  - 32. False
  - 33. True
  - 34. False
  - 35. True
  - 36. True
  - 37. False
  - 38. True
  - 39. True
  - 40. False
  - 41. False
  - 42. False
  - 43. False
  - 44. True
  - 45. True
  - 46. True
  - 47. False
  - 48. True
  - 49. True
  - 50. False

- Questions**
51. Moths are most likely to harm:  
(A) Linens. (B) Cottons. (C) Silks. (D) Woolens.
52. In rooms in which there are bed patients, rugs should be cleaned with vacuum cleaners mainly because this method is:  
(A) Noiseless. (B) Dustless. (C) Quick. (D) Modern.
53. The floors should be cleaned with:  
(A) An oil mop. (B) A duster. (C) Soap and water. (D) Polish.
54. Which one of the following, if left piled in a closet, is likely to catch on fire of its own accord?  
(A) Oily rags. (B) Clean clothing. (C) Bed sheets. (D) Polished shoes.
55. Which one of the following

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should not be used to clean varnished furniture?  
(A) Ammonia and water. (B) Soap and water. (C) Alcohol and water. (D) Vinegar and water.

56. Of the following, it is most important for hospital attendants assigned to kitchen duty to be:  
(A) Neat and clean. (B) Experienced in baking. (C) Experienced in planning menus. (D) Physically strong.

57. Exposure to the air will cause which one of the following foods to "go bad" most quickly?  
(A) Cocoa. (B) Carrots. (C) Butter. (D) Oranges.

58. If all the lights go out in one section of the hospital, it is most likely that:  
(A) The light bulbs need replacing. (B) The electric power has been cut off. (C) Lightning has struck the wires. (D) A fuse has "blown."

59. In the dining room of a hospital, it is most desirable that chipped drinking glasses should:  
(A) Be used only by the older patients. (B) Not be used because of some possible injury to the patients. (C) Be reserved for use by the employees of the hospital. (D) Be used but placed on the table with the chipped side away from the patients.

60. Oil or lard is a good first-aid treatment for:  
(A) Slight burns. (B) Bruises. (C) Bad burns (3rd degree). (D) Non-bleeding scratches.

61. When a person faints, it is best to:  
(A) Raise his head and rub his wrists. (B) Give him a drink of water. (C) Put him in bed and take his temperature. (D) Lower his head and loosen his clothing.

62. If a patient swallows some poison, which one of the following should a hospital attendant do first, after having called the doctor?  
(A) Try to make him vomit. (B) Put him to bed. (C) Take his temperature. (D) Take his pulse.

63. If a patient falls and seems to have broken his leg, a hospital attendant should:  
(A) Move the patient to the x-ray room before calling the doctor. (B) See if the patient can walk before calling the doctor. (C) Call the doctor and not move the patient. (D) Bandage the patient's leg and then call the doctor.

64. The main reason why a person should not stand on a wet floor when turning on an electric switch, is because he:

(A) Might slip and fall. (B) Is thereby exposed to electric shock. (C) Might blow an electric fuse. (D) May harm the electric-light switch.

65. Which one of the following is likely to prevent a patient from going to sleep?  
(A) Rubbing his back with alcohol. (B) Playing soft music. (C) Giving him a drink of warm milk. (D) Reading him an exciting story.

66. If a hospital attendant entered a patient's room and found the patient hanging with a rope around his neck but still breathing, the attendant should first:  
(A) Remove the rope, pull out the patient's tongue, and give artificial respiration. (B) Leave the room and go to find a doctor. (C) Throw water on the patient, loosen his clothing, and put him to bed. (D) Try to find out where he got the rope in the first place.

67. With regard to sickness of the patients in his ward, of the following, the main duty of a hospital attendant is to:  
(A) Prescribe for the patients. (B) Report to the nurse any unusual symptoms of patients. (C) Entertain the patients. (D) Carry out the wishes of sick patients.

68. Flies should be kept out of a hospital primarily because they:  
(A) Are noisy. (B) Annoy patients. (C) Carry germs. (D) Breed rapidly.

69. A person who remains outdoors after outdoor exercise should put on a sweater or wrap in order to avoid:  
(A) Getting a headache. (B) Fainting. (C) Nosebleed. (D) Catching cold.

70. In a hospital, the main reason why meat and vegetables should be covered when carried from the kitchen to a bed-ridden patient is so that:  
(A) The food will not spill over the tray. (B) The food will keep warm. (C) Other patients will not see what is on the tray. (D) It will look neat.

Answers to these questions, along with another group from the previous test, will appear next week.

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A request that the Board of Estimate pay a year's pension to the widow of a ten-year-long employee of the Department of Sanitation, was denied last week in Supreme Court. The request was denied because the employee, although a member of the department for ten years, had not been a member of the Retirement System for the required ten years. Decision was rendered by Justice Hammer.

The employee entered the department Dec. 8, 1930 and became a member of the Retirement System June 8, 1931. His widow received six months' compensation upon his death, Jan. 18, 1941. If the employee had availed himself of an opportunity to make his entrance into the Retirement System retroactive to the date of his entrance into the Sanitation Department, his widow would have received the full year's compensation.

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'40 Ford 2-Dr. Trunk Sedan.....	545
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'40 Chevrolet 2-Dr. Tr. Sedan.....	625
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'39 Buick "48" 2-Dr. Tr. Sedan....	650
'40 Nash "6" 4-Dr. Trunk Sedan	650
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OPEN EVENINGS

# Preview of Coming Police Sergeant Exam

The preview exam which follows below is an actual examination given last week by the Training Bureau of the New York City Civil Service Commission. The exam was part of the course "Criminal Law Enforcement in the City of New York," held for law enforcement officers. All who plan to take the coming test for Police Sergeant are advised to give careful attention to these questions and the answers. They afford a good study preview for the coming exam.

### (Part I Appeared Last Week)

42. The Grand Jury may join together individual counts of extortion, larceny, assault or violence, in one omnibus indictment, where these acts had been committed as part of a common scheme, plan or conspiracy. This power which is very effective in the prosecution of racketeers was granted by the:
- A. Baumes Laws of 1926.
  - B. Joinder Law of 1935.
  - C. Omnibus Amendment of 1938.
  - D. Rackets Act of 1936.
43. In the investigation and prosecution of rackets and organized crime, comparatively little is to be gained from investigating:
- A. Double entry bookkeeping systems.
  - B. Only those complaints by mail affecting racketeering which are signed as an indication of good faith.
  - C. The books of legitimate and legal business concerns.
  - D. Victims as well as ringleaders.
44. First degree perjury and second degree perjury are:
- A. A felony and a misdemeanor respectively.
  - B. A misdemeanor and a felony respectively.
  - C. Both felonies.
  - D. Both misdemeanors.
45. In order to search a safe-deposit box, it is necessary to have:
- A. A court order.
  - B. A subpoena.
  - C. A warrant.
  - D. An indictment.
46. Under the Statute of Limitations as applied to criminal conspiracy (a misdemeanor), a person may not be tried if a proceeding is not instituted within:
- A. 2 years.
  - B. 5 years.
  - C. 10 years.
  - D. 20 years.
47. Where a police officer is charged in a court action with false arrest, or assault upon a citizen during arrest, he is represented by the:
- A. Attorney General.
  - B. Corporation Counsel.
  - C. District Attorney.
  - D. Police Commissioner.
48. The District Attorney will regard an investigation as complete as soon as:
- A. He has a case provable beyond a reasonable doubt.
  - B. He has established a prima facie case.
  - C. He has obtained the story of the victim.
  - D. He has obtained a confession from the defendant.
49. In a homicide where death

- was apparently caused by burning, scrapings from a charred rope should be sent for examination to the New York City Police Department:
- A. Bureau of Criminal Identification.
  - B. Bureau of Operations.
  - C. Modus Operandi File.
  - D. Technical Research Laboratory.
50. During 1940, in New York County, about two thirds of the indictments for felonies were disposed of by:
- A. Acquittals.
  - B. Conviction of defendants after trial.
  - C. Defendants pleading guilty.
  - D. Discharges.
51. Misdemeanors are tried in the:
- A. Court of General Sessions with a jury.
  - B. Court of General Sessions without a jury.
  - C. Court of Special Sessions without a jury.
  - D. Magistrates' Court.
52. An "offense" is:
- A. A felony.
  - B. A misdemeanor.
  - C. A violation of law tried in the Court of Special Sessions.
  - D. A violation of law tried in the Magistrates' Court.
53. The Grand Jury is a body which may:
- A. Accuse and try.
  - B. Accuse only.
  - C. Admit evidence not admissible at a trial.
  - D. Deny a defendant permission to present his version of the facts if he has signed a waiver of immunity.
54. The presumption of innocence cloaks the defendant:
- A. After he is arrested.
  - B. After he is indicted by the Grand Jury.
  - C. After the jury is charged.
  - D. At every stage of the proceedings.
55. If a defendant elects to be a witness in his own behalf he may be cross-examined and asked about previous:
- A. Arrests.
  - B. Convictions.
  - C. Dismissals.
  - D. Indictments.
56. An appeal may be made directly to the Court of Appeals in all cases of:
- A. Homicide.
  - B. Serious misdemeanors.
  - C. All felonies.
  - D. First degree murder.
57. An indictment:
- A. Destroys the presumption of innocence.
  - B. Is only a charge or accusation

- of crime.
- C. Removes the ground for reasonable doubt of guilt.
  - D. Is none of the above.
58. When a defendant is arrested and charged with a crime, he:
- A. May remain silent.
  - B. Must answer questions put to him.
  - C. Must be taken directly to the Court of General Sessions.
  - D. Need not be taken to a magistrate if a confession is made.
59. The City Charter requires that the Commissioner of Investigation be a:
- A. Certified Public Accountant.
  - B. Layman.
  - C. Member of the Bar.
  - D. Licensed engineer.
60. Violations of the Sanitary Code are prosecuted by the Health Department and the:
- A. Legal Bureau of the Police Department.
  - B. Corporation Counsel.
  - C. Commissioner of Investigation.
  - D. Department of Welfare.
61. The City Charter provides that the Commissioner of Investigation must investigate a subject when ordered by the:
- A. District Attorney.
  - B. Mayor or the Board of Estimate.
  - C. Mayor or the City Council.
  - D. Police Commissioner.
62. The Department of Investigation:
- A. Is forbidden to receive complaints from the public at large.
  - B. May conduct public hearings.
  - C. May not examine witnesses under oath.
  - D. Must submit its reports to the Mayor only.
63. The Department of Investigation:
- A. Is a criminal law enforcement agency.
  - B. Is a fact finding agency.
  - C. May issue a Grand Jury subpoena.
  - D. May present cases to the Grand Jury.
64. The Department of Investigation has:
- A. A Division of Criminal Identification.
  - B. A Division of Fiscal Affairs.
  - C. A Technical Section.
  - D. An Engineering Division.
65. The Department of Investigation has been recently cooperating with the United States Department of Justice in an inquiry concerning:
- A. Civil Service frauds.
  - B. Milk monopoly.
  - C. Postal violations.
  - D. Printing contracts.
66. The Department of Investigation:
- A. Acts outside its sphere in investigating a matter of municipal inefficiency unconnected with graft.
  - B. Has no power of subpoena.
  - C. Has the power of subpoena which is not confined to public employees.
  - D. May investigate public employees only.
67. In order to handle its work, the Law Department is divided into the following number of divisions:
- A. 4.
  - B. 8.
  - C. 16.
  - D. 32.
68. One of the following is not a part of the Law Department:
- A. Admiralty Division.
  - B. Automobile Division.
  - C. Division of Railroad Construction.
  - D. Workmen's Compensation Division.
69. The office of the Chief Medical Examiner of the City of New York was created by legislative action in:
- A. 1905.
  - B. 1910.
  - C. 1915.
  - D. 1920.
70. The Chief Medical Examiner:
- A. Has prosecuting power.
  - B. Has only investigatory powers.
  - C. May order arrests.
  - D. May conduct trials.
71. The Chief Medical Examiner may not:
- A. Administer oaths.
  - B. Conduct investigatory examinations.
  - C. Impanel a Coroner's jury.
  - D. Take affidavits.
72. In order to have an autopsy, the Chief Medical Examiner must secure permission from:
- A. The Police Commissioner.
  - B. The District Attorney.
  - C. The Commissioner of Health.
  - D. None of the above.
73. The staff of the Chief Medical Examiner's Office may testify:
- A. In criminal courts only.
  - B. In civil courts only.
  - C. Before compensation referees.
  - D. In any action providing criminality is involved.
74. The office of the Chief Medical Examiner is controlled by:
- A. The Department of Hospitals.
  - B. The Police Department.
  - C. The Department of Health.
  - D. None of the foregoing.
75. "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated; and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized." This statement does not appear in the:
- A. Civil Rights Law.
  - B. New York City Charter.
  - C. New York State Constitution.
  - D. United States Constitution.

### KEY ANSWERS

42	B	53	B	64	D
43	B	54	D	65	B
44	A	55	B	66	C
45	A	56	D	67	C
46	A	57	B	68	B
47	B	58	A	69	C
48	A	59	C	70	B
49	D	60	B	71	C
50	C	61	C	72	D
51	C	62	B	73	C
52	D	63	B	74	D
				75	B

## BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

### NEGRO BENEVOLENT SOCIETY, SANITATION DEPT.

The Negro Benevolent Society of the Department of Sanitation will hold its fifth annual Benefit Dance and Show at the Million Dollar Golden Gate Ballroom, 142d Street and Lenox Avenue, on Saturday, June 14, 1941. Music will begin at 10 p. m. Malcolm E. Manning is president of the Negro Benevolent Society; Joseph R. Campbell, chairman.

### ST. GEORGE ASSOCIATION, FIRE DEPARTMENT

The St. George Association of the Fire Department will hold St. George Night on Staten Island, Sunday, June 8, 1941, at St. John's Church, Bay Street, Rosebank, Staten Island. The ferry which leaves South Ferry at 7 p. m. will be met by special cars at the St. George dock. Passengers who take the 7:15 boat from South Ferry should take the No. 2 bus to the church. Ladies are invited to attend.

### PATROLMAN ELIGIBLES

The next regular meeting of the Patrolman Eligibles Association will be held at 8:30 p. m., June 3, 1941, in the main auditorium of Washington Irving High School, Irving place and East Sixteenth street, New York. This will be the last regular meeting of the summer. Consequently, all eligibles on P.D. list No. 1 are urged to attend this meeting. Matters of utmost importance will be discussed.

### PARK EMPLOYEES ASSOCIATION

The next meeting of the Greater New York Park Employees Association, Inc., (Bronx Council) will be held on Friday, June 6, 1941, at Veterans' Hall, 161st street and Walton avenue. The meeting will start promptly at 8:30 p. m. All members are urged to attend the meeting. In addition to the discussion of several matters of importance, there will be a drawing for a radio.

### CUSTODIAN ELIGIBLES

The next regular meeting of the Custodian Eligibles Association will be held Thursday, June 5, at 8 p. m., in room 413 of the Pulitzer Building, 63 Park Row, New York City. Attendance of the entire membership is urgently requested.

### WESTCHESTER EMPLOYEES

A plan for annual salary increments for Westchester County employees was outlined by County Executive William F. Bleakley to 150 members of the Westchester County Competitive Civil Service Association at a meeting of the group last week. No additional cost would be placed on the taxpayers, Bleakley maintained, explaining that savings effected through retirement of employees in upper-salary brackets would be distributed to those in the lower ranges. Bleakley estimated that the plan could go into effect within three years.

Reports were given by Gordon W. Molyneux, Tarrytown, on new Civil Service laws, and by Richard M. McLaughlin, White Plains, on the new salary classification board. J. Allyn Stearns, White Plains, president of the association, presided. Delegations of employees were on hand from

Yonkers, Mount Vernon, and New Rochelle.

### STATIONARY ENGINEERS ELIGIBLES ASSN.

A regular meeting of the New York City Stationary Engineers Eligibles Association is scheduled for Tuesday evening, June 3, at 7 o'clock, at Germania Hall, Sixteenth Street and Third Avenue.

### MAINTAINER'S HELPER ELIGIBLES TO MEET

Threatened court action and the use of other lists for appropriate appointments are the main points on the agenda of a special meeting of eligibles on all Maintainer's Helper lists, set for Friday night, June 6, at 8 o'clock, at Washington Irving H. S., Sixteenth Street and Irving Place, New York City.

### AUTO-ENGINEMAN ELIGIBLES

A letter from Paul J. Kern, president of the Municipal Civil Service Commission, assuring Auto-Engineman eligibles that the Commission would do all it could to get them permanent or temporary appointments, was read to some 150 eligibles at a meeting last Tuesday night. Francis Mandeville, acting chairman of the group, presided.

Permanent officers will be elected and a constitution adopted at the next meeting of the eligibles, Tuesday evening, June 10, at the Rand School, 7 East Fifteenth Street, New York City.

### FIVE BORO ASSISTANT GARDENERS

The Five Boro Assistant Gardeners Association will hold an important meeting Tuesday, June 3, at 52 Chambers street, New York. All assistant gardeners, regardless of organization affiliations, are urged to attend as the very important per annum question will be discussed. The meeting will begin promptly at 8:30 p. m.

### LONGEVITY MEETING

Groups wishing to cooperate with postal workers in Longevity Day are invited to the office of the Federation of Postal Clerks, 168 West 23d street, Room 2, on Wednesday, June 4, at 8 p. m.

### CATHOLIC WAR VETERANS MCKAY-DERRIG POST, 172

The McKay-Derrig Post, 172 Catholic War Veterans, Inc., whose membership is largely composed of civil employees, attended a Military Memorial Mass at the Church of St. Vincent Ferrer, Lexington Avenue and Sixty-sixth Street, 11 a. m., Sunday, June 2. The veterans, wearing their organization hats, formed a line of march at 10:30 a. m. in front of 145 East Sixty-fifth Street. Among the marchers were John V. Flood, Edward V. Loughlin, Joseph T. Higgins, Thomas Dorsey, William Flood, Peter McArdle, Augustine Kiernan, Harry Manning, John Gillivan and Thomas Fanning. Professor Constantino presided at the grand organ.

You and I  
By May Andres Healy  
will appear in next week's LEADER.

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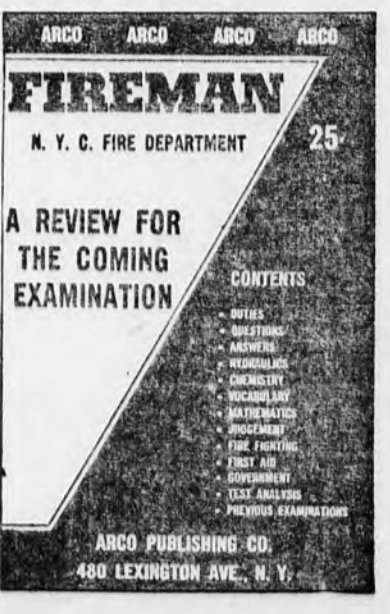
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Next Week, The LEADER will publish further study questions as preparations for the coming June 10th test for Sergeant, part of the series that have been running for the past few months and which were temporarily suspended the past two issues.

# Cop, Fire Appointments Here's the Correct Story

Regardless of what you have read or heard elsewhere, The LEADER today can state authoritatively that 100 men from the Firemen eligible list will be made July 1st and 200 Police eligibles will be appointed June 9th along with 181 promotions in the police ranks on the June date.

Eligibles on the firemen list, however, can look forward to an additional 200 appointments before the expiration of the list this winter, according to authentic sources.

During the next year, according to present plans, a total of 850 appointments will be made to the Police Department. This will leave only about 200 on the existing police eligible list. However, it is likely that even these remaining eligibles will eventually be offered employment as subway guards in the Board of Transportation.

The police list does not expire until the Fall of 1943. The present Fire list expires in December.

## 182,000 Under Merit System

More than 182,000 permanent positions will be brought under the Ramspeck Act on Jan. 1. This is far more than the Civil Service Commission had predicted. A check revealed that there are 24,000 temporary employees and the Commission believes that some of these will be brought under merit when it investigates just how temporary some of the jobs are.

In the field, 158,554 jobs will be brought under merit and 23,932 in the District of Columbia. War Department with 40,947 leads the list. It is followed by Agriculture with 34,644, Treasury, 16,751; Interior, 10,402, and Federal Works, 6,567.

While there are some 5,000 eligibles on the fire list, many of those not in range of appointment, according to the present schedule, will probably be offered jobs in other fields.

The Commission has already certified the fire list for temporary jobs in the Board of Transportation during the summer months to replace railroad clerks and platform men.

## Entertainment at Scaroon Manor

Dave Bines, noted RKO director and producer, has been re-engaged as production chief of the social theatrical staff at Scaroon Manor on Schroon Lake. The summer season of musical, variety and drama offerings under the direction of Mr. Bines, will be presented in the new open-air amphitheatre on the premises of the popular Adirondack Hotel and Country Club. Bines, who once danced in the Imperial Russian Ballet, is an authority on theatrical lighting, stagecraft, and ensemble dancing. For years he was associated in production with Alexander Kosloff, ballet master of the Metropolitan. Mr. Bines has recruited an excellent cast of entertainers from radio and musical comedy. Added to the chorus are six of the most beautiful, talented show girls of the Cleveland Palace Theatre Ensemble. The stage shows will be augmented with weekly personal appearances of guest stars.

# Big Gala Day of Free Fun—Don't Miss It!

Don't forget the big party planned for Palisades Amusement Park, N. J., Saturday, June 14. It's to be one of the biggest affairs ever staged for Civil Service employees, and the best part of it is that—it's all FREE.

The occasion is Longevity Day, dedicated by the Civil Service LEADER to the postal workers and their efforts to get a modest pay-raise bill passed through Congress. The postal workers deserve the support of all Civil Service employees . . . and one way in which you can show that support is to turn out with your family and friends at this big day of fun—Saturday, June 14, all day long and part of the night.

Yes, siree, the CIVIL SERVICE LEADER has made arrangements with the management of the popular Jersey playgrounds to offer admission and three big attractions to all readers of this newspaper on that day. The affair will last from noon, when the great park opens, until the wee hours of the morning. The coupon, printed elsewhere on this page, will be honored all during the day, and the more coupons you clip, the more friends and relatives you can bring along with you—all the guests of The LEADER.

First of all, the free admission saves you fifteen cents. Once you are in the beautiful grounds of Palisades, overlooking the Hudson, you can park your car free in the spacious parking area and then you can sit down in the open-air amphitheatre and watch the

gala free vaudeville show presented twice daily. After that, in the evening, you can remain and dance to the music of two name bands in the Casino—again at no cost whatsoever.

### The Attractions

And what's even more important—after you are in Palisades Park, the three attraction passes, included on the coupon, are good for three big rides and attractions. You can ride free on the Jitterbug, a thrilling, funny ride; you can visit the mysterious Spider House—also free; and finally, you can have fun going through the amusing Glass House—free. In other words, you can have a whole day of fun—you, your family and your friends—at not one penny's expense.

The LEADER is anxious to get as many readers as possible, and their friends and families to take advantage of this offer. And we want to see that each and every one will be happy. Even if you clipped last week's coupon, start cutting the one in today's paper. The more you have, the bigger party you can bring along with you.

## Warner Bros. Promise 'Library of Screen'

Of particular interest to the educational groups in the Civil Service population should be the news from Warner Brothers that that company is establishing a "Library of the Screen." Approximately 500 theatres throughout the country will house the branches of this library, beginning in the fall.

Recognition of the screen as a force in education has been comparatively slow in development, but the Warner plan should provide an important contribution toward making the study of motion picture art as prominent in English courses as the study of drama and literature.

All the facilities and resources of the new institution will be made available to the public without charge. Each library will be stocked with material of direct application to the screen. The catalogue will include novels and historical works already produced and to be produced both by Warners and other studios and scripts of original film stories, as well as texts and histories dealing with Hollywood and the making of pictures.

Another feature will be volumes of still photographs from famous productions, including rare stills of early film days. These albums, however, will be available only for inspection and not for general lending.

Warners has named an administrative committee which includes Hal B. Wallis, executive producer, as chairman; Bette Davis and Edward G. Robinson, players; Gradwell L. Sears, general sales manager; Norman Reilly Raine and Casey Robinson, writers, and Edmund Goulding and William Keighly, directors.

## 'Shining Victory' Opens at Strand

"Shining Victory," based on the stage play of the same title by A. J. Cronin, is the new film offering at the Strand Theatre. James Stephenson and Geraldine Fitzgerald are seen in the principal roles, with Donald Crisp and Barbara O'Neill assisting. The present stage show has been held

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# Amusement Park Parade

By SIDNEY GANS



Tommy Tucker, who with his orchestra, will inaugurate a new policy at Palisades Amusement Park, N. J., playing for an entire week. The band will play for the free show as well as for free dancing through June 5.

Loew's State Theatre will offer another tabloid full-length show starting Thursday. This time it will be George White's "Scandals."

### Stage Notes

Promised for tonight is "Snookie," a farce by Thomas A. Johnstone, who is a brother of Will Johnstone, the cartoonist. Olsen and Johnson are listed as the producers of the play, which will open at the Golden Theatre. . . . Another new play this week, but off Broadway, will be "Any Day Now," which the New School for Social Research will present at 66 West Twelfth Street tomorrow night. . . . Katharine Cornell's engagement in "The Doctor's Dilemma" at the Shubert Theatre will end June 21. After a summer vacation, she will take the Shaw play on a limited tour, beginning Sept. 8. . . . Gertrude Lawrence will be another vacationist, but will return to the Alvin Theatre with "Lady in the Dark" on Labor Day, Sept. 1. The play is closing June 14. . . . It already seats have been paid on sale for the first ten weeks of next season. . . .

over, including Wayne King's Orchestra, Dennis Morgan, Don Cummings and Tommy and Betty Wonder.

Holdovers are the order in many of the other picture palaces. "Penny Serenade," with the Irene Dunne-Cary Grant team, is winding up its second week at the Radio City Music Hall and looks good for even a third week. At the Paramount, "I Wanted Wings" is finishing its second week and "A Woman's Face" is nearing the end of a successful run at the Capitol Theatre.

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ONE FREE ADMISSION TO PALISADES PARK (Good June 14)

## IS YOUR EXAM HERE?

(Continued from Page Twelve)

**Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Key Punch Machine):** Applications closed May 26th.

**Office Appliance Operator, Grade 2 (Remington Bookkeeping Machine):** Applications closed May 26th.

**Psychiatric Social Worker, Grade 2:** 72 candidates were summoned for the written test May 29th.

**Power Distribution Maintainer:** The rating of the written test in which 51 candidates participated has begun.

**Resident Buildings Superintendent, Grade 3:** The rating of Part I is now in progress.

**Resident Physician, Grade 1:** All parts of this examination have been completed.

**Röntgenologist, Grade 4:** All parts of this examination have been completed.

**Senior Administrative Assistant (Health Education):** 7 candidates passed the written test. The experience interview is scheduled tentatively for June 17th.

**Senior Buyer (New York City Housing Authority):** Applications closed May 26th.

**Senior Maintainer (Office Appliances—Typewriters):** The experience oral will be administered this month.

**Stenographer (Law) Grade 2:** The rating of the written test has been completed.

**Stenotypist, Grade 2:** All parts of this test have been administered.

**Superintendent of Camp LaGuardia:** Applications closed May 26th.

**Supervising Tabulating Machine Operator, Grade 4:** The Commission is considering a report on modifications of the tentative key.

**Telephone Maintainer:** The rating of the written test is in progress.

**Towerman:** The list will be available this month.

**Turnstile Maintainer:** The rating of the written test will begin early this month.

**X-Ray Technician:** The practical test will be administered June 16th and 18th for the 19 candidates passing the written test.

### PROMOTION TESTS

**Accountant (City-Wide):** Applications closed May 19th.

**Assistant Bacteriologist:** All parts of this examination have been completed.

**Assistant Engineer (Designer), Grade 4, Board of Water Supply (City Wide):** All parts of this examination have been completed.

**Assistant Foreman (Sanitation):** 2,516 candidates filed for this examination scheduled for July 19th.

**Assistant Foreman (Track):** The rating of the written test has begun.

**Assistant Station Supervisor:** The list appears in this issue of the LEADER.

**Assistant Supervisor, Grade 2 (Social Service), City-Wide:** The tentative key appears in this issue of the LEADER.

**Bookkeeper, Grade 1:** 1,923 candidates filed for this examination scheduled for June 21st.

**Captain (Fire Department):** All parts have been administered.

**Car Maintainer, Group A:** The written test for the 156 filing candidates will be administered June 21st.

**Car Maintainer, Group F:** Fifty percent of the rating of the written test has been completed.

**Conductor:** The rating of the written test has been completed.

**Court Clerk, Grade 3 (Magistrate's Court):** The rating of the written test is still in progress.

**Court Stenographer:** The rating of the written test is held in abeyance pending the clarification of the court decision.

**Electrician:** 142 candidates filed for this examination scheduled for July 12th.

**Foreman Auto Mechanic (Parks):** Applications closed May 26th. The written test will be held June 21st.

**Foreman of Auto Machinist (City-Wide):** Applications closed May 26th. The written test will be held June 21st.

**Foreman, Grade 2, (Borough President):** The rating of the written test will be completed in a week.

**Foreman of Laundry, Grade 2, (Hospitals and Correction):** The rating of the written test is nearly completed.

**Foreman (Power Distribution):** 12 candidates competed in the written test held May 19th.

**Foreman (Turnstiles):** 11 candidates were summoned for the written test on May 28th.

**Gardener (Parks):** 506 candidates participated in the written test held May 17th.

**Head Dietitian:** All parts of this examination have been completed.

**Housekeeper (Women), Hospitals:** Applications closed May 26th. The written test is scheduled for June 28th.

**Inspector of Pipe Laying, Grade 2 (Water Supply, Gas and Electricity):** All parts have been completed.

**Inspector of Plastering, Grade 3 (Housing and Building):** All parts of this examination have been completed.

**Junior Accountant (City-Wide):** Applications closed May 19th.

**Junior Administrative Assistant (City-Wide):** Part II of the written test has been rated. The rating of Part I has begun.

**Marine Engineer (City-Wide):** The practical will be administered this month.

**Mechanical Maintainer, Group A:** The rating of the written test is in progress.

## WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demand for Secretaries.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. 'WE HAVE PLACED EVERY GRADUATE.'"

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"How do you do it?" he asked.

Here is the substance of what I answered:

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

### THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl whom the school cannot place into a position. The NEW YORK BUSINESS SCHOOL accepts only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

### BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself, enough to obtain a good secretarial position. We cannot place our girls, however attractive, unless we give them special training. Most secretarial schools fall chiefly into one of two groups: Schools which emphasize just shorthand and typewriting, and schools which in addition to these stenographic subjects also teach subjects like commercial law, economics, etc. The really well-paid secretary spends an average of less than three-fourths of the day in taking or transcribing dictation. The rest of the time she performs other duties which qualify her for a secretarial position. This experience is obtained by the NEW YORK BUSINESS SCHOOL students by training them in our general offices after they have obtained a reasonable amount of speed in dictation. These office duties consist of mailing, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this

particular branch of work. Many job seekers do not know how to operate the switchboard. Today, office work is largely performed on machines. A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. They will not necessarily become machine operators, but they will be qualified to operate these machines and supervise some of this work when they go to positions.

### GETTING A JOB—SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has an excellent course in machines; including the comptometer, billing machine, bookkeeping machine, dictaphone, multigraph, adding machine, switchboard, key-punch, in fact, all machines required in an office.

The question was asked the writer, "How can a girl just graduated from your school convince the prospective employer that she knows as much as the experienced girl he can engage for perhaps the same salary?"

I answered him that our school is very thorough. The speed we require is much higher than the average secretarial school and when our girls take a test, the employer tells us that they are well-trained. This is due to a unique system our employment department has developed in solving this problem of training our girls for the positions they obtain.

As stated above, our graduates spend from two to four weeks in our office preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.


Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employable and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary, as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is.

We have obtained and established favorable relations with the best business houses in the city and place all our girls in the metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls, in many cases, they demand a second, third, fourth, because they know the one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1940. Page 931.)

PREPARE for the STENOGRAPHER-TYPIST EXAMINATION  
AT THE  
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