

Special Section in This Issue

TRAINING FOR A CAREER

Civil Service LEADER

**Hospital
Attendant Jobs
Go Begging**

See Page 6

Vol. 2. No. 18

New York, January 14, 1941

Price Five Cents

NEW U. S. EXAM SERIES

OPPORTUNITIES OPENING FOR YOUNG PEOPLE

Translators in all Languages Included---See Pages 16 and 17

COLLEGE STUDENTS, GRADUATES

Deadline This Week for Jr. Professional Tests

See Page 5

Part Time Jobs for Teachers—All Subjects

See Page 14

Sanitation Dep't Needs 400 Men

See Page 2

U. S. to Require Civilians for Air Jobs

See Page 5

What Every Sergeant Should Know

See Page 3

TEST FOR ASS'T FOREMAN

Coming in Sanitation Department--See Page 3

Sanitation Dept. Wants 400 New Men

Here's How Promotion Comes to Class A Men

(Exclusive to THE LEADER)

The Department of Sanitation will ask for the appointment of 400 new Sanitation Men, Class B, in its next fiscal budget. There are now 6,050 Class B employees and the Department wants the total increased to 6,450. If this request is granted, the promotions will be made from employees in Class A. No new appointments to Class A will be asked by the Department for the time being. However, as men move up from A to B, a corresponding number of vacancies in

the former group will be filled from the new eligible list.

The Department will also ask for funds to promote 30 more officers to handle the new five-district set-up. These officers will include five district superintendents; 10 foremen; and 15 assistant foremen.

A hearing on the Sanitation Department's budget will be held in the Budget Director's Office on February 7.

The first appointments from the new Sanitation Man, Class A eligible list were made last month and a total of 200 have been given jobs, 41 of them from the promotion list for this title. Eighteen of the men appointed from the promotion list to Class A titles have already been pro-

moted to Class B, it was revealed last week. This means a salary increase from \$1,860 to \$1,920.

Duties of A, B and C Men

The duties of Sanitation Men, Class A, include labor work in connection with the disposition of material at the incinerators, landfills, and waterfront disposal points. The quota for Class A in the department is 442 men; the salary is \$1,860.

Class B men, who were formerly called sweepers, are responsible for sweeping the streets, loading trucks, and any work connected with collecting material from the streets. The quota allowed for this group is 6,050 and the salary is \$1,860.

Class C men drive the Depart-

mental trucks and other mechanical equipment. There is a quota of 3,986 Class C employees. The salary is \$2,040.

Getting Promoted

Promotions from one class to another in the past were made by selection, after approval of the Commissioner. This method will continue for all employees of the department who held their jobs before the Sanitation jobs were transferred from the labor to the competitive class. In the future new appointees will be advanced from one class to another after they have competed in promotion tests. Appointments will be made on the basis of standing on the promotion list.

Civil Service For All Subway Men by July

A competitive Civil Service status has been given to 3,321 employees of the IRT and BMT lines, a survey released by the Municipal Civil Service Commission revealed this week. The employees who have been switched from a non-competitive to a competitive status fall into seven job titles.

The following is a complete tabulation of the status of this reclassification program:

Civil Service Title	Number to be Classified	Number Qualified	Number Reclassified
Railroad Clerk	BMT 1,100	843	790
Conductor	IRT 1,600	545	507
Trainman	BMT 590	513	491
Platform man	IRT 900	33	33
Trackman	BMT 450	376	376
Porter	IRT 1,200	23	21
Motorman	IRT 350	97	94
	BMT 220	137	111
	IRT 600	101	85
	BMT 200	85	72
	IRT 450	700	695
	BMT 800	53	52
Totals	9,860	3,506	3,321

The Civil Service Commission is proceeding as rapidly as possible with this reclassification program in an effort to finish it by July 1, 1941. At that time it is hoped that the entire 27,000 transit employees will be finally brought under competitive Civil Service. If the Commission cannot finish the job by that date, it will be necessary to amend the Wicks Law to provide for an extension of time.

Sanitation Eligibles Make Bid for Jobs

Declare Their Independence, Move Forward on Wide Front

We, the Sanitation Eligibles Association, resolve that we are an independent organization, completely free, and uninfluenced by any outside group or individuals. All decisions are to be arrived at by democratic procedure exercised by the men on the list themselves.

With these fighting words, the sanitation eligibles have thrown off the shackles of outsiders who muscled in and plagued the boys from the moment the list was announced—and even before.

A committee of the Executive Board, consisting of Abraham Donner, President; John Mandel, Second Vice-President, and Frank Freitag, Board member, last week drew up the resolution at the behest of many members of the association who were getting hot under the collar from the solicitous attentions being given them by persons and organizations with less than pure-smelling reputations.

Board Works Hard for Jobs

Commenting on the resolution,

President Abraham Donner said: "This means we can now go ahead with the single objective for which we exist—getting jobs for men on the list."

Acting upon this resolve, the Executive Board has agreed to conduct an energetic survey of all available openings for men on the sanitation list. Late last week they communicated with the Appointing Officer of the Board of Transportation and pointed out to him that the men on the sanitation register are universally considered the finest group ever to pass a physical test—and why couldn't the Board of Transportation find more jobs for them? This week, Donner and his lads are scheduled to communicate with Commissioner Delaney of the Transportation Board.

Each month the Executive Board will carefully go over the list of provisionals and bring to the attention of the Civil Service Commission those jobs which could be filled by men on the list. Further plans are to look into the Parks Department, Welfare Department, Borough President's of-



PRESIDENT of the Sanitation Eligibles Association is handsome Abraham Donner.

But the first job, the officers point out, is to see that they obtain conductor jobs. And the Executive Board is striving hard to accomplish this end.

Important Meeting

The biggest mass meeting so far of the Sanitation Eligibles Association will be held on Friday, January 24, at 8 p.m. The place has not yet been definitely decided upon; it will be announced in next week's LEADER. Drawing card for the evening is smiling Paul Brennan, Director of Physical and Medical Examinations for the Civil Service Commission. Mr. Brennan, one of the wittiest, best-liked orators in Civil Service, promises to give the eligibles a speech that will be hard-hitting and useful to them. Mr. Brennan will be the only speaker outside the eligibles themselves.

The meeting is a closed one. Only sanitation eligibles may attend, and everyone on the list is urged to come. The Executive Board requests that all who attend bring some notice from the Commission showing them to be eligibles, or else a card from the Sanitation Eligibles Association.

The officers of the Association and their numbers on the eligible list are:

- President, Abraham Donner, 2036.
- First Vice-President, Eugene Kalos, 1880.
- Second Vice-President, John Mandel, 1019.
- Corresponding Secretary, Max Fisher, 2911.
- Treasurer, Julius Moll, 5779.
- Executive Board: Edward J. Catalanto, 836; Constantini Chanevick, 797; Frank Freitag, 2791; Alfred Giretti, 1650; Thomas Savino, 579; Bob Feinstein, 4221; Paul Gregor, 806; Ben Messing, 1874.

The LEADER will keep all sanitation eligibles fully informed of progress on their list.

Department of Docks, and other city subdivisions which might from time to time have openings for the men.

Innovation

An interesting innovation in the activity of an eligibles association is the plan to ask President Paul J. Kern, of the Civil Service Commission, to use the new process of "selective certification" in providing jobs for the eligibles. Eligible John Mandel points out, as an example, that there are probably men on the list who could fill the job of playground director, and that they could be found by selective certification. These two words refer to one of the big developments in Civil Service during 1940; a method whereby the Commission searches through a list for men who have special qualifications for a job not originally intended to be filled by that list.

Kasoff's Finances Questioned

His Own Members Charged Manipulation

By MAXWELL LEHMAN

What does Abe Kasoff do with the money his organization collects?

That's a fair question, isn't it?

But there are lots of people who haven't been able to get the answer—including some of Kasoff's own members.

This is the story of five members-

in-good-standing of the Chauffeurs and Drivers Protective Association, Inc., who took the bold step of demanding publicly that an accounting be made of monies in the Kasoff till. For the record, the names of the men are: John J. Harvey, Onofrio J. De Sario, Charles J. Pavano, Frank Miale and Frank Novello. Each of these men paid \$1 a month into the organization, and, like others who didn't speak up, they wanted to know what was what.

Doing some close figuring (since it wasn't possible for them to get at the official records) they came to the conclusion that their corporation collected more than \$3,000 a month in dues, or about \$36,000 annually. Assessments are sometimes leveled by the officers, and these brought another \$6,000 into the treasury.

Only \$6,000 in Treasury

What baffled Messrs. Harvey and friends was this: when they attempted to obtain from the officers of the corporation an accounting of the monies, they were informed that there was \$6,000 in the treasury. Since the income seemed to be substantially above this figure, and since dues had been collected for a

number of years, the men felt that their organization ought to have a good deal more than \$6,000.

They disclosed that, according to information given them, "each of the officers has been drawing money from the corporation for expenses, but the men have been unable to learn of what those expenses consisted. No accounting of these expenses has ever been given to the corporation." The five members who sought to publicize the situation added the inference that "upon information and belief, the monies of the corporation have been drawn by its officers for their own benefit... in addition to drawing salaries, the officers have been drawing large sums for alleged legislative expenses."

\$30 a Day

Anyone who has spoken to members of the Sanitation Department (Continued on Page 17)

New Eligible Lists Ready for Use

A number of new eligibles lists were declared ready to use for appointments by the New York City Civil Service Commission last week. The lists are: promotion—Seamstress; Clerk, Grade 3; Fire Lieutenant; Structure Maintainer, I.C.O.S., Board of Transportation, Operating Division.

Competitive: Administrative Assistant (city planning); City Planning Director; Assistant Secretary to the Commissioner (City Planning); Administrator (City Planning); Research Assistant (City Planning); and Associate City Planner.



This Emblem is Your Guarantee!

Since 1893, the name "Mayfair House" has been synonymous with good quality furniture. It is sold in New York exclusively at Michaels Brothers... and it bears our Lifetime Guarantee... at no time will you have to spend one cent for service or repairs. Yet you pay no extra premium for this guarantee... you'll find Mayfair House furniture attractively low-priced.

FOR YOUR CIVIL SERVICE CARD which entitles you to a special discount and special privileges, write to 511 Fulton Street, Brooklyn.

Michaels Brothers
 BRONX.....152nd Street Corner 3rd Avenue
 BROOKLYN..511 Fulton St. (Bet. Bridge & Duffield)
 BROOKLYN..5th Ave. & 9th St. (On the Corner)
 JAMAICA...164th Street & Jamaica Avenue
 FLUSHING...36-40 Main St. (Near Northern Blvd.)
 ASTORIA...31-31 Steinway St. (Near Jamaica Ave.)
 OPEN EVENINGS

CIVIL SERVICE LEADER
 Copyright, 1940, by Civil Service Publications, Inc. Entered as second-class matter October 2, 1939, at the post office at New York, N. Y., under the Act of March 3, 1879.



ACTUAL DUTIES OF THE JOB

take up an important part in city, State and federal Civil Service exams, as an incontrovertible assurance of competence. Above we see candidates taking the recent test for Climber and Pruner in the New York City Department of Parks. The city can safely trust the care of its trees to those who pass the severe test given by the Civil Service Commission

Composer Tops List

Results of the first competitive test ever given for radio Accompanist were made public this week by the Municipal Civil Service Commission with the publication of an eligible list of 27 accomplished pianists.

Norman Cazden, a noted modern composer and pianist, of 2155 Mogan Avenue, the Bronx, won top place on the list with a final score of 91.99. Mr. Cazden is the composer of many sonatas, string quartets and other musical works. He was commissioned by the League of Composers to write a quartet for special performance over station WABC. Mr. Cazden also has accompanied such famous artists as Jan Peerce, Irma Duncan, Anna Sokolow and Marc Blitzstein.

Second place on the list went to David Stimer, of 270 Ft. Washington Avenue, with a final score of 91.75. Mr. Stimer has served as accompanist for Nathan Milstein, Jacques Gordon and has played in the Roth Quartet. He has also appeared on many recital programs in concert halls throughout the country.

(See new city lists, page 15)

Dates for NYC Exams

Dates for more than a score of written, practical and other parts of competitive and promotion exams were announced this week by the

Municipal Civil Service Commission. The schedule includes competitive written tests for X-Ray Technician, Senior Statistician, Gasoline Roller and Asphalt Steam Roller engineer candidates. In the promotion group there are written tests scheduled for female Housekeeper in the Department of Hospitals and practical tests for Motorman-Conductor. A total of about 2,000 candidates will take the tests.

The schedule follows:

Test	No. of candidates
Jan. 14—Pro. Motorman-Conductor.....Practical	34
Jan. 15—Management Assistant, Gr. 3. (Housing).....Exp.-Oral	10
Jan. 15—Mechanical Maintainer, Group B.....Practical	10
Jan. 16—Senior Statistician (etc.).....Written	41
Jan. 16—Office Appliance Op. Rem. Rand (Powers) Mach.....Practical	36
Jan. 16—Mechanical Maintainer, Group B.....Practical	10
Jan. 16—Playground Director (Fem.) Permanent Service.....Practical	50
Jan. 17—Playground Director (Fem.) Permanent Service.....Practical	30
Jan. 18—(C.W.-Pro. & o/c) Marine Engineer.....Written	26
Jan. 20—Management Assistant, Gr. 3 (Housing).....Exp.-Oral	10
Jan. 20—Playground Director (Fem.) Permanent Service.....Practical	50
Jan. 21—Playground Director (Fem.) Permanent Service.....Practical	50
Jan. 21—Pro. Foreman (cars and shops).....Prac.-Oral	12
Jan. 22—Pro. Foreman (cars and shops).....Prac.-Oral	12
Jan. 23—Playground Director (Fem.) Permanent Service.....Practical	50
Jan. 25—(o/c) Supervising Tabulating Machine Operator (I.B.M. Equipment) Gr. 4.....Written	201
Jan. 25—Pro. Supervising Tabulating Machine Operator (I.B.M. Equipment) Gr. 3, Dept. of Health and Tax Department.....Written	9
Jan. 29—Jr. Adm. Asst. (Housing Authority) Pt. 2.....Written	62
Jan. 30—Off. App. Op. (I.B.M. Numeric Punch Machines).....Practical	75
Jan. 30—Sr. Maintainer (Off. App. Typewriters).....Written	71
Jan. 31—Jr. Adm. Asst. (Housing Authority) Pt. 2.....Written	52
Jan. 31—Off. App. Op. (I.B.M. Numeric Punch Machine).....Practical	40
Feb. 4—(C.W., Pro. & o/c) Asst. Bacteriologist.....Written	100
Feb. 6—Inspector of Blasting, Gr. 3.....Written	34
Feb. 6—Pro. R.R. Clerk, Ind. Div. N.Y.C. Transit System.....Written	300
Feb. 13—Buildings Manager (Housing Authority).....Written	198
Feb. 15—Resident Buildings Supt. (Housing).....Written	216
Feb. 15—Gasoline Roller Engineer and Asphalt Steamroller Engineer.....Written	112
Feb. 25—(C.W. & Pro.) Inspector of Fuel, Gr. 3.....Written	—

* Application period still open.
o/c—Open-competitive.
Pro.—Promotion.
C.W.—City-wide.

Test for Asst. Foreman, Sanitation

Exclusive Story of Big Promotion Test

Some time before September of this year, the Sanitation Department will have its biggest promotion exam. Probably 9,000 men will be eligible to compete.

The LEADER learns from Paul J. Kern, President of the Municipal

Civil Service Commission, that the Assistant Foreman list expires in the fall; and some time before the weather turns cool a new list will have to be set up. The last exam was given December, 1936, and it was open to Classes B and C Sanitation men,

who at that time were in the labor class.

While the exact requirements have not yet been set by the Commission, it is a fair guess that six months in Class B or C will be sufficient to permit an employee to take the exam. There is even a possibility that Class A men may be eligible to file for the promotion. If this should happen, it would be the first time in New York's history that Class A sanitation men will have been able to become assistant foremen without first passing through the Class B or C stages. If the requirements permit a man with six months in the department and Class A standing to participate in the test, it would provide men from the open-competitive Class A list who have recently entered the department a quick opportunity to compete for promotion. The in-service training course under Harry R. Langdon (described elsewhere on this page) will aid in gaining credits toward promotion.

Former Exam

The former written exam consisted of 9 pages of questions. Competitors were given 2½ hours to complete the entire test. They had to make a minimum of 70 per cent in order to pass.

For all those who may be planning to compete in the assistant foreman test, The LEADER reprints some of the questions from the 1936 exam. Part I of that quiz consisted of three essay questions. They were:

(A) What is done with and on a scow from the time it arrives light at a slip until it is taken away loaded? Take into consideration weather and tide.

(B) What is done with and on a large open truck during that part of a typical day in January which is spent outside the garage? Assume that the truck works during two hours on that day.

(C) What goes on in a large ga-

(Continued on Page 17)

Sanitation Training

New Course Gives Promotion Credit

Because of the success of its venture last year, the Department of Sanitation will once again conduct a training course for sanitation men. The course, headed by Harry R. Langdon, is being prepared by the Department working together with the Municipal Civil Service Commission.

The course will take up all functions in the department, stressing activities of the Street Cleaning division. The course is open to all employees of the department. Asked whether eligibles on the Sanitation

Man Class A list would be permitted to take the course, Langdon pointed out that there was a space problem in accommodating the 3,500 men expected to take the course; if this problem can be solved, he would have no objection to eligibles signing up for the training course.

Present plans call for a fee of \$1 to help defray in part the expenses of running the course, and supplying necessary printed material to students. The course is scheduled to begin the last week in March.

Credit for Promotion

Those who attend the course will obtain service rating credit toward promotion. Students will have to be present at least 8 out of every 10 classes in order to get credit, and a final examination will be given to determine how well they have mastered the material.

Tentatively set for discussion are these subjects: Collection of Refuse; Manual and Mechanical Sweeping and Flushing; Planning and Preparation of Work; Department and Contract Snow Removal; Comparison of Street Cleaning Methods in the Boroughs; Enforcement of the Sanitary and Administrative Codes; Safety; Photography; Training School; Landfills; Incinerators and Waterfront Disposal Plants; Public Relations; Employees' Welfare; Finance Procedure.

This is one of the most comprehensive courses on sanitation given anywhere in the United States. Those acquainted with last year's course say that Mr. Langdon will make it intensely interesting.

All employees in the department have received a questionnaire asking whether they intend to enroll for the course. Discussion groups will be held in each of the five boroughs. The main classes will be held in a hall still to be selected, probably in downtown Manhattan.

Last year's course was so popular that 30 educational and reference institutions throughout the country requested copies of the lectures.

Langdon Pioneer in Training

The average attendance last year was close to 1,600 people. This year, it will be more than doubled. Supervisor in charge of Training, Harry Langdon is a pioneer in in-service training courses, having conducted them not only in the Sanitation Department, but in a number of other city departments over a period of 20 years.

What Every Sergeant Should Know

Study Material for Coming Police Test

Below is the third installment of the study material series for the coming Sergeant exam. The LEADER will run this material, compiled by an outstanding authority, regularly until the exam is given. Each candidate for the exam is asked to look upon this series as though he were taking a course in school. The method employed is to give you a question one week, and the answer in the following issue. During the interim, you should work out your own answer, then compare it with the one that ap-

pears here. The series is based upon the material which every prospective Sergeant will need to know for the examination.

Last week there were two questions. We repeat them for your convenience:

Question 2

The Manual of Procedure provides that when an officer of the United States Army, Navy or Marine Corps is arrested, every reasonable courtesy will be extended him while he is in custody. Assuming that you are performing desk duty in a precinct in which such an officer is arrested, how would you interpret

"every reasonable courtesy"? Discuss fully.

Question 3

Describe the various ways in which the Police Department has cooperated with the Selective Service Administration.

Answer to Question 2

It is apparent that this provision of the Manual of Procedure is for the purpose of expediency and out of respect for, and to cooperate with, these important branches of the Federal Government.

"Every reasonable courtesy" must be interpreted in the light of the circumstances surrounding each case. The seriousness of the charge, the mental and physical condition of the prisoner and other factors must be considered. At a time when it would be urgent for such officer to return to his assignment or command and the charge is a minor one, rules may be interpreted very broadly and regular procedure entirely circumvented.

Every effort should be made to prevent any public disgrace to such officer by avoiding publicity and by preventing news photographs from being taken while such officer is in police custody.

Except in cases of a serious nature and under ordinary circumstances, it is believed the following would be deemed reasonable even though not

(Continued on Page 7)

Police Sergeant Test

There's Little Change on It

The chances seem pretty bright that the promotion test for Sergeant, Police Department, will be announced early next month. Both the Budget Director's Office and the Municipal Civil Service Commission seemed confident this week that they would be able to go ahead with the test. Originally, it had been planned to open the application period in Janu-

ary, but the Budget Director held it up, along with four other scheduled exams.

The LEADER has learned from reliable sources that a two-year service requirement will be part of the exam. However, one of the examiners of the Commission would not confirm this last week, saying the service-requirement of two years was not inaccurate, but that it "was subject to interpretation."

14 Subway Men Receive OK

Eighteen former IRT workers who were placed on furlough before transit unification became effected were qualified last week by the Municipal Civil Service Commission for eventual transfer to the competitive Civil Service class. At the same time, four other former employees were found not qualified under the provisions of the Wicks law.

Those qualified are: Robert Axelrod, William Barry, Joe Battelich, Canfield D. Bloom, Victor R. Capron, Myron L. Clark, Patrick J. English, Frank C. Fetherstone, Joseph Fogarty, Peter J. Lynch, Frank Murphy, Thomas O'Mara, Daniel O'Neill, Patrick O'Shea, Patrick D. Philbin, Frank Raucci, Richard D. Skinner, and Delmar Watson.

The disqualified men are: Geam Caly, Jacob Leberson, Gaetano T. Mutarelli, and John J. Woods.

Defense Hits NYC Civil Service

Many Leave for Private Jobs; Training Program Planned

The impact of the defense program on the personnel problems of New York City is becoming increasingly severe and is causing city, State and federal officials serious concern. The demands of private industry, the federal government and the selective service program are siphoning off many city employees, eligibles and candidates, and in a large measure they cannot be replaced.

The problem, while not yet acute, promises to be a progressive one that will become more pressing as the defense program hits its full stride.

Training Program

The only way to meet it, according to officials, is through an ambitious training program, and one is now being seriously talked about. The LEADER has learned that city of-

ficials, state representatives and the U. S. Office of Education have been conferring on methods of financing and handling such a training program. It is believed that there are two methods by which an adequate training plan can be worked out: (1) through expansion of the public service training made possible by the federal George-Dean Act which grants money to the various states for this purpose; and (2) by funds from the national defense program itself.

New Yorkers Begin to Leave

The crux of the problems in New York City is that employees are beginning to leave the service rapidly, either for private industry, the federal government or to go into the armed forces. Private industry as well as the federal government usually offer better salaries, as well as more opportunities for rapid advancement. The selective service

program is just getting under way, and its effects will be felt more and more in the next few months. In some cases highly trained employees, who cannot be readily replaced, are in this exodus.

New Training Program

When a highly-trained, respon-

sible city employee leaves the service, it will become necessary to replace him only after training one of his subordinates or associates to perform his duties. The training program now being talked about will attempt to give special instruction to employees of city departments which might become directly involved in national defense in an emergency—the Department of Water Supply, Gas and Electricity, the Department of Docks, the Tunnel Authority, and many others. In an emergency all the city's vital utilities and supplies would have to be protected and the

employees charged with this duty would have to be specially trained. In addition, plans are in the talkative stage to have the New York City Police and Fire Departments take over the important job of giving specialized training to officers and men of the same departments of other cities. New York has observed the work of the London Firemen under bombardment, and their experiences will be transmitted to all the other fire departments in the country.

Curious Fire Pensions

New Men Forced to Accept High Rates

(Exclusive to THE LEADER)

There's a pension situation among recently appointed firemen that may explode into a first-class scandal. Here's the story—it's been simmering for some time now as THE LEADER is able to reconstruct it from several sources.

One hundred and fifty probationary firemen appointed July 1, 1940, were called in one day and told that: (1) They had to accept a new pension plan calling for payments as high as 18 per cent of their salary; or (2) refuse permanent appointment to the Fire Department. The firemen, ordered to report to the Training School at 11 o'clock, Monday, December 30, were given two hours to decide whether they would accept the pension plan or leave the department. About 3,000 other firemen, appointed from the same eligible list, are now paying 5 and 6 per cent of their salaries into the pension fund.

Tried to Learn Pension Status

The probationary firemen have been trying for the past six months to obtain estimates of their pension contributions. On June 13, 1940, George B. Buck, city actuary, submitted estimates of revised pension payments to be made by all Firemen and Patrolmen hired after July 1,

in accordance with the Bennett Amendment to the State Constitution. The figures submitted by Buck were considered to be excessive by the probationary men and the Uniformed Firemen's Association. The UFA requested Buck to submit further figures, but these were never made available.

Ask Kane to Intervene

The probationary men obtained a knowledge of the new rates on December 29, 1940, when they were excused from duty in order to attend a meeting called by Vincent J. Kane, UFA president, at the Hotel Capitol. Lieutenant Reuben Timmons, president of the Lieutenant's Association, Captain Fred Low, president of the Captain's Association, and Chief Waldron were also present. The probationary men passed a resolution authorizing Kane to plead their cause with Mayor LaGuardia and the Fire Pension Committee.

At a meeting of the Fire Department Pension Committee the following day, Kane asked for new pension contribution estimates, but these were refused. Mayor LaGuardia insisted that the high figures submitted by Actuary Buck on June 13 be accepted. The probationary men waiting to be sworn into the department at the Fire Training School were told that the high rates were

official. They were given two hours to think it over and either accept the rates or leave the department. All accepted.

Bennett Amendment

The Bennett Amendment to the State retirement law effective July 1 provided that pension systems be placed on a contractual basis. As a result, firemen who previously made no contributions to the pension fund were required to pay 6 per cent if they intended to retire in 20 years, or 5 per cent if they chose a 25-year option. If they were to die because of natural causes, their wives would receive a pension of \$600 annually. Probationary firemen appointed since July 1 must now pay amounts ranging up to 18 per cent, according to the options they select. In addition, wives of probationary firemen are not included under the new pension unless the highest rates are paid. The probationary firemen and the UFA are of the opinion that lower rates could be established and the pension system could still be maintained on a sound contractual basis.

Commission May Try New Revenue Plan

The Municipal Civil Service Commission, which is now indirectly paying its own way through the collection of fees from applicants, is thinking about adopting another revenue-producing measure. The new policy would call for the assessment of a "small fee for handling appeals from examination ratings." Action on the plan has been deferred temporarily.

That WPA Cop Business

We Get a Roundup of Opinion

Last week THE LEADER revealed exclusively that the Works Projects Administration was sending around bulletins saying that WPA men, preferably veterans, between 40 and 50 could register for temporary work in the Police Department. The Bulletin stressed the fact that the positions were temporary, and would be filled when and if needed, and that they carried no Civil Service rights.

A high official of the Police Department declared that he "had no knowledge of the plan." A spokesman for the WPA said that the project would be only for "emergency work that might call for a greatly increased force."

"We do nothing like this without City Hall's authorization," he added. At the Mayor's office it was stated that the plan was part of one an-

nounced months ago to develop a supplementary force of veterans to be used only in case of actual war or a similar emergency.

What About Eligibles?

The best guess on the whole business is that it will have no direct effect on Police Eligibles and their chances for jobs. In the case of an emergency, such a force undoubtedly would be created, possibly by the Federal government, to guard Federal and local projects, buildings and factories.

However, even in the event of an emergency, the setting up of a special guard force with men paid only \$25 a week is bound to meet opposition from veteran groups and police associations. They will attack the plan as a threat to the prevailing wages paid to regular cops.

Keep UP TO DATE With the Latest CIVIL SERVICE NEWS

Civil Service LEADER



What New York's Civil Service Commission says about THE LEADER in its Annual Report, issued December, 1940:

"The Commission welcomes the advent of a new Civil Service weekly paper of general circulation, THE LEADER, which was founded in 1939. THE LEADER is the first Civil Service newspaper of general news-stand sale which is not controlled by former political office-holders. The founding of THE LEADER under responsible auspices is an indication of the steadily expanding public interest in civil service in the city, and is also an indication of the increasing demand for civil service news free from political taint, a characteristic unavoidable in publications controlled by the political bosses."

- Complete details of all exams**
- Free question-answer service**
- Vocational guidance by experts**
- Chances for appointment**
- Progress of exam rating**
- Many other features**

Have the Leader Mailed to Your Home Every Week

(Subscription rates: 1 year, \$2; six months, \$1)

Civil Service Leader

97 Duane Street, New York City

Kindly send me *The Leader* for (1 year, six months) for which I enclose (\$2, \$1).

Name.....

Address.....

City..... State.....



By CHARLES SULLIVAN

U.S. Won't Publish Lists

Eligible Standing Can Be Changed 23 Ways

(Exclusive to THE LEADER)

The United States Civil Service Commission won't publish eligible lists. One of the very points among those who favor federal examinations is the possibility of knowing where they stand on the resultant lists. Some argue that without publication of these lists, it is entirely possible for the Commission to make appointments without regard to standing—and there isn't anything the eligibles can do about it because the U.S. Commission can be sued. What the Commission does is final.

Some are inclined to tilt with the Commission because the subject is the Veterans' Civil

Service League. In a communication to Harry Mitchell, President of the Commission, the League implied that if the Commission continued to refrain from publishing relative standing on registers, Senator James Mead might be induced to do something about it—in the form of a bill introduced in Congress.

So far as could be determined, Senator Mead is not, however, over-anxious to go to bat on this problem until he has made a more thorough study of it.

The Controversy

A. Edward Allees, President of the Veterans' League, in his letter to

Harry Mitchell, contrasted the U. S. practice of secrecy regarding lists with the practice of the New York City Commission, which makes standing on lists public information.

Mitchell replied that the problems of the U. S. Commission are far more vast and complicated than those of New York's Civil Service. Also, the Federal Commission is tied down by the quota system, which makes every list subject to constant shifting. There are 23 different ways in which standing on a Federal list can be altered. So Mitchell is standing pat—lists won't be published.

Next move is the League's.

Junior Professionals

College Juniors, Seniors, Graduates!

Filing on the Junior Professional and Student Aid exams ends on Monday, January 20. The opportunities in these exams are great. If you plan to apply for one of these exams, do so immediately.

(Exclusive to THE LEADER)

The new Junior Professional Assistant examination which was announced last week by the U.S. Civil Service Commission consists of only 19 optional subjects, compared to 28 options the year previous. Only nine of the 1941 optional subjects are repeaters; the remaining 10 optionals are either being announced for the first time or else they have been announced in years previous.

Optional subjects that are being repeated are Junior Administrative Technician, Junior Agronomist, Junior Biologist (wildlife), Junior Chemist, Junior Engineer, Junior Forester, Junior Legal Assistant, Junior Meteorologist, and Junior Soil Scientist.

These nine optional registers, according to Civil Service officials, either have been active up to date, or the commission has reason to believe that they will be active within the next six months before the new registers are set up.

New optionals are: Junior in Animal Nutrition, Junior Business Analyst, Junior Economist, Junior Geologist, Junior Home Economist, Junior Horticulturist, Junior Physicist, Junior Range Conservationist, Junior Writing and Editing Assistant, and Junior Zoologist (parasitology).

Optionals that are being permitted

to stand are: Junior Agricultural Economist, Junior Animal Breeder, Junior Archaeologist, Junior Architect, Junior Entomologist, Junior Geographer, Junior Information Assistant, Junior Librarian, Junior Metallurgist, Junior Olericulturist, Junior Plant Breeder, Junior Poultry Husbandman, Junior Range Examiner, Junior Range Sociologist, Junior Social Anthropologist, Junior Statistician, Junior Textile Technologist, and Junior Veterinarian.

Last Year's Eligibles

The total number who passed the 1940 test and who were placed on eligible registers is 13,798. To date roughly 2,500 have been certified for jobs. However, the registers have been established for only a few months and the law requires that all registers must be "alive" for at least a year. Registers of the nine repeaters, of course, will be killed after they have been active for a year, or until the time it takes to set up the new registers. The 10 other registers will be allowed to stand for at least another year.

The number of eligibles on each of the 1940 optionals at the time they were established follows: Administrative Technician, 630; Agricultural Economist, 181; Agronomist, 205; Animal Breeder, 59; Archaeologist, 32; Archivist, 335; Wildlife Biologist, 319; Chemist, 1,635; Engineer, 2,662; Entomologist, 160; Forester, 301; Geographer, 177; Information Assistant, 496; Legal Assistant, 874; Librarian, 687; Metallurgist, 133; Meteorologist, 55; Olericulturist, 22; Plant Breeder, 83; Poultry Husbandman, 35; Public Welfare Assistant, 746; Range Examiner, 196; Rural Sociologist, 109; Soil Scientist, 177; Statistician, 546; Textile Technologist, 30.

How Much Will You Accept?

One thing applicants should study seriously is the lowest amount of money they will accept. The examination announcement states in bold, black letters, \$2,000 a year. However, the commission fills jobs each week from the registers that pay \$1,620 and \$1,800. Your name might be at the top of the register but if your minimum salary is \$2,000 and a department, for example, wants to pay only \$1,620 to a junior statistician, the Commission is obliged to run down the register until it finds an eligible who has stated in his application that he'll accept the minimum amount.

Census Bureau hired several hundred persons from the Junior Professional Assistant registers for temporary work on the 1940 census. And most of the people it hired were paid only \$1,620 to start, though some of them are now making \$1,800.

Test in Spring

Junior Professional tests are designed to attract students graduating in the 1941 college classes. The tests have been given for the past three years and it appears now that they will be given annually for some time to come.

The 1941 test will be held in the spring, most likely in April. No estimate is obtainable on the number who'll get jobs through the test.

Civilians in Air Corps

Vast Numbers Will be Hired

The Army Air Corps, one of whose nine corps area headquarters is at Governors Island, N.Y., will be rapidly expanding within the next few years.

In fact, the Army Air Corps expects to be hiring between 150,000 and 200,000 civilians over the entire country within the next few years, whenever it reaches its present goal of 50,000 planes. It is estimated that it will take on an average of three civilians to maintain each plane.

A personnel section is being set up at Governors Island to recruit and train civilians, all of whom will be taken off Civil Service rolls.

The 1942 budget which was presented to Congress last week by the President calls for an increase outside of Washington from 14,725 to 45,689 civilians. During the year just closed the Air Corps had only 6,456 employees.

The Quartermaster Corps also will be booming and Civil Service personnel for the opening also will be hired at Governors Island. It is

estimated that during the 1942 fiscal year it will have a staff of 24,723 laborers, clerks, etc. During 1940 it had a force of only 3,048.

The LEADER will publish further details as soon as they are made known. Readers are urged not to contact the U. S. Civil Service Commission or the U. S. Army at this time.

Border Patrol Exam Due

The Border Patrol exam is just in the offing as this issue goes to press. There are some interesting figures about this exam for a tough, he-man's job that pays \$2,000 a year. For example, 13,711 men filed for the test. That sounds like a lot of men to take a test for which 150 immediate appointments are foreseen. But against this, there is the fact that in the previous border exam, 100,000 filed for a smaller number of jobs. It goes to prove one thing—that now is a good time to take Civil Service exams, because applications are falling off, and therefore the chances of each candidate are improved.

Originally, the government tried to get men to watch the borders from the Custom Investigator list. But the Civil Service Commission apparently couldn't find the men with the right qualifications, and so this new exam was called.

Can You Fill One Of These Jobs?

The U. S. Civil Service Commission is in urgent need of the following types of workers. If you are qualified to do any one of the following and if you are unemployed, please contact the nearest office of the Civil Service Commission (641 Washington Street, New York City, for residents of New York and New Jersey):

Instrument maker, machinist, loftman, shipfitter, lense grinder, toolmaker, airway traffic controller, inspector of hats, clothing, and textiles, inspector of air corps technical schools, inspector of ordnance materials, inspector of ship construction, inspector of signal corps equipment, inspector of engineering materials, aircraft inspector, aeronautical inspector, naval architect, junior engineer, aeronautical, marine and naval; aeronautical engineer, aeronautical engineering draftsman, diesel engine designer, radio monitoring officer, airport construction and design civil engineers.

BUSINESS MACHINES

Thorough, intensive preparation for JR. CALCULATING MACHINE OPERATOR examination. Day, Night, and After-business Sessions. . . .

DRAKE'S

154 NASSAU ST.
(Opposite City Hall)

Tel. BEekman 3-4840

There is a Drake School in Each Borough.

CIVIL SERVICE PREPARATION

FIREMAN

The present Fireman eligible list expires on December 14, 1941. The next mental examination should be held not later than June, or six months from now.

The number competing will be large, the competition keen and the examination difficult. Therefore, those who hope for success should begin preparation at once.

Our mental classes are meeting three days weekly—physical classes twice weekly at hours to suit the convenience of the student.

PATROLMAN

The present list for Patrolman should be exhausted by January 1, 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.

Draftees: According to the press a large number of men have enlisted, which will reduce the number to be conscripted for military training. Therefore, any person who is registered for military training may enroll with the understanding that if he has paid the full fee and is then drafted before the examination is held, half of the fee paid will be returned to him and he may continue the course through correspondence at the place of military training.

The purpose of this offer is to encourage men to begin preparation at once, even though they may be in doubt as to their conscription status.

ACCOUNTING & AUDITING ASSISTANT

Applications closed. Classes meet Monday, Tuesday and Thursday at 6:15 and 8:30 p.m.

JR. PHARMACIST: Wed., Thurs. and Fri. at 7:30 p.m.

STATE PHARMACIST: Wed., Thurs. and Fri. at 7:30 p.m.

BOOKKEEPER, GR. 1, PROM.: Class Now Forming.

CARD-PUNCH OPERATORS: Prepare for Next Exams and Openings in Commercial Field.

STATIONARY ENGINEER'S LICENSE: Class forms Wed. Jan. 15 at 8 p.m.

FINGERPRINT TECHNICIAN: Class forms Wed., Jan. 15, at 8 p.m.

POST OFFICE CLERK-CARRIER; RAILWAY POSTAL CLERK

JR. CALCULATING MACHINE OPERATOR

File by January 16.

Classes meet 5 days weekly at convenient hours.

Office Hours: Daily, 9 A.M. to 10 P.M.—Saturday, 9 A.M. to 5 P.M.
Attend the School With a Background of Over 350,000 Satisfied Students Over a Period of 25 Years.

The DELEHANTY INSTITUTE

115 East 15th Street

STuyvesant 9-6900

Expert Preparation For
STENOGRAPHER-TYPIST
CALCULATING MACHINE OP.
ACCOUNTING & AUDITING ASST.
BOOKKEEPER PROMOTION, GR. 1
HIGH SCHOOL & COM'L SUB'S.

ORO HALL ACADEMY

Accredited—Leading Private School and Result-Getting Preparatory School

100 E. Flatbush Ave. Ext. Opposite the Paramount Theatre Brooklyn, N. Y. MAIn 4-8558
Request Catalog — ENROLL NOW!

GOVT. POSITIONS

- Accounting and Auditing Ass't
Tues. and Thurs., 6:30 p.m.
- Bookkeeper, Gr. 1 (Prom.)
Thursday, 8:30 p.m.
- Buildings Manager
Mon. and Wed., 8:30 p.m.
- Buildings Superintendent
Mon. and Wed., 8:30 p.m.
- Court Attendant
Tuesday, 8:30 p.m.
- Professional Ass't
Mon., 6:30
- Investigator (Industrial Homework)
FREE Session Mon., Jan. 20, 8:30
- Postal Clerk-Carrier
Tuesday, 6:30 p.m.
- Probation Officer
Domestic Relations Court
FREE Session Thurs., Jan. 25, 6:30
- Referee (Workmen's Comp.)
FREE Session Mon., Jan. 20, 6:30

GRAND EDUCATIONAL INST.

- JR. PROFESSIONAL ASSISTANT**
Introductory Lectures —
Jr. Administrative Tech. — Tuesday, 6:15 P.M.
Economist — Tuesday, 8:45 P.M.
Writing and Editing Assistant — Tuesday, 9:30 P.M.
Legal Assistant — Tuesday, 8:45 P.M.
Chemist — Wednesday, 8:15 P.M.
Physicist — Wednesday, 8:45 P.M.
Also Options in Meteorologist, Business Analyst, Engineer, Biologist
FEE: \$20 Until Examination
- BUILDING SUPERINTENDENT**
View Instruction, Tues., Thurs., Fri. 7:00 P.M. FEE: \$25 Until Exam
- ACCOUNTING and AUDITING ASSISTANT**
Lectures — Tues., Thurs., 7:30 P.M. by C.P.A. Course includes Mental Math., Calculation, Accounting, Questions and Answers. FEE: \$15 Until Exam.
- JR. CALCULATING MACHINE OPERATOR**
Intensive, Practical Training on Calculating Machines; Given Daily 9 A.M. to 10 P.M. FEE: \$25 Until Exam.
- CARD PUNCH OPERATOR**
STUDENT AID
NAVY YARD EXAMS
SUBWAY EXAMS
POSTAL CLERK-CARRIER
DRAFTING, BLUEPRINT READING
MATHEMATICS, SCIENCES
MECH. DRAFTSMAN, ELECTRICAL
BOOKKEEPER (PROMOTION)
REFEREE-WORKMEN'S COMPENSATION
COURT ATTENDANT
ENGINEERING AID

MONDELL INSTITUTE

100 WEST 41st ST., N. Y. C.

Wisconsin 7-2086

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

State Attendant Jobs Go Begging

Eligibles Advised to Pay Attention to Questionnaire



Ten days after the Hospital Attendant position moved to the competitive class, it looks as if the job opportunities for eligibles are excellent—but very few seem to want the job! At the end of last week, a total of 41 jobs were offered those on the zone 4 list (taking in New York City, Long Island, Westchester and Rockland counties). Yet officials had to go down to 661 on the list to find people willing to work in the particular institutions.

The main trouble, it appears, is that most of the eligibles in New York City want to work in three of the city's institutions: Brooklyn State, which is of moderate size; Manhattan State on Ward's Island, which will be abandoned by legislative action in 1943; and Psychiatric Institute, which is quite small. Among the six other hospitals in Zone 4 are the largest and most

modern institutions in the world, as Pilgrim, Kings Park, and Central Islip, on Long Island.

Questionnaires

Meanwhile, questionnaires asking the eligibles in which institutions they will work and how soon they will be available have been sent to those as far down as No. 919 on the list. State Civil Service Commission officials warn eligibles to take these questionnaires seriously. Eligibles are particularly reminded of these two sentences:

"You will be appointed only to the institutions and under the conditions you have checked above. If you refuse an offer or appointment, your name will be removed from the eligible list and will not again be considered for appointment until acceptable reasons for such refusal are submitted to the Department of Civil Service."

Illness or other temporary inability such as finishing a school course or a particular job would be acceptable. However, eligibles who change their minds about any point on the questionnaire, particularly as to how soon they will be available, are urged to communicate immediately with the State Civil Service Commission in any one of these offices: Zone 1—Rochester State Hospital, Rochester; Zone 2—Utica State Hospital, Utica; Zone 3—Hudson River State Hospital, Poughkeepsie; Zone 4—Room 576, State Office Building, New York City.

Physical Exam

Once an eligible is certified, and passes the physical exam, he will be

appointed, as superintendents must appoint in order of standing. This exam, incidentally, while called a physical, is actually a medical, to see if the candidate is in good health. No one will be asked to chin or vault a parallel bar.

The speed with which the Hospital Attendant list is moving gives some evidence that all eligibles may be offered jobs within four years. At the rate of 41 jobs in 10 days, 1,500 jobs may be available in zone 4 alone in one year, with hundreds more upstate. Several appointments have already been made in upstate zones.

The number of eligibles on the various zones: Zone 1—1,589; Zone 2—1,993; Zone 3—1,045; Zone 4—10,242.

Watch THE LEADER for further information on the progress of this list. See "Mental Hygiene Notes" on page 9.

ATTENTION! HOSPITAL ATTENDANT ELIGIBLES

During the month of January, eligibles on the new Hospital Attendant list may subscribe to THE LEADER at a special rate of \$1 for one year. Regular subscription price, \$2. Also, THE LEADER has at its offices, 97 Duane Street, copies of the list which may be examined by eligibles.

Extending Merit System in State Isn't Easy

Extension of Civil Service to the three-fourths of New York State not yet under the merit system will be discussed Tuesday night in Albany, when members of the Fite Commission gather to decide on the legislation they will urge upon the Legislature. Recommendations are due February 1.

Two schools of thought exist in the Commission: those who want the State Civil Service Commission to do the job; those who believe that county commissions should be established. There is unanimity on one major point: all those now employed come in without further examination.

At its final 1939 meeting, the Court of Appeals placed extension in the laps of the Legislature and the Fite Commission in reversing the Madden v. Reavy decision. The lower courts had said that the State Civil Service Commission must extend Civil Service, Fite Commission or no Fite Commission. However, should the Legislature fail to go ahead with the extension, it is probable that the Court of Appeals will demand that the State Commission do the job.

Developments on this important Civil Service matter will be discussed in full in THE LEADER.

Promotion Test Possible For DPUI Employees

Exam opportunities for employees of the Division of Placement and Unemployment Insurance were increased this week with liberalization of the tentative requirements for Training Assistant (\$3,120-\$3,570). Employees who feel they meet the requirements are asked to communicate with Personnel Administration at 112 State Street, Albany, by January 23.

The first two alternate requirements listed last week still hold. In addition, instead of five years' experience in technical training work plus a college degree as an alternative requirement, only three years are now asked, or five years with graduation from senior high school. Two jobs exist in this title. If the response from the employees shows a field for promotion, no open competitive test will be held.

For the First News—Of all City, State and Federal examinations, read THE LEADER. Full official requirements, filing dates, and other important information appear first in THE LEADER.

Where Do I Stand?

The following are the latest certifications, in New York and Albany, from popular State lists:

	Ranking	Percentage
Junior Clerk		
Permanent—New York—\$900	503	86.92%
Permanent—Albany—\$900	2,113	83.15%
Temporary—New York—\$900	1,089	85.15%
Temporary—Albany—\$900	2,582	82.52%
Junior Stenographer		
Permanent—New York—\$900	713	87.30%
Permanent—Albany—\$900	1,901	82.50%
Temporary—New York—\$900	956	86.40%
Temporary—Albany—\$900	2,092	81.40%
Junior Typist		
Permanent—New York—\$900	809	88.34%
Permanent—Albany—\$900	968	87.80%
Temporary—New York—\$900	1,144	87.30%
Temporary—Albany—\$900	1,148	87.30%
Assistant File Clerk		
Permanent—New York—\$900	100	89.50%
Permanent—Albany—\$900	1,075	85.70%
Temporary—New York—\$1,200	285	88.00%
Temporary—Albany—\$1,200	584	86.90%
Temporary—Albany—\$960	611	86.70%
Temporary—Albany—\$900	1,246	85.40%
Assistant Clerk		
Permanent—Albany—\$1,200	502	88.02%
Temporary—New York—\$1,200	243	89.25%
Temporary—New York—\$1,100	344	88.74%
Temporary—New York—\$960	502	88.02%
Temporary—New York—\$900	437	88.37%
Temporary—Albany—\$1,200	292	88.94%
Temporary—Albany—\$1,160	598	87.76%
Temporary—Albany—\$960	7,371	80.61%
Assistant Stenographer		
Temporary—New York—\$1,200	1,048	84.59%
Temporary—New York—\$960	1,919	79.60%
Temporary—New York—\$900	1,794	80.90%
Temporary—Albany—\$1,200	1,458	82.70%
Temporary—Albany—\$960	725	87.30%
Temporary—Albany—\$900 (from Junior Stenographer list)	2,034	81.90%
Latest appointments from these lists are:		
Junior Clerk		
New York—\$900	367	87.52%
Albany—\$900	2,055	83.25%
Junior Stenographer		
New York—\$900	466	88.40%
Albany—\$900	1,632	83.80%
Junior Typist		
New York—\$900	467	89.70%
Albany—\$900	840	88.20%
Assistant Stenographer		
New York—\$900	405	87.49%
Albany—\$1,200	192	88.89%

Pay to Draftees

It's a Fighting Question in Albany

With the 1941 State Legislature not yet a week old, it's already quite apparent that one of its big battles will be over the matter of paying drafted State and city employees the difference between their civil and military pay.

As expected, it all started Wednesday afternoon, when Governor Herbert H. Lehman outlined a many-pointed role for New York State in the national defense picture. Here's what he had to say about public employees:

"At the present time those State and municipal employees who are inducted into the Federal service as members of the National Guard, Naval Militia or Reserve Corps are entitled to receive from the State and municipalities their full civil compensation for their first 30 days of military service and thereafter the difference in pay between their military and civil compensation.

"Similar Rights"

"Many believe similar rights should be accorded to State and municipal employees inducted under the Selective Service Law... I recommend, therefore, that you extend the provisions for differential pay for State and municipal employees to cover those who are conscripted under the Selective Service Law. During the World War such a statute was passed by the Legislature."

He further recommended that public employees be re-employed after their discharge, that their pension rights be safeguarded, and that vacancies caused by military absence be filled only on the Budget Director's approval. On this latter point he opined: "I am confident that by this means we will help to reduce

materially the cost to the State." That may mean cold water to some of the rosy hopes of eligibles for temporary jobs.

Immediately after the message there was a rush to introduce legislation which would put these suggestions into effect. Assemblyman Patrick H. Sullivan and Senator Arthur H. Wicks fathered bills which would provide for the pay differential.

Political Stuff

Political implications were apparent next morning, when Joe R. Hanley, Republican majority leader in the Senate, was reported opposed to the wage differential. Employees themselves are split on the issue, some objecting on two grounds: (1) It may end the increment law, at least during the next five years; (2) it will end the possibility of exemption on the ground of dependents.

Opposition has since come from another source, the powerful State Conference of Mayors, who went on record not only against the differential, but urged repeal of the present provision for National Guardsmen on the ground that it's all "discriminating between government employees and those who are not in government service." The Conference is reported expressing the worry of municipalities which would be hard put financially if they had to pay double salaries for their employees.

Other Bills

Among other Civil Service legislation already introduced are bills which, among other things, would end oral tests in promotions, end college restrictions on Civil Service tests, revise pension set-ups, end age limits on certain tests.

No action has yet been taken on any of these bills. Last night the Legislature rolled up its sleeves for action, appointing standing committees.

Analyses as well as progress of all important Civil Service legislation will appear in THE LEADER weekly, direct from its Albany bureau.

Promotion Test for Steno

The State Civil Service Commission this week opened filing for the following test:
Principal Stenographer (Banking), Banking Department. (Usual salary range \$2,000-\$2,500; appointment expected in Albany office at the minimum.) File by January 21. Fee \$1.

DPUI Lists—a Survey

Rating is still being completed on the promotion test to Assistant Unemployment Insurance Claims Examiner, according to DPUI officials; it will probably be several weeks yet before establishment. Three employees work in this title, one on a temporary basis, and they're all in the Albany office.

The complete Associate and Senior lists have been canvassed, but no appointments made as yet. Though few Claims Examiner jobs exist at present, reclassification and expansion may enlarge opportunities for those on the lists. But that's all in the future.

Here are the top five names on the Senior promotion and open lists:

- Promotion (68 Names)**
- 1, Joseph T. Reydel (DV), 79,956;
 - 2, Francis X. Disney (prov), 87,327;
 - 3, Harold W. Hauser, 86,6999;
 - 4, Paul Kroll, 85,639;
 - 5, Isidore Schechter, 85,365.

- Open (74 Names)**
- 1, John E. Quinn, 89,270;
 - Samuel M. Morse, 88,145;
 - 3, John J. Newman, 87,215;
 - 4, Robert L. Wooster, 87,065;
 - 5, Estelle C. Levy, 86,505.

Other DPUI Lists

Here is the latest information on other lists in the DPUI:
Papers submitted for Junior Economist won't be rated until the end of February. The list will be out some time after the first of April, how soon depending on how many pass and how many must therefore have their experience rated.
The Experience Counselor papers have been rated, and now await the oral.
Experience in Payroll Examiner is about to start. The promotion to

Senior Payroll Examiner is expected about March 1.

The Anderson v. Reavy case, which rests establishment of the Assistant Clerk, Assistant File Clerk and Assistant Account Clerk lists, is still in court.

A promotion to Principal Clerk will be held Saturday.

Follow THE LEADER for latest developments on these lists.

Civil Service Rules Due for Overhauling

New York State's Civil Service law and rules, which haven't been overhauled in generations, are about to come in for a general airing. After various quirks in the law had come out at a meeting of the State Civil Service Commission last week in Albany, Commissioner Howard P. Jones urged establishment of a committee to revise the law and rules.

Chairman is Commissioner Howard P. E. Smith. Other members are Joseph Schechter, counsel to the Commission; H. Eliot Kaplan, executive secretary of the National Civil Service Reform League and contributing editor of THE LEADER; John T. DeGraff, counsel to the Association of State Civil Service Employees. Smith may appoint others as he sees fit.
As the Civil Service law affects all Civil Service jurisdictions in New York State—city, county, State—this is undoubtedly the first step in a move of great importance.

RADIO COURSES
Now Starting
Radio Operating — Radio Servicing
Amateur Code Classes
AUTO MECHANICS
Repair, Electricity, Shop Principles
Air Conditioning — Refrigeration
Motion Picture Operating
DRAFTING
(Mechanical Drawing)
Y. M. C. A.
TRADE & TECHNICAL SCHOOL
8 W. 63rd St. SU'aquehanna 7-4400

State Exam Deadlines

Changes Made in New Test Series

Filing for the March 1st series of State exams will probably open at the end of this week, when printed announcements of the requirements are expected. The filing deadline is to be Friday, February 7.

Blanks will be available, when ready, at the New York office of the State Civil Service Commission, room 576, 80 Centre Street, and at the State Office Building in Albany. Candidates wishing to file by mail should send six cents and a self-addressed envelope to the Examinations Division, State Department of Civil Service, Albany.

At Thursday's meeting of the State Commission, the Pharmacist test was taken out of the series. Instead, the little-used Senior Drug Clerk list will get some action. Ac-

ording to the tentative announcement, immediate appointments are expected at Newark State School and Rockland State Hospital at \$1,200-\$1,500 plus maintenance, while appointments are also being made as Assistant Pharmacist at Mount Morris Tuberculosis Hospital at \$1,500 plus maintenance.

New Test Added

At the same time, a test for Junior Education Examiner has been added to the series, open to thousands of teachers of all high school subjects. Successful candidates will mark Regents papers and otherwise aid the State Education Department in its testing work. The lists will be used for temporary appointments, at \$150-\$190 a month.

Requirements for the new State series appear in the examination section of this issue of THE LEADER.

Study for Sergeants

(Continued from Page 3)

strictly according to the Rules and provisions applicable:

1. If arrested under circumstances which would warrant the service of a summons, direct such service in lieu of arrest, having the summons made returnable within a reasonable time, convenient to the officer.
 2. If detained, would not confine such prisoner with other prisoners. By providing proper safeguards, prisoner could be detained in a detective squad room or the muster room of the station house.
 3. If requested by the officer, and not otherwise, would notify his command or any person desired. Although the Rules provide that the desk officer will make three telephone calls within the city at the request of any prisoner, would advise officer in this case that additional local calls would be made or in case of necessity out of town calls, providing such officer pays for them.
 4. Upon proper identification, would permit superiors of such officer to interview him while under detention.
 5. Would not send to court with other prisoners, nor in a patrol-wagon. A plainclothes patrolman or a detective could be assigned to accompany him.
 6. Arresting officer would be directed to request Magistrate to hold hearing in his chambers and not in open court.
- In cases of a very serious nature, some of the foregoing courtesies could not be extended,

Answer to Question 3

On October 16, 1940, all male persons between the ages of 21 and 35 inclusive were required to register in compliance with the Selective Service Training Act. In connection therewith, the Police Department cooperated as follows:

- a. Patrolmen were assigned to places of registration for the purpose of maintaining order, preserving the peace, preventing any unlawful interference with the Board or any Registrant, and to prevent picketing therein.
- b. Material and supplies for registration were delivered through the Department to registration places.
- c. Members of the Department were instructed as to directions to persons making inquiries regarding this Act.
- d. Returns were tabulated at Station Houses and phoned to Headquarters where they were consolidated for the information of all concerned.
- e. Boxes containing completed registration cards were guarded by members of the Force while being transported to the 71st Regiment Armory.
- f. Detectives were assigned to the 71st Regiment Armory and in the vicinity to prevent any unlawful interference with completed returns.

a. In connection with the induction of selectees into service, arrangements were made for members of the Force to collect blood samples of selectees at Doctors' offices, daily, and deliver them to the Board of Health.

b. Members of the Force cooperated with members of the Selective Service Military Police in connection with arrests of inductees and in facilitating transportation of inductees within the City on days on which they left for training camps.

Regarding persons required to be in possession of Selective Service Registration Certificates who are found by members of the Force without such certificate the following procedure was established:

- a. Detain such person until following information is ascertained (do not arrest).
- b. Have him properly identify himself.
- c. Obtain his name, age and home address.
- d. Obtain a statement from him whether he claims to have registered.
- e. Forward the information obtained to the Chief Inspector in duplicate, one copy of which is to be forwarded to the New York City Director of Selective Service.

Question 4

Realizing that the juvenile delinquent of today is the criminal of tomorrow, the Police Department is vitally concerned in this matter. (a) Describe the departmental procedure when a juvenile is arrested; (b) Explain the steps the Department is taking to prevent and reduce juvenile delinquency.

To every member of New York's Police Force who plans to take the coming sergeant exam—

To every member of New York's Police Force who desires to keep up-to-the-minute on rules, regulations, and procedures—

The Civil Service Commission, with the cooperation of the Police Department, is preparing a revised Manual of Procedure, containing everything a member of the force should know, brought up to date, including Rules and Regulations.

This book is a MUST for every cop, because the coming exam will be based largely on the material you'll find here.

Well-Printed, well-bound, this volume is being made available to members of the force AT THE EXTREMELY LOW PRICE OF \$1.

Reserve your copy now—so that you get it as soon as it comes off the presses. The coupon below is for your convenience. We pay the postage.

Remember, this book is not being prepared by a private publisher, but by experts of the Civil Service Commission itself.

Civil Service Leader
97 Duane Street, New York City

Gentlemen: Please reserve in my name a copy of the RULES AND REGULATIONS AND MANUAL OF PROCEDURE. It is understood that my copy will reach me as soon as the edition is printed. I enclose \$1 in full payment.

Name
Address

Prison Guard Medicals

And News About Other State Lists

Qualifying medical exams for approximately 100 men on top of the Prison Guard list to be established on the basis of the test held last fall will start within the next few weeks, according to State Civil Service Commission officials. The list itself is expected some time in March.

Meanwhile, half a dozen provisional appointments have been made by the Correction Department since the old list expired in October, and several will have to be made prior to establishment of the new list. The department has picked men who competed in the recent test, and who live in the vicinity of the particular institution. They will be replaced by eligibles when the new list is ready.

Top eligibles in military service will not be given the medical test as they will not be available for ap-

pointment. However, if they were in line for the qualifying test, they will be given a special examination immediately after discharge, and will then assume their rightful place on the list if they pass.

Other Lists

Here is some other news from the examinations division of the State Commission:

Some county welfare lists are already being written up, and will be established within the coming week or two. The lists are to be established according to title, that is, all the Clerk lists, all the Typist lists, etc. All are expected out by February 1. These lists are from tests given in September and October, to fill 1,058 jobs in the welfare offices of 44 counties which do not as yet have Civil Service.

The written papers of the Factory Inspector test are still being rated.

Further progress on these and other lists will appear regularly in THE LEADER.

Future State Tests

The State law says that titles of open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

- January 14—Monroe County Public Welfare—Visitor, Division of Child Placing.
- January 18—Correction, Sing Sing—Assistant Foreman, Knitting.
- January 19—New York County Court of General Sessions—Interpreter.
- January 21—Westchester County

- Department of Public Welfare—Junior Social Case Worker.
- January 21—Westchester County Department of Public Welfare—Intermediate Social Case Worker.
- January 22—Public Works, Division of Public Buildings—Supervising Janitor.
- January 22—Niagara County Department of Public Welfare—Children's Agent.
- January 22—Mental Hygiene, Harlem Valley State Hospital—Assistant Principal, School of Nursing.
- January 22—Mental Hygiene, Kings Park State Hospital—Photographer.
- January 23—Onelida County Public Welfare—Investigator.
- January 24—Police Department, Village of Massena—Clerk.

Subway Aliens Aided

Wicks Act Amendment to Save Jobs

The battle of alien subway employees in New York City to retain their jobs moved to the Albany front this week, as both State Legislature and courts were urged to take up the problem.

In a sweeping amendment to his original Wicks Law, Senator Arthur M. Wicks called Wednesday for reinstatement of all non-citizen veterans, and all other non-citizens fired for failure to meet the requirement that they declare their intention of applying for citizenship by December 19, 1939. More than 500 subway men did not meet this requirement.

In a further liberalization of the law that provided for transfer of subway employees under unification, the cause of discharge is changed from "if he has failed to prosecute his application for citizenship" to "if he has failed to make every reasonable effort . . . to become a citizen." Many employees assert they were unable to apply for citizenship in time through no fault of their own, saying that the naturalization offices were too crowded. The proposed change leaves the interpretation of

"every reasonable effort" to the Civil Service Commission.

Amendment

The amendment, known as Senate Introductory Bill No. 17, will come up for consideration after the Legislature gets to work this week.

Meanwhile, the appeal of one of the employees involved to restrain the Civil Service Commission and the Board of Transportation from dismissing him was argued Friday before the Court of Appeals. Involved is Raffaele Mazzarella, a subway employee for 25 years, who applied for citizenship in August, 1938, but was not allowed to file his "declaration of intention" to become a citizen until September, 1940. Delays were allegedly responsible.

Attorney H. Eliot Kaplan told the court that Mazzarella had met the Wicks Act requirement of "evidencing his good intention in good faith to become a citizen," and argued that anything beyond that was an "impossible act."

All the news . . . all the exams . . . accurate . . . unbiased . . . in THE LEADER.

Civil Service LEADER

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

Copyright 1940 by Civil Service Publications, Inc.

Jerry Finkelstein, *Publisher*; Seward Brisbane, *Editor*; Maxwell Lehman, *Executive Editor*; Burnett Murphey, *Managing Editor*; H. Eliot Kaplan, *Contributing Editor*; David Robinson, *Art Director*.

— Subscription Rates —

In New York State (by mail).....\$2 a Year
Elsewhere in the United States.....\$2 a Year
Canada and Foreign Countries.....\$3 a Year
Individual Copies.....5 Cents

Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, January 14, 1941

Mayor and the Draft

IN his speech before the City Council last week Mayor LaGuardia made telling points against the advisability of drafting policemen or firemen. The LEADER is in agreement with the Mayor's position. The city's quota of cops and firemen is below normal at a time when the Mayor, and every citizen, agree that their strength should be up to par. But LaGuardia cannot undertake to put on new men who would only be drafted out of the Police Department of the city into the MP service of the army, or out of the city's fire department into the fire-brigade at Fort Dix or one of the other camps.

The Mayor's statement that 700 policemen and 2,300 firemen are subject to the draft shows that the local draft boards have it in their hands to leave the city in an appalling position, so far as its defense is concerned. The example of London, which depleted its staff of firemen, only to find that it had sent its best protectors off to the army where they sat immobilized while the city burned, is something for New York to think about.

And meanwhile, both departments—Fire and Police—remain undermanned, because the Mayor refuses to take on men who may have to go into the army soon after they enter the city's service.

Now, the draft law and the regulations make provision for deferment of necessary men. Who is more necessary in these times than the fireman or the cop? Clarence Dykstra, director of the draft, has said that local draft boards have the right to exempt cops and fire-fighters from the draft.

It seems the sheerest stupidity, then, for local Boards not to face these facts squarely. As it is now, one draft board might defer a cop while another board might induct a cop similarly situated into the army.

We think the Mayor is right. We think the local draft boards ought to get behind Hizzoner and adopt the policy of deferring all members of the Police and Fire Departments. And we think both these departments ought to be brought up to full strength.

Two Progressive Eligible Groups

THROWING aside the usual plodding methods of eligible groups, two associations recently organized have blazed a path which may well be emulated by others on lists awaiting jobs.

The Sanitation Eligibles Association has passed a resolution asserting its independence. The resolution may be bitter bread for those who thought they might be able to control the sanitation men for purposes of their own; but to the eligibles, the resolution means the opportunity to act in their own interests in whatever manner they themselves deem best. Their first actions—examining provisional lists, communicating directly with department heads about available jobs, urging the Civil Service Commission to use selective certification—are progressive, well-considered steps.

The Customs eligibles (a U.S. list) are improving on existing methods by organizing branches in major cities throughout the country, keeping careful tab of all defense jobs and calling to the attention of the U.S. Commission those openings which can be filled by men on the list. Too, they are working with many other Civil Service organizations, on the ground that this is a simple way to increase their own strength.

We congratulate the Sanitation Eligibles Association and the Customs Investigator Eligibles Association.

Don't
Repeat This!



LOCAL Civil Service commissions are laying low with exams, giving the U.S. Commission first crack at eligibles needed in the defense program... Superintendents in the Mental Hygiene institutions stocked up with Attendants just before the job went into the competitive class on January 1... Lawyers are talking about a suit to be brought against the State Commission. They claim they didn't have ample time for the Unemployment Insurance Referee test... Among Congressman Dies' recommendations to Congress was the requirement that all Civil Service employees be citizens. And what are they now? ... Why don't they number rooms in the Municipal Building more clearly?

Trouble Department

Tunnel Authority officials have appointed some men from the Special Patrolman list as sergeants and lieutenants, though they get the same salary as those under them. It's causing considerable dissension... State employees deny that their cars cause Albany's acute parking problem... Eligibles on a new open competitive list are sore because they weren't told that a promotion test was being held at the same time... Romance in the City Commission: Mike Klein and Tamara Alper have selected a date in April... Watch for Hatch Act trouble this winter... Then there's the lad who filed for an Electrician test because his doctor told him to do only light work.

Cleaning News

There's much grumbling among Sanitation Men from the new list appointed to the incinerator. They didn't think it would be like this... L stands for Lieutenant. First on the Police Lieutenant list is Lent, first on the Fire list is Lang... Commissioner Howard Smith's term is up February 1... Desk officers in the Police Department are pleading for time off for meals. They work

Merit Men



ANGEL, GRADE 1.—That's not the official Civil Service title of Mary Olive Martina Sullivan... but to the employees in the Manhattan Borough President's office, that's the correct title... To kindly Mary Sullivan they come with their problems... personal quandaries... marital mishaps... financial setbacks... "See Mary Sullivan" is a standing slogan in the Department... and you can see her about almost anything that's troubling you... If you ask the elevator starter in the Municipal Building whom to see about something on your mind, he'll say "Mary Sullivan" without thinking twice... When we were interviewing her, an employee rushed in to ask if there were any way in which a certain chronic drunk—but a good worker—could be saved from dismissal... At once she started the wheels going to get the man psychiatric attention... She's been 24 years in the Borough President's office... Several years before that in the Department of Water Supply... Today's she in charge of the Personnel Division... Came all the way up by examination... Started in 1914 as a stenographer at \$1,020... Smart, capable, this charming person is in charge of all payrolls for a staff of 1,500... Responsible for all appointments, promotions, pensions... She was working on the Department's budget when we interrupted her... How she finds the time and energy, nobody knows... But Mary Sullivan is active in Catholic affairs... Presides over the tower restaurant in the Municipal Building (it's a good place to eat)... Is Vice-President of the Civil Service Workers Association in her department... She's the kind of

eight hours straight, with barely time for an occasional cupacoffee.

merit woman working quietly, sincerely effectively... without whose conscientious effort the business of running New York City would falter.

NUMBER ONE on the Fire Lieutenant's list is handsome husky George Lang, Motor Pump Operator of Engine 46... Unassuming, typical of countless merit men in the city's service who perform their duties in efficient, unspectacular manner... Fireman Lang was "surprised" to find his name at the top of the list... Fire buddies were less surprised... They give him highest praise... "a good fireman"... Lang joined the department eight years ago. His first assignment was Engine 63, busy "knockout" company on West 43rd Street, where he received a thorough schooling in the tricks of his trade... After three years in Engine 65, Lang was transferred to his present station, Engine 46, on East 176th Street in the Bronx... A graduate of the Motor Pump Operators' School and the Building Inspectors' School, in-service training



ing courses given at the Fire College in Long Island City, Lang attributes his success on the examination to knowledge obtained in these schools... Questions on hydraulics and the building code were familiar stuff to him... Lang is married, the father of two children, a daughter 8, a son 6... A real Bronxite, Lang was born on Bronx Street... He graduated from Sacred Heart elementary school and Saunders Trade School in Yonkers... Was employed as an electrician's helper with the Edison company before his appointment to the department... Mechanically inclined, Lang is expert at repairing his buddies' disabled automobiles... His other hobbies are weight-lifting, swimming and fishing.

letters

Sad Lot of Cop Eligibles

Sirs: It seems that the lot of a Patrolman eligible must always be a worried one. Since the list was published, there have been more heartaches and aggravation than seem to be any person's normal share.

When we were notified of our standing on the list, we were extolled to the skies for our sterling and superior mental and physical qualities. We were the cream of the crop of 34,000 men, and we were to be Patrolmen within 2 years.

One year has already passed and we are well into the second year of the existence of the list, and instead of the 700 men who should have been appointed by now, only 300 appointments have been made.

As though this situation was not bad enough, it seems as though every obstacle has been placed in our path. Now I read that the WPA is being canvassed for men between the ages of 40-50 years of age to serve as special guards at \$25 per week.

Any person with only a slight knowledge of the Police Dep't and its workings, and duties, knows how inadvisable it would be to carry such a program through.

I trust that the Administration will stop this playing around, and

bring our Police Dep't up to quota, immediately.

So do we.—EDITOR. AN ELIGIBLE.

To Hold, or Not To Hold, Postal Test

Sirs: After reading I. R.'s letter of protest against the Post Office

Eligibles Association's selfish attitude toward its attempt to renew again its list, I thought that not many of these letters are written. I therefore would like to appeal, if I may, to all you non-eligibles to get busy and write your letters too, to help support our petition against a renewal of this list. NON-ELIGIBLE.

A Petition to the Mayor On the 11-Squad Chart for Cops

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

Name.....

Precinct.....

Home Address.....

[Please send this coupon to the Civil Service Leader, 97 Duane St., N. Y. C. It will then be forwarded to Mayor LaGuardia.]

POLICE CALLS

By BURNETT MURPHEY

11-Squad Waits

There's been no action yet on the proposed 11-Squad Chart. Councilman Kinsley is reportedly ready to sponsor it in the City Council, but so far it hasn't been introduced into the hopper.

Majority leader, Councilman Joseph Sharkey, presented a PBA Bill at the last Council meeting, January 8, 1941, which provides an opportunity for members of the Police Pension Systems to change their options. The bill after its passage will be effective until April 1, 1941.

PBA Ball

The PBA Ball at Madison Square Garden on January 18 is expected to be the best ever. Harry Shea, in charge of entertainment, promises a bigger and better show with a patriotic touch; Walter Mulford again will be the music maestro. Committee chairman and vice chairman: Arrangements, Joseph J. Burkard; distinguished guests: John Carton, chairman; Fred Bauer, vice chairman; finance: Chas. Monahan, chairman; Thomas Dugan, vice chairman; program: Patrick Harnedy, chairman; Wm. Gould, vice chairman; reception: Arthur Mahon, chairman; Carl Geltner, vice chairman; box: John Uminger, chairman, Hugh Kohler, vice chairman.

Police Lieutenants—13 of Them

As predicted several weeks ago, the Municipal Civil Service Commission has reduced the passing mark on the Police Lieutenant's exams from 79.9 to 79.5, thus adding 13 more men to the eligible list, which originally consisted of 180 names.

The reduction in the passing mark was made at the request of Police Commissioner Valentine who felt the list was not large enough to fill the department's needs for four years.

It follows the usual policy of the Commission in resolving major fractions in favor of candidates.

The names of the men added to the list this week follow:

Louis Newman, 79.87; Edward F. Stanley, 79.85; Francis T. Quinan, 79.85; James S. J. Lockart, 79.85; Walter T. Port, 79.85; Thomas J. McGovern, 79.72; Charles J. Decker, 79.70; David Wolovnick, 79.70; Joseph Kalbacher, 79.70; Rosario Micciancio, 79.65; John J. Smith, 79.55; Myron F. Watts, 79.50; Henry Brodesser, 79.50.

Eligibles Hear Vogel

A meeting of the Patrolman Eligibles Association was held at the Washington Irving High School on January 8. Councilman Edward Vogel addressed the meeting and reported on his resolution, introduced in the Council last week, which calls for the immediate appointment of enough Patrolmen to bring the department up to quota.

Due to the illness of Assistant District Attorney Burton Turkus, who was scheduled to speak, Assistant District Attorney Bradsky addressed the meeting.

The Association is planning a Valentine Dance and reports that the sale of tickets is moving rapidly. They can be obtained by sending \$1 to James Cribben, 109 E. 96th St., Manhattan.

A resolution has been adopted by the group condemning any attempt to fill vacancies in the Police Department with WPA workers or anyone else except those from the eligible list.

Claim for Vet Preference Granted

The claim of Thomas H. Hampson for disabled veteran preference on the promotion list for Lieutenant, Police Department, was granted by the Municipal Civil Service Commission last week.

Welfare Department News

By HENRY TRAVERS

Staff Increased

The series of obstacles that stymied appointments in the Welfare Department broke last week with the hiring of 73 new investigators, 17 assistant supervisors, 4 supervisors, grade 3, 1 senior supervisor, and 6 medical social workers. The appointments are permanent, and they come at a time when the staff had been depleted through unfilled vacancies. There's a general feeling in the department that more hiring is coming.

Sincerely Yours

Vera McNally and Frances Welton, both property analysts in the Resource Division of the Dept. of Welfare, left on the Swedish-American Line last week for a West Indies Cruise.

George Luke, of the Resource Division, has returned to his desk

after an accident in which he suffered a broken rib.

Joe McNamara, supervisor in the Resource Division, is sporting a lovely sunburn acquired on his recent vacation spent at the Hotel Alahmo, Miami Beach, Florida.

Alexander Delmonico, of the Resource Division, jubilantly announces the birth of a son on January 4. The baby weighed 9 lbs. and is just as handsome as its dad. Florence, the proud mother, is a member of the staff of the Old Age Assistance Division and is now on maternity leave.

Miss Sadie Stern, secretary to Deputy Commissioner Clifford T. McAvooy, is leaving this week for Florida. She will spend her vacation at Miami Beach.

Bill Paschell of the Public Relations staff is planning to devote his vacation to winter sports up near

Norwich, Connecticut. We hope the weatherman takes notice of this and provides plenty of snow so that Bill can use the skates and skis Santa Claus brought for Christmas.

Mary Delaney, secretary in the Community Relations office, is spending her time these days in the cruise shops selecting the gayest of beachwear for her trip to Florida early next month. Make way, Florida, for one of the Department's most glamorous "debutants."

FIREMEN POLICEMEN

We will guarantee to teach you to SWIM

15 LESSONS \$15
HOTEL PIERREPONT

Pierrepont & Hicks St., Brooklyn, N. Y. One block from Clark St. Station. MAin 4-5500

Mental Hygiene Notes

By JOHN F. MONTGOMERY

100% Membership

A drive for 100 per cent membership in the Association of State Civil Service Employees among employees at Hudson River State Hospital has just been launched. President John Livingstone picked the following lieutenants:

Howard R. Chase, Administration; Arthur H. Sullivan, Amusement Hall; Arthur Schoonmaker, Building; Lillian Eisert, Center; Ruth E. Protheroe, Central Group; Katherine A. Wood, Clothing; James P. Bumpster, Cottages (male); Edith M. Hurley, Cottages (female); Louis I. Garrison, Dental; Karl P. H. Wilson, Edgewood; John J. Whalen, Electrical; George W. Magee, Engineering; Aaron M. Decker, Farm and Grounds; Donald S. Holden, Greenhouse; Anne M. Leonard, Infirmary; Thomas Hanlon, Inwood; George G. Lozier, Kitchens and Stores; John G. Hart, Tailor Shop; Edward L. Weaver, Fort Dix; David Jones, Fort McClellan.

Also Sara Galbraith, Laboratory; Frederick G. Conrad, Laundry; Carl P. Weil, Mattress Shop; Mary E. Belton, Medical Staff; George Hein, North Wing; Margaret L. Schoonmaker, O. T. Service; Annie Kenny, Pilgrim Hall; Raymond Puff, Police; Albert V. McKee, Roads and Grounds; Olive VerValin, Ryon Hall; Gladys E. Russell, School of Nursing; Margaret Kohler, Social Service; Kate B. Riddle, South Wing; August Eitzen, Staff House; Grace DeCordova, Steward's Office; G. Carleton Nuhn, Telephone Office.

Group Psychotherapy

While group care of mental patients is usually a move for economy, Dr. Joseph Zimmerman of Brooklyn State Hospital thinks that it has definite therapeutic value as well. In the current *Mental Hygiene*

this column in care of The LEADER, 97 Duane Street, Manhattan.

As soon as enough replies are received they will be turned over to representatives of the eligibles in order that an organizational meeting may be called.

Collins Gets Raised

Fireman Charles D. Collins, of 298 Nichols Ave., Brooklyn, whose rating on the Fire Lieutenant list was released as 80.050, had his mark corrected last week by the Municipal Civil Service Commission. His adjusted percentage is 85.050, which gives him place 244A on the list.

Special Exam to One Man

The Municipal Civil Service Commission last week granted the request of Lieutenant Thomas Morrison for a special promotion exam to Captain, Fire Department.

Barker Killed

Fireman First Grade Harold A. Barker, of Rescue Co. 2, was killed last week when he fell from a ladder in the performance of duty at Airport Unit 1. Barker, a thrice-decorated hero of the force, was buried with full and impressive departmental honors.

News, he explains: "Patients with similar problems and conflicts are brought together, and their common complaints discussed with an attempt to stimulate and encourage free expression." He's trying it out at Brooklyn State and although he admits it's too early to report, he's quite hopeful. Among the kinds of group therapy are occupational therapy, physical training, entertainment, art therapy.

Staff Report

Here are some recent personnel changes: Everett Lyons and Mrs. Catherine Steiner have accepted jobs at Wassaic State School, while Anthony Carolla resigned to take a teaching position. Donald Kayser is a new appointee at Harlem Valley State Hospital, and Mrs. Edith Mitchell resigned.

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

FIREMAN & PATROLMAN

EXAMS DUE IN SPRING

Enroll now for combination course at reduced fee. Look at the record:

- Sanitation Man No. 1.
- 90% of our Sanitation students placed on list.
- Last Police Lieut. exam, No. 1 and No. 2 man—four out of the first five.
- Last Police mental exam, No. 1 man.
- Last Fireman exam, No. 1 man.
- There are no overcrowded classes... There is no mass training. Each man is treated as an individual problem... There are Trial Exams every week.
- SPECIAL SATURDAY MORNING OR AFTERNOON CLASSES FOR PATROLMAN OR FIREMAN. FOR MEN WHO CANNOT ATTEND DURING THE WEEK.

A GENERAL EDUCATIONAL COURSE—25c a lesson. INCLUDES STUDY MATERIAL. Prepares you for all City, State and Federal examinations. Study English, Mathematics, Applied Science, Government, Psychology, etc. ONLY 25c a lesson—PAY AS YOU GO. Inquire about it.

DRAFTEES MAY TAKE EXAMINATIONS IN CAMPS. COLUMBIAN WILL ARRANGE TO PREPARE YOU AT CAMP.

COLUMBIAN INSTITUTE

101 East 13th Street, N. Y. C. ALgonquin 4-6169 (Formerly Schwartz-Caddell School)

NEXT FIRE LIEUTENANT EXAM

Thorough, individual instruction with special emphasis on present-day type of questions by

EUGENE B. SCHWARTZ and HENRY B. HELM

(Deputy Chief, N.Y.F.D., Retired)

Enrollment limited to 300, with not more than 50 to a single class. Lectures, complete home study material, written trial examination

SCHWARTZ SCHOOL

147 FOURTH AVENUE GRamercy 3-0808
Central Savings Bank Building, Southeast Corner 14th Street
No Connection With Any Other School

RESULTS ATTAINED BY

DELEHANTY INSTITUTE

STUDENTS ON ELIGIBLE LIST FOR

FIRE LIEUTENANT

8 students were in the first 10; 20 students in the first 25, and 40 students in the first 50

No. 15, John P. Mullen, a Delehanty Student, received the highest mental rating.

The names preceded by the letter "D" indicate those who attended this Institute.

1	D Geo. L. Lang	91.35	26	D Benjamin Levitan	89.25
2	D Buell L. Davis	91.15	27	D Edward C. Logue	89.20
3	D Thos. Brannigan	91.07	28	D Jos. M. Farrell	89.00
4	D William D. Connors	90.75	29	D Edwin W. Kinscherf	89.00
5	D Wm. A. Greehey, Jr.	90.70	30	D John J. Kelly No. 7	89.00
6	D Gustave A. Olsen	90.55	31	D Harry G. Kihlgren	89.00
7	D Philip Polito	90.44	32	D Geo. A. McKenna	89.00
8	D Antone Alt	90.45	33	D John B. Kraog	89.00
9	D Pat'k J. Galvin No. 2	90.32	34	D Benjamin Aaronson	89.00
10	D Joseph G. Ennis	90.17	35	D Frank J. Bracken	89.00
11	D John W. Smith	90.15	36	D Thomas C. Rice	89.00
12	D Thos. J. Hartnett	90.15	37	D John Depetri	88.75
13	D Lee G. Hawkins	90.02	38	D Chas. J. Freeman	88.75
14	D John Burkitt	90.00	39	D Robt. M. Foley	88.6
15	D John P. Mullen	89.86	40	D Edwin R. Nelson	88.5
16	D Thomas F. Finnegan	89.72	41	D John W. Farren	88.5
17	D Eugene J. Dukes	89.65	42	D Herman H. Huneke	88.55
18	D Abe Bernhardt	89.62	43	D Walter J. Lemieux	88.55
19	D Fred J. Bryant	89.50	44	D Cornelius F. O'Leary	88.5
20	D Wm. F. Volz	89.50	45	D John J. Cully	88.45
21	D James A. Allen	89.45	46	D Philip J. Alexander	88.40
22	D Sidney Wohlfeld	89.45	47	D Frank Haunfelder	88.37
23	D Stephen P. O'Reilly	89.35	48	D Robt. H. Thompson	88.30
24	D Walter J. Matthew	89.35	49	D John P. Mitchell	88.30
25	D Jos. W. Slattery	89.32	50	D Michael H. Nikl	88.30

FIRE BELLS

By JAMES DENNIS



Promotions to Fire Lieut. Hit Tough Problems

There is no immediate prospect that any of the men on the new Fire Lieutenant eligible list will be promoted. This column has learned that the Fire Department has not made an official request to promote any Firemen.

There are several things in the wind which may cause a delay of

some months in any promotions. Most important is the present difficulties the city is having with the draft, and the Mayor's unsuccessful attempts to get blanket deferment for cops and firemen. Any one who heard the Mayor's annual message to the City Council could easily tell how strongly he feels on the subject. He said flatly that he couldn't authorize any appointments to the Fire or Police Departments until the draft problem is settled.

Another thing that may block appointments is the economy program that almost certainly will be forced on the city again this year. Facing constantly increasing costs and decreasing revenues, the city officials feel impelled to make only those appointments which are considered absolutely necessary.

Fire Lieut. Organize

A number of eligibles on the new list for Lieutenant, Fire Department, have requested this column to help them organize an eligible association. We are glad to aid, and suggest that all eligibles who would like to form such an association drop a card to

LOANS

On Uniforms Care Guaranteed

WATCHES - DIAMONDS JEWELRY FOR SALE ON TERMS NO MONEY REQUIRED UNITED PLEDGE SOCIETY INC. 843 Eighth Ave. 50th-51st Sts. ASK FOR JACK

APOLLO GYM

A GYM WITH A CLUB ATMOSPHERE

DEVELOP AN OUTSTANDING PHYSIQUE

INDIVIDUAL ATTENTION—RESULTS GUARANTEED

JIU-JITSU—The Art of Self-Defense Scientifically Taught

MEMBERSHIP RATES

\$15.00 Per Year

HOURS: Weekdays 10 A.M. to 11 P.M. Saturday 10 A.M. to 5 P.M. Sunday 10 A.M. to 1 P.M.

1216 Southern Blvd., Bronx (Freeman St. Station)

TRAINING FOR A CAREER

What Job For Me?

EACH DAY new jobs are being created in government service. Between Accountant and Zoologist are thousands of titles, found in private industry and quickly being taken into public service as well, as the government assumes more and more of a personal part in the lives of Americans.

Thus the prospective applicant for a Civil Service job who says, "I think I would like to work for the government" still has the great question—"what job is for me?"—unanswered. If he picks up a copy of the CIVIL SERVICE LEADER, for example, he will find each week hundreds of different titles for which he may be eligible. But he doesn't know where to start, or which job he should apply for.

Before he starts preparations for a coming Civil Service test, he should have gone through a long period of serious reflection. Let's take Mr. (or Miss) Prospective Civil Servant through some of these thought processes:

Just Out of School

He has just gotten out of high school or college, and is ready for the serious prospect of making a living. It's a very serious matter, probably the most serious that will ever face him, as he will be working at his job for a good portion of his mature years. His chances for happiness stand or fall in large measure on what he picks.

Ever since he was a youngster, he may have had certain particular interests. Some boys like to play with tools, they're "mechanically minded." Others are the bookish type. Still others have a flair for mathematics. Years at school have given him a very rough idea of what he likes and what he dislikes.

Modern schools have vocational guidance experts assigned to help youngsters find themselves. In a general way, he can explain whether you have the broad characteristics necessary for particular kinds of work. For example, he would advise the puny lad who is none too healthy to stay away from the calling of Fireman or Policeman.

Vocational Guidance

But the problem will be decided, in the long run, by our Mr. Prospec-

tive Civil Servant himself. The vocational adviser can give him a list of books and pamphlets on the subject, to be found in public libraries. These should be carefully studied. The trade publications of the field might well be examined, for in them will be found latest advances. A trip to an establishment where the work in question is being done will give a vivid picture. But most important, speaking to people who actually are employed in such work will give the best idea of what the job is like.

On the basis of what he learns from these many sources, Mr. Prospective Civil Servant can get some idea if he likes the job. In later life, he will find that by and large he will do well in the job he likes, do poorly in that in which he has little interest. It is a matter of concentration, of giving complete attention to what we like.

Yet even these hints are all only second-hand. The best way to see if you like to do something is to go ahead and do it. That is really not a matter of putting the cart before the horse. Our schools give courses in many commercial and industrial occupations (welding, mechanics, carpentry, social work) where practical work is part of the training.

First Hand

An even better way of learning the good and bad points of a trade is to get a job—even if not paid—for a few weeks, perhaps during vacation.

Law Enforcement

A Coming Field for Young Men

As the national defense program gets into full swing, there undoubtedly will be more opportunities for young men in police work and related law-enforcement jobs. The federal government especially will need investigators, inspectors, special police, border patrolmen and men for similar positions.

Generally speaking, the law enforcement jobs in the federal government are divided into two types: those involving investigative and policing work and those with inspectional duties. Among the former group are Secret Service Men, G-Men, building inspectors, sanitary inspectors, food and drug inspectors, immigration inspectors, customs inspectors, and narcotic inspectors, to name a few. The inspectional posts include a wide variety of positions the duties of which are to check to

Suppose, after making as many of these tests as possible, you are certain that you have chosen the right job for yourself. Suppose you feel that you want to work for the government—city, State, or federal. Then there are certain definite ways to prepare:

Learn the requirements of previous exams. See to it that you are meeting them. Follow the LEADER for first information on latest opportunities. Get the application blank—when ready, fill it out completely and honestly, file it before the deadline, prepare intensively for the exams, take the test—and good luck to you!

see that Uncle Sam's laws are complied with. These include wage and hour inspectors, postal inspectors, ordnance inspectors, etc.

All of these law enforcement positions, with the exception of G-Men, are filled by Civil Service exams. The entrance salaries vary somewhat, but are usually in the neighborhood of \$2,000.

No Educational Requirements

The federal government does not have any minimum educational and experience requirements for the lower-paying positions, but in some cases applicants for high-paid jobs must possess a college education and special training in law, accounting, pharmacy, or other specialized fields.

The type of examination given for these jobs is generally similar. It is a test designed to measure general intelligence, ability to think clearly and quickly, ability to understand and follow instructions, etc. Oral tests and qualifying tests in special subjects are frequently given before appointment.

The best way to prepare for a test for these positions is to study sample tests which are prepared by the U. S. Civil Service Commission and available upon request. An elementary knowledge of the laws of the country, the workings of federal departments, and the duties of the position applied for are also helpful.

While the mental test is an important part of the examination, the physical part is even more important. Young men preparing for a law-enforcement job should keep themselves in excellent physical condition. Unless they are able to pass a stiff

If You're Good With Words

The Government May Be Able to Use You

IN THE history books of the future the age in which we live will undoubtedly be referred to as the Word Age. Never before has the world been so influenced by words, in books and newspapers and magazines, or over the peculiar contribution of our own generation—the radio.

Democratic government has been forced to use the word—both printed and spoken—in its own defense. For the apostles of force and reaction in other lands have taken over high-pressure tactics in pushing their own brand of hate. As one of our guarantees that we in America do not meet the same sad fate of those in other lands, our government wisely describes and publicizes what it means to live in a democracy.

For example, within the past year the U. S. Civil Service Commission has opened opportunities on a number of occasions for those gifted in the use of words. Here, briefly, were the requirements on two:

Editorial Clerk

Editorial Clerk (\$1,800)—Applicants were asked to have two years experience editing material for publication. Education could have been substituted for this experience, up to one and a half years. The examination tested the candidate's skill in editing, proof-reading, etc. Those who scored highest will get jobs in any of a number of federal agencies, preparing publications of every kind which describe the activities of the United States Government.

Information Specialist (\$2,600)—Applicants had to have a college education or experience equivalent, plus two years experience in professional writing or editing. A number of optional subjects were listed, and the successful candidate will be placed in the agency for which he is most fitted.

In each of these jobs, further experience would have qualified a candidate to compete for an even better-paying job. At the same time, many State and city agencies have public relations departments, and exams are frequent.

Right now, the title of Junior Writing and Editing Assistant is an option in the Junior Professional Assistant grade for the federal serv-

ice. College seniors or graduates with 30 semester hours in English and journalism are eligible.

First Line of Defense

Some previous editorial experience is required for most government editorial jobs. After all, writing is highly skilled work, and important enough today to be considered a first line of defense. We need capable people, for in effect they must be competing with the highest-powered publicity and promotion men in other countries.

How, then, does one go about getting experience in writing? That is a complicated question not simply answered, since every successful person in the field has his own formula for success.

But let's briefly go over the worlds of journalism, editorial work, publicity, radio.

Working on a newspaper presents two advantages: the work is interesting, and the training seems to be basic for any other type of writing afterwards. Because of this, journalism is a field into which everyone with a bent for writing wishes to enter. There is no single open sesame to the newspaper office. Journalism schools are still constantly debated; less controversial is the worth of a college education or its equivalent. Particularly valuable are foreign languages, history, economics, and a keen interest in reading about the world.

Through the Back Door

It is through the back door that many present-day neophytes are forced to enter. Stenographers, telephone operators, copy-boys—many of them may be the ace newspapermen and women of the future.

Similar to newspaper work is editing, particularly on magazines. Here too there is keen competition, and a good hint is to specialize in a particular field. This, of course, narrows down the competition, and will make you an expert whose training may be priceless to someone. Typical specialties are science, politics, arts, economics.

On magazines, too, the back door is frequently the front door to success. A stenographer, working in the office of the editor, is getting valuable training in seeing exactly how an editorial office functions. Students who have worked on

their high school or college newspaper or magazine would do well to carry samples of their work with them whenever looking for work. Some basic skills are easy to pick up, such as typing and proof-reading. They all help.

Publicity work is an extension of newspaper and magazine work, particularly open to older and more mature persons. Good publicity men must know not only how to write interesting stories but also should have a keen realization of what newspapers and magazines will and will not publish. Young men frequently enter publicity through stenographic and clerical jobs, in which they learn the ropes.

Millions of Words

An expanding field open mostly to the experienced writer is the radio, where dialogue as well as straightforward continuity are needed. The radio is a great yawning well that uses up millions and millions of words each year. The pay is very good—but you must have the goods. Most radio writers have come in from other fields where they have already achieved success, lured away by the pay in radio.

These are the main commercial jobs in the writing field. Each is taking more and more of a place in government work. Since the government insists that its writers be experienced, he who seeks a government writing job will first learn his trade in private industry.

Every Washington Department puts out a multitude of publications. There's room for imaginative people who can push a typewriter around to make easy-reading sentences come out, and the pay's good. Why not see if you can't get into it?

physical and medical examinations, they will have no chance of qualifying.

Public Hearing On Radium Experts

A public hearing will be held Wednesday at 2:30 p.m. in the office of the Municipal Civil Service Commission on a proposed resolution regarding the present title of Radium Technician.

The resolution, if adopted, would amend Part 37, the Miscellaneous Service, by (1) striking therefrom the title of Radium Technician; and (2) including therein the title Radiation Technician, to but not including \$1,800 per annum.

Buy The LEADER every Tuesday

STENOTYPE SPEED CLUB

Monday, Tuesday, Wednesday, Thursday
7 to 9 P.M.
4 Weeks \$5.00

REGISTRATION THIS WEEK
MERCHANTS & BANKERS' BUSINESS AND SECRETARIAL SCHOOL
220 East 42d St. MURRAY HILL 2-0986

JUNIOR CALCULATING MACHINE OPERATOR

BURROUGHS or COMPTON
Five Days or Evenings a Week
AMERICAN SCHOOL
TIMES BUILDING
(1475 Broadway) BRyant 9-1119
23 Years of Experience in Training Calculator Machine Operators

SPANISH FRENCH IN ENGLISH 2 MONTHS

AUTOMEM
152 W. 42nd St. BRyant 9-8749

BUSINESS MACHINES

Intensive Day or Evening Courses
Preparing for
JR. CALCULATING MACHINE OPERATOR. Salary \$1,400
Burroughs, Felt and Tarrant, Monroe Machines
Co-educational Est. 1888
A Selective School for Discriminating Young Men and Women

INTERBORO INSTITUTE

152 West 42d St. WI. 7-3835

Eastman SCHOOL

E. C. GAINES, A. B., Pres.

Registered by the Regents. Day and Evening

Secretarial Training

Accountancy - Bookkeeping

Also SPANISH STENOGRAPHY, EXPORTING, CONVERSATIONAL SPANISH (Native Instructors since 1920)

FREE Employment Service. Low Tuition Fees NOT AFFILIATED WITH ANY OTHER SCHOOL

Visitors Welcome. Bulletin on Request

441 LEXINGTON AVE., (44th St.) N. Y.

Est. 1883 Tel. MURRAY Hill 2-3527

N.Y. School of

FINGER PRINTS

LICENSED BY THE STATE

M. E. HAMILTON, Dir.

22-26 E. 8th St., N. Y. C.

Day & Evening Classes Now Forming

Phone GRamercy 7-1268

REGISTER NOW!!!

Courses on IBM Alphabetic-Numeric Accounting Machine (Tabulator) Including Plugboard Wiring and Sorter.
Class Forming Now for January 20th Course

Also, specialized training on IBM Alphabetic and Numeric Key-Punches. All Courses include Civil Service preparation for written examinations. Low Tuition. Call or write for full particulars.

SCHOOL FOR CARD-PUNCH OPERATORS

250 West 57th Street Suite 425-428 Circle 5-6425

MACY ★ SPECIALS

Cord Study Book for ACCOUNTING AND AUDITING ASST.

\$1.50 By Frederick C. Rothacker

Over 140 pages, 8 1/2 x 11, including more than 700 up-to-the-minute questions and answers, covering every phase of the examination by The Supervisor of Accounting and Bookkeeping Instruction, Adult Education, N. Y. C., and author of "Principles of Business Operation" for the University of the State of New York.

Cord Student Aid.....\$1.00

Cord Typist-Steno..... 1.50

Cord Sr. Prof. Assistant.... 1.00

Ask for Cord at Macy's

Also at: A.S. Gimbel's, Barnes & Noble, Standard Book Co., Womrath's, Municipal Bld'g, Lender Bookstore & CORD PUBLISHERS, 147 4th Ave. AL. 4-5198

SPANISH NATIVE TEACHER

NEW CLASSES NOW STARTING

NEW YORK BUSINESS SCHOOL

11 W. 42nd St. WI. 7-9757

Free Tuition if With Regular Secretarial Course

COMPLETE BUSINESS COURSE

\$5.00 Monthly

Combination Business School

139 W. 125th St. UNI. 4-3170

PREPARE FOR JR. PROFESSIONAL ASS'T (ALL OPTIONS)

MIDTOWN SCHOOL
276 WEST 43rd ST. N. Y. C.
WI. 7-0366

TRAINING FOR A CAREER

Books for Career Training

The books listed below are not intended to take the place of, but to supplement, training in a good school. The books listed below were selected not only to help you gain knowledge of a given subject, but to aid you in determining for yourself what your field of interest should be. THE LEADER will be pleased to advise readers concerning a bibliography in any vocation.

- Aviation**
 - How to Be an Aviator. \$2.00. Robt. McBride & Co.
 - Handbook of Aeronautical Vocations. Zeeland Record Co.
 - Aircraft Blueprint Reading. \$1.00. Pitman Pub. Co.
- Blueprint Reading**
 - Air-Craft Blueprint Reading. \$1.00. Pitman Pub. Corp.
 - Elements of Blueprint Reading. \$1.00. International Corres.
- Book Binding**
 - Practical Instruction in Book-Binding. 65c. C. H. Fische Bookbinding Ser. 1939.
 - Primer to Bookbinding, by F. W. Grimm. \$1.75. Houghton Mifflin Co. 1939.
- Bookkeeping**
 - Bookkeeping in Everyday Life (Workbooks Nos. 1-5). 72c. each. Lyons & Camahan.
 - New Course Bookkeeping. 70c. Ryerson Press. 1939.
 - Bookkeeping-Accounting. \$2.00. Pergrande Pub.
- Carpentry and Joinery**
 - Carpentry and Joinery Work, by N. L. Burbank. \$3.00. Simmons-Boardman Pub. Co. 1940.
 - Joinery and Carpentry, by R. Greenhoigh. \$2.00. Pitman Pub. Corp. 1940.
 - Audel Welder's Guide. \$1.00. Theodore Audel & Co.
- Cartooning**
 - Professional Cartooning. \$1.00. C. Lippey. 1939.
- Clerical**
 - Clerk Bd. of Higher Education. \$1.00. Cord Pubs. 1939.
 - College Clerk, Grade 2. \$1.00. Arco Pub. Co. 1940.
 - Clerical Occupations, by L. J. Schloerb. 50c. Science Research Asso. 1940.
 - Business Letters, by Paul Kearney. 50c. Books, Inc.
 - Cord Clerk, Typist. \$1.50. Cord Pub. Co.
 - Arco Clerk, Steno, Typist. \$1.50. Arco Pub. Co.
 - Capital Mimeo. \$1.50. Capital Pub. Co.
 - Calmare Sten., Typist. 65c. Calmare Pub. Co.
 - Capital Sten., Typist. \$1.00. Capital Pub. Co.
 - Arco Jr. and Sr. Sten., Typist. \$1.00. Arco Publishing Co.
 - Cord, Jr. and Sr. Typist. \$1.50. Cord Publishing Co.
 - Arco Card Punch. 75c. Arco Pub. Co.
 - Calmare Card Punch. 75c. Calmare Pub. Co.
 - Cord Card Punch. 50c. Cord Pub. Co.

U.S. Career as Steno or Typist

One of the best ways to begin a career in the federal service is through a stenographic or typist job. The need for stenographers and typists is always steady and is especially so today with the expansion of all federal agencies due to the national defense program. Male typists and male stenographers particularly have been in demand in recent months, though the need for women in these positions is also steady.

The U. S. Civil Service Commission has announced two different examinations within the last eight months for male stenographers and typists, and it is fairly certain that another exam for these positions will be due within the next twelve months. A person who is preparing for a career that will last as long as they are employed, can well afford to wait this long for the chance at a job, and additionally, he can spend the intervening months to good advantage by preparing for the test before it is announced.

Any system of making notes, including the use of short-handwriting machines, is acceptable.

With the exception of the stenographic dictation, the exams for both positions are the same and the only difference is the method of rating. About three hours is required for the Typist test and about five for the Stenographic one.

On the Typist test, candidates are given plain copy to type. If they type it 3 1/5 times in 10 minutes they get a perfect score. If they type it less than 1 3/5 times they fail. Their actual score ranges between the two extremes.

When the Federal Commission announces a Steno and Typist exam, it is generally for two different grades: Senior Stenographer, \$1,620; Assistant Stenographer, \$1,440; Senior Typist, \$1,440; Junior Typist, \$1,260. There are higher grades in these positions and they pay higher salaries, but they are filled by promotion from the ranks of employees.

Promotion is possible for typists and stenographers not only to higher grades of these positions, but also to other branches of the service. In fact, young men who are good typists and who enter the service usually advance rapidly to higher positions, and many of them become bureau heads in time.

In previous exams, age limits of 18 to 53 were set for applicants for Steno and Typist jobs. Candidates had to be in good health and citizens of the United States.

The following method of rating was used on the last Steno-Typist test:

Subjects	Weights	
	Typist	Steno
1) copying from plain copy (typewriting)...	30	15
2) copying from rough draft (typewriter)....	30	15
3) general test.....	40	20
4) stenography (required of stenographic competitors only)....		40

For Senior Stenographers dictation is given at the rate of 120 words a minute and for Junior Stenographers at the rate of 96 words a min-

All the news... all the exams... accurate... unbiased... in THE LEADER.

RETIREMENT LAW HANDBOOK

Single Copy, 20c

For full information and price on quantities write to

ROBERT H. ALCORN
1703 2nd Street, N. E.,
Washington, D. C.

Study Arco Books

Accounting and Auditing Assistant

A complete preparation, including government accounting, trial balance, depreciation, journal entries, definitions, statements, fire loss, adjustments, partnership, problems, arithmetical calculations, general tests, 150 pages. \$1.50

General Federal Test Guide

Complete preparation for 200 exams, 160 pages..... \$1.50

Postal Positions

Examination expected soon. 4,000 examination questions and answers 225 pages. \$1.50

Jr. Prof. Assst..... \$1.00

Student Aid..... 1.00

ON SALE AT
R. H. Macy, Gimbel's, Leader, Barnes & Noble, Municipal Bldg., City Hall Bookshop, Standard Book Co., College Bookstores, and ARCO Publishing Co., 480 Lex. Ave. — ELdorado 5-6031

Stop kicking about bad breaks...

Make your own opportunities by preparing properly!



LEADER BOOK SHOP

97 Duane Street, New York

- Jr. Auditing and Accounting Assistant..... \$1.50
- Classified C.P.A. Questions in Theory of Accounts..... .50
- Bookkeeping for Personal and Business Use—Raymond Credit. \$2.25
- Bookkeeper..... 1.50
- Border Patrolman..... 1.00
- Jr. & Sr. Typist and Stenographer—Prepared for Federal examinations..... 65c, 1.00 & 1.50
- Questions & Answers for Rural Carrier & Clerical Positions—Wm. J. Barse, 213 pages..... 2.00
- Clerk Typist-Stenographer—Prepared specially for City examinations..... 1.50
- Postal Service..... 25c, 1.00 & 1.50
- Unemployment Insurance Manual..... 1.00
- Housing Study Text for Resident Building Supt., Grade 3, and Building Manager..... 1.50
- Mimeograph Operators..... 1.50
- Questions & Answers for Postal Positions—Wm. J. Barse, 207 pages..... 2.00
- Dietitian..... 1.50
- Questions & Answers for Customs, Immigration, and Law Enforcing Positions—Wm. J. Barse, 232 pages..... 2.00
- Court Attendant..... 1.50 & 2.00
- Clerical, Card Punch, Steno-Typist—Helen Gordon..... 1.00

TECHNICAL PREPARATION

- Introductory Course for Finger Print Experts, by Mary E. Hamilton..... 2.00
- Bridges and Bridge Operating in New York City..... 2.00
- Practical Electricity..... 1.00
- Engineering Review (Structural Steel & Reinforced Concrete). 2.50
- Jr. Engineer & General Test..... 1.00
- Welder's Guide..... 1.00
- New Auto Guide..... 4.00
- Mathematics & Calculation for Mechanics..... 2.00
- Diesel Engine Manual..... 2.00
- New Radioman's Guide..... 4.00
- Handy Book Practical Electricity..... 4.00
- Engineer-Custodians Manual—Exam Questions and Answers—Thomas Brett..... 2.50

FIREMAN PROMOTION PREPARATION

- The Fireman Textbook of Entrance and Promotional Examination Questions..... 3.50
- Fireman Study Book..... 25c & 1.50
- How to Become a Fireman..... .10
- History of Fire Department..... 3.50
- Fire Department Manual of Instruction—An officer's manual for professional fire-fighters by Lowell M. Limpus..... 1.85
- Fire Prevention Code..... 1.50

POLICE PREPARATION

- Patrolman Study Text..... 1.50
- Police Manual..... 1.00
- Law of Arrest in Criminal Proceedings..... 3.00
- Supplement to Law of Arrest..... 1.50
- Questions & Answers for Motor Vehicle Examiner and Police.. 1.00
- Questions & Answers SGT's Examination Study..... 1.00

GENERAL PREPARATION

- Taking Mental Tests or "You Can be a Genius Too"..... .25
- Everyday Law..... .50
- Everyday Mathematics..... .50
- General Federal Test Guide—Procedure, sample tests..... 1.50
- Civil Service Handbook—1,000 Civil Service questions..... .79
- Guide to Municipal Government..... 1.25
- Outline Chart of Municipal Government..... .25
- Your Federal Civil Service—A 500-page manual on procedure. 2.50
- Civil Service Handbook—Procedure, sample questions..... 1.50
- Mental Tests for Civil Service Examinations (Federal, State, and City)—Wm. J. Barse, 225 pages..... 2.00
- Preparation for Civil Service—Donnelly & McKim..... 1.25
- Civil Service Manual..... 1.00

MISCELLANEOUS

- Mental Multiplication—A pamphlet by Charles Lipkin that trains for rapid mental calculation..... .25
- Draft Facts..... .10
- Conscription..... .25
- Building Code..... 1.50
- Sanitary Code..... .50
- Penal Code..... 2.50
- C.S. Retirement Law..... .20
- C.S. Arithmetic..... .50

Civil Service (General)

Civil Service Manual, by S. Alten. \$2.00. Foundation Books. 1940.

Civil Service in N. Y. 50c. Citizens Budget Commission.

Civil Service in Relation to Housing Management. \$1.00. Citizens Housing Council. 1940.

Your Federal Civil Service, by J. C. O'Brien. \$2.50. Funk & Wagnalls Co. 1940.

Opportunities in Government Employment, by L. J. O'Rourke. \$1.00. Garden City Pub. Co. 1940.

Government Positions. 25c. Pergrande. 1939.

English Composition for Civil Service Candidates, by N. T. Hanis. \$1.00. Pitman.

Civil Service Handbook. 79c. National Library Press.

Civil Service Handbook. \$1.50. Cord Publishing Co.

Civil Service Manual. \$1.00. Capital Pub. Co.

Civil Service Arith. 50c. Capital Pub. Co.

Diesel Engineering

Automotive Diesel Maintenance, by W. J. Cummings. \$1.75. Pitman. 1940.

Diesel Engineers, Theory and Design. \$2.50. American Tech. So. 1940.

High Speed Diesel Engineers for Automotive, Marine, Aeronautical, Railroad and Industrial Use. \$4.00. M. P. Heldt. 1940.

Marine Diesel Manual. 50c. Diesel Pub. Co. 1939.

Audel Diesel Engine. \$2.00. Theodore Audel & Co.

Electric Engineering

Electrical Technology, by H. Cotton. \$5.00. Pitman. 1936.

Electrical Engineering. \$3.00. W. Glendinning. 1938.

Electrical Drafting, by S. E. Kocher. \$2.30. International Textbook. 1939.

Audel Handy Book Pract. Electricity. \$4.00. Theodore Audel & Co.

Electric Wiring

Audel Wiring Diagrams for Light and Power. \$1.00. Audels. 1939.

Electric Wiring, by W. W. Ibbertson. \$2.50. Chemical Pub. Co. 1940.

Practical Elect. Wiring, by H. P. Richter. \$3.00. McGraw-Hill. 1939.

Interior Elect. Wiring and Estimating (with blueprints), by A. Uhl. \$2.50. American Tech. So. 1940.

Fingerprinting

Identification Problems, by I. Castellanos. \$2.00. Police Journal. 1939.

Blue Book of Crime, by T. G. Cooke. \$1.00. Inst. of Applied So. 1939.

Firemen

Eagle Fire Prevention Code. \$1.50. Eagle Library.

Fire Manual of Instruction, by Lowell Limpus. \$1.85. E. P. Dutton & Co.

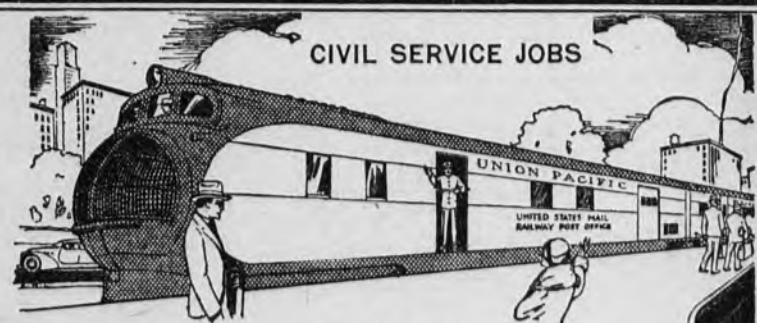
(To be continued)

BOOKKEEPER

PROM. STUDY BOOK
A complete preparation. Previous Questions & Answers. 115 pages—8 1/2 x 11.
\$1.50 POSTPAID
CORD Publishers, 147 4th Ave. (14th St.)

HIGH SCHOOL Home

NO CLASSES. Study for REGENTS or COLLEGE
Prepare at home during spare time. Go as fast as your ability permits. Individual instruction.
MANY FINISH IN 2 YEARS
Tuition Payments \$5 Monthly. All tests furnished.
AMERICAN SCHOOL
130 West 42d St., N.Y.C. Bryant 9-2605
Please send me FREE Descriptive Booklet BA21
Name.....
Address.....



START \$1260 TO \$2100 YEAR

Railway Postal Clerks
City Carriers—File
Clerks—Stenographers
Typists, etc.

MEN—WOMEN—

Prepare now for 1941

Examinations

Mail Coupon

today—SURE.

FRANKLIN INSTITUTE

Dept. P-248, 130 W. 42nd St.—Room 1404

Rush to me, entirely free of charge (1) a full description of U. S. Government Jobs; (2) Free copy of illustrated 32-page book, "How to Get a U. S. Government Job"; (3) list of U. S. Government Jobs; (4) Tell me how to qualify for one of these jobs.

Name.....
Address.....
Age.....
Use This Coupon Before You Mislay It. Write or Print Plainly.

Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

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

Are you making use of The Leader's FREE question-and-answer service? If you have a query enclose a self-addressed, stamped envelope, and mail to QUESTION, PLEASE, Civil Service Leader, 97 Duane Street, New York City.

Exempt and Non-Competitive

R. J. F.—The difference between the exempt and non-competitive classification of positions is one that is generally misunderstood, not only by Civil Service employees, but often by the Civil Service Commissioners themselves. To begin with, the State Constitution requires that all appointments be made after examinations. If it is possible to hold competitive examinations, then it must be competitive test. If competition is not possible, then non-competitive tests must be held. Only where it is impossible to determine the fitness or qualifications by examination may positions be exempted from either competitive or non-competitive test. What, however, are the practical differences between exempt and non-competitive status? In the case of an exempt position the department head may appoint anyone he chooses. The Commission

has nothing to do with the qualifications or lack of them. The department head can appoint a dodo if he desires, and the Commission can't stop it. In the non-competitive position the department head can also appoint anyone he chooses, but the Commission must pass on his qualifications for the job. The Commission may pass on his experience and education record, or may actually give him a written test, or both. If the Commission finds he does not meet the requirements for the position, out he goes. The department head then can choose someone else who can meet the requirements. Theoretically only positions that require of the incumbent the determination of "political policies" in a broad sense are exempted from examination. The theory of non-competitive positions is that an examination is possible to test the technical ability or capacity of the candidate, but there are certain factors that make it impossible to test for these factors; or the position is such that competition would be impractical. The non-competitive class positions do not include only the lower paid positions. They may include some of the highest paid and often ex-

tremely important positions, such as confidential opinion clerks in the courts, specialists in certain fields and employments for exceptional or occasional services. Neither exempt nor non-competitive positions are within the graded service; that is, no minimum or maximum salary grades are fixed for positions other than in the competitive class.

When Disability Can't Be Found

E. J. E.—Where a veteran claims preference for disability and the medical examiner of the Commission finds that the disability claimed does not exist, or that the disability is not such as is recognized under the law as construed by the courts, the Commission may deny the claim for preference. In the absence of arbitrary action on the part of the Commission, its determination based on the findings of the medical examiner is conclusive.

Less Than 3 Names

E. M. E.—Where an eligible list of less than three names results from a competitive examination the appointing authority may decline to make an appointment from the "inadequate" list. He may do

so, but he cannot be compelled to, even though this may result in the continuance of the provisional appointee who failed the test. The commission in such circumstances will hold another examination and certify the resulting list if three or more names are on it. If after re-examination the Commission fails to get sufficient eligibles, the Commission may permit a non-competitive appointment. Strangely enough, the Commissions permit the appointing authority in such cases to appoint the provisional who failed in the competition!

Vets Transferred

I. M. G.—The questions as to the right of veterans to be transferred when their positions are abolished have been asked by a large number of our inquirers. Although I have answered most of them before, they are of such widespread interest and importance to the veterans and others, and the status of veterans under Section 22 of the C. S. Law is so often misunderstood that I feel constrained to review them again at this time. (1) In cases of layoffs due to lack of work or lack of appropriation, or any other cause, the seniority rule requiring those junior in the service to be the first to be laid off applies to all alike—disabled veterans, veterans not disabled, and non-veterans. They all go on a preferred list in the order of the dates of their original appointments in the service. Veterans do not go at the head of the preferred lists, nor do disabled veterans have this privilege. (2) This is true, whether a whole division, a whole department or just a group of positions are abolished. (3) If at the time of layoffs there are vacancies in other similar positions in another department, or other similar positions in the same department of a lower grade, the veteran may be transferred thereto if he requests such transfer. (4) By "similar" position is meant an identical position or one for which substantially the same requirements for entrance by examination are sought by the Commission. The determination of whether the positions are similar is within the discretion of the Commission. (5) A veteran is not entitled to transfer to any "position for which the veteran believes he is fitted to fill," as is so often misunderstood. He must have qualified in a competitive examination

for the position to which he seeks transfer and have been reached on the list before the list expired, if the position is not identical to the one he holds. However, a third grade clerk may be transferred to a second grade clerkship, for it is in the same general class of position and he had already qualified for the lower position before the higher one. (6) The veteran who is transferred to an identical position in the same department may receive the same salary he was receiving at the time of his layoff. If he is transferred to another similar position in the same department, or to another department, he may not necessarily receive the same pay he had received in his old position. He cannot receive a salary greater than that authorized for the position in the budget. (7) The burden of finding an existing vacancy to which the veteran must be transferred rests as much on the veteran as on the department head. The department may not ignore the request of the veteran for transfer in a proper case, but if the veteran does not exercise his right of transfer within a reasonable time after it comes to his notice by requesting such transfer of the department head, he will be deemed to have waived that right.

Clerks Who Become Sanitation Men

SANITATION CLERKS.—Clerks in the S. D. who have been appointed as sanitation men and who later find the work unsatisfactory may be reinstated to their old positions of clerks. This privilege of reinstatement is within the discretion of the S. D. and is subject to approval by the C. S. C. It is not a right, but only a privilege. Advancement from sanitation man class A to class B to Class C will undoubtedly be based on service ratings, seniority, etc. I doubt whether promotion tests will be required, although it is possible that the Civil Service Commission may later decide to require them. The Commission has such discretion. My guess is that sanitation men Class C will be the only ones eligible, and not all the three classes A, B, and C, will be eligible for promotion to assistant foreman when it is held, and that three years' service in the lower grade will be required. It may be changed. (See article on page 2.)

Postal News

By DONALD MacDOUGAL

Letter Carriers' Big Event

As 300 members looked on, Branch 36 of the Letter Carriers went through with the august ceremony of installing William F. McHale and his new board of officers. Present, too, were national President Edward J. Gainor, of Washington, and William Doherty, of Cincinnati, a member of the national Executive Board. The event took place on Sunday, January 5, at the Oak Room, Hotel Capitol.

Together with McHale, these men took the oath of office: Vice-President, Max S. Hauser, Station D; Secretary, Joseph Van Wess, Station O; Financial Secretary, George R. Hopwood, Boulevard Station; Treasurer, Gustave J. Becker, Grand Central Annex; Sergeant-at-Arms, Dominick T. DeSimone, Williamsbridge Station; Collector MBA, B. Robert Rothbind, Station U; Clerk, National Sick Benefit Association, Morris Weitzner, West Farms Station.

Board of Trustees: John Frey, Church Street Annex; Albert F. Montgomery, Station C, and Harry Salmanowitz, Station U.

Auditors: James J. Conklin, Times Square Station; John J. Kaiser, Washington Bridge, and John L. Larson, Station T.

Delegates to Central Trades and Labor Council: Vincent O. Cochrane, Station K; Walter A. Killian, Parkchester Station; Charles Silver, Wall Street Station.

Separate Benefit Organization

Embarking on a separate set of officers for the benefit organization for the first time since organization in 1886, the newly elected officers of the New York Letter Carriers Association were duly installed that same afternoon. Former President William Davidson, formerly of Station H and now retired, was selected as the installing officer and assisted by former president Ferdinand L. Douglas, now a supervisor in the New York Post Office. Those taking the oath of office from "Bill" Davidson; President, Max S. Hauser; Vice-Pres., Wm. McHale; Recording-Financial Secretary Michael Durrenberger, Grand Central Annex; Ass't Fin. Sec'y Nicholas J. Camera, Canal St. Station; Treasurer Nathan Schoengood, Station F; Board of Management: Isidore Lang, Retired; Joseph C. Mauraudino, Station D and James P. Schiavone, Williamsbridge Station; Auditors: Benjamin Kaufman, Trinity Station, Isidore Salmanowitz, Station A and Samuel Scherzer, Station M.

Postmaster Arrives

Postmaster Albert Goldman arrived shortly after the installation

ceremonies to address the boys on their fine cooperation during the recent Christmas holidays. He expressed his warm felicitations to President McHale and through him to the officers and members of Empire Branch No. 36. Superintendent of Delivery Joseph Willon also addressed the membership, giving the viewpoints of his executive capacity in the New York Post Office. Dr. I. Kennett Mirkin, the popular Bronx physician who attends the staff, made another of his inimitable talks. An installation Dinner-Dance was held that evening at the Grand St. Boys Club House on W. 55th Street with some 200 in attendance. Both national officers, Gainor and Doherty and many local guests attended.

Postal Employees Need A Court of Appeals

The LEADER has asked Max Schissel, noted postal authority, to tell us something about appeals legislation. This is what he has to say:

Today most of us know almost by instinct the great value of a Court of Appeals. It is common practice in private industry to provide workers with a right to be heard before an impartial body whenever the status quo of the employee is threatened. This right is a natural one and has become deeply ingrained in the minds of all workers.

Despite our anxiety to have a Court of Appeals, we do not propose a dazzling, unreasonable or irrational formula. All we ask is the opportunity to be heard before an unbiased group of men who can listen to the evidence, sift the facts and examine all of the circumstances in their true light.

We have in mind the Pearson Court of Appeals bill, which has been introduced in Congress at every session. No doubt you will recall that at the last session hearings were held in Washington on the Court of Appeals bill, but no further progress was made. Senator James M. Mead, in a nation-wide radio address, elegantly pleaded for a court of appeals for Postal workers. All this indicates progress, but we still need the final push to put it over. The need today is greater than ever for the passage of the Pearson bill.

Board of Three

The bill establishes a United States Civil Service Board of Appeals composed of three men, one of whom shall be a member of the Civil Service Commission. One shall be chosen by the employees and the third selected by the other two. Its broad powers permit it to subpoena witnesses and compel attendance of any employee in the federal service. The Board may, in the interest of justice

and equity and after a hearing, reinstate an employee with full restoration of his salary.

The real importance of the bill is the fact that it is intended to be an appellate tribunal. In other words a grievance must be brought to the attention of the department head before it can be submitted to the Board. However, where the department has penalized the employee he has the privilege of going directly before the Board for a review of his case. The Board may then reopen his case and its decision is final both on the employee and the Department. Its jurisdiction is limited to cases involving dismissal, reduction or suspension of the employee.

To encourage more independence of action on the part of organization leaders it is necessary to have the protection of a Court of Appeals. We need it! We can never become as aggressive as outside labor unless we have a Court of Appeals to fall back on in the event of a dispute arising between employee and employer.

All Federal Civil Service employees should work for the passage of the Pearson Bill at this session of Congress.

Installation

With Postmaster Goldman praising the "big happy family" that makes up New York's postal employees, newly-elected officials of the Columbia Association of the New York Post Office were inducted Sunday afternoon at the Cornish Arms Hotel.

Ciro Macaluso took office as president. Others installed were Joseph Scotti, first vice president; Joseph Anella, second vice president; Charles Lopresto, recording secretary; Camillio Perconti, corresponding secretary; Benjamin A. Cerasoli, financial secretary; Ralph Santo, assistant financial secretary; Arthur Tisi, treasurer; Carmelo Aguilla, sergeant-at-arms; Anthony Bruno, Albert Granise, and Michael Petro, auditors.

Action

Twenty-two eligibles from the Carriers list were appointed classified substitute carriers on January 2 by Postmaster Goldman. On the same day, 11 classified subs were appointed to positions as regular carriers.

Plug for Abe

Thought we'd put in a word for quiet, hard-working Abe Shapiro, who edits the letter carriers Outlook, and a mighty good job too. Abe, who grins like a college boy and speaks with unbounded enthusiasm of his occupation as a carrier, fathered the Outlook 4½ years ago, and has been its only editor. There's no other paper quite like it. Goes to Washington, Seattle, and various California cities. We read it religiously.

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



complaint corner

Can't Understand Why He's Not Appointed

Sirs: In March, 1937, I took the Accounting and Auditing Assistant examination and received a rating of 75.30. This is a relatively "low" mark and I soon found out that I had little prospect for obtaining employment from this list. At that time, I gave little thought to government employment and practically "forgot" about the matter. When my status changed I soon realized that the only safe and permanent employment was working for the U. S., and I began to follow my status from time to time.

Due to expansion of government activities because of the European war, my prospects were brightened considerably in 1940. Finally, on September 20, I was notified that I had been certified by the Commission for a Clerical position, paying \$1,620, with the Quartermaster at Camp Dix. With unbounded joy, I streaked down to Camp Dix, only to find out that I was third on the certification list (of a total of about 15 names). The Administrative Assistant who interviewed me, told me that if the other three refused to take the job, I would get the position.

I have not heard from Camp Dix since. It does not seem possible that since September no other clerks have been hired at Dix or at other Federal projects in my area. Why haven't I been certified, since September, for other \$1,620 or \$1,440 positions? Is it possible for eligibles with lower ratings to have received these jobs.

It is a rule of the Commission to

give the Appointing Authority an opportunity to select one of three eligibles for a position. However, I understand that it is the usual custom of the Appointing Authority to select the first one on the list. After all, the A. A. does not know one eligible from another, and unless there is a very special defect or fault in one man, it is reasonable to assume that he would select the one with the highest rating.

On November 28, 1940, I was again certified by the Commission for a \$1,440 job with the Finance Officer of the War Department, in Philadelphia. I called immediately for a personal interview. My name headed a list of about 25 names certified to the A. A. After a few questions, I was told to go home and await the result of the interview, and I am still waiting.

I would like to know what can be done to obtain an appointment for a man in my position. Is there a Board of Appeals that would give me a fair chance to find out why I was not appointed? I am interested in knowing why lists of 15 to 25 names are supplied to the A. A. when there is supposedly one job prospect. If more jobs were available in the same department, wouldn't the failure to give me an appointment be doubly criminal?

There is a new Accounting and Auditing examination now pending and I am more confused than ever. Has the Commission discarded the old list, or will I still have a chance for certification and appointment until the new list is promulgated?

ELIOT

Teachers Newsweekly

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS PAGE THIRTEEN



You and I

by May Andres Healy

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

TEACHERS are delighted that the Coudert Committee has been extended to finish the job of exposing subversive groups and individuals in our schools and colleges.

I hope Senator Dunnigan's bills to remove Communists from the ballot and to drop them from all public payrolls will pass. Experiences abroad prove that we cannot afford to trifle with these people any longer.

While most of the public realizes that Communists in the school system are few in number by comparison, there are those who do not know that 99 percent of the teacher groups are as happy as are the members of the Legislature that this cancerous minority will soon be just a bad memory.

In Accord

The teachers and officials of the school system are in accord on the subject of the unfit teacher in no matter what category he is found. In our estimation the Communist teachers are the most "unfit" for they can do the most harm. When they have been purged, the matter of dealing with other types that have been put in this class can be intelligently disposed of.

We do not admit that the rash statements of Dr. Altman can be taken seriously. However, no one will deny that among the vast number of teachers, as in any other large group of employees, there are those who are no longer able to perform their duties.

I was sorry indeed to read Dr. Altman's latest blast. It is unfair to take his statements at face value. The press should refer to the record which definitely does not uphold him. He is referred to as a saddened man and well he might be if he reflects. Any man who will hold up to ridicule the finest body of educators to be found the world over should be sad.

Morale Improved

Let me say here that the morale of the teaching force has improved tremendously in the past few months. Teachers who have appeared before the medical board of the Board of Education have reported fine and courteous treatment. They realize that the medical board is a fact-finding board, and are not at headquarters to scare and intimidate teachers.

The sick teacher needs a little sympathy and gentle treatment, which from all reports seems to be the policy of the present board. We are as anxious as are the school officials to relieve the system of the unfit teacher, and when the teacher is unwilling to apply for retirement, the employer must have that right—but we insist that this be done fairly and on the basis of the facts.

To Seek Legislation

The committee appointed by President Marshall, at the request of Dr. Frank D. Whalen, chairman of the Joint Committee of Teachers' Organizations, is studying the entire matter and will, if they think it necessary, seek legislation which will be acceptable to the teachers as well as to the officials of the school system.

When the above committee, as well as the Coudert Committee, have completed their tasks, we hope that the phrase "unfit teacher" will disappear, for it has been most embarrassing to our profession. I am sure all other groups so attacked would resent any such implication.

Test for Music Teachers

An examination for assistant director of music has been added to the list of tests scheduled for the Easter vacation. The exam will be open to teachers who have had at least six years' experience teaching music or supervising music instruction in grade schools. In addition, applicants must be college graduates and have the approximate equivalent of a master's degree, including courses in both music and education. However, applicants have until September, 1941, to meet these eligible requirements.

This examination is open to persons living outside New York provided they are under 40 years of age. The test will consist of two parts as follows:

Requirements

1. A written test in—
(a) Music: Harmony, orchestration, music theory, voice training, and the history of music.

(b) Music education: Principles and methods of teaching music in elementary and secondary schools; supervision and administration of a department of music; the history of music education.

2. Personal tests—
(a) A review of the applicant's record of service in the field of music education.

In view of the importance of the position of assistant director of music in New York city it is urged that only persons with a distinguished or at least highly creditable record should apply. Experience in actual supervision and/or administration in the field of music will be given much more decisive weight than mere teaching experience.

(b) An interview before a qualified examining committee.

(c) A test, conducted in a New York city school, in teaching and in appraising observed teaching.

(d) A test of musicianship (musical performance). This test will include piano playing, conducting, and vocal sight reading.

(e) A first-hand observation and appraisal of the applicants work in his own school or community.

There is one vacancy at \$4,800 to \$6,000 in the school system. Annual increments for this position amount to \$300. The official examination announcement will be released about March 1.

Guild Cautions Rapp-Coudert

In a statement of its principles the Teachers Guild supported with reservations the Rapp-Coudert committee investigating subversive activities in

the school system. The Guild, reaffirming its lack of sympathy with the leadership of Local 5 of the Teachers' Union, regretted that the Coudert committee insisted on demanding Local 5's membership lists.

The Guild also requested the committee to give the widest publicity to the statement of Paul Windels in the first open hearing that the overwhelming body of teachers are loyally committed to democratic institutions and principles. The Guild urged the committee not "to give aid or comfort to those who would use the testimony presented before the Committee as an excuse for cutting appropriations to our local city colleges, or for demanding that the State legislature cut State Aid to the public schools, or for attempting to limit academic freedom on the schools."

The Guild reasserted its belief that it is of public concern to learn whether there is Communist, Fascist or Nazi anti-democratic influence in the schools and requested the committee to investigate possible Fascist and Nazi subversive activities as vigorously as they are investigating Communist activities.

PARK TOPICS

By B. R. MEEHAN

Park Foremen Elect Officers

At the last regular meeting of the Greater New York Park Foreman Association held in 1940, the following officers were elected: John J. Devlin (Manhattan), president; Al Meyers (Richmond), vice-president; August Shultz (Queens), secretary; Peter Walsh (Brooklyn) financial-secretary; John McCarthy (Brooklyn), treasurer; Selig Bressler (Brooklyn), sergeant-at-arms.

Those officers elected to the executive board for a three-year duration are: James Cumberland, Brooklyn; George Kearon, Queens; and Peter Burger, Brooklyn.

Thomas J. Donovan, Brooklyn; and Christopher Stokes, Brooklyn, were selected to serve the executive board for two years; while John Petrak, Manhattan; John Borise, Manhattan; and David O'Connell, the Bronx, were elected to serve for one year.

The first item on the new program for 1941 will be a Get-Together Party on Monday, February 3rd, at Augrick's Restaurant, 257 William Street, Manhattan. Tickets are \$1.00. Tickets can be procured from the following committee members: John Casey, George Kearon, John J. McDonough, Selig Bressler and John Borise. Members are requested to procure their tickets immediately because of the limited supply.

Each member has been advised to constitute himself a go-getter and bringing every Foreman and General Foreman as a member of the organization. The goal for 1941 is 100% membership, because only then the organization can speak in the name of all the Park Foremen.

Attendance at meetings is another request that is made to the members. Your presence not only gives you a personal contact with your officers; but also makes for better relationship with the other members of the association.

Meetings

Next regular meeting of the Assistant Gardener Eligible Association will be held Monday evening, Jan. 20 at 8 p.m. in the auditorium of Washington Irving High School, East 16th Street and Irving Place, Manhattan.

The second regular meeting of the Park Foreman Eligibles' Association will be held on Thursday evening, Jan. 16, at 8 p.m. in Room 413, Pulitzer Building, 63 Park Row, Manhattan.

All interested eligibles are urged to attend since there will be a reading of the committee report.

Odds 'n' Ends

New York University on Friday evening, January 10, opened courses in preparation for promotion to Gardener. Courses come on Friday evenings from 6:30 to 8:15 p.m. to April 25. Classes are directed by W. S. Tuttle, District Superintendent of

L. I. State Park Commission. The fee is \$15. Registration can be made at 20 Washington Square N, Room 101 from 9 a.m. to 8 p.m. except Saturdays. There are no entrance requirements... The ice and roller skating rinks in the New York City building at Flushing Meadow Park was officially opened at 3:30 p.m. last Sunday. This is the first unit of the park to be opened for public since the closing of the fair in October. The roller skating rink is 150 ft. long, 116 ft. wide. The ice skating rink is 178 ft. long and 116 ft. wide. There will be afternoon and evening skating. Charge for afternoon sessions is 20 cents and 35 cents for the evening period after 7 p.m. The use of roller skates is included in the admission price... Applications for promotion exam to gardener may be opened the latter part of January or early February. There may be a practical exam included... Ass't gardeners who have been accepting appointments to the Dept of Water Supply, Gas and Electricity outside of the city, requiring change of residence to the place of assignment, have been assured that such change of residence will not disqualify them from recertification from the preferred list when their names are reached. This is in accordance with provisions of the Administrative Code Chapter 40—Title B, Sec. B-40-4.

Promotion to Gardener

Study Series No. 6.

53. Broadleaf plantain is (a) a common lawn weed; (b) an evergreen shrub; (c) a type of moss found on lawns; (d) a deciduous tree.

54. Topiary work is (a) the artificial shaping of trees into grotesque forms; (b) cavity treatment of trees; (c) a form of girdling; (d) done with guy wires.

55. American larch is commonly called (a) white cedar; (b) tamarack; (c) black willow; (d) trembling aspen.

54. Define each of the following gardening terms: (a) heaving (b) loam (c) cambium (d) balled and burlapped (e) stooling as applied to grass (f) girdling (g) topiary work (h) stratification as applied to seed.

55. What is meant by the term guying—as applied to trees? What is its purpose.

56. What is the best season for sodding a lawn area? Briefly explain the process of sodding a lawn. Give a detailed account of the work involved until the sod is firmly established.

Direction: Fill in the answers as required in each of the following:

57. Burdock is.....

58. An example of a scaly underground stem is the.....

59. Small shallow boxes used for the growing of seedlings are called.....

60. Two methods of propagating bent lawns..... and.....

61. A dibber is used for.....

62. Plants which require mulching

for protection through winters are classified as.....

63. Corms borne in leaf axils are called.....

64. The process of spreading material over soil to afford protection through winter is termed.....

65. Masses of roots containing buds are called.....

Answers

Because of the numerous letters requesting key answers to the Promotion to Gardener Study Series, THE LEADER presents the first set of answers to study series number 2 and 3, the questions which were printed in the Nov. 26 and Dec. 10 editions of THE LEADER. Answers to essay or written type questions cannot be printed because of space limitations.

Answers to study series number 2.—6(T), 7(F), 8(T), 9(F), 10(T), 11(C), 12(C), 13(A), 14(A), 15(D).

Answers to study series number 3.—16 (annuals, biennial, perennial), 17 (fertilizer), 18 (node), 19 (spring), 20(stock), 21(C), 22(A), 23(C), 24(B), 25(D).

Clip and paste in scrapbook. To be continued when space permits.

Think It Over

Park employees are close to the bottom of the wage scale in comparison with personnel in other departments. The morale of the force is lowered and progressive employees who should be encouraged to make parks a career seek employment elsewhere, with a resulting turnover of men who receive training and then are lost to the Department.—From Six Years of Park Progress.

Park List Won't Do For Building Job

A request by John A. Dale, a supervisor of Park Operators, that his list be used for jobs as Resident Building Superintendent was denied last week by the Municipal Civil Service Commission. An examiner of the Commission found that there was not a sufficient similarity in the duties, requirements and previous exams for these two jobs to justify using the Park Operators list for the Building Superintendent job.

"The operation and maintenance of properties of the Housing Authority involves very different problems from those connected with the operation of a recreational enterprise," the examiner reported.

(Address all communications to the column in care of THE LEADER.)

Use Check-O-Matic THE CONVENIENT NO-MINIMUM-BALANCE CHECKING ACCOUNT FOLEY SQUARE OFFICE

Empire Trust Company 50 LAFAYETTE STREET near WORTH STREET Member Federal Deposit Insurance Corporation

RESOLVE:



To put your finances in order!

A Personal Loan and a Firm Resolution Can Help You Start the New Year Right. Resolve to Put Your Finances in order.

Loans of from \$60 to \$3,500 for periods of 12 months or longer can be arranged without co-makers. The discount rate is low—4½% per annum—and life insurance costs only 50 cents per \$100. Bronx County Trust Company service is prompt.

BRONX COUNTY Trust Company

MAIN OFFICE: Third Avenue at 148th Street MEIrose 5-6900, Extension 50

BRANCH OFFICES

Third Avenue at 137th Street East Tremont Ave. at Eastern Blvd.
Third Avenue at Boston Road White Plains Avenue at 233rd Street
Fordham Road at Jerome Avenue East Tremont Ave. at Boston Road
Orden Avenue at University Avenue 11 Hugh J. Grant Circle

MEMBER FEDERAL DEPOSIT INSURANCE CORPORATION MEMBER FEDERAL RESERVE SYSTEM

Examination Requirements

How to Apply for a Test

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

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

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

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

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

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

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

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

State Tests

Junior Education Examiner

Department of Education. (Usual salary range \$150-\$190 a month; appointment expected in Albany office; lists will be used for temporary appointment only.) Fee, \$1.

Lists will be set up in these subjects: English, fourth year; Latin, third year; French, third year; German, third year; Spanish, third year; plane geometry; intermediate algebra; American history; economics; vocational homemaking; physics; chemistry; biology (second year); earth science; stenography; typewriting; bookkeeping; business arithmetic; business law.

Duties

Under supervision, rate Regents exams, special scholarship exams, objective tests, assist in preparation and validation of such tests; related work.

Requirements

Either (a) three years teaching experience within the past five years in a secondary school registered by the State Education Department in the subject or subjects in which the candidate wishes to qualify, and a college degree, supplemented by either (1) 15 semester hours of graduate work in the appropriate field, or (2) 11 semester hours of credit for graduate work in the appropriate field, and two semester hours in educational or mental tests and measurements; or (b) an equivalent combination. Candidates may qualify for more than one subject, but must file a separate blank and fee for each.

Basis of Rating

Written, 5; training and experience, 5.

Industrial Homework

Investigator

Division of Women in Industry and Minimum Wage, Department of Labor; (usual salary range, \$1,800-\$2,300; appointment expected at minimum, but may be made at less.) Fee, \$1.

Duties

Under immediate supervision, carry on field work required for enforcement of the Industrial Homework Law; related work.

Requirements

Either (a) two years experience in industrial investigation, one of which was spent in problems of women and minors, or in checking payrolls or financial records, and a college degree with specialization in economics or political science; or (b) one year's experience in industrial investigation, six months in checking payrolls or financial records, and one year graduate work in economics and/or political science; or (c) five years experience in industry, two of which were in duties involving practical knowledge of employment practices secured through development and promotion

of improved labor standards with government, labor, or other type of organization having as its aim the improvement of social or working conditions, and six months of which were in checking payrolls or financial records; or (d) an equivalent combination.

Basis of Rating

Written, 5; training and experience, 5.

Senior Engineering Aid

Transit Commission. (Usual salary range \$2,000-\$2,500; 20 appointments expected at minimum but may be made at less.) Fee, \$1.

Duties

Under general supervision, assist in engineering work by performing assigned technical tasks involving engineering knowledge and training, but not of full professional rank or responsibility; related work.

Requirements

Either (a) a Civil Engineering degree; or (b) two years toward a Civil Engineering degree and two years Civil Engineering experience; or (c) an equivalent combination.

Basis of Rating

Written, 5; training and experience, 5.

Social Worker

In training schools for juvenile delinquents under the supervision of the Department of Social Welfare. (Usual salary range \$1,800-\$2,300 with suitable deduction for maintenance if allowed; appointment expected at minimum but may be made at less; appointments expected at the New York State Training School for Boys at Warwick at \$1,200-\$1,700 plus maintenance, and at the State Agricultural and Industrial School at Industry at \$1,600-\$1,800 without maintenance; appointments may be made from this list to similar positions at the New York State Training School for Girls at Hudson.) Fee, \$1.

Duties

Under supervision, do social case work with children under the care or supervision of a state training school for delinquents; related work.

Requirements

Candidates must be high school graduates or have its educational equivalent. They must meet either a) six years' full-time paid experience in social case work within the past 10 years, three of them with a child welfare agency; or b) four years' experience, two with a child welfare agency, and two years toward a college degree; or c) two years' experience, one with a child welfare agency, and a college degree; or d) an equivalent combination. Training in a school of social work may be substituted for experience; one year study for a

year of experience, and two years' study for three years' experience.

Basis of Rating

Written, 4; training and experience, 6.

Farm Products Promotion Agent

Department of Markets and Agriculture. (Usual salary range \$2,100-\$2,600.) Fee, \$2. Candidates must furnish their own cars for travel at State rates when required for use in their work.

Duties

Under supervision, contact producers, marketers, and consumer groups to explain application and use of the State trade-mark; assist in development of plans and organization by them for its use; obtain contracts; supervise use of the trade-mark in accordance with the laws and policies of the Department; related work.

Requirements

Either (a) five years business or agricultural marketing experience, two of which were in sales and/or promotion, including some field work and including one year in grading, preparing for market, and marketing of agricultural products; or (b) three years of such experience, and a college degree; or (c) an equivalent combination. Education in an agricultural school or college will be considered.

Basis of Rating

Written, 4; training and experience, 6.

Farm Products Promotion Assistant

Department of Agriculture and Markets. (Usual salary range \$2,600-\$3,225.) Fee, \$2. Candidates must furnish their own cars for travel at State rates when required for use in their work.

Duties

Under general supervision, assist in planning the program for promoting the use of the State trade-mark and the sale of agricultural products marketed thereunder by producers and distributors of farm products; organize and educate consumer groups as to the value of products bearing the trade-mark; assist in the supervision of personnel investigating applications for trade-mark; assist in research on marketing trends; related work.

Requirements

Either (a) seven years business or agricultural marketing experience, four of which were in sales and/or promotion, including some field work and preparation of advertising and publicity copy and one year in sales and/or promotion of agricultural products; or (b) five years of such experience, and a college degree; or (c) an equivalent combination. Education in an agricultural school or college will be considered.

Basis of Rating

Written, 4; training and experience, 6.

Farm Products Promotion Supervisor

Department of Agriculture and Markets. (Usual salary range \$3,225-\$3,975.) Fee, \$3. Candidates must furnish their own cars for travel at State rates when required for use in their work.

Duties

Under general direction, plan and conduct the program for promoting use of the State trade-mark and the sale of agricultural products thereunder, by producers and distributors of agricultural products; supervise investigation of applications for trade-mark; conduct research on marketing trends; related work.

Requirements

Either (a) nine years business or agricultural marketing experience, four of which were in sales and/or promotion, including some field work and the preparation of advertising and publicity copy, two of which were in sales and/or promotion of agricultural products, and two in administrative and organization work; or (b) seven years of such experience, and a college degree; or (c) an equivalent combination. Education in an agricultural school or college will be considered.

Basis of Rating

Written, 4; training and experience, 6.

Milk Promotion Agent

Department of Agriculture and Markets. (Usual salary range \$1,800-\$2,100.) Fee, \$1. Candidates must furnish their own cars for travel at State rates when required for use in their work.

Duties

Under supervision, represent the Bureau of Milk Publicity in an assigned area; contact milk producers, milk distributors, civic groups, etc., for increased consumption of fluid milk; related work.

Requirements

Either (a) five years business or agricultural marketing experience, two of which were in sales and/or promotion work, including some field work, one of which was in milk marketing; or (b) three years of such experience and a college degree; or (c) an equivalent combina-

tion. Education in an agricultural school or college will be considered.

Basis of Rating

Written, 4; training and experience, 6.

Milk Promotion Assistant

Department of Agriculture and Markets. (Usual salary range \$2,100-\$2,600.) Fee, \$2. Candidates must furnish their own cars for travel at State rates when required for use in their work.

Duties

Under general supervision, assist in planning and conducting the program of promoting increased consumption of fluid milk; supervise local milk publicity campaigns; contact milk producers, milk distributors, civic groups, etc., in the program; make studies of milk production and consumption trends; related work.

Requirements

Either (a) seven years business or agricultural marketing experience, four of which were in sales and/or promotion, including some field work and preparation of publicity copy, one of which was in sales and/or promotion in milk marketing; or (b) five years of such experience, and a college degree; or (c) an equivalent combination. Education in an agricultural school or college will be considered.

Basis of Rating

Written, 4; training and experience, 6.

Milk Promotion Supervisor

Department of Agriculture and Markets. (Usual salary range \$2,600-\$3,225.) Fee, \$2. Candidates must furnish their own cars for travel at State rates when required for use in their work.

Duties

Under general direction, plan and conduct the program for increased consumption of fluid milk; supervise milk publicity campaigns; gain the cooperation of various groups and organizations in the program; supervise the activities of the bureau staff; related work.

Requirements

Either (a) nine years business or

agricultural marketing experience, four of which were in sales and/or promotion, including some field work and preparation of advertising and publicity copy, two of which were in sales and/or promotion in milk marketing, and two in administrative and organization work; or (b) seven years of such experience, and a college degree; or (c) an equivalent combination. Education in an agricultural school or college will be considered.

Basis of Rating

Written, 4; training and experience, 6.

Other State-wide exams in the March 1st series are:

Blindness Prevention Consultant Nurse, Division for the Blind, Department of Social Welfare.

Highway General Maintenance Foreman, Division of Highways, Department of Public Works. This examination is open to legal residents of all counties with the exception of Bronx, Kings, New York, Queens and Richmond, but certification will be made by counties. For filling a vacancy in a county, certification will be limited to those who are and have been legal residents of the county for four months immediately preceding the date of the examination.

Junior Aquatic Biologist, Division of Fish and Game, Conservation Department. Candidates, if eligible, may also compete for Senior Aquatic Biologist.

Physiotherapist, Division of Orthopedics, Department of Health.

Railroad Equipment Inspector, Department of Public Service.

Senior Aquatic Biologist, Division of Fish and Game, Conservation Department. Candidates may also compete for Junior Aquatic Biologist.

Senior Inspector of Standards and Purchase, Division of Standards and Purchase, Executive Department.

The following county exams are also in the series. They are open to residents of four months standing unless otherwise stated:

Niagara County Settlement Accounts Clerk, Department of Public Welfare.

Stenographer, Department of Public Welfare.

Oneida County Account Clerk, Oneida County Veterans Relief Committee.

X-Ray Technician, Oneida County Hospital.

Orange County Assistant Photo Recording Clerk, County Clerk's Office.

Westchester County Guard-Farmer, Westchester County Penitentiary. This examination is open to legal residents of any county in New York State, but preference in certification will be given to legal residents of Westchester County.

Head Janitor, Division of Buildings, Department of Public Works.

Senior Court Clerk, Surrogate's Court.

U. S. Tests

Student Aid, \$1,440

Optional branches: (1) Agricultural Economics; (2) Agronomy; (3) Animal Husbandry; (4) Biology-Wildlife; (5) Economics; (6) Engineering; (7) Forestry; (8) Geology; (9) Home Economics; (10) Horticulture; (11) Metallurgy; (12) Plant Pathology; (13) Public Administration, Political Science, History, or Sociology; (14) Range Management; (15) Soils; (16) Statistics.

File by January 20. Age limit, 30. Employment lists: Separate lists of eligibles will be made up for each of the optional branches. Applicants can file for only one optional subject.

Conditions of Employment and Promotion

Usually appointments to these positions are for employment during the school vacation periods. Normally, appointees will be subject to a period of training which will combine a thorough course of instruction concerning the objectives and procedures of the service with practical work in various field activities.

Appointees may be furloughed due to the seasonal nature of some of these positions. Satisfactory employees, if furloughed, may be re-employed in succeeding seasons.

Student Aid appointees may be furloughed for the purpose of continuing their baccalaureate studies. Subsequent to the completion of their academic training and dependent upon their previous record of service, they may be recalled as Student Aids with opportunities for advancement to the professional service.

Advancement to the professional service will depend upon the occurrence of vacancies and upon the individual record of the appointee, subject to such noncompetitive examination as the Civil Service Commission may prescribe.

Duties

Under immediate supervision, and following specific instructions as to methods and working details, to perform simple routine sub-professional tasks connected with the practical application of the principles of one of the sciences mentioned above under "Optional branches."

Requirements

Applicants must have successfully completed at least three years of study in a college or university of recognized standing and must have formally indicated at the college or university their intention of majoring in the optional subject for which application is made, provided that no applicant may enter the examination who completed the third year of college study prior to May, 1938.

Junior Students: Applications will be accepted from junior students now in attendance at institutions of recognized standing, if otherwise qualified, subject to their furnishing during the existence of the eligible register resulting from this exam a statement under oath certifying to their successful completion of their junior college year prior to July 1,

1941. The names of junior students who attain eligibility in this exam may be certified and provisional appointment may be made at any time their names are reached for certification during the existence of the eligible register, but such eligibles may not enter on duty, if selected for appointment, until they have successfully completed their junior college year.

Basis of Ratings

Competitors will be rated on a general test on a scale of 100. This test will take about two hours.

Jr. Professional Assistant \$2,000

Optional subjects: (1) Junior Administrative Technician; (2) Junior Agronomist; (3) Junior in Animal Nutrition; (4) Junior Biologist-Wildlife; (5) Junior Business Analyst; (6) Junior Chemist; (7) Junior Economist; (8) Junior Engineer; (9) Junior Forester; (10) Junior Geologist; (11) Junior Home Economist; (12) Junior Horticulturist; (13) Junior Legal Assistant; (14) Junior Meteorologist; (15) Junior Physicist; (16) Junior Range Conservationist; (17) Junior Soil Science.

(Continued on Page 15)

DO YOU WANT SECURITY? FIREMAN'S GUIDE

The Fire Dept. offers a career to the ambitious young man of N. Y. Prepare now for a job that pays \$2000-\$3000. Do not wait for the last minute. Get the jump on the others by using the only study-book to be endorsed by a member of the Fire Dept.

Battalion Chief Jacob Levy unqualifiedly recommends this book for all entrance and promotion tests. Complete Study Course — \$1.00 By Mail — \$1.10

EXAMINER PUBLISHING CO.

1560 Broadway, N. Y. Suite 508

BRyant 9-4567

Dr. H. J. Kornbluh

Surgeon Dentist
IS NOW LOCATED AT
200 EAST 33rd STREET
(Corner Third Avenue)
LEXington 2-8214

ADVERTISEMENT

Epidemic of Cold Symptoms

666 Liquid or 666 Tablets with 666 Salve or 666 Nose Drops generally relieves cold symptoms the first day.

Don't Let Life Kick You Around!



Pick out a career for yourself in government service. Get your study material early.

And begin your preparation NOW for the next Civil Service exam!

The LEADER BOOKSHOP
97 Duane Street New York City

Six Agricultural Exams in New State Series

(Continued from Page 14)
 (18) Junior Writing and Editing Assistant; (19) Junior Zoologist—Parasitology.
 File by January 20. Age limit: 35.
Duties
 Under immediate supervision, to perform scientific or professional work in one of the optional branches listed in the foregoing.

Requirements
 Education: They must have successfully completed a full four-year course leading to a bachelor's degree in a college or university of recognized standing with undergraduate or graduate study as pre-requisite under one of the optional branches listed below. (See "Specialized Study.") Applicants can be examined in only one of the optional subjects.

Senior Students: Applications will be accepted from senior students or graduate students now in attendance at institutions of recognized standing, if otherwise qualified, subjecting to their furnishing during the existence of the eligible register resulting from this examination a statement under oath certifying to the successful completion of the required college course prior to July 1, 1941. With the exception of the Junior Engineer, the names of senior or graduate students or law students who attain eligibility in this examination may be certified at the request of the department and provisional appointment may be made at any time their names are reached for certification during the existence of the eligible register, but such eligibles may not enter on duty, if selected for appointment, until they have furnished a statement under oath showing successful completion of the college course required, including the specialized study prescribed for the optional subject chosen. Specialized courses in which the applicants will be enrolled in their last semester or quarter and which will be completed prior to July 1, 1941, will be accepted and should be indicated in their applications as courses to be scheduled. In connection with the National Defense Program and because of the scarcity of trained personnel in the engineering field, eligibles appointed from the Junior Engineer register may enter on duty without proof of graduation. Such persons may be required to furnish proof at a later date.

Specialized Study: Applicants must show, as a minimum, specialized study in one of the optional subjects, as follows:

- (1) Junior Administrative Technician: 30 semester hours in public administration, political science, economics, history, or sociology, or in a combination of these subjects, provided that at least 12 hours must have been in any one or a combination of the following: Principles of public administration; personnel administration (public or private); management and supervision (public or private); public finance; public budgetary administration; administrative or constitutional law; courses in the application of public administration principles to functional activities, e.g., public welfare administration, public health administration and not to exceed three semester hours in statistics and/or accounting.
- The professional questions in the examination for Junior Administrative Technician will fall in the field of public administration.
- (2) Junior Agronomist: 20 semester hours in agronomy or in agronomy and soils combined.
- (3) Junior in Animal Nutrition: 10 semester hours in feeding and nutrition of farm animals.
- (4) Junior Biologist (Wildlife): 30 semester hours in biology, including at least 10 semester hours in zoology.
- (5) Junior Business Analyst: 30 semester hours in industrial or business administration, organization, management or supervision, or any combination thereof, including or supplemented by at least 12 semester hours in accounting or statistics, or any combination of accounting and statistics.
- (6) Junior Chemist: 30 semester hours in chemistry.
- (7) Junior Economist: 24 semester hours in economics and 3 semester hours in statistics; or 21 semester hours in economics and 6 semester hours in statistics.
- (8) Junior Engineer: Completion of a full four-year professional engineering curriculum leading to a bachelor's degree in engineering in a recognized school of engineering.
- (9) Junior Forester: Completion of a full four-year course leading to a bachelor's degree in forestry in a recognized school of forestry.
- (10) Junior Geologist: 30 semester hours in geology.
- (11) Junior Home Economist: 20 semester hours in home economics.
- (12) Junior Horticulturist: 20 semester hours in horticulture.
- (13) Junior Legal Assistant: Completion of 120 semester hours of work including or supplemented by the completion of all academic requirements for a bachelor's or higher degree in law in a college or university or law school of recognized standing.
- (14) Junior Meteorologist: 30 semester hours in mathematics and physics or in mathematics, physics and meteorology, provided that at least 6 semester hours in mathematics and 6 semester hours in physics must be shown.
- (15) Junior Physicist: 24 semester hours in physics.
- (16) Junior Range Conservationist: 20 semester hours in range management, pasture management, or plant ecology, or in any combination of these subjects, or in one or more of these subjects combined with forestry, botany, agronomy, or animal husbandry.
- (17) Junior Soil Scientist: 20 sem-

ester hours in soils or in soils and agronomy combined.
 (18) Junior Writing and Editing Assistant: 30 semester hours in English or journalism or any combination of these subjects.
 (19) Junior Zoologist (Parasitologist): 30 semester hours in zoology including at least 5 semester hours in parasitology.
Basis of Ratings
 General test, 30; professional questions, 70.

Dental Laboratory Mechanic, \$2,000

Asst. Dental Laboratory Mechanic, \$1,440

Dental Hygienist, \$1,620
 File by February 3. Age limit: 53.

Instructor, Air Corps Technical School (\$2,000-\$3,800)

Junior, \$2,000; Assistant, \$2,600; Associate, \$3,200; and Instructor, \$3,800. Twelve optional branches. File until further notice. Age limits: 21-53. Army Air Corps, War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Colo.

Applicants must have high school diploma or a certain substitution; four years' experience as instructor in shop subjects or shop supervisor, which included six months in the optional branch for which application is made. Certain college credits may be substituted for experience. There are additional requirements for grades above Junior Instructor.

Aeronautical Inspector (\$3,200-\$3,500)

Associate, \$3,500, and Assistant, \$3,200; Civil Aeronautics Authority, Dept. of Commerce. File until further notice. Age: 24-40 (Associate), 24-35 (Assistant).

Applicants must have pilot's certificate, solo flying hours and instruction experience.

Aircraft Inspector (Factory) Associate (\$2,900)

Air Carrier Maintenance Inspector, Associate (\$2,900)

Civil Aeronautics Authority. File until further notice. Age limit: 24-53.

Applicants must have an aircraft mechanics' certificate of competency and (1) two-year supervisory experience in the mechanical field of modern civil aircraft manufacture or repair, or (2) three years' experience in the same field, which includes components, sub-assemblies, instruments, and accessories, or final assembly inspection.

Inspector, Engineering Materials (Aeronautical) (\$1,800-\$2,600)

Junior, \$1,800; Inspector, \$2,000; Senior, \$2,600. Navy Dept. for duty wherever assigned. File until further notice. Age limit: 53.
 Applicants must have had two to six years' experience in the inspection and testing of aeronautical engineering materials, or aircraft engines and their accessories. Certain substitutions are allowed.

Engineering Draftsman (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File until further notice. These positions are for work on ships. Age limits: 45 (Assistant), 60 (other grades).

Engineering Draftsman (Ordnance) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Navy and War Depts. File until June 30, 1941. Age limit: 53.
 Applicants must be high school graduates and must have two to six years' drafting experience, according to the grade. One year must be in elementary drafting training or experience and the rest in ordnance drafting.

Engineering Draftsman (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600.

File by June 30, 1941. Age limit: 53.

Applicants must have two to six years' drafting experience, according to the grade. One year must be elementary training or experience and the rest in aeronautical drafting. Certain substitutions for college education are allowed for part of experience.

Inspector, Ship Construction (\$2,000-\$2,600)

Inspector, Engineering Materials (\$1,620-\$2,600)

Ship Construction: Inspector (optional branches—hulls, mechanical, electrical), \$2,000; Senior, \$2,600.

Engineering Materials: Junior, \$1,620; Inspector (optional branches—hulls, mechanical, electrical, radio), \$2,000; Senior, \$2,600.

Navy Dept., for duty in the field. File until further notice. Age limit: 55. Applicants must have had inspectional experience, appropriate for the grade and optional branch.

Engineering Aid (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Aid, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Army Air Corps, War Dept. File until June 30, 1941. Age limit: 55.

Applicants must have had engineering experience in testing, research, design, construction, or other engineering activities, partly in the field of aeronautical engineering.

Junior Engineer (\$2,000)

Optional Branches: (1) Aeronautical and (2) naval architecture and marine engineering.

File until further notice. Age limit: 40.

Applicants must have a bachelor's degree in the optional branch for which application is made. Substitution of 10 specialized college credit hours or one year's experience in the optional branch is permitted.

Engineer (\$2,600-\$4,600)

Optional branches: electrical, heating and ventilating, materials, mechanical, mining, radio, structural, telegraph, telephone and welding. File by June 30, 1941. Age limit: 55.

Applicants must have a bachelor's degree in engineering, but certain substitutions for education are allowed. Two to four years' experience is required in the optional branch applied for. Graduate study in engineering may be substituted for part of experience.

Inspector, Signal Corps Equipment (\$2,000-\$3,200)

Junior, \$2,000; Inspector, \$2,600; Senior, \$3,000. Signal Corps, War Dept., for duty in the field. File until further notice. Age limit: 55.

Applicants must have had college study in electrical or radio engineering. In addition, except for the junior grade, they must have had experience in inspecting or testing of parts, assemblies, or completed units of signal corps equipment.

Inspector, Powder and Explosives (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must have had at least 18 semester hours' study in organic chemistry. Additional ex-

perience may be substituted for part of this requirement. For all grades except Junior Inspector applicants must have had experience in analytical work in a chemical laboratory, or inspection of powder and explosives.

Aeronautical Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Aeronautical Engineer, \$3,800. Twelve optional branches. File until June 30, 1941. Age limit: 53.

Applicants must have a commercial pilot's certificate for two aircraft weight and engine classifications; 1,000 to 2,000 hours of solo flying, which included 300 hours of instruction in two classes of aircraft.

Mechanical Engineer (Industrial Production) (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Mechanical Engineer, \$3,800. War and Navy Depts. File until June 30, 1941. Age limit: 60.

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

Civil Engineer (\$2,600-\$4,600)

Assistant, \$2,600; Associate, \$3,200; Civil Engineer, \$3,800; Senior, \$4,600. Optional branches: Cadastral, construction, soil mechanics, safety, sanitary, general. War and Navy Depts. File by June 30, 1941. Age limit: 55.

Applicants must have completed a four-year college engineering course and must have had professional civil engineering experience.
 (Continued on Page 16)

New City Eligible Lists

ASSISTANT TO THE COMMISSIONER (Director of the Bureau of Finance and Statistics)

(Subject to Medical)

1. Henry J. Rosner, 83.48.

TYPEWRITER REPAIRMAN (Subject to Medical)

1. Norman Salzman, 92.38; 2. Frank A. Vopelak, 91.25; 3. Sidney W. Singer, 91.15; 4. Emanuel A. Marisco, 90.92; 5. Edgar Gilman, 90.64; 6. Carl T. Fuller, 90.47; 7. Leroy S. Palmer, 89.45; 8. George Bibaz, 89.08; 9. Edward R. Burns, 88.95; 10. Vincent J. Donnelly, 88.87; 11. Raymond J. Donnelly, 88.06; 12. Edmund P. Radigan, Jr., 88.01; 13. Serge J. Mecherini, 87.89; 14. John A. Weber, 86.70; 15. William J. Eneh, 86.21; 16. John R. Sandusky, 86.18; 17. Henry Ruella, 85.19; 18. Salvatore Avampora, 85.11; 19. Joseph M. Reichert, 84.88; 20. Leonard W. Carpenter, 84.87; 21. Abraham Gollup, 84.69; 22. George J. Obilgenhart, 84.61; 23. Martin Zriny, 84.35; 24. Daniel Coyne, 84.11; 25. Frank J. Killeen, 83.72; 26. Martin J. Dorgan, 83.64; 27. George F. Hawkins, 83.53; 28. Harold Peck, 83.45; 29. Frank J. Smith, 82.37; 30. Charles Dilger, 82.27; 31. John H. Mallbour, 81.43; 32. James H. Fuller, 81.38; 33. Isidore Weissman, 80.19; 34. Victor Andreola, 79.68; 35. Roland P. Martiny, 78.22; 36. Louis Greenberg, 77.56; 37. John R. Tennessee, Jr., 75.67; 38. Albert B. Blakeley, 75.12; 39. James F. Klump, 74.18.

PROMOTION STRUCTURE MAINTAINER (WOOD WORK) Board of Transportation—Operating Division

1. Christian Vinje, 77.525.

PROMOTION STRUCTURE MAINTAINER (SHEET METAL WORK) Board of Transportation—Operating Division

1. Albert Isokalt, 73.12.

PROMOTION STRUCTURE MAINTAINER (PLUMBING WORK) Board of Transportation—Operating Division

1. Edward F. Caffrey, 78.38; 2. Fred W. Cundance, 78.37; 3. Anthony J. Centauro, 77.75; 4. Webster Sayer, 77.00; 5. Herbert Zuckerman, 76.37.

ASSISTANT ENGINEER, GRADE 4 (Citywide Promotion; Subject to Investigation)

Relative standing of eligibles by departments, which gives the order of certification:

Board of Transportation (Const.)
 1. M. H. Willett.

Board of Water Supply
 1. R. G. Walke.

Board of Water Supply (Eng. Croton)
 1. Milton P. Finkelstein.

Board of Water Supply (Eng. Eastern)
 1. J. E. Ure; 2. J. K. Flynn; 3. P. E. Hagerty; 4. P. Corrad; 5. E. R. Albertson.

Denitto; 6. H. M. Kulick; 7. J. T. Riordan; 8. S. Gottlieb; 9. B. M. Whittier; 10. P. J. Magliato; 11. M. M. Liebekind; 12. M. W. Sethmann; 13. I. Sadosky; 14. H. Smith; 15. R. Becker.

Docks Housing Authority

1. Joseph Goldstein.

Housing and Building

1. H. Wolfe.

Parks

1. F. Eck; 2. N. G. Ramer; 3. J. A. Dawson.

President, Manhattan

1. H. Krakow; 2. E. J. Kochman; 3. S. Miller; 4. H. Harris; 5. R. M. Wells; 6. R. G. Sullivan; 7. E. I. Karp; 8. J. J. Cronin.

President, Queens

1. M. Herman; 2. T. A. Gherman; 3. F. P. Keegan; 4. G. J. Shirkey; 5. H. L. Cohen; 6. J. A. Johnson.

Public Works

1. E. C. Backus; 2. N. Gray; 3. J. S. Engel; 4. C. Braghton; 5. G. Vander Boon; 6. S. J. Goldwater; 7. M. J. O'Reilly; 8. H. Fischer; 9. M. E. Milowe.

Triborough Bridge Authority

1. M. Grushky.

Tunnel Authority

1. E. Sanel; 2. I. Rosov.

Water Supply Dept.

1. A. D. Henderson; 2. F. C. Stern, Jr.; 3. J. A. Dwyer; 4. G. Gucker; 5. A. Groopman; 6. C. J. Cristofalo.

Citywide Promotion Stationary Engineer (Steam) Subject to Investigation

March 14, 1940
 1 (Citywide only), Henry N. R. Paulsen, 81.990; 2 (PW), Edward J. McNamara, 81.290; 3 (DS), Farquhar B. Grant, 80.725; 4 (Citywide only), John H. Grimes, 79.353; 5 (DW, NYC), Walter Bookmeyer, 79.175; 6 (DW, NYC), Patrick Hughes, 78.025; 7 (DS), Frank M. Garella, 77.525; 8 (DS), Paul C. Nelson, 77.290; 9 (DC), John F. Kings, 76.590; 10 (PW), Leonard Haglund, 76.233.

Citywide Promotion Stationary Engineer (Electric) Subject to Investigation

March 14, 1940
 1 (BT, OPER), Robert E. Wheeler, 85.440; 2 (BT, OPER), Elmer T. W. Benson, 84.000; 3 (BT, OPER), Edward T. Higgins, 82.330; 4 (PW), Hector G. Cuttler, 81.995; 5 (BT, OPER), Daniel B. McCall, 81.965; 6 (BT, OPER), John J. Hess, 80.210; 7 (BT, OPER), Robert L. Martin, 80.145; 8 (TA), Rouel L. Cazanjan, 79.450; 9 (BT, OPER), Robert E. T. Conroy, 79.365; 10 (BT, OPER), Kurt H. Briefs, 79.290; 11 (BT, OPER), Otto Peterson, 79.020; 12 (BT, OPER), John S. Glazic, 78.765; 13 (BT, OPER), Edwin W. Chittenden, 78.445; 14 (TA), Conrad J. Groeninger, 77.920; 15 (BT, OPER), Louis Benzinger, 77.880; 16 (BT, OPER), Angelo J. Constantino, 76.740; 17 (BT, OPER), John J. Mooney, 76.525; 18 (TA), William C. Boritz, 76.210.

Stationary Engineer (Steam) Subject to Medical

March 14, 1940
 1. Everett L. Moran, 93.78; 2. James A. McKee, 90.38; 3. Harold R. Gray, 87.42; 4. William J. Newchurch, 87.18; 5. Thomas F. Caldwell, 87.09; 6. James J. Cullen, 86.44; 7. Sidney Nichamoff, 86.24; 8. Anthony Greer, 86.06; 9. Patrick Donohue, 85.78; 10. Nicholas P. Demoleas, 85.34; 11. Frederick H. Hill, 84.78; 12. Clarence Kane, 84.26; 13. Martin Timon, 84.00; 14. Carl O. Eklund, 83.74; 15. Henry A. Hamill, 83.52;

16. Peter P. Pehowich, 83.52; 17. Ernest A. Guckel, 83.30; 18. Seon L. Moziaroff, 83.241; 19. Cyril G. Weaver, 83.12; 20. Walter A. F. Bockmeyer, 83.10; 21. Colin M. Maclean, 82.72; 22. William J. Downey, 82.58; 23. Bernard McNally, 82.38; 24. Daniel Donovan, 82.26; 25. Edgar O. Harper, 82.10; 26. James J. McGarrity, 81.60; 27. Robert Henderson, 81.04; 28. John F. Butterfield, 80.24; 29. Henry A. Hallenbeck, 80.20; 30. Frank L. Reid, 79.98; 31. George W. Melius, 79.82; 32. Silverio L. Bazzochi, 79.82; 33. Herman Kruse, 79.56; 34. John F. Ryan, 79.52; 35. William A. Kerr, 79.18; 36. Maurice Ladd, 78.84; 37. Aurelio A. De Silva, 78.32; 38. Frederick W. Reynolds, 78.32; 39. Patrick Hughes, 78.30; 40. John F. Ailio, 77.65; 41. Henry Cotter, 77.72; 42. John R. McKinney, 77.20; 43. James J. Ryan, 76.88; 44. Edward J. McNamara, 76.52; 45. Joseph P. Howard, 76.16; 46. James W. McCarthy, 75.36; 47. David Filippou, 75.10.

Stationary Engineer (Electric) Subject to Medical

March 14, 1940

1. Oliver P. Hudson, 92.80; 2. George Greve, 91.12; 3. John J. Hess, 86.42; 4. Robert L. Martin, 86.04; 5. Robert E. T. Conroy, 85.48; 6. John P. O'Connor, 85.10; 7. Samuel N. Rubin, 84.36; 8. John S. Glazic, 84.28; 9. Clifford O. Currie, 83.54; 10. Charles H. Hutson, 81.90; 11. Arthur H. Brickmeyer, 78.68; 12. Benjamin H. Loese, 78.60; 13. Ernest H. Braue, 78.10; 14. Ellwood S. Sprenger, 78.00.

Stationary Engineer (Steam and Electric) Subject to Medical

March 14, 1940

1. Hercules C. Cuttice, 83.380; 2. Ewen E. J. Akerlund, 84.100.

Citywide Promotion Stationary Engineer (Steam and Electric) Subject to Investigation

March 14, 1940

1 (HD), Paul J. Schunk, 79.170.

Accompanist, Subject to Medical

June 22, 1940

1. Norman Caden, 91.99; 2. David Stimer, 91.75; 3. Hannah Klein, 91.05; 4. Roger Boardman, 87.29; 5. Ernest Waxman, 86.97; 6. Ernest V. Lubin, 86.85; 7. Edna R. Lemmon, 85.85; 8. Robert G. Derick, 83.98; 9. Jack W. Chaikin, 83.21; 10. Herman Chaloff, 83.04; 11. Alexander S. Alexay, 83.96; 12. Maurice D. Goldstein, 82.54; 13. Sylvia Hoffman, 81.96; 14. Helen Hunt, 81.87; 15. Robert K. Mokrejs, 81.60; 16. Anna Auerbach, 81.52; 17. Jonathan H. Bria, 81.45; 18. Lucille Pearlman, 81.36; 19. Anna B. Kleigman, 80.43; 20. Hans Fredhove (Plak), 79.43; 21. Charlotte Broderson, 78.44; 22. Sadie Slatin, 78.44; 23. Hyman Kurzwel, 75.71; 24. Anatole A. Boguslav, 74.98; 25. Isiah Seligman, 73.75; 26. Lillian Lefkofsky, 72.73; 27. Sylvia Lopez, 72.12.

Qualifying Test for License Motion Picture Operator, Subject to Investigation

M. Revzin, John E. Wyman, Pincus Adikoff, William Lipson, Eugene Frein, Elliot Wolfheim, Max Kohn, Victor Hill, Nicholas S. Simons, Bernard Slatnick, Edwin J. Hoffmeister, Joseph J. Molinar, Leo Broderson, Bernard Weiss, Jerome H. Littenberg, Joseph Molnar, Samuel J. Gerson, Walter F. Himmelberg, Leo E. Dunn, Fred Weinstein, Benjamin Kass, Harold L. Altman, S. Karl Van Prang, Jack Albert, George Isaacson, Samuel J. Isaacs, Frank M. Pitonxa, William Farina, John Magnatta, Alfred D'Amrosio, Herbert De Groot, Henry H. Meyer, Joseph Rallo, Isidore Deutch, Jack Scholl, Herbert F. Binkoff, Archie Long, Isaac I. Kleinerman, James F. Sullivan, Samuel A. Langholz, David Schiffman, Kalmon Swartzgael,

U. S. Looks for Talented Students to Train

(Continued from Page 15)

perience, partly in one of the optional branches.

Naval Architect (\$2,600-\$5,600)

Assistant, \$2,600; Associate, \$3,200; Naval Architect, \$3,800; Senior, \$4,600; Principal, \$5,600. Various optional branches. File by June 30, 1941. Age limits: for Senior and Principal, 70; for other grades, 60.

Applicants must have experience as a Naval architect up to seven years, according to the grade. College and graduate study may be substituted for part of experience.

Inspector, Ordnance Material (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must be high school graduates or have 14 units of high school work; one to six years' experience inspecting and testing of ordnance materials as armament, armorplate, demolition bombodies, etc., or of raw materials, including metal shapes formed with dies, sheets, and bars and machined parts. Certain college courses may be substituted for part of experience in three highest grades.

Marine Engineer (\$4,600-\$5,600)

Senior, \$4,600; Principal, \$5,600. Optional branches for Senior: power plant lay-out and piping, turbines, boilers, Diesel engines, deck machinery, and general. File by June 30, 1941. Age limit: 70.

Applicants must have a college degree in engineering or naval architecture, or experience in the field to substitute year for year. Also six to seven years' experience in engineering, which includes four to five years' experience in marine engineering. Graduate study may be substituted for experience.

Marine Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Marine Engineer, \$3,800. Various optional branches. U. S. Maritime Commission. File until June 30, 1941. Age limits: Associate and Assistant, 60; Marine Engineer, 70.

A bachelor's degree in engineering or naval architecture is required. Substitutions of experi-

Classified Advertisements

(Rates: 25c for each six words. Minimum \$1.00. Copy must be submitted before noon on Friday preceding publication.)

BUSINESS OPPORTUNITIES

ACCOUNTANTS—Certified firm will purchase clientele or individual accounts. Box 99, Civil Service Leader, 97 Duane St.

CONVALESCENT HOMES

BRUNSWICK SANITARIUM, Amityville, Long Island. Convalescents, Invalids. Aged, Diabetics, Chronic Nervous, Post Operative, Special Diets. Resident Physicians. Booklet. N.Y. Office: 67 W. 44th St. MU. 2-3829.

INSTRUCTION

NEW SPANISH CLASSES, Group 1—Wednesday, January 15th, 7 P.M.; Group 2—Tuesday, January 21st, 6 P.M., trial free. Language Centre, 113 West 57th. Circle 5-6270.

REAL ESTATE

MODERNIZED Colonial Frame and Stone House. Built in 1806 by Isaac York. Charmingly modernized without spoiling its Colonial charm, comfort, character or agelessness. Modern GE heating system supplements Colonial fireplace, original hardware, beamed ceiling living room. Sixteen acres, taxes \$61. The total purchase price is \$8,500, with liberal terms. MODERN Country Home, \$2,995. Terms, A. F. ARTHUR, Realty, 19 Foxhall, KINGSTON, N. Y. (Older than Plymouth). Centuries of Colonial charm, three short hours Manhattan. "4409-R."

PERSONAL

PROTECT eyesight and career. Near-Sightedness Is Preventable, by Emanuel M. Josephson, M.D. Read and avert or check loss of vision. Gives diet and simple instructions. Ideal book for victims and parents. Price, \$1.50. Chedney Press, 108 E. 81st St., N. Y.

TRANSFERS

3RD GRADE Stenographer—\$1800—employed in Brooklyn court seeks mutual transfer to city department. Box 103, Civil Service Leader, 97 Duane St.

APARTMENT

DESIRABLE modern 3-room apartment, lower Manhattan, \$39. Immediate occupancy. Call Knickerbocker Village, Barclay 7-0955, or evenings BEekman 3-0575, Apt. L. K. 2.

ence for education is allowed in part. Two to five years' experience, which includes partial experience in marine engineering, is required according to the grade. Postgraduate study may be substituted for part of the experience requirement.

Machinist (\$6.90-\$8.40 per day)

Ordnance Service, War Dept., Watervliet Arsenal, Watervliet, N. Y. File until further notice. Age limits: 18-62. File with Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal.

Marine Surveyor (\$3,200)

U. S. Maritime Commission. File by June 30, 1941. Age limit: 60.

Applicants must hold a U. S. license issued by the Dept. of Commerce, either as chief engineer or as master, of ocean vessels of any gross tonnage, and must have had certain appropriate experience.

Junior Graduate Nurse (\$1,620)

U. S. Public Health Service, Federal Security Agency and Veterans' Administration. File until further notice. Age limit: 35.

High school study and completion of a specified training course in a nursing school are required. In some cases persons in their final year of training may file.

Senior Radiosonde Technician (\$2,000)

File until further notice. Age limit: 55.

Applicants must have four years' experience in the installation, maintenance and repair of radio equipment, which included six months with radiosonde (radiometerograph) ground receiving and recording equipment.

Radio Monitoring Officer (\$2,600-\$3,200)

File until June 30, 1941. Age limits: 21-55.

Applicants must have had technical experience in the installation, inspection, testing, or operation with maintenance responsibility, of radio transmitters.

Medical Officer (\$3,200-\$4,600)

Associate, \$3,200; Medical Officer, \$3,800; Senior, \$4,600. Optional branches: aviation medicine; cardiology; dermatology; eye, ear, nose and throat (singly or combined); general practice; industrial medicine (a. gas analysis or toxic dust, b. general); internal medicine and diagnosis; medical pharmacology; neuropsychiatry; pathology, bacteriology and roentgenology (singly or combined); public health (a. general, b. venereal); surgery (a. general, b. orthopedic, c. chest); tuberculosis; urology.

Public Health Service, Food and Drug Administration, Veterans' Administration, Civil Aeronautics Authority, Indian Service. File until further notice. Age limit: associate, 40; other grades, 53.

Applicants must be medical school graduates. For the two higher grades three to five years' training is required in the option applied for. For the associate grade, one year internship, general rotating or in a special branch, is required. Certain substitutions for these experience requirements is allowed.

Navy Yard Jobs

Many exams are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building, or from any first-class Post Office. No examinations will be given but experience is required. The jobs and salaries follow:

Anglesmith, Heavy Fires, \$8.54 to \$9.50 per day; Anglesmith, Other Fires, \$7.50 to \$8.54; Blacksmith, Heavy Fires, \$8.54 to \$9.50; Blacksmith, Other Fires, \$7.58 to \$8.54; Boatbuilder, \$7.87 to \$8.83; Boilermaker, \$7.87 to \$8.83; Chipper and Caulker, Iron, \$7.58 to \$8.54; Coppermith, \$8.45 to \$9.51; Die Sinker, \$8.83 to \$9.79; Driller, Pneumatic, \$6.37 to \$7.30; Flange Turner, \$8.06 to \$9.02; Forger, Light, \$9.50 to \$10.46; Frame Bender, \$8.06 to \$9.02; Gas Cutter or Burner, \$6.62 to \$7.58. Holder-On, \$5.38 to \$6.34. Loftsmen, \$8.26 to \$9.22; Molder,

\$8.99 to \$9.89; Pipecover and Insulator, \$7.78 to \$8.74; Puncher and Shearer, \$6.05 to \$7.01; Riveter, \$7.78 to \$8.74; Rigger, \$7.87 to \$8.83; Rivet Heater, \$4.80 to \$5.76; Sailmaker, \$7.68 to \$8.64; Saw Filer, \$9.02 to \$9.98; Sheet Metal Worker, \$8.45 to \$9.41; Shipfitter, \$7.78 to \$8.74; Shipwright, \$7.97 to \$8.93; Toolmaker, \$8.35 to \$9.31; Welder, Electric (Specially Skilled), \$7.78 to \$8.74; Welder, Gas, \$7.58 to \$8.54.

Machinist (\$6.92-\$8.82)

Dover and Metuchen, N. J., and Brooklyn. File until further notice. Age limits: 18-55.

Applicants must have had a four-year apprenticeship or four years' practical experience in the trade.

Tool and Gauge Designer (\$1,800-\$2,600)

Tool and Gauge Designer, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Watervliet Arsenal, Watervliet, N. Y. Open to New York State residents. File until further notice. Age limits: 18-55.

Toolmaker

Fort Monmouth, N. J., \$2,000-\$3,000; Picatinny Arsenal, Dover, N. J., \$7.20-\$9.28 per day; Raritan Arsenal, Metuchen, N. J., \$7.20-\$8.40 per day; Brooklyn Navy Yard, \$8.35-\$9.31. File until further notice. Age limits: 18-62.

Applicants must have completed a four-year apprenticeship or have had four years of practical experience.

Attendant, Neuro-Psychiatric Hospital (\$1,020)

Veterans' Administration Facilities, Canandaigua and Northport, N. Y. File until further notice. Age limits: 21-48.

Applicants must have had six months' resident training in nursing, or six months' service in a U. S. hospital corps, or three months' experience as Attendant doing ward duty for treatment of mental or nervous diseases.

Toolmaker (\$7.84-\$9.28 per day)

Ordnance Service, War Dept., Watervliet Arsenal, Watervliet, N. Y. File until further notice with Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal. Age limits: 18-62.

Shipwright (\$7.49-\$8.45 per day)

Norfolk Navy Yard, Portsmouth, Virginia. File until further notice. Age limits: 20-55.

Precision Lens, Prism and Test Plate Maker (\$7.87-\$8.83 per day)

U. S. Navy Yard, Washington, D. C. File until further notice. Age limits: 20-48.

Inspector of Hats, \$2,000

Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear), \$2,000

Inspector of Textiles, \$2,000

Junior Inspector of Textiles, \$1,620

Inspector of Clothing, \$2,000

Junior Inspector of Clothing, \$1,620

Quartermaster Corps, War Department. File until further notice. Age limits: 25 to 55, except for Jr. Inspector of Textiles and Jr. Inspector of Clothing, which is 21 to 55.

Senior Artistic Lithographer, \$2,000

Artistic Lithographer, \$1,800

Negative Cutter, \$1,800

Assistant Artistic Lithographer, \$1,620

Junior Copper Plate Map Engraver, \$1,440

Junior Artistic Lithographer, \$1,440

Applications will be rated until further notice. Age limit: 20-53.

Civilian Medical Officer (Temporary & Part-Time)

Full time duty, \$3,200 or higher;

part-time duty, salary is commensurate with hours of duty. File until further notice. Appointment with U. S. Army hospitals, camps, etc.

Applicants must have an M.D. with appropriate experience.

Junior Airway Traffic Controller

Salary: \$2,000. File until further notice. Age limit: 53.

Duties

To stand regular watch, maintain contact by telephone, interphone and teletype with air carrier, military and other aircraft dispatchers, with airport radio stations.

Assistant Biological Aid (Fisheries), \$1,620

File by January 15. Age limit: 53.

Associate Aquatic Biologist, \$3,200

Assistant Aquatic Biologist, \$2,600

Optional subjects: (1) fishery biology; (2) aquaculture and limnology; (3) physiology and nutrition. File by January 16. Age limit: 53.

Senior Automotive Instructor, Motor Transport School, \$2,600

Automotive Instructor, Motor Transport School, \$1,800

File by January 20. Places of employment: New York and New Jersey. Age limits: 25 to 50.

Principal Metallurgical Engineer (\$5,600)

Principal Metallurgist (\$5,600)

Senior Metallurgical Engineer (\$4,600)

Senior Metallurgist (\$4,600)

Metallurgical Engineer (\$3,800)

Metallurgist (\$3,800)

Associate Metallurgical Engineer (\$3,200)

Associate Metallurgist (\$3,200)

File until further notice. Age limit: 60.

Junior Calculating Machine Operator

Salary: \$1,440. File by January 16. Age limits: 18 to 53. Employment lists: the names of eligibles will be placed on lists determined by the type of machine upon which the applicant has had experience. Competitors must, therefore, state in their applications the type of machine upon which they have worked and the type of machine that they expect to use in the practical test.

Master-At-Arms

Salary: \$1,362. File by February 14. Place of employment: Army Transport Service, War Dept., Brooklyn (home port) for duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco, and Hawaii. Age limit: 50.

Deckhand

Salary: \$1,320. File by January 23. Age limits: 18 to 50. Place of employment: Army Transport Service, War Department, Brooklyn.

Duties

General upkeep of vessel; painting, mixing paint; shipping and scaling; splicing of lines; making fenders and mats of rope; handling lines when tying up to dock and when towing; acting as quartermaster on long trips and other minor duties aboard a vessel that a deckhand may be called upon to perform; moving and storing freight.

Requirements

One year of experience on steam or diesel vessels in the performance of the foregoing duties. Applicants must hold—(a) a certificate of service issued by a board of local inspectors, and (b) either a continuous discharge book, or a certificate of identification issued by a shipping commissioner, collector or deputy collector of customs, or United States Local Inspectors of steam vessels.

Basis of Ratings

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

Refrigerating Engineer

Salary: Refrigerating Engineer, \$2,250, and Assistant Refrigerating Engineer, \$1,650. File by February 20. Age limit: 50.

Place of employment: Army Transport Service, War Department, Brooklyn (Home port), for duty on transports plying between Brooklyn,

Panama, Puerto Rico, San Francisco and Hawaii.

Duties

To have watch charge of the operation, maintenance, and repair of ice-making and refrigerating machinery.

Requirements

Three years of experience in the operation, maintenance, and repair of ice-making machinery. Experience as a watch engineman in a steam or electric power plant may be substituted year for year for not more than two years of the required experience. Special credit will be given for sea experience.

Applicants must hold (1) a certificate of service issued by a board of local inspectors, and (2) either a continuous discharge book, or a certificate of identification issued by a shipping commissioner, collector or deputy collector of customs, or United States local inspectors of steam vessels before they may be certified for appointment in the army transport service.

Basis of Ratings

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

Senior Consultant in Social Services, \$4,600

Consultant in Social Services, \$3,800

Associate Consultant in Social Services, \$3,200

File by February 10. Age limit: 53.

Requirements

Completion of a four-year college course including or supplemented by one year of study in an ac-

(Continued on Page 17)

To relieve Misery of **COLDS**

666 LIQUID TABLETS SALVE NOSE DROPS COUGH DROPS

Try "Rub-My-Tism"—a Wonderful Liniment

America's Favorites

THRILLING COMICS

10c

FEATURING A COMPLETE "DOC STRANGE" ACTION ADVENTURE

48 PAGES OF ACTION IN COLOR

Packed With Action!

Featuring **CAPTAIN FUTURE—Man of Tomorrow**

STARTLING COMICS

10c

CASH PRIZES

For All The Family

IN THRILLING ACTION ADVENTURES IN THIS ISSUE

EXCITING COMICS

10c

10c At All Stands!

EXAMS

(Continued from Page 16)

credited school of social work is required, plus appropriate experience.

Under Library Assistant, \$1,440

Minor Library Assistant, \$1,260

File by February 10. Age limits: 18 to 53.

Duties

Under Library Assistant: under supervision, to perform the more elementary subprofessional library work.

Minor Library Assistant: under immediate supervision, to perform simple routine library work.

Requirements

Under Library Assistant: Applicants must have the qualifications in (a), (b), or (c), or the equivalent. (a) at least 12 semester hours of (a) in a recognized library training in a recognized library apprenticeship recognized library apprenticeship course; (c) at least one full year of paid library experience.

Minor Library Assistant: Applicants must have the qualifications in (a), (b), or (c), or the equivalent. (a) at least six semester hours of training in a recognized library school; (b) at least three months of a recognized library apprenticeship course; (c) at least six months of paid library experience.

Basis of Ratings

General test, 40; elementary library work, 60.

Occupational Therapy Aide, \$1,800

Optional subjects: 1) arts and crafts; 2) trades and industries; 3) gardening.

Junior Occupational Therapy Aide, \$1,620

Recreational Aide, \$1,800

File by February 10. Age limit: 45.

Duties

Occupational Therapy Aide: Under supervision, to administer occupational treatment in one of the optional branches; to keep daily records of the work, and progress of each patient coming under direction and treatment.

Junior Occupational Therapy Aide: Under supervision, to assist in the occupational treatment of patients.

Recreational Aide: Under general supervision, to assist in the occupational treatment of patients and to perform related duties.

Requirements

Applicants must have had education and experience relevant to the duties of the position applied for.

Bilingual Stenographer

Optional language groups: 1) Spanish and Portuguese; 2) English and Portuguese. File by February 10. Salary: \$1,800. Age limits: 18 to 53.

Duties

To take and to transcribe oral dictation in (a) the Spanish and Portuguese languages, or (b) in the English and Portuguese languages. The dictation covers a wide range of subject matter, involving scientific and technical words and expressions.

Requirements

The only requirement is that applicants must be citizens of the United States.

Basis of Ratings

General test, 30; typing test, 30; stenography and transcription, 40.

Student Dietitian, \$420

Student Physiotherapy Aide, \$420

Deductions of \$360 a year are made for subsistence and quarters. File by February 24. Age limits: 20 to 28.

Duties

Student Dietitian: the training course in dietetics for hospital dietitians at the Army Medical Center offers a one-year course of training to those who desire to become graduate dietitians. Those completing the course will be granted certificates of graduation, and, depending upon vacancies and efficiency during the course of training, will be eligible for retention in the service as dietitian at \$1,620.

Student Physiotherapy Aide: The training course offers an opportunity to those who graduate to become physiotherapy aides at \$1,620, depending upon vacancies.

Requirements

A four-year college course with special appropriate study is required. Applications will be accepted from senior students now in attendance.

Basis of Ratings

General tests will be given and will be rated on a scale of 100.

Translator

For filling the positions of Junior Translator, \$1,800; Assistant Translator, \$2,000; and Senior Translator, \$2,300.

File by February 10. Age limits: 18 to 53.

Optional languages: Dano-Norwegian, Dutch, French, German, Hebrew, Italian, Magyar, Modern Greek, Polish, Portuguese, Russian, Spanish, Swedish, and Yiddish.

Duties

Under general supervision, and with a degree of responsibility appropriate to the grade, to make close idiomatic or literal translations from or into one or more of the optional languages listed. The number of languages required for each of the three grades of positions to be filled varies with the degree of responsibility, the amount

Kasoff Finances

(Continued from Page 2)

casually knows that Kasoff's expenditures have long been under suspicion. Doubly interesting, then, is it to see on an official document the accusation made by Kasoff's own men that while he and his vice-president each drew \$30 a day for 27 days spent in Albany, there was no legislation pending during this period which could affect the Sanitation Department or its employees, or would warrant the presence of drivers' and sweepers' representatives for this length of time. Further the men say it is their belief that "during the time when these officers pretended to be in Albany, they were seen in the City of New York."

Surely, if Abe Kasoff is free of these charges, he should be able to prove that he actually was in Albany; each day he was supposed to be there—and that he spent the \$30-a-day allotment for legitimate purposes.

"Squandered Funds"

In this respect, it is pertinent to quote the presentment of the Grand Jury which investigated Kasoff and his Joint Council. (Incidentally, why did Kasoff refuse to sign a waiver of immunity before this body?) Here's what the jury said: "Upon investigation of the books and records of the above-mentioned organizations, including bankbooks and cancelled checks, we learn that

of supervision involved, and the difficulty of translation.

Requirements

The only requirement for this test is that applicants must be residents of the United States.

Basis of Rating

1. General qualifying test: a rating of 70 out of a possible 100 will be required.

2. Translation: this part will be rated on a scale of 100.

Subject 1 will test the competitor's general language facility. It will be in English and will be the same for all competitors regardless of the optional or optionals in which a competitor is examined. Subject 2, translation, will test the competitor's ability to translate both into and from the optional language or languages selected.

under the guise of expenses for various purposes, including dinners to Deputy Commissioners and Classified Officers of the Department, and legislative expenses, the funds were squandered by the officers of the various organizations, and also by the Joint Council; the president of the Drivers' Association received the sum of \$8,000 within the past sixteen months, and he is also receiving \$1,980 per annum from the city, as a driver, for which salary he performs no duties. The officers of each of these organizations receive large sums of money from the various organizations, and they are also on the city payroll as drivers and sweepers."

And then the five complained that no reports were being rendered at general meetings.

Harvey, DeSario, Pavano, Miale and Novelle never got anywhere with their complaint. Kasoff and his officers smugly refused to reveal the true situation concerning expenditures of moneys.

Commission Investigates

How closely Kasoff guards his financial secrets—one wonders why, if everything is lily-white—can be demonstrated by his surly response to an investigator of the Municipal Civil Service Commission who drew up a report on him dated January

30, 1940. Kasoff said that he receives no salary—a statement that, in our opinion, is open to serious challenge. He did tell the investigator that officers are reimbursed for time lost or expenses incurred in carrying on union business. Beyond this, Kasoff's response to pertinent questions might well have been summed up in the words: "It's none of your business."

As a matter of fact, it is the business of the Civil Service Commissioner, the Department of Sanitation, the sanitation men, and people of the City of New York.

If the charges which Kasoff's members made against him are false—if the record of his financial activities is open and aboveboard—THE LEADER, which has been looking into these complaints, will be glad to print the information. Your move, Abe.


For the First News—

Of all City, State and Federal examinations, read THE LEADER. Full official requirements, filing dates, and other important information appear first in THE LEADER.

It pays to follow THE LEADER.

Follow the Leader

Bargain Buys for Leader Readers



RENTAL TYPEWRITERS FOR EXAMINATIONS—
Fee Includes Practice at Our Office

TYTELL

'N.Y.'s Leading Typewriter Exchange'
123 Fulton Street, N. Y. C.
(Bet. William and Nassau)
BEekman 3-5335

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

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

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

RENT YOUR TYPEWRITER FOR EXAMS
We Deliver and Call for it
TYPEWRITERS FROM \$8
All Makes
SOLD - REPAIRED - EXCHANGED
Easy Payments

International Typewriter Co.
240 E. 86th Street RE. 4-7900
Open until 9 P.M.

SPOTS ON YOUR TABLE?
Try Jackson's Reviva

A triple action spot remover and tonic for marred furniture. Removes alcohol, heat, water, paint marks, etc. Cleans and polishes varnished, shellacked and lacquered surfaces. Easy to apply, a miracle worker. Price \$1 per bottle. Postpaid.

Mrs. Jackson's Studio
25 W. 51st St. PLaza 3-3528

ORIGINAL DRESSES
Sports — Formals

With that intangible something in design and workmanship that instantly stamps them "expensive"! One-of-a-kind samples \$5 to \$29.

DORAINE DU PONT
1472 Broadway (42d St.)
Suite 1001—LO. 5-8142

Maurice Hoenig
Optometrist
Eyes Examined Scientifically
2313 7th Ave. Open Until 8 P.M.
Bet. 135th - 136th Sts.
AUdubon 3-7510 FRI. to 6:30 P.M.

SPECIAL ATTENTION
TO
TRANSIT EMPLOYEES and THEIR FAMILIES

TYPEWRITERS RENTED
— ALL MAKES —
Be Sure of a Good Machine . . . Call

Abalon

140 West 42nd Street
(Near Broadway) BRyant 9-7785

follow — THE LEADER

- COMPLETE
- ACCURATE
- IMPARTIAL
- FIRST

With All the Civil Service News . . .

SUBSCRIPTION DEPARTMENT
CIVIL SERVICE LEADER
97 Duane Street
New York City
Gentlemen:
Please Send Me the CIVIL SERVICE LEADER every week for the Next:
 Year, I enclose \$2.
 6 Months, I enclose \$1.

Name

Address

City

Please check if renewal

USED CAR BARGAINS

GLIDDEN CORPORATION

\$150 to \$495

- '37 Buick "80-C" Conv. Sedan
- '39 FORD 4-Dr. Trunk Sedan
- '34 BUICK "67" DeLuxe Sedan
- '38 CHEVROLET Trunk Sedan
- '37 BUICK "64" 2-Dr. Sedan
- '37 FORD 4-Dr. Trunk Sedan
- '37 BUICK "41" 4-Dr. Tk. Sedan
- '39 DODGE 4-Dr. Trunk Sedan
- '36 BUICK "90-L" Limousine
- '36 BUICK "81" 4-Dr. Tk. Sedan
- '39 OLDSMOBILE 4-Dr. Tk. Sed.
- '36 LA SALLE Trunk Sedan

\$525 to \$895

- '40 MERCURY 5-Passenger Sed.
- '40 BUICK "46-C" Conv. Coupe
- '40 OLDSMOBILE Business Cp'e
- '39 BUICK "81-C" Conv. Sedan
- '39 LA SALLE Opera Coupe
- '40 BUICK "51" Super Tk. Sed.
- '39 LINCOLN-ZEPHYR 4-Dr. S.
- '40 BUICK "48" 2-Dr. Tk. Sedan
- '40 FORD 4-Dr. Trunk Sedan
- '39 BUICK "90-L" DeL. Limous'e
- '40 FORD 5-Pass. Conv. Coupe
- '38 BUICK "60-C" Conv. Sedan

BROADWAY at 55th STREET
BROADWAY at 131st STREET
CLOSED SUNDAYS

Test for Ass't Foreman

(Continued from Page 3)

rage operated by the department during a 24-hour-day in November?

80 Questions

Part II of the exam consisted of 80 questions, each of which had four possible answers. The candidate had to mark the word which was correct. Here are some examples from the test:

1. Glass is classed as
(a) rubbish (b) garbage (c) ashes (d) organic waste.
2. Sweepers usually do rough cleaning
(a) in all places except a residential route (b) in all places except a business route (c) in all places (d) only in middle of week.
3. The minimum amount of ashes is collected in
(a) January (b) February (c) June (d) August.
4. The minimum amount of garbage is collected in
(a) February (b) May (c) June (d) December.
5. The minimum amount of rubbish is collected in
(a) February (b) April (c) June (d) August.
6. Among the following, the least important condition influencing the superintendent's method of attack in a snow storm is
(a) kind of plumbing used in buildings in his district (b) duration of storm (c) sudden changes in temperature (d) condition of sewers.
7. The one of the following which is a bad rule to follow is


- (a) do not sweep dirt over clean area at any time (b) keep the nozzle moving when flushing (c) never assign sweepers to sections the residents of which are the same nationality as the sweeper (d) do not push snow into a sewer in which little water is flowing.

Questions on Equipment

8. On a street 30 feet wide, the total time in minutes for the complete operation per tank of the American LaFrance Flusher is about
(a) 12 (b) 15 (c) 26 (d) 19.
9. The part of an armature which rotates in contact with the brushes is the (a) roller (b) commutator (c) piston (d) terminal.
10. An electrical device for raising voltage by induction is the (a) rheostat (b) distributor head (c) coil (d) throttle.
11. On a scow, ropes are passed
(a) through cleats (b) around chocks (c) around bits (d) through king posts.
12. Of the following, unnecessary consumption of gasoline is increased most by (a) fully inflated tires (b) changing from second to third at relatively low speeds (c) stepping hard on the gas (d) a full radiator.

The LEADER will keep prospective candidates informed of all progress on the coming assistant foreman test. Beginning with the next issue, watch for study material helpful to those who plan to take the exam. We advise all candidates to take Harry Langdon's course.

AUTOMOBILE DEPT. CIVIL SERVICE LEADER
97 DUANE ST., N. Y. C.



Please help me locate the used car I describe in this coupon.

Make..... Year.....

Body Style.....

Model..... Approximate Price.....

Name

Address

8 OUTSTANDING VALUES!
RECONDITIONED & GUARANTEED

- 1940 PONTIAC 2-door sedan, radio, heater..... \$695
- 1939 BUICK 4-door sedan, 6 wheels, heater..... \$550
- 1939 PONTIAC 4-door sedan, radio, heater, low mileage..... \$495
- 1939 PONTIAC opera coupe, excellent condition..... \$495
- 1939 PLYMOUTH 2-door trk. sed., original cond..... \$425
- 1938 OLDSMOBILE opera coupe, radio, heater..... \$425
- 1938 BUICK Special 2 dr. trk. sed., radio, heater..... \$425
- 1937 CHEVROLET 2-door touring sedan, very clean... \$295

80 OTHERS TO SELECT FROM

Goodwin Pontiac

Established 1913
1045 ATLANTIC AVE., BROOKLYN
Open Even. and Sun. STerling 3-8400

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.

Transit Employees In Annual Dinner

A crowd of 1,500 is expected at the first annual dinner of the Association of Office and Supervisory Employees of the New York City Transit System—BMT Division, to be held Lincoln's Birthday Eve, February 11, in the main ballroom of the Hotel St. George, Brooklyn.

Chairman of the affair is Elbert W. Millar, assisted by Evelyn V. Morrissey.

Other committee members are: Alexander S. Auerbach, Robert F. Blair, Thomas Callow, Mildred A. Chambers, William H. Connolly, Edward J. Duffly, James A. Glading, Anne Gordon, Lucy Hahn, Leo C. Heaney, George Hoffman, Jr., Dr. Thomas J. McKiernan, Walter Murphy, Patrick Murphy, Muriel F. Murphy, Dorothy M. Nolan, Bernard J. O'Donnell, William Payne, Anne J. Riedel, Theodore J. Ruckel, Kay Schwartz, Robert D. Smith, and James J. Tobin.

Officers of the Association are Robert S. Fleckles, president; Frederick Wackenhut, first vice president; Clarence N. Chase, second vice president; Walter J. Coughlin, treasurer; James A. Glading, financial secretary, and Charles V. McGovern, corresponding and recording secretary.

Wage, Hour Group Begins to Organize

An association of eligibles on the federal register for Inspector, Wage and Hour Division, U. S. Department of Labor, is now being formed. The exams for this register were held in July and August, 1939, and a large number of people from the metropolitan area were on the list.

Any eligible who would like to join the Association should write to J. K., Box 129, CIVIL SERVICE LEADER, 97 Duane St.

Kings Group Planning Luncheon Party

A repeat of the big affair held last year is promised by the Kings County Civil Service Association for Saturday afternoon, January 18. It's a luncheon and card party, to be held at Columbus Club, K. of C., One Prospect Park West, Brooklyn. The fun begins at 1 o'clock in the afternoon. Subscription is \$1.25. Chair-

Real Estate News for Civil Service Workers

A ten-story and a six-story building at 164th St. and Grand Concourse to contain almost 1,000 new apartments are in the "plans filed" stage. A few blocks north of the Bronx County Courthouse, the two buildings will contain 2, 3, 4 and 4½-room apartments.

Having sold all their low priced homes at Sunnyside, Imperial Homes is completing a group of new buildings in Astoria at \$4,390.

Defense building is creating a shortage of lumber that may soon cut into low-price houses. City lumber dealers report sufficient material on hand to supply immediate demands, but replacements are being held back by lack of shipping facilities.

IMPERIAL HOMES ASTORIA, L.I.

One Family Solid BRICK HOMES \$4,390

5c FARE 20-Year Mortgage 10% DOWN

20 MINUTES TO TIMES SQUARE \$37.00 Monthly PAYS ALL

Established community, paved streets, sewers, all improvements, 3 blocks from subway, near schools, churches, shops.

DIRECTIONS: I.R.T., B.M.T. 2nd Ave. (Astoria Line) to Ditmars Ave. Sta. Walk 1 block to 21st Ave., turn left to 27th St. BY AUTO: Over Queensboro Bridge or Triboro Bridge. Turn left at 31st St. "L" structure. Follow "L" structure to 21st Ave., then turn left to 27th St. Office Phone Astoria 8-9200

27th St. & 21st Ave.

man of the committee in charge of the affair is Estelle E. Julian. She's assisted by Josephine I. McDermott, Secretary, and Jacob Spiegel, Treasurer. The Association, incidentally, has just begun a membership drive on a bigger scale than ever before.

Employment Managers To Vote on Dues Change

Members of the New York State Employment Managers' Association will vote on a constitutional amendment to change the dues system, at a meeting Thursday evening, January 23, at 8 o'clock, at 259 West 14th Street. The new article III provides for annual dues of \$2, payable March 1, and that if a person joins the association after October 1, he pays \$1.

Officers of the association, with headquarters at 2592 Frisby Avenue, Bronx, are George E. Merrell, president; Henrietta Rothstein, vice president; Thomas Marshall, secretary; Neil McBride, treasurer; Robert N. Purcell, editor.

Custodian Eligibles Hear Report

The Janitor-Custodian Grade 3 Eligibles Association held a regular meeting on Thursday, January 9 in Room 513, Pulitzer Building. A report was submitted on the recent interview with Albert H. Morgan, Director of Public Buildings, Department of Public Works.

Appliance Operators To Hold Party

The Office Appliance Operator Eligibles Association will give a party on Saturday, January 18, at 8 p.m., at 1436 55th St., Brooklyn. Eligibles and friends of the members have been invited to attend.

The Association announced last week that it had requested the Civil Service Commission to use the list for Addressograph Operator. The present Addressograph Operator list expires January 19.

Big Turnout Expected At County Corkmen Ball

More than 3,000 people from the metropolitan area will attend the 57th annual Cork Ball of the County Corkmen's BP&P Association Saturday, January 18 at the Yorkville Casino. There will be continuous music for Irish and American dancing in the two ballrooms of the Casino during the evening.

The feature of the Cork Ball is the Grand March at midnight. It will be led by the floor manager, followed by offices and members of the Association.

Every Irish organization in the city, as well as the Corkmen's Associations of Bayonne, Boston, Philadelphia, and Staten Island, will be represented. Many of the members of the arrangements committee will have large delegations from city,

state and federal departments. Among Civil Service employees on the arrangements committee are: Lieutenant Daniel O'Connor, John D. Wallace and Michael O'Callaghan of the Police Department; Battalion Chief Daniel Shea and James McCarthy and Malachi Sheahan of the Fire Department; Daniel Kenneally, Board of Education; James Russell, State Industrial Commission; John J. McCarthy, Borough President; Simon McCarthy and Patrick Sullivan, Board of Transportation; John McCarthy, Correction Department; Patrick J. Ahearn and Timothy Driscoll, Post Office Department.

5,000 Expected At Dooling Entertainment

More than 5,000 persons, many of them members of the judiciary, and leaders in political, social and civic circles, are expected to attend the annual dance, entertainment, and reception of the Peter B. Dooling Association, to be held on Friday evening, Jan. 17, at Manhattan Center, 311 West 34th Street (near 6th Ave.) at 8 p.m.

Election by Telephone Eligibles

Officers of the Telephone Operator (Grade 1) Male Eligibles Association will be elected at a meeting Wednesday night, January 15, at 7 o'clock at Great Central Palace, 90 Clinton Street, near Delancey Street, Manhattan.

Kern to Address New Era Club

Paul J. Kern, president of the Municipal Civil Service Commission, will address the New Era Club, 274 East Broadway, Manhattan, at 8:30 p.m. on Friday, January 17. His subject will be "Advancing the Merit System."

Greek Program

Greek songs and dances are on the program for a benefit of the Greek War Relief Fund, Inc., to be held Friday night, January 24, at 8:30 o'clock, at Girls' Commercial High School, 885 Classon Avenue, Brooklyn.

Starred performers will be the Maverick Dancers, the Hellenic Arts Group of Girls Commercial High, and the Azurites of Manual Training High School.

Eligibles to Discuss Truck Drivers Suit

The Auto Truck Drivers Eligibles Association will hold a regular meeting on Thursday, January 16 at 10 Seventh Ave., Manhattan. All eligibles have been asked to attend and hear a report on the Association's suit for jobs.

Housing Eligibles Meet Jan. 14

The Housing Management Assistant Eligibles Association will hold a regular meeting Tuesday, January 14, at 8 p. m. at 3 Beekman St., Manhattan.

Climbers, Pruners Plan To Obtain Jobs

A regular meeting of the Climbers and Pruners Eligible Association will be held Thursday, January 16, at Germania Hall, 3d Ave. and 16th St., at 8 p.m. Plans for obtaining jobs and establishment of the list will be discussed.

Mason Eligibles Meet At Washington Irving

The Cement Mason Eligibles Association will hold a regular monthly meeting on Friday, January 17 at 8:30 p.m. at Washington Irving High School, 16th St. and Irving Place, Manhattan. The meeting is scheduled for Room 212.

ASCSE Inducts Officers

Newly-elected officers of the New York City chapter of the Association of State Civil Service Employees were inducted Monday night at the first meeting of the new year. President J. Earl Kelly enthusiastically outlined the coming program, pointing out that as the chapter is now empowered to collect dues of 25 cents a person, it is better equipped to assume the burden of the legislative battle expected.

Draftee Problems Worry Commission

As the selective service program gets into high-gear, and city employees begin to appear among those drafted, a number of important Civil Service problems have developed. Officials of the Municipal Civil Service Commission are now busy working out a policy to cover these problems, and it is expected to be completed soon.

The main subject under discussion is whether volunteers will receive the same protections and considerations given to draftees. Employees who are on "ordered" military duty are granted leaves of absence. While no legislation has yet been passed, some officials anticipate that laws will soon be adopted to provide for payments of the differences in regular salary and that received in the Army. A number of officials have expressed the opinion that volunteers should not be given the difference in salary, because this might start a flood of volunteers and cost the city a considerable amount.

Fees Returned?

Another problem the Commission is attempting to solve is whether applicants on military duty who are unable or refuse to take exams should have their fees returned.

Whether the probationary period should be suspended for employees on military duty or if they should be required to finish it when they return constitutes an additional stickler.

The Commission has already tentatively adopted a policy which will enable applicants for Civil Service jobs who are drafted to take special exams in camps or upon their return. Also, the Commission has decided to give extended leaves of absence to draftees.

Third Labor Class Hearing

For the third time the Municipal Civil Service Commission intends to hold a public hearing on its proposed resolution, which will transfer some 11,000 labor class jobs into a competitive status. The new hearing is being held to consider still further revisions to the original resolution.

The latest changes would substitute the titles Laborer's Helper (various specialties) in place of Service Man's Helper in Group B, and would also change the title under Group C from Service Man (various specialties) to Laborer (various specialties).

As the LEADER went to press it was still uncertain when the public hearing would be held. A tentative date had been set for Thursday morning at 10:30 a.m., but the resolution is now in the Budget Director's Office awaiting suggestions and criticism from that department. Since three days advance notice must be given before a public hearing, it is doubtful if the commission will be able to hold one this week.

Radio Program Features Office of Manhattan Borough President

The first of the 1941 Civil Service radio broadcasts over WBNX began last week with a new series dealing with the activities of the Office of the President of the Borough of Manhattan, Stanley M. Isaacs. Gilbert E. Goodkind, assistant to Isaacs, said all but 10 employees in the office were from Civil Service lists.

This same series of broadcasts will continue on January 14 and 21. A new type of quiz show will be featured on the Civil Service program beginning January 28.

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



FAMOUS for SUCCESSFUL AFFAIRS

16 GORGEOUS BANQUET ROOMS

for every occasion, at reasonable rates. No affair too large or too small. We specialize in engagements and weddings.

Telephone MAin 4-5000

HOTEL

ST. GEORGE

Alvan E. Kallman, Mgr.
CLARK STREET, BROOKLYN
Clark St. 7th Ave. I.R.T. Sta. in Hotel
SING & SING INC. MANAGEMENT

FIFTY-SEVENTH ANNUAL BALL OF THE COUNTY CORKMEN'S B.P. & P. ASSOCIATION AT THE YORKVILLE CASINO, 210 East 86 Street., N. Y. Saturday Evening, January 18, 1941

Two Ballrooms Continuous Dancing

Irish and American Dancing

ADMISSION ONE DOLLAR

DENIS O'CONNELL President MAURICE McGRATH Chairman

CIVIL SERVICE EMPLOYEES MUST FILE STATE and FEDERAL INCOME TAXES

EMPLOYEES EARNING \$800 ANNUALLY IF SINGLE
EMPLOYEES EARNING \$2,000 ANNUALLY IF MARRIED
MUST FILE INCOME AND DEFENSE TAXES THIS YEAR

As a service to "Leader" Readers, a staff of competent tax experts will PREPARE, NOTARIZE and FILE your U. S. income tax return for the small sum of \$1.00. This will assure you the proper deductions and exemptions. Don't trust to luck.

LET THE CIVIL EMPLOYEES TAX SERVICE DO IT FOR YOU

202 WEST 40th ST., N. Y. C. LONGACRE 5-2155-2156

CIVIL SERVICE COMMUNITY Glasses

Employees are for... YOU

7 STYLES

TO HELP YOU GET YOUR JOB, keep your job, and for more happiness all around — get Community glasses. The happy experience of 250,000 Community patrons is your assurance of complete satisfaction. Visit Community today.

Lenses, white single vision, any strength, made only on your own prescription.

PAY 50¢ WEEKLY

COMMUNITY Opticians

MANHATTAN: 4th Ave. & 14th St. 34th St. & 7th Ave.
BRONX: 148th St. & 3rd Ave.
JAMAICA: 161-19 Jamaica Ave.
FLUSHING: 36-51 Main St.
PATERSON: Main & Ellison Sts.
BROOKLYN: 446 Fulton St. at Hoyt
NEWARK: Broad & Market Sts.
ELIZABETH: 1140 E. Jersey St.

ALL OFFICES ONE FLIGHT UP—OPEN TO 9 P.M.
Dispensing Opticians Exclusively

Home of Eye Glass Happiness

Amusement Parade

By JAMES CLANCY MUNROE

MOVIES

KITTY FOYLE (RKO) at the Rialto. Ginger Rogers has come a long way since the days when she traced movie mags in bathing suits. There isn't one hammy overtone in her delicate performance as Kitty. Her personality grows on the screen from that of a naive teen-age girl to a mature young woman who has suffered most of the heartaches and pained statures from them. Women will love the tender love scenes which are among the most sensitive of the films have produced. No small credit goes to Dennis Morgan and James Craig, the former with a family tree, the latter with an M.D., who compete for her affections. Scenarists Dalton Trumbo and Donald Ogden Stewart have done a good job on Morley's tale considering the limitations imposed on them by the Hays office.

HUDSON'S BAY (20th Century) at the Roxy. This movie isn't worthy of Paul Muni's talents, and Paul Muni's talents aren't suited to the part. Muni is at his best as a personality that can be carefully reconstructed from the files of history, such as Juarez or Zola; otherwise, as this characterization of a rather obscure seventeenth century trapper who opened the Hudson Bay country, he uses his own judgment and the result is not too happy. The film is handsomely produced and has some pretty people. But what film hasn't?

FOUR MOTHERS (Warner) at the Strand. Like Dr. Kildare and the Hardy Family, the Lane Sisters have now become a movie series and definitely in third place, alas. We say this because we think Priscilla Lane purty.

INVISIBLE WOMAN (Universal) at the Rialto. An overworked idea in a slightly new form. John Barrymore is the guy who makes people invisible, and Virginia Bruce is invisible during most of the film, which



SAMMY KAYE

With some of that popular music of a bygone age (1940), Sammy Kaye and his orchestra, at the Strand, are pleasing all as usual.

is something at least to look forward to.

TOO LATE FOR REVIEW

Beginning Thursday the Capitol will have "Flight Command," with Robert Taylor and Walter Pidgeon... Osa Johnson's collection of African scenes made since her husband's death, "I Married Adventure," comes to the Central Friday... The long-awaited "Second Chorus" begins tomorrow at the Paramount, and if Paulette Goddard can dance half as well as she looks, this should be the best film Fred Astaire has made since he split up with Ginger Rogers... "Convoy" with Clive Brook (where's he been for the last coon's age?) starts today at the Rialto.

PLAYS

FLIGHT TO THE WEST. A clipper ship flying from Portugal with refugees, Nazis and Americans among its passengers supplies us with a play that portrays, through its characters, the baffling confusions of our day. The acting is excellent and playwright Rice has given us some significant dialog.

NO FOR AN ANSWER. This is Marc Blitzstein's play about summer resort workers and their attempts to organize to avoid seasonal unemployment. Resort owners who want to start a ski center try to gum the works, and some poignant scenes result. The whole is done in excellent taste, particularly Mr. Blitzstein's piano accompaniment.



GINGER and JIMMY

The movie version of Christopher Morley's best-selling novel presents Ginger Rogers and James Craig in the lead roles.

Your Chances for Appointment And Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified to city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also, it is not necessary for the department making the appointment to notify all the eligibles certified to it by the Commission.

Anyone who has a question concerning the certification of his list should call or write the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, COrtlandt 7-8880.

- Accountant, Gr. 2—(for appointment at \$2,400). Last number appointed, 132.
- Allenist (Psychiatrist), Gr. 4—(for temporary appointment at \$5,000). Last number certified, 13.
- Assistant Gardener.—Last number certified, 336.
- Attendant-Messenger, Gr. 1.
- Assessor (Promotion)—Tax Department, \$3,000, probably permanent. Last number certified, 18. (for 1 vacancy).
- Automobile Machinist—Sanitation Dept. \$9 per day, probably permanent. Last number certified, 39. (for 2 vacancies).
- Auto Truck Driver—(for appropriate appointment). Last number certified, 26,582.
- Clerk, Gr. 2, (app. for Grade 1)—(1) C. S. Commission, Manhattan, \$840, temporary. Last number certified, 4,843. (for 1 vacancy). (2) Triborough Bridge Authority, \$6 per day, probably permanent. Last number certified, 1,722. (3) Dept. of Water Supply, Gas and Electricity, Richmond, \$840, probably permanent. Last number certified, 4,867. (4) Dept. of Hospitals, Manhattan, \$600, with maintenance, probably permanent. Last number certified, 5,283. (5) (promotion) Office of the Comptroller and Dept. of Finance, Manhattan, \$1,200, probably permanent. Last number certified, 784. (6) (promotion) Dept. of Public Works, \$1,200, probably permanent. Last number certified, 301 (for 10 vacancies). (7) Dept. of Hospitals, Bronx, \$1,200, probably permanent. Last number certified, 106.
- Clerk, Gr. 3—(1) Dept. of Hospitals, (promotion), Manhattan, \$1,800, probably permanent. Last number certified, 256. (for 3 vacancies). (2) Triborough Bridge Authority, Randall's Island, \$1,800, probably permanent. Last number certified, 306. (for 1 vacancy).
- Cement Mason—Last number certified, 3.
- Court Attendant—Last number certified, 94.
- Diesel Tractor Operator—Dept. of Sanitation, \$7.50 per day, probably permanent. Last number certified, 26.
- Fireman, FD—Last number appointed, 3,290.
- Foreman of Laborers—(for appointment at \$3,000). Last number certified, 4.
- Handyman—(app. for Maintenance Man) Dept. of Public Works, Brooklyn, \$1,620, probably permanent. Last number certified, 34,994. (for 1 vacancy).
- House Painter—(for appointment at \$9.50 per day). Last number certified, 9.
- Inspector of Light and Power, Gr. 3—Last number certified, 69.
- Inspector of Masonry and Carpentry, Gr. 3—Last number certified, 31.
- Inspector of Motor Vehicles, Equipment and Repairs—Office of the Comptroller, Manhattan, \$2,400, probably permanent. Last number certified, 3. (for 1 vacancy).
- Inspector of Plumbing, Gr. 3—(for appointment at \$2,400). Last number certified, 15.
- Inspector of Water Consumption, Gr. 3—Dept. of Water Supply, Gas and Electricity, Manhattan, Bronx, Brooklyn, \$2,400, probably permanent. Last number certified, 5.
- Janitor Custodian, Gr. 3—Last number certified, 120.
- Junior Assessor—Tax Dept., \$1,920, probably permanent. Last number certified, 24. (for 1 vacancy).
- Junior Engineer, Electrical, Gr. 3—Last number certified, 107.
- Laboratory Assistant, Bacteriology—Last number certified, 51.
- Laboratory Helper (women)—(for appointment at \$860). Last number certified, 102.
- Lieutenant, P.D.—Police Dept., \$4,000, probably permanent. Last number certified, 94.
- Probation Officer—Last number certified, 70.
- Pharmacist—(for appointment at \$1,200). Last number certified, 54.
- Policewoman—(for appointment at \$1,769). Last number appointed, 71.
- Porter—(for appointment at \$1,200). Last number appointed, 801.
- Psychologist—Last number certified, 17.
- Public Health Nurse, Gr. 1—Last number certified, 275.
- Sanitation Man, Class A—(for appointment at \$1,800). Last number certified, 210.
- Social Investigator (female)—Bd. of Child Welfare, \$1,500, temporary. Last number certified, 761. (for 2 vacancies).
- Supervisor, Gr. 3—(HRO). Last number certified, 121.
- Seamstress—Dept. of Hospitals. Last number certified, 4.
- Station Agent—Last number certified, 913.
- Stenographer and Typewriter, Gr. 3—(1) (promotion) Dept. of Public Works, \$1,800, probably permanent. Last number certified, 5. (for 3 vacancies). (2) Dept. of Hospitals, \$1,800, probably permanent. Last number certified, 12. (for 3 vacancies).
- Telephone Operator—Dept. of Sanitation, \$1,200, probably permanent. Last number certified, 12. (for 2 vacancies).
- Title Examiner—(temporary). Last number certified, 78.
- Trackman, (I.C.O.S.)—Last number certified, 80.
- Typewriting-Copyist, Gr. 2—Last number certified, 2,505.
- Watchman-Attendant, Gr. 1—(for appointment at \$1,200). Last number certified, 533.

4,000 Subway Men Have Civil Service Status

The 18th and 19th resolutions reclassifying transit employees from the non-competitive to the competitive class were adopted last week by the Municipal Civil Service Commission. The total thus far brought under a full Civil Service status is nearly 4,000.

Last week's resolutions reclassified 142 IRT workers and 1,014 BMT employees. The latter group is the largest thus far given a change in status in any one resolution.

The rating of the written test is under way.

3: The rating of the written test is under way.

Junior Psychologist: A report on the objections to the tentative key answers is being prepared for submission to the Commission.

Maintainer's Helper, Grade A: The competitive physical will probably be completed soon.

Maintainer's Helper, Group B: The rating of the written test has been completed. The competitive physical will probably begin shortly.

Maintainer's Helper, Group C: The written test has been completely rated. The competitive physical will be completed within a few weeks.

Maintainer's Helper, Grade D: The competitive physical is now in progress.

Management Assistant (Housing Authority), Grade 3: The oral interview tests continue.

Mechanical Maintainer, Group B: The practical test will be held soon.

Office Appliance Operator: The practical tests for the various office appliances are in progress.

Playground Director (Female), Permanent Service: The oral practical tests continue.

Section Stockman (Welfare): The written test was administered recently.

Senior Maintainer (Office Appliances-Typewriters): The written test is scheduled for January 30.

Signal Maintainer, Group B: The practical test was held on January 7.

Stationary Engineer: All parts of this examination have been completed.

Stenographer (Law), Grade 2; Stenotypist, Grade 2: Part A of the written test is almost completely rated.

Structure Maintainer: The practical tests on all specialties have been completed. The competitive physical tests are now in progress.

Supervising Tabulating Machine Operator (I. B. M. Equipment), Grade 4: The written test is scheduled for January 25.

Telephone Operator, Grade 1 (Female): A list is now being constituted as a result of selective certification from the list for Clerk, Grade 2.

Typewriting Copyist, Grade 1: The

rating of the written test is nearing completion.

X-Ray Technician: The written test will be held tomorrow.

PROMOTION

Assistant Director of Public Assistance, Grade 5: The rating of the written test is nearing completion.

Assistant Station Supervisor: The tentative key has been published.

Assistant Supervisor, Grade 2 (Social Service): This examination is being held in abeyance pending the outcome of litigation.

Assistant Train Dispatcher: A report on the final key has been submitted for the approval of the Commission.

Bridge Sergeant (Triborough Bridge Authority): The rating of the written test is in progress.

Captain (Fire Department): Objections to tentative key answers on Part I are being considered.

Car Maintainer, Group G: All parts of this examination have been completed.

Clerk, Grade 4 (City-Wide): The rating of the written test will be completed soon.

Conductor: The rating of the written test has begun.

Court Clerk, Grade 3 (Magistrates' Court): The rating of the written test is now in progress.

Court Stenographer: The rating of written test is held in abeyance pending the outcome of litigation.

Elevator Operator (Department of Hospitals): Objections to tentative key answers are now being considered.

Foreman (Car and Shops): The practical test will be held soon.

Head Dietitian: The rating of the written test is under way.

Junior Administrative Assistant (City-Wide): Objections to tentative key answers are being considered.

Junior Assistant Corporation Counsel, Grade 3 (Law Department): The

(Continued on Page 20)

Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are made known.

COMPETITIVE

Accompanist: All parts of this examination have been completed.

Administrative Assistant (Welfare): The rating of Part II is completed. The oral interview will probably be held soon.

Airport Assistant: The rating of the written test is under way.

Asphalt Worker: The tentative key has been published.

Assessor (Railroad): Half of the rating of the written test has been completed.

Assessor (Utility Buildings): Half of the rating of the written test has been rated.

Assistant Director (N. Y. C. Information Centre): The written test was administered January 11.

Assistant Engineer (Designer), Grade 4, Board of Water Supply: Objections to tentative key answers are being considered.

Assistant Engineer (Drill Operator), Grade 4: The holding of this examination is contingent upon final determination to continue the operation boring units.

Automobile Engineman: All parts of this examination have been held.

Baker: The rating of the written test is nearing completion.

Buildings Manager (Housing Authority): The written test is scheduled for February 15.

Car Maintainer, Group G: All parts of this examination have been com-

pleted except the final experience, which will be rated this month.

Clerk, Grade 2 (Board of Higher Education): The rating of Part A of the written test is nearing completion.

Continuity Writer: The rating of the written test has been completed. The experience interview will be administered soon.

Cook: The rating of the written test is almost completed.

Court Stenographer: The rating of Part A of the written test is almost completed.

Dentist (Part Time): The written test was held recently.

Dietitian: The rating of the qualifying experience is nearly completed.

Electrical Inspector, Grade 2: All parts of this examination have been completed.

Engineering Assistant (Electrical), Grade 2: All parts of this examination have been completed.

Gasoline Roller Engineer and Asphalt Roller Engineer: The written test is scheduled for February 18.

Inspector of Blasting, Grade 2: The written test is scheduled for February 6.

Junior Administrative Assistant (Housing): Part II will be held as soon as practicable.

Junior Administrative Assistant (Welfare): The rating of Part II is completed. The oral interview will probably be held soon.

Junior Assessor (Engineering): Fifty percent of the written test has been rated.

Junior Engineer (Mechanical), Grade 3: The tentative key has been published.

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

Junior Engineer (Signals), Grade

STARTS WEDNESDAY!
FRED PAULETTE
ASTAIRE • GODDARD
—in—
'SECOND CHORUS'
with ARTIE SHAW & Band
IN PERSON
HARRY JAMES and Band
FRANK PARKER
PARAMOUNT
TIMES SQUARE

RADIO CITY MUSIC HALL
ROCKEFELLER CENTER
Mary Grant Katherine Hepburn
James Stewart
"The Philadelphia Story"
A Metro-Goldwyn-Mayer Picture
ON THE GREAT STAGE
Christmas Stage Show will continue
through December 29th. Florence
Ziegfeld's gala New Year Revue will
open Monday, December 30th. Sym-
phony Orchestra.
Box Seats Reserved. Circle 6-4660

NOW PLAYING!
THE FOUR DAUGHTERS ARE NOW
"FOUR MOTHERS"
A NEW WARNER BROS. HIT STARRING
PRISCILLA LANE • LOLA LANE
ROSEMARY LANE • GALE PAGE
In Person
SWING AND SWAY WITH
SAMMY KAYE
AND HIS ORCHESTRA
STRAND BROADWAY
& 47TH ST.

GINGER ROGERS is KITTY FOYLE
Christopher Morley's best-selling
romance of the White-Collar Girl
Doors Open
9:30 A.M.
UNITED
ARTISTS **RIVOLI** E'WAY & 49TH ST.
MIDNITE SHOWS

ADVERTISEMENT

ADVERTISEMENT

Federal Civil Service Legislation

Although you don't hear much beyond national defense from Congress these days, there's much activity which vitally affects the federal service. Opening of the new session was the signal for a number of congressmen, and dozens of important bills have already gone into the hopper.

Most important are two bills which would finally set up a true plan for federal promotions and pay increases. The LEADER has already discussed one of these, drawn up by the Budget Director and introduced by Representative Ramspeck, of Ramspeck Act fame.

Congressman Randolph, a colleague of Ramspeck on the House Civil Service Committee, has just offered a new plan: increases would come every year, rather than every 18 or 30 months—depending on the salary—as in the Ramspeck plan. Another feature is a provision that after each five years at the maximum of a grade, the employee automatically gets an additional \$120.

Other proposed legislation would: forbid appointing officers to skip over the highest eligible on a register; end age requirements; give postal employees time and a-half after eight hours; set up a hearing system; establish a \$1,200 minimum wage. That is, among other things.

Is Your Exam Here?

(Continued from Page 19)

rating of about half of the written test has been completed.

Junior Counsel, Grade 3 (New York City Housing Authority), and (Division of Franchises, Board of Estimate): Fifty percent of the written test has been rated.

Maintainer's Helper, Group A: The service ratings of those candidates who passed the written test are now being compiled.

Maintainer's Helper, Group B: The service ratings of those candidates who passed the written test are now being compiled.

Maintainer's Helper, Group C: The service ratings of those candidates who passed the written test are now being compiled.

Maintainer's Helper, Group D: The service ratings of those candidates who passed the written test are now being compiled.

Motorman-Conductor: The practical test will be held soon.

Senior Dietitian: The rating of the written test has begun.

Senior Psychologist: This examination is held in abeyance pending a final reclassification determination.

Senior Storekeeper (Knowledge of Automotive Parts): The rating of the written test has begun.

Senior Supervisor, Grade 4 (Social Service): This examination is held in abeyance pending the outcome of litigation.

Signal Maintainer, Group B: The practical test was held recently.

Station Supervisor: The rating of the written test has begun.

Stationary Engineer (City-Wide): All parts of this examination have been administered.

Supervising Tabulating Machine Operator, Grade 3: The written test is tentatively scheduled for January 25.

Supervisor, Grade 3 (Social Service): This examination is held in abeyance pending the outcome of litigation.

Towerman: The rating of the written test has begun.

Train Dispatcher: The rating of the written test is in progress.

Yardmaster: The rating of the written test will probably be completed soon.

LICENSING TESTS

Master Plumber: The drawing of the panel for the Advisory Board will be held soon.

Master and Special Electrician: The rating of the written test is in progress.

Motion Picture Operator: The oral practical tests have been completed. The final results will be available this month.

Oil-Burner Installer: A report on the final key has been presented for the approval of the Commission.

Structural Welder: The practical tests will be completed soon. The final results will be published within a few weeks.

Less people are taking Civil Service exams . . . More jobs are available . . . Your chances are better . . . THE LEADER keeps you informed of all opportunities.

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 offices 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 of 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, Card Punch and Calculating Machine Operator Exams at the
NEW YORK BUSINESS SCHOOL



A Select

Secretarial School

SECRETARIAL ACCOUNTING
ALL OFFICE MACHINES
FRENCH and SPANISH • STENOGRAPHY

Intensive
3-MONTH
Shorthand
Course

"WE HAVE PLACED EVERY GRADUATE"

Call, Write
or Phone for
Catalogue

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

Wisconsin 7-
9757

OPEN ALL YEAR - DAY AND EVENING