

NEW YORK
AUG 14 1940
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Civil Service LEADER

Vol. I No. 48 NEW YORK, AUGUST 13, 1940 Price Five Cents

105
City--State--U. S.
EXAMS

HOW TO PREPARE FOR A GOVERNMENT CLERICAL JOB

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Sanitation Men Change Minds About Coordination

Because of repeated letters objecting to the Sanitation Man Coordination test, The Leader sent a reporter last week to the scene of the test and found that candidates taking the test, for the most part, pronounce it "fair."

While this survey may not reveal the feelings of candidates who were among the first to take the test, it does show that, at present, the men do not seriously object.

Reason for the change in opinion—if there has been any great change—is twofold:

1. The men are coming to realize that the comparatively low marks they receive on the coordination test do not bring down their own final averages any more than they do the averages of the men they are competing against. In other words, it's as fair for one group as it is for the other.

2. Those who took the test first did not have a chance to study or practice for it, while those who are taking it now can profit by the experience of earlier candidates.

Many of the candidates praised the examiners for explaining in detail the machine on which the test is given. Just before the men are called to take the test, an examiner describes the process, step by step, so that each candidate knows exactly what to expect.

Then, when the candidate enters the cab, he is given a free trial and advice from another examiner seated beside him.

Bugaboo

Nervousness is still the bugaboo of most candidates. Despite the

explanation and the free trial, the men are afraid. Nevertheless, the coordination test is, in operation, extremely easy.

"I was nervous as the dickens," said Timothy Kilcullen, 1058 Teller Avenue, Bronx, who scored 81—a relatively high mark. "But it was fair, because it's the same for everybody."

Said Dave Capuano, 261 East 142nd St.: "If you overcome fear, you're all right. It was fair enough, if you've practised."

Several candidates found praise for the coordination test. For instance, Albert Hilt, 1492 Montgomery Avenue, Bronx, said it was more in the nature of a mental than a physical exam. "I think it's a good idea."

John Neidhard, 3117 Webster Avenue, Bronx, declared: "It was fair. They told you exactly what it was and gave you a free trial beforehand."

Not Unanimous

The candidates were not, however, unanimous in their comments. Those who couldn't drive a car lamented that the odds

were against them. Said Arvia James, 770 East 222nd Street, Bronx: "It's not fair for those who do not know how to drive a car." Echoed Jack Russin, 1253 Sheridan Avenue, Bronx: "Persons who don't drive a car aren't used to following directions by lights."

In a class by himself was Dominico Grieco, 2234 Light Street, Bronx, who blasted the whole Sanitation exam—all except the coordination part. "This exam is crazy for the type of job you'll get. The coordination test was the easiest and fairest part."

Other comments:

Charles Drees, 718 West 178th Street: "Sure it was fair. You've just got to have a quick mind."

William McDonald, 754 East 169th Street: "It's a good idea."

Bill Chapman, 335 East 166th Street, Bronx: "Everyone had to take it; so it was fair."

How the Sanitation Exam Stands Now

More than half the men who passed the written examination for Sanitation Man have taken the physical exam—and of this number 70 per cent have passed the physical.

Figures released by the Municipal Civil Service Commission this week show the following:

72,904 took the written exam. 48,590 passed the written. 24,314 failed the written.

Of the number who passed the written, 24,940 have been summoned for the physical, 17,584 passing. The remainder failed or were absent.

The medical exam has been given to 41,730 candidates. Of these, 22,723 passed, 5,074 passed conditionally, 6,624 failed, and 7,309 were absent.

The co-ordination part of the physical exam has been given to 5,413 candidates, and only about one per cent has failed it, the Commission said.

New Titles Adopted For Transit Men

The Board of Transportation has adopted scores of job titles for transit employees which will be used for payroll and other purposes as long as the employees remain in the non-competitive class. The Municipal Civil Service Commission is now engaged in the task of reclassifying all employees of the IRT and BMT systems and their subsidiaries which came under city control on July 1, 1940. The Commission must fit these employees into existing titles or create new ones. Pending this reclassification, which will result in a competitive Civil Service status for transit employees, they will remain in the non-competitive class. The whole job of reclassifying transit workers is expected to be completed by July 1, 1941, but a longer period may be necessary.

The Civil Service Commission is following a policy of reclassifying all employees in one title at the same time. Therefore, within another week or two certain groups of employees will begin to acquire a competitive Civil Service status.

While the list of titles which the Board of Transportation has adopted for the time being is not expected to be finally adopted by the Civil Service Commission, it will serve until the reclassification work is finished.

The full list of titles, with the number of employees in each, follows:

BOARD OF TRANSPORTATION RECLASSIFICATION: TITLES NOT INCLUDED ON THE INDEPENDENT SYSTEM

Title	Number of Incumbents
Accountant	6
Asst. Auditor	1
Chemist	2
Chief Telephone Operator	4
Counsel (RR) (4)	35
Counsel (RR) (3)	8
Counsel (RR) (1)	12
Division Engineer	3
Electrical Engineer (4)	12
Electrical Engineer (3)	1
Electrical Engineer (RR signal Equip.) (4)	12
Engineer (4)	12
Engineer (3)	3
Engineer Designs (4)	3
Engineer Designs (3)	1
Engineer (Track) (4)	2
Engineer (Track) (3)	2
Electrical Engineer Telephone (4)	15
Foreman	50
Foreman (Car Cleaning)	over 50
Foreman (lampman)	2
Foreman (Line Equipment)	1
Foreman (Power Distribution)	19
Foreman (Signal)	8
Foreman (Stores, Materials and Supplies)	20
Foreman (Signal Maintenance)	1
Foreman (Signal Repairs)	2
Supt. (Car Equip.)	2
Foreman (Signal Shop)	2
Foreman (Surface Track)	9
Foreman (Telephone)	2
Foreman (Third Rail)	5
Foreman (Trolley)	10
Foreman (Ventilation and Drainage)	5
Foreman (VS)	34
Chief Telephone Operator (1)	2
General Superintendent	3
Mech. Engineer (4)	3
Secretary	4
Supt. (Car Equip.)	2
Supt. of Equipment	1
Supt. of Power	2
Supervisor (Elevator and Escalator)	2
Supervisor General	1

Supervisor Lightning	1
Supervisor (Signals)	1
Supervisor (Stores Materials and Supp.)	3
Supervisor (Surface Truck)	3
Supervisor (Track)	17
Supervisor Turnstiles	2
Supervisor Ventilation and Drainage	1
Supervisor (VS)	over 50
Train Dispatcher	over 50
Trainmaster	22
Auditor	1
Auditor of Revenue	1
Auto Engineman	over 50
Bus Maintainer (VS)	over 50
Bus Maintainer's Helper	over 50
Bookkeeper	1
Car Cleaner	over 50
Car Draftsman	3
Car Cleaner (RR)	over 50
Caretaker (RR)	over 50
Cashier (5)	3
Cashier (4)	3
Cashier (3)	22
Cashier (2)	15
Cashier (1)	5
Car Designer (4)	2
Car Designer (3)	4
Car Designer (2)	1
Chemical Laboratory Asst.	4
Chemist	1
Chief Accountant (RTD)	1
Chief Accountant (Surface Division)	1
Chief Auditor and Accountant	1
Chief Engineer (BMT)	1
Chief Engineer (Waves and Structures)	1
Chief Engineer (Williamsburgh Power Sta.)	1
Chief System Dispatcher	1
Chief Telephone Operator	2
Telephone Operator (2)	1
Telephone Operator (1)	3
Claim Agent	1
Claim Investigator (RR)	over 50
Clerk (5)	over 50
Clerk (4)	over 50
Clerk (3)	over 50
Clerk (2)	over 50
Clerk (1)	over 50
District Supervisor	6
Division Superintendent	2
Economics Engineer	2
Electrical Designer	3
Electrical Engineer	3
Elevator Attendant (RR)	over 50
Engineering Ass't. (3)	3
Engineering Ass't. (2)	12
Engineering Ass't. (1)	5
Engineering Ass't. (signals) (3)	8
Engineering Ass't. (signals) (2)	4
Engineer of Car Design	1
of Car Equipment	2
of Car Maintenance	1
of Equipment	1
of Transportation	1

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Preparation for Civil Service Examinations
JR. & SR. STENO. & TYPIST: Mon. and Wed. at 10:30 A.M., 1:30, 6:15 and 8:30 P.M.
MALE & FEMALE
UNEMPLOYMENT INSURANCE REFEREE
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ALPHABETIC CARD-PUNCH OPERATOR and CARD-PUNCH OPERATOR
 Begin preparation for next exam and many openings in commercial field.
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 Class forms Mon., August 19, at 8:30 P.M.
STATE PRISON GUARD: Monday & Thursday at 8:30 p.m.
JUNIOR INSPECTOR: Thursday at 8:30 P. M.
CITY ELECTRICIAN: Class forms Wed., Aug. 21, at 8:30 P.M.
FIREMAN-PATROLMAN
 The present list for Fireman expires Dec. 15, 1941, and all of the eligibles on the present Patrolman list should be appointed before Jan. 1941. Consequently the Fireman examination should be held in the Spring 1941 and that for Patrolman shortly thereafter.
FUEL OIL LICENSE: Examination ordered. — Classes now forming.
TOOL DRAFTING & MACHINE DESIGNING:
 Tues., Thurs., & Fri. at 7:30 P.M.
MASTER PLUMBER'S LICENSE: Class now forming.
STATE COURT ATTENDANT: Wednesday at 1:15, 6:15 and 8:30 p.m.
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OUR PHENOMENAL RECORD TO DATE—Number 1 man in last Fireman examination. Number 1 man in last Patrolman mental examination. 94% of our entire student body passed the last Patrolman physical. 7 men with 100% in the Sanitation Physical. Many others with 95% up.
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Suggests Civil Service Judges

Magistrates ought to be under Civil Service. They ought to get their jobs by taking exams just like Clerks Grade 2, Sanitation Men, or Social Investigators. If the judges in the lower courts took Civil Service exams, the efficiency and quality of the bench would be immeasurably heightened.

That's the feeling of Elliott L. Biskind, a lawyer who is himself on the Mayor's list for possible appointment as Magistrate. Says Mr. Biskind: "It is in the Magistrate's Court that many people get their first contact with government. The result of this first experience can be either beneficial or harmful. It is for this reason that I should like to see our magistrates placed under Civil Service."

Sanitation Men Oppose New Appointing Plan

The Association of Competitive Employees, Department of Sanitation, is still at work despite the summer's heat. The executive committee meeting decided to oppose the Civil Service Commission's proposal for "selective certifications." The executive committee feels that instead of selecting in strict order from the eligible list, the new plan would enable a department head to pick anybody from a list whom he might want. When public hearings are held, John McMahan and Herbert S. Bauch will appear for the Association. Mr. Bauch asks that Association members write to the Commission against selective certification.

Subway Men Don't File For Promotion Test

OPEN COMPETITIVE EXAM MAY BE GIVEN

Some men just don't want better jobs. That's the only explanation available for the failure of approximately 300 conductors on the Independent line to file for the Civil Service Commission's Motorman-Conductor job, which pays from 5 cents to 30 cents more per hour. Of the 45 men eligible to file, about half did so.

But the Commission, feeling that the fellows just didn't know what they were doing, will give

2 Out of Every 3 Subway Men Probed

Approximately two-thirds of the employees on the IRT and BMT subways have been investigated and fingerprinted by the Municipal Civil Service Commission, it was announced this week.

The investigation, conducted as part of subway unification, has covered 11,225 BMT and 6,470 IRT employees. More than 27,000 men must eventually be investigated.

Promotion Tests For Subway Men

Two subway promotion exams were among the five exams ordered last week by the Municipal Civil Service Commission. Filing dates for these exams will be published in *The Leader* as soon as they are officially announced by the Commission. Ordered exams are:

Promotion to Conductor, Promotion to Motorman-Conductor (readvertised), Promotion to Bridge Sergeant, Senior Maintainer (Office Appliance Apparatus) (open competitive), and Assistant Superintendent of Demolition (open competitive).

Two Court Actions For City Doctors

Two actions aimed at compelling the city to restore per annum status to part-time veteran doctors and dentists now on a per session basis were scheduled to be heard this week in Supreme Court. Specifically involved are Dr. Elias A. Lessem, physician, and Dr. Samuel Menn, dentist, who are suing for all others similarly situated.

The actions were instituted by Herman E. Cooper, counsel to the Society of Physicians and Dentists of the Department of Health. Cooper is also preparing to appeal a decision that the city has a legal right to change the status of these dentists and physicians, non-veteran as well as veteran.

On the legislative front, matters have taken a new turn. The City Council, which previously passed a bill to return the doctors and dentists to their original status, this week sent the bill to the Board of Estimate despite Mayor LaGuardia's veto. They say it should have gone there in the first place. Many of them are not keen on trying to over-ride the veto.

Sanitation Dept. Issues News Letter

A new weekly news letter appeared in the Department of Sanitation. It is entitled *The Spectator* and will be the medium of publicizing the benefits of the Honor Welfare and Relief Fund of the Department of Sanitation. It will have a personalized treatment of news. Harry R. Langdon, treasurer of the Honor Welfare and Relief Fund, and Chief of the Division of Finance and Supply, will edit the news letter.

As all activities of the Welfare Fund will be touched upon in *The Spectator*, Commissioner William F. Carey has announced that he will use this medium to record the progress of the sale of tickets for the annual baseball game, Sunday, September 15, between the Police Department and the Sanitation Department.



MAINTAINER'S HELPERS MUST DO THIS

To score well on the Pectoral Squeeze, Maintainer's Helper candidates must have strong pectoral muscles. Note the wide stance of the man pictured on the right above. You must have extraordinary strength to score 100 per cent. See story on this page for complete description. The other fellow in the picture is doing the shoulder pull. This isn't on the maintainer test.

them another chance. Filing will be reopened soon for a period of two weeks.

The only plausible explanation offered for the strange situation is that the men with seniority on the Independent line now receive 75 cents an hour and are privileged to work days. If they became Motormen-Conductors, they would lose their seniority, have to work on night shifts, and would receive 80 cents per hour, a raise of only 5 cents. In time, of course, they could be raised to 95 cents per hour and gain seniority. Apparently they didn't take this into consideration.

Anyway, a large batch of them protested to the Commission and were given a break.

A large number of vacancies will have to be filled from the list. It is estimated that the new Sixth Avenue subway, which will be completed by 1941, will hire 100 motormen-conductors.

Commissioner Wallace S. Sayre said Monday that if not enough men to fill the expected vacancies pass the examination, an open competitive exam will have to be announced.

The Commission announced the following dates for subway promotion exams this fall:

Schedule
Motorman-Conductor, September 25, 26; Motorman-Instructor,



HARRY LANGDON of the Department of Sanitation, is shown examining the first issue of the newsletter gotten together by him and members of the Sanitation staff

Maintainer's Helper Physical Exam; What It's Like

The physical exam required for Maintainer's Helpers is not difficult if you compare it to the strenuous exam now being taken by Sanitation Man.

In fact, there may be several hundred candidates who make 100% on three of the four parts of the exam, and a fair-sized number who make 100% on the entire exam. The four parts are as follows:

1. Weight Lift. Candidates are permitted to use both hands in lifting a weight to

full arm's length above the head. A 100-pound lift rates 100%, 87½ pounds 88%, 75 pounds 75%, and 60 pounds, 60%. Four chances are allowed. Sanitation Men, in order to make 100%, must lift 80 pounds above the head with one hand, and then 80 pounds with the other.

2. Pectoral Squeeze. This is the hardest part on which to score 100%, but the test itself is not difficult. All you need is strong pectoral muscles. (They're in your shoulders.) The machine for the pectoral squeeze consists of a couple of handles and a meter—that's all (see picture). You push in on the handles, and the meter registers the power of your push. You get two chances.

How It's Done

Experts say to stand with your legs apart and your feet firmly planted on the floor. Tall men will have to assume a semi-squatting position. Then grasp the two handles, with the balls of your hands on top, or perhaps a little to the right. Then push. The meter will register your score on the basis of 100. A score of 80 to 90 is average. One hundred indicates extraordinary strength.

So far the Civil Service Commission has not set a minimum passing mark, but if you do no better than 50 or 55, that's not so good. The machine used by the Commission bears the name International Mutoscope. It has been used in such exams as Trackman, Carpenter, Elevator Mechanic, and House Painter.

3. Abdominal Muscle Lift. This part of the test shows definitely how much easier the Maintainer exam is than the Sanitation. You are required to lift only 35 pounds for 100%, while Sanitation candidates must lift 60 pounds. If you do 25 pounds, you get 85%, and 15 pounds, 70%.

Lie on Mat

To do the abdominal muscle lift you lie on a mat and then rise to a sitting position while carrying a barbell behind your neck. Your feet are held to the ground. This test requires strong stomach muscles. Men with a hernia can't take this test. You get three chances.

4. Ladder Climb. This is probably the easiest part of the test—and you'll get less than 100% only if you do badly. The ladder climb consists of climbing an ordinary and slightly inclined 15-foot ladder, rung by rung, and down again. Only if you consume more than normal time or if you lack freedom and agility in your movements will you be penalized. You get two chances.

When you have completed the physical exam, average the four parts. You need 70% to pass. Your mark will count for 20% of your final grade for Maintainer's Helper. The written exam counts 80%. Here's the way to get your final average: If you make 90% on the physical and 75% on the written, you find your final mark by multiplying 90 by 20 (1800), and 75 by 80 (6000). Add the two, and you get 7,800. Divide by 100 and you get your final mark of 78%.

October 16; Train Dispatcher, October 30; Assistant Train Dispatcher, November 13; Towerman, November 20; Assistant Station Supervisor and Station Supervisor, December 4.

Job Transfer Plan

COMMISSION'S PLAN NOT SO FAR-REACHING AS LEADER'S

A plan to facilitate transfers of city employees was launched last week by the Municipal Civil Service Commission.

Inauguration of the program followed an editorial campaign of *The Civil Service Leader* calling for a Central Transfer Agency for employees.

Basis of the plan is the same as that suggested by *The Leader*, but it is not as far-reaching in scope.

"We will start off in a small way to see whether the Commission's Certification Bureau can handle the extra work," explained Commissioner Wallace S. Sayre.

Details of procedure will be worked out by the Certification Bureau. In principle, the program will operate as follows:

Persons who wish to transfer to another city office because they live long distances from their jobs will notify the Civil Service Commission. Their names will be placed on file with the Certification Bureau. Then, when a department requests a certification of names to fill a vacancy, the Certification Bureau will not only certify persons on an eligible list but will also send to the department the names of persons who wish to transfer.

A Case

For instance, suppose a Clerk, Grade 1 lives in Brooklyn and works in a Bronx district office of the Welfare Department. He notifies the Commission he wants to transfer to any Clerk, Grade 1 position in Brooklyn. This information is filed by the Certification Bureau. A short time later the Office of the Borough President of Brooklyn notifies the Certification Bureau that it has a Clerk, Grade 1 vacancy. The Certification Bureau then checks its files, and finds that a Bronx clerk wants

a Brooklyn job. Following usual procedure, the Bureau certifies a Clerk eligible list and at the same time sends along the name of the clerk who wants to go to Brooklyn. The Borough President's office can hire the Bronx clerk, or it can take a person from the eligible list.

Problem

One of the major problems arising from transfers—that of increments—can be solved with the aid of the Budget Director, Sayre explained. If a department wants to hire a \$1,200 clerk, and does not want to accept a man making \$1,320, this can be simplified by the Budget Director. He needs only transfer the necessary funds for payment of the extra amount from one department to the other.

In all cases job transfers must be for comparable positions. A person cannot transfer to a higher salary without the approval of the Budget Director.

The plan probably will not go into effect for several weeks, but persons can send in their requests for transfers now. Address letters to the Commission, 299 Broadway. At present the Com-

mission is conducting a program of exchange transfers, based on the principle of *The Leader's* former Job Xchange column.

The Leader, in a series of recent editorials, advocated the organization of a Central Transfer Agency as a more effective way of dealing with transfers than the exchange method. The Agency would have the official sanction of the Mayor and the full cooperation of department heads. It would not limit transfers to people who lived long distances from their offices but would also include those who work odd hours or who have other legitimate reasons for transferring. It would work on the same principle as put forward by the Commission—that of sending names of persons who want transfers to departments which have vacancies.

Auto Truck Drivers

The Auto Truck Drivers Eligibles Association (appropriate for laborer) will hold its regular weekly meeting on Friday evening, August 16, at 8 o'clock. The meeting-place is at 33 East Broadway.

Nickel-Stealers Hold Jobs, May Lose Pay

Six Board of Transportation employees involved in the nickel-stealing ring on city subways in 1939 were ordered to appear this week before the Municipal Civil Service Commission to show why they shouldn't be fired.

The men, whose names the Commission declined to reveal, are still on the city payroll even though they pleaded guilty to the conspiracy to rob the city of thousands of dollars in nickels. The Commission technically

does not have the power to fire the men, but it does control the payroll.

The Board of Transportation would issue no statement on the case.

Prison Guard Study Notes

If statement is true, underline T, if false, underline F.

- 1. An officer should always go to the immediate assistance of a brother officer who is in trouble. T F
- 2. An officer is never permitted to read or write while on duty. T F
- 3. An inmate should never be passed outside prison walls unless accompanied by an officer. T F
- 4. Officers are permitted to hold conversations in generalities with persons not connected with the prison about the treatment of inmates. T F
- 5. All prisons are subject to the same institutional rules. T F
- 6. An escaped prisoner may be retaken anywhere by a prison officer without a warrant. T F
- 7. The warden has the power to dismiss an officer from the service who was shown to be publicly intoxicated while off duty. T F
- 8. Officers are accountable for injuries inflicted upon inmates under their supervision. T F
- 9. An officer may search a prisoner's cell without receiving a definite order from one of his superiors. T F
- 10. According to the rule book, the warden or the superintendent is the only one who can grant a leave of absence for more than one day while on duty. T F
- 11. Emergencies seldom permit time for explanation by superior officers. T F
- 12. Letters sent out of prison, other than through the proper channels, are called "flukes." T F
- 13. All contraband articles found in cells are destroyed. T F
- 14. All unfavorable remarks or comments of inmates pertaining to food should be reported immediately to the principal keeper. T F
- 15. An inmate taken to court is under the jurisdiction of the court as soon as he enters the courtroom. T F
- 16. A member of the State Assembly has the right to inspect or visit any prison during open hours. T F
- 17. Emergencies may arise during which time officers will not be compelled to obey the orders of superiors. T F
- 18. A prisoner does not have the right to demand a private interview with his attorney. T F
- 19. A gate officer has the right to pass a truck in or out of the prison walls without making a thorough search, providing the officer accompanying the truck vouches for its contents. T F
- 20. Complete searches of all cells are made at regular intervals. T F
- 21. A cell should be thoroughly inspected before being assigned to a prisoner. T F
- 22. A court order or commitment is necessary in order to lodge a person in a county jail or city prison. T F
- 23. In transporting prisoners by automobile, officers are not permitted to put both handcuffs and leg-irons on prisoners. T F
- 24. An officer transporting a prisoner by train is not permitted to handcuff a prisoner to the seat of the train. T F
- 25. Some high-ranking State officials have the power to command an

Many Rush to File for Prison Guard Exam

By MORTON YARMON

Filing expectations for the Prison Guard test have been justified in the first week of applications. A preliminary shipment of 500 blanks to the New York office of the Commission at 80 Centre Street, Manhattan, was grabbed up within a few hours after arrival, and a long-distance telephone call asked for 2,000 additional blanks.

The Chief, obviously ranking under the fact that **The Leader** was first to publish official requirements, to top off a long series of similar scoops in connection with this test, stated last week that filing would open on Monday, August 12. This was a clear misstatement of fact. Hundreds of applications had already been distributed in New York City and upstate before **The Chief** story was printed.

Filing deadline for the exam is Friday, September 13, and the test itself is scheduled for Saturday, October 5, starting at 1 p.m. 500-600 appointments will be filled from the resulting list, at a salary of \$1,800-\$2,280. A filing fee of \$1 is charged.

Blanks are ready at the State Office Buildings in Albany and Buffalo, as well as at the 80 Centre Street office of the Commission. Mail requests are directed to the Examinations Division, State Department of Civil Service, Albany.

Requirements, similar to those set for the prior test, given in 1936, call for a minimum height of 5 foot 9, a minimum weight of 155 pounds. Candidates must be between 21-31, must be physically strong and free from any physical defects, and must meet one of the following requirements:

- a) One year of satisfactory full-time experience in the actual supervision of a group of men; or
- b) six months of experience of the kind mentioned under a), and education equivalent to that represented by graduation from a standard senior high school; or
- c) a satisfactory equivalent combination of the foregoing experience and education. The super-

visory experience desired must be similar to that acquired as a foreman of laborers, as prison guard, police officer, or officer in the military service, requiring the ac-

Employment Counsellor Candidates To Get Jobs As Provisionals

Although the State Civil Service Commission will not start marking Employment Counsellor papers until pending DPUI lists are finished, several of those who took the July 20th exam are soon to be working in provisional posts. This week, a number of candidates whose applications showed that they have junior counselling experience were interviewed. 12 jobs, 6 in New York City, are vacant, and will be filled by provisionals pending establishment of the list.

The openings occurred as a result of an agreement between officials of the Division of Placement and Unemployment Insurance and the Social Security Board. The jobs deal with employment for young men and women, and the agreement included provision that only those with this specialized experience would be taken for these jobs.

Store Clerk List Delayed

Establishment of the Assistant Mechanical Stores Clerk list, scheduled for this week, has been postponed for another week, when the Senior list will also be ready. The 1,900-name list for Investigator, Alcoholic Beverage Control Board, is also expected momentarily.

Accountants Wanted For New State Jobs

Accountants with experience in government work were sought this week by the State Civil Service Commission, which opened filing for two jobs in the Division of the Budget. Filing deadline for the two tests—Junior Budget Research Aide (\$1,800-\$2,300), and Junior Budget Examiner (\$2,400-\$3,000)—is September 13, and the tests are to be held on October 5, on the same day that Prison Guard and various county welfare exams are scheduled.

Several appointments are expected in each title, the announcement reads. Applications are available at 80 Centre Street, New York City, and at the State Office Buildings in Albany and Buffalo. Mail applications may be secured at the Examinations Division, State Department of Civil Service, Albany.

Complete requirements appear on page 10.

Meanwhile, other developments concerning forthcoming State examinations were:

1) Finishing touches are being placed on a legal opinion on the matter of requirements for Compensation Referee, Department of Labor. It will probably be avail-

able next week, and will state whether lawyers are to be asked to meet any specialized requirements to qualify.

2) A list of positions in 44 county welfare offices is being prepared. This will guide the Commission in conducting exams for 1,058 posts in these counties on September 28 and October 5. The complete list is also expected next week.

3) The DPUI unit of the State Commission is still working out requirements for the Unemployment Insurance Referee test, set for November 16. The courts have already ruled that all lawyers with five years experience be admitted to the test.

- officer to remove the shackles from a prisoner who is being transported by train. T F
- 26. The dormitory rooms at Napanoch contain about 40 cots per room. T F
- 27. The cell blocks at Napanoch have six tiers of cells. T F
- 28. It is usually advisable for a superior officer to explain himself when issuing an order. T F
- 29. Danger is always prevalent when dealing with

- prisoners. T F
- 30. Environmental conditions play an important part in the development of petty personal dislikes among brother officers. T F
- 31. A prison officer dismissed from the service, after conviction of a felony, may be reinstated by the Commissioner of Correction. T F
- More Prison Guard study material will appear in future issues of **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):

August 13—Albany County Highway Department—Junior Assistant Engineer, Grade 1.

August 14—City and Town of Newburgh Public Welfare—Clerk, Surplus Commodities Division.

Job Shuffle In DPUI

Reshuffling of the jobs of 13 Assistant Employment Interviewers in the Division of Placement and Unemployment Insurance is scheduled to take place on Friday. However, expansion of the placement service of the Division because of the defense program is expected to forestall the necessity of letting any of these employees go.

The reshuffling has been made necessary by changes in the 1940-41 budget. Several Assistant Employment Interviewer jobs were dropped as of July 1. Those filling these jobs, originally on the Employment Interviewer list, have been asked to make a choice: take permanent Assistant positions, or continue at \$6 a day. Those who choose the Assistant titles displace employees with lesser seniority, who are then transferred to \$6-a-day posts.

Originally it was believed that the per diem work would end by December 31, and those filling such jobs would be placed on the preferred Assistant Employment Interviewer list. Since then, however, the placement service has taken on additional work in co-

operating with the national defense program. DPUI officials now expect more permanent Employment Interviewer items in the semi-annual budget of the Division, and that by Christmas all the per diem employees will be covered.

Meanwhile discussions continue on the need for additional personnel; some word should be forthcoming within the next few weeks. Chief among the defense program activities of the DPUI are the assistance given to the United States Civil Service Commission in recruiting applicants for exams, and the opening of the Metal Trades unit of the placement service at 87 Madison Avenue, New York City.

Hospital Attendant Duties

In answer to numerous requests from candidates who took the June 29th exam for State Hospital Attendant, **The Leader** presents the following information on the duties of this job:

- 1) Only in case of emergency or urgent necessity will a ward employee be required to work more than eight hours in any one day.
- 2) Employees living in an institution are entitled to a reasonable use of the laundry. This does not apply to employees living outside the institution, except for ward employees directed to wear washable uniforms.
- 3) If both a husband and wife are working in the same institution, they will be able to live together, in quarters provided for by the institution. However, they are expected to reimburse the State for the expense of any children.
- 4) Members of an employee's family are forbidden to use any of the supplies or products of an institution without payment at a rate determined by the superintendent, with the approval of the department.
- 5) The number of employees in each grade is determined by the superintendent, subject to approval by the department and the State Legislature.

Start Marking

This week, the State Civil Service Commission started the job of marking the 16,250 papers submitted in the Hospital Attendant test on June 29. The list itself is not expected before December 15, and the first appointments will be made on January 1, 1941.

(Further information on the Hospital Attendant test will appear regularly in **The Leader**. Address all inquiries to 97 Duane St., New York City).

State May Operate Printing Plant, Opening New Jobs

Possibility of Civil Service job opportunities for linotypers, compositors, proof-readers, and other allied printing trades looms as the result of last week's hearings of the Moreland Commission investigating State printing contracts.

Counsel Bernard Botein started the argumentative ball rolling when he brought out testimony estimating that a State-operated printing plant would cost \$1,000,000. There was a divergence of opinion among the witnesses who followed:

H. Eliot Kaplan, executive secretary of the Civil Service Reform League, enthusiastically asserted that public industry is equally as efficient and economical as private industry. To Botein's query as to whether the jobs in a State-owned printing plant should be made competitive, Kaplan exploded:

Competitive
"All I can say is—God help them if they don't! I don't see how they can ever hope to administer such an operative agency and do efficient work without competitive Civil Service."

On the other hand, labor leaders expressed fear that a State plant would work to the disadvantage of union members. William S. Wilson, president of the Printing Pressmen's Union, predicted that 97 per cent of those in unions would be barred from Civil Service tests because of age. Elmer Brown, president of Typographical Union No. 6, urged that arrangements be made for closed-shop agreements with the unions, should the plant become an actuality.

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

Wanted: Lawyers, G-Men

TWO WASHINGTON BUREAUS CAN'T GET ENOUGH MEN TO FILL JOBS

The Social Security Board has jobs for lawyers. And the FBI has jobs for G-men.

The Social Security Board says its lawyers, or adjudicators, must have Civil Service status to be eligible for appointment. That means federal Civil Service rating. State and city Civil Service ratings aren't recognized by the federal Commission.

The jobs—there are more than 100 of them—can be filled by qualified persons transferred from other government jobs to the Social Security Board. Or, persons with the necessary training can be appointed to the job at the request of the Board.

Under no circumstances will the Board hire claims adjudicators (that's the name of the job), who are not under Civil Service.

tor, Federal Security Agency, Washington, D. C.

Hunt On For G-Men

FBI officials now say they need all the G-men they can get. J. Edgar Hoover has raised the age limits (as reported in this column last week) to include men between the ages of 23 and 35. Starting salary for a G-man is \$3,200, and there are good promotion possibilities. Requirements: either a law degree or a degree in accounting, plus three years of accounting experience, and excellent physical condition. A thorough investigation is made of each person applying for the job. The FBI wants more than a "cop" in the old sense of the word. And be-

Still Working On General Investigator Exam

U. S. Civil Service Commission is still struggling away on the General Investigator Test. So far three registers have been established but the eligible ratings haven't been sent out and won't be until the other registers are established. That will not be for several weeks yet.

Eligible registers have been established for Immigration Patrol Inspector, Associate Investigator (accounting), and Assistant Investigator (accounting).

Ineligible ratings are being sent out and if you haven't heard from the Commission the chances are fair that you passed the test.

Stenos, Typists On Present List To Get Jobs First

Many of the stenographers and typists on the present federal register are worried lest the register set up as a result of the new exam be used before the present list is finished. The Leader is able to inform its readers that the present register of stenographers and typists must be exhausted before the new register is used. When the new register is established, the names remaining on the old register will be placed at the head of the list.

fore a man enters upon his duties for Mr. Hoover's bureau, he undergoes a thorough training course in a variety of subjects from law to marksmanship.

Most candidates for G-man jobs are turned down because of physical defects or questionable character, according to officials of the FBI.

Applications for positions may be secured directly from the Federal Bureau of Investigation, Washington, D. C.

The LEADER will keep its readers fully informed of developments in the FBI's hunt for good men to fill the vacancies in the bureau.

So You'd Like to Enter The Clerical Service

EACH WEEK, the United States Government sends out its SOS for workers in a new field. Requirements for dozens of jobs of every kind appear in the examination section of this and every issue of The Leader. Machinists, doctors, lawyers—soon the entire gamut of skilled workers will be gone through, as the United States prepares to build up its national defenses on all fronts. Building up national defense requires all the energies and talents and skills that a country can muster.

To the prospective Civil Service applicant just starting out in the world, however, the picture is somewhat depressing. What chance, he asks, does someone without training have?

Actually, though, the prospects for the untrained but eager applicant in the federal service become greater with each passing day. As the government takes on more and more employees of every sort, the need for clerical workers increases apace. Clerical lists are moving quickly, new exams are in the offing, the field for the clerical worker constantly expands.

Most Popular Exams

As a matter of fact, the two most popular exams opened in recent weeks by the U.S. Civil Service Commission were for Stenographer and Typist, and for Card Punch Operator, requiring the barest minimum of training and experience. They give a clue to bigger and better opportunities to come.

That poses a number of pertinent questions: Specifically, what clerical jobs are there in government service? How can I best prepare myself for one of

these jobs? And when I get such a job, what chances do I have to advance beyond the lowest grades?

Applicants have a day or two yet in which to file for the junior and senior Stenographer and Typist tests recently opened by the U. S. Commission for employment in New York City and in Washington. (See page 13) Men and women between 18 and 53 are eligible. And the academic requirements? None at all! Now that doesn't mean that the U. S. government is ready to hire anyone with the barest knowledge of a typewriter or a stenography

pad. It means that a person who has studied typing or stenography in a public or private school, by himself, or through any other means, is eligible. All he or she has to do is prove efficiency in a competitive test. The man or woman with the goods will get the job.

The test for Stenographer and Typist in the federal service does not simply gauge ability to type and take dictation. A number of federal Stenographers and Typists are doing secretarial work as well. Because of this, general examinations test judgment, ability to understand and execute orders, to write good English.

Last year, nearly 7,000 Stenographers and Typists were hired by the federal government. That was a normal year. Before 1940 is over, an even greater number will be taken on. Particularly is there a need for men in these

(Continued on Page 9)

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Civil Service LEADER

401

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

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

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

—Subscription Rates—

In New York State (by mail)\$2 a Year
Elsewhere in the United States\$2 a Year
Canada and Foreign Countries\$3 a Year
Individual Copies5 Cents

Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, August 13, 1940

Exams for Those Who Get Drafted

If conscription comes, a whole host of new problems is going to face Civil Service employees. That's obvious from the many questions which government workers are already asking.

But, in addition, there's another problem involved which may affect the merit system seriously.

What about the young fellow who aspires to serve his country in the public service, and who is called away to military duty? Is he to be deprived of the opportunity to compete for a Civil Service position? Will his right to appointment from an eligible list be continued after his military discharge, if his name is reached for appointment during his absence? These are practical problems, and many young men are worrying about them.

The Leader believes that, if Congress votes for conscription, every possible consideration should be extended to our young men who are drafted. Aside from the question of fairness to the men, there is another point that should appeal to the public. It would be a mistake for us to overlook or lose the talent of those drafted for military training, many of whom might prove to be ideal civil servants. Likewise, it would be short-sighted for us to interrupt the promotion opportunities of those temporarily absent on military duty.

The Leader makes this suggestion: that those men who are drafted be permitted to take competitive Civil Service tests. They could be given the exams at the camps or at convenient central points. This would be practicable, and would entail no great inconvenience to the Civil Service commissions. Ideal study opportunities could easily be provided at the camps. The commissions could designate some responsible military officer to act as Civil Service representative and supervise the examinations within the military camp areas. This method would be more practical than providing special exams after military service is over.

The nation owes to its soldier-citizens an obligation to protect them against loss of privileges and opportunities.

The Postman's Friend

AS THE President looks around him for a new man to fill the job of Postmaster-General, his gaze doesn't have to go very far. Just a few blocks from the President's own office, he'll find the best prospect for the job—Jimmy Mead, postman's friend, advocate of a thorough-going merit system. Senator Mead should be the next Postmaster-General, if he cares to have the job. He probably knows more about the postal set-up and the problems of postal employees than any other candidate. At a time when the Ramspeck bill, which would bring to 200,000 federal employees the protection of Civil Service, seemed to be on the verge of failure, Senator Mead stepped in and took leadership to see the bill get an even break. Jim Mead is a clear-thinking, likeable American. The Leader endorses him wholeheartedly for the Postmaster-Generalship.

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

HE LOSES HIS CHANCE FOR A POSTAL JOB

Sirs: On January 1940, the Post Office clerk-carrier list was to have expired, but as announced some time back, the list was extended to 1941. To establish a new list, then, applications will probably be opened in a few months.

However, we of the age group who may be the first to be called

ed to military duty, and who may be looking forward to jobs as postal employees, will not have this opportunity to obtain a government position.

PERPLEXED

The complaint, in the opinion of The Leader, is valid. The lead editorial in this issue takes up this very question and offers a possible solution.—EDITOR.

Merit Men

Lewis Minton Farrington

"... prevention is as yet largely an uncharted sea."



WHEN Lewis Minton Farrington (Keuka College '04) took a State Civil Service examination for Stenographer in May, 1904, it was with one idea: that of getting down to New York City. Life on a farm up in Erie County was too restricted. Life in Chicago had been too tinselled.

In January of 1905, he was appointed to Manhattan State Hospital on Ward's Island. Young Farrington considered for a moment that the work would be among the insane. But it was a very brief moment; the call of the big city was too urgent.

In the 35 years that have since elapsed, the young stenographer has risen to the top of the Department of Mental Hygiene, has developed a keen philosophy of caring for the mentally ill, has learned as much about diseases of the mind as could come to any layman.

The Solution

"The solution of the problem of the mentally ill is not to build greater and ever greater institutions. Its solution lies in the prevention of mental disease." That comes from the secretary of the department now in the midst of letting out contracts for two new institutions: one at Willow Brook in Staten Island, the other at Deer Park, Long Island.

At this, lids that are already half-shut close. The sandy-moustached secretary sighs: "But prevention is as yet largely an uncharted sea."

In 35 years, Secretary Farrington has watched a revolutionary change in the whole concept of treating mental patients. When he first entered the department, our delicate civilization possessed a taboo about the insane. Families would mention institutionalized relatives only in the intimacy of their own homes. The fire of shame burned almost as brightly as it had in medieval times.

Today, the mental hospital has taken the place of the asylum. We speak of mental sickness. We treat mental patients even as we treat those who suffer from physical ills.

26 Institutions

In New York State, for example, 26 great institutions care for more than 80,000 patients. The largest hospitals in the country are among them. Detail administrative and personnel matters are under the direction of the stenographer who became Secretary-Stenographer at Ward's Island in 1907; was transferred to Albany in February, 1911; became Assistant Secretary of the department in September, 1911; Assistant Secretary and Treasurer in 1915; and Secretary in 1921.

Simultaneous with a patient-load growth, the staff of the institutions—now in the vicinity of 20,000—is likewise increasing, but at a much slower rate. More important, the greatest extension in the history of the State's Civil Service has just been effected in the department. 10,000 Attendants have been switched into the competitive Civil Service class, and others are soon to follow. Most anxious to see how the new system will work is the Secretary who himself made his way into the department via a competitive Civil Service test.

Change

The Mental Hygiene Department promises to be the scene of important happenings during coming years: discoveries to prevent mental illness, new treatments for patients, new buildings, new status of employees.

There's a good chance, though, that Lewis Minton Farrington—now 62—will soon be observing these events from the outside. He's thinking seriously of retiring. He has some ideas on gardening and bee-keeping, and he's very anxious to try them out.

letters

Cop Asks "48-Hour Swing"

Sirs: May I plead through your paper for the introduction in New York of the 48-hour swing for patrolmen, instead of the present 32-hour swing. At present the cop works 52 hours a week, and can't count on a day for himself. Also, his working hours are so arranged that he comes on at the most ungodly times. This problem of bad spacing of working hours is one that has bothered policemen for many years. Just because we are the public "protectors," doesn't mean we aren't entitled to decent working hours, like everybody else. The way to deal with this problem is through the 11-squad system. This would reduce working hours from 52 to 46 without reducing efficiency. The present 10-squad system is utterly outdated.

Can't the LEADER help us do something about this?

PATROLMAN

The Leader will in its next issue carry a full description of the 10-squad and 11-squad systems. Certainly The Leader is in sympathy with the patrolmen's desire for better regulation of the hours of their work.—EDITOR.

On Job Transfers

Sirs: Although last Tuesday's Leader carried a notice to the effect that you were going to discontinue Job Xchange, I am hoping you will reconsider that action and continue the column. Ever since you published the first list of exchanges—and I have read every issue of your paper—I have thought it one of the finest features of the paper as well as an excellent service.

As you may have gathered, I too am in need of that service now. Before writing this letter, however, I called the Municipal Civil Service Commission and asked whether such a service was available, or if they intended to start one in the near future. The clerk informed me that they had no such service nor did they contemplate starting one.

H. GELBAND

The Leader thought the matter through with extreme care before discontinuing Job Xchange. The Commission is beginning a new transfer system. See page 3.—EDITOR.

Clerk Eligibles

A Promotion to Clerk, Grade 2 Eligibles Association will be formed at 8 p.m. Thursday, August 15. The meeting will be held in Room 413, Pulitzer Building, 63 Park Row. All eligibles on the list are urged to attend.

William Feinstein, Clerk, Grade 1 in the Department of Welfare, was chosen temporary chairman at a preliminary meeting of the group last week.

The eligibles at that time discussed the possibility of instituting litigation similar to that of the Social Investigator Eligibles Association, which succeeded in ousting veteran provisionals in the Welfare Department.

Five persons were appointed to a temporary executive committee. They are Edwin C. Beiner, Department of Sanitation; Max Fass, Department of Hospitals; Seymour Raknitzky, Domestic Relations Court; Samuel Steinberg, Department of Welfare; and Feinstein.

Don't Repeat This!



IT happened at the recent meeting of the Civil Service Assembly. A police chief of a Florida city was telling Inspector O'Connell of the New York Police Academy about his in-service training program. He was enthusiastic about the expert in charge. "Who is he?" politely asked O'Connell. The Florida chief named the expert, describing him as grey-haired and ruddy-faced. "Fine," said O'Connell. "He's just the man I've been looking for. I have a warrant for his arrest as a confidence man!"

State Police Conference officials are so sure the annual convention will go on record for preparedness, they sent releases about it to the papers two weeks ago... The United States Civil Service Commission can't be sued... An SCMWA member at Bellevue Hospital has been subjected to a cowardly poison-postcard barrage... The adoption procedure of children born of patients in some State institutions is quite questionable... Only 30 of the 59 cities in the State have reported their June 1 changes in Civil Service commissioners to the State Commission...

Burland printed one of the recent large State exam announcements when no one else in the State could handle the job... Mrs. Harold G. Campbell, wife of the Superintendent of Schools, was assistant to Elias Lieberman when the new associate superintendent was principal at Thomas Jefferson High... The number of city Civil Service systems in the United States has increased by 30 per cent since 1937... Most visible address on Broadway—the 299 above the entrance to the Municipal Civil Service Commission building... Paul Brennan, hard-working head of the Civil Service Commission's Physical-Medical Bureau, needs a secretary—and badly... "That's no chip on your shoulder," Paul Kern's been told, "it's a whole tree!"... Patrolman Fred Selze (shield No. 18,681) appears on the cover of next week's Friday Magazine...

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Examination Requirements

City Tests

Captain (Fire Department) (Promotion)

Salary: \$4,500. Written test: October 26. File by August 26. Fee, \$4.

Duties

To be in command and control of a company; to be responsible for the discipline, efficiency and operation of the company, and for the maintenance and protection of all Department property in, or assigned to the Unit; to perform all other duties prescribed in the Official Action Guide and the Rules and Regulations of the Department.

Requirements

Open to all Lieutenants who will have served in that rank for not less than six months on the first day of the written test.

Weights

Record and Seniority, weight 50, 80% required; Written, weight 50, 70% required. Record and Seniority: Colorless record; Beginning with the date of promotion to Lieutenant, 80%. For each three months of service in that rank during the five years next preceding the first day of the written examination add 1/2%, or 2% a year, making at the end of five years a maximum of 90%. For each additional three months in the rank of Lieutenant, add 1/4%, or 1% a year, making at the end of ten years service a maximum of 95%.

Added Points

(Credit given in one successful examination only) A. Official awards of the Fire Department: Roll of Merit, Class 1 with medal, 3%; Roll of Merit, Class 2 with medal, 2.5%; Roll of Merit, Class 3, 1%; Service Record A, 5%; Service Record B, 2.5%. B. War Service: For every month of honorable service in the United States Army, Navy, Marine or Nurses' Corps during a war, 1% up to a maximum of 1%. For participation in battle, 1.5%; Medal of Honor (Army or Navy), 1.5%; Distinguished Service Cross (Army) or Naval Cross (Navy), 1%; Distinguished Service Medal (Army or Navy), .5%; Citation Star (Army), .25%. Note: Honorable service in the United States Army, Navy, or Marine or Nurses' Corps will be credited under the following terms and conditions:
a. Service of less than 30 days will not be considered.
b. Service will be credited for the following periods only:
Spanish War, between April 23 and August 12, 1898; World

War, between April 6, 1917, and November 11, 1918; Philippine Insurrection, between April 11, 1899, and July 4, 1902; Boxer Uprising, between June 20, 1900, and May 12, 1901.

In the case of the Philippine Insurrection and the Boxer Uprising, such service will not be considered unless the candidate was an actual participant as evidenced by the reception of a campaign badge.

Deducted Points: For each day's fine, .25%; for each reprimand, .12 1/2%. Fines or reprimands previous to January 1, 1937, will not be considered.

Senior Psychologist (City-Wide Promotion)

Salary: \$2,600-\$3,000. Written test, September 28. File by August 26. Fee, \$2.

Duties

Administration of standard mental and personality tests to children and adults in courts, prisons, hospitals or institutions for the insane; interpretation of test results and translation of quantitative measures into authoritative qualitative judgments; planning programs of psychological reports embodying test data and appraisal of contributing factors elicited in psychological interviews. Administration of a psychological clinic in a large institution. Examination of prisoners and signing of commitment papers where necessary, in larger institutions, as qualified examiner in mental deficiency.

Requirements

Open to all permanent employees in the title of Psychologist who have served therein continuously for a period of not less than six months prior to the date of the written examination and who are otherwise eligible. Certification as qualified Psychologist by the State of New York is required at the time of certification.

Weights

Record and seniority, 50; written, 30; training, experience and personal qualifications, 20.

Assistant Engineer (Designer) Grade 4 (Competitive)

Board of Water Supply. Salary: \$3,120 and upward. Vacancies: 102. Fee, \$3. File by September 23.

Duties

To make such investigations, sketches, hydraulic, stress and other computations, designs and estimates as are applicable to the general planning and detailed design of large water supply works, including, specifically, aqueducts, pipe lines, conduits, shafts and tunnels for the conveyance of water, gate houses and surface and underground structures for controlling the flow of water; perform related work. Incumbents may be assigned to the supervision of a squad of draftsmen.

Requirements

A degree in civil, sanitary, or mining engineering and five years practical experience in the design and construction of hydraulic and sanitary works in plain and reinforced concrete or steel, such as flood control works, spillways, aqueducts, waterpower and hydro-electric works, shafts, tunnels and conduits for the conveyance of water, canal structures, water purification works, stand pipes, reservoirs, dams, submarine tunnels and sewage purification works; or the equivalent. At least two years of this experience must have been on responsible design. Candidates, who, instead, hold other recognized engineering degrees will be required to have six years experience instead of five as above outlined. Before cer-

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.

tification, candidates must have a valid New York State Professional Engineer's License as required by the Educational Law. Equivalents of the above requirements, except license, will be accepted.

Weights

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

Assistant Engineer, Grade 4 (Drill Operations) (Competitive)

Salary: \$3,120. Fee, \$3. File by August 26.

Duties

Under supervision, to plan and organize the set-up of equipment used for exploratory borings (on land and subaqueous), including wet sampling, dry sampling, and core drilling; take charge of one or more jobs and be responsible for smooth and efficient operations, submit estimates of indicated cost of operations; interpret samples as to rock and soil conditions and make reports on foundations; perform related work.

Requirements

A degree in engineering and not less than five years of satisfactory engineering experience, two years of which must have been along the lines outlined under duties; or graduation from a four year day high school course and not less than nine years of satisfactory engineering experience, four years of which must have been along the lines outlined under duties. A thorough familiarity with the equipment used in drill operations and knowledge of types of soil and rock encountered in this district is required. Candidates must have a valid New York State Professional Engineer's license at the time of certification.

Weights

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

Buildings Manager (Housing Authority)

Salary: \$3,600 and up. File by August 26. Fee, \$3.

Duties

Under direction, to be responsible for the general management of a housing project; direct supervision of operation and maintenance of the physical plant; management of store premises; assignment of apartments; collection of rents; handle tenant relationships and activities; secure public and private agency cooperation; supervision of project personnel; supervision of project accounts; keep records, submit reports, perform related work as required.

Requirements

Senior high school gradua-

tion or equivalent education, and not less than five years of progressively responsible work along the lines outlined under duties in the field of housing management; or a satisfactory equivalent. College training in relevant fields will be weighed as equivalent to the required experience on a year for year basis up to four years.

Weights

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

Director of Medical and Nursing Service

Salary: \$6,000. File by August 26. Fee, \$5.

Duties

To be responsible to the director of public assistance for the administrative direction of the medical and nursing division, including eye clinics, dental clinics and first aid rooms.

Requirements

An M.D. and a license to practice medicine in N. Y., plus one year's internship and five years experience in private practice.

Weights

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

Director of the Division of Building Management and Procurement

Salary: \$3,500. File by August 26. Fee, \$3.

Duties

Under the direction of the Commissioner or his assistant, to administer the Division of Building Management and Procurement of the Department of Welfare, including the administrative supervision of its 500 employees, to acquire, maintain and manage the physical plant exceeding 1,000,000 square feet and involving over 45 different buildings required by the department.

Requirements

Graduation from a recognized senior high school and, in addition, candidates must have had within the past 10 years, in a large governmental or private organization, 6 years full time paid experience of a character to qualify candidates for the duties of the position. Not more than 2 years of full time college technical training in building management, engineering, or architecture, may be substituted year for year for the above experience. At least three years experience must have been in an administrative capacity involving responsibility for: the procurement and management of buildings; or the layout of office space; or the requisitioning, control, budgeting and distribution

(Continued on Page 10)

State Promotion Tests

The State Civil Service Commission opened the following promotion examinations this week:

Promotion to Supervising Public Health Nurse, Division of Public Health Nursing, Department of Health. (Usual salary range \$2,400-\$3,000; four appointments expected at less than minimum.) Fee, \$2. File by August 23.

Promotion to Senior Civil Engineer (Bridges), Service 7, Grade 4, Main Office, Division of Engineering, Department of Public Works. (Usual salary range \$4,000-\$5,000; appointment expected at minimum, but may be made at less.) Fee, \$3. File by August 23.

Promotion to Senior Civil Engineer (Bridges), Service 7, Grade 4, Main Office, Division of Highways, Department of Public Works. (Usual salary range \$4,000-\$5,000; appointment expected at minimum, but may be made at

less.) Fee, \$3. File by August 23.

Promotion to Assistant Stenographer, Main Office, Division of Highways, Department of Public Works. (Usual salary range \$1,200-\$1,700.) Fee, \$1. File by August 23.

Promotion to Senior Grade Separation Engineer, Service 7, grade 4, Main Office, Division of Engineering, Department of Public Works. (Usual salary range \$4,000-\$5,000; appointment expected at minimum, but may be made at less.) Fee, \$3. File by August 23.

Promotion to Assistant Clerk, Division of Engineering, Main Office, Department of Public Works. (Usual salary range \$1,200-\$1,700.) Fee, \$1. File by August 23.

Promotion to Chief Engineer, Onondaga County Sanatorium. (Appointment expected at \$3,022.20 without maintenance.) Fee, \$3. File by August 23.



You and I

by May Andres Healy

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

THE full text of a report of the Budget Director concerning the interesting controversy as to whether equipment for new schools should come out of the capital outlay budget or the expense budget was recently printed in the City Record, official publication of the City of New York. I do not intend to print that report here.

The City Record, from its very nature, reaches a nadir of literary interest—and this report is hardly one of its sprightly passages.

The gist of the report, however, is of value to every teacher, and the background is interesting. As I have explained in a previous article, teachers' interests are affected because the expense budget is the one from which teachers' salaries, the salaries of the non-teaching school force, and the cost of books, school supplies, etc., are paid. The capital outlay budget is used solely for the purchase of land for schools and other city buildings. If the expenses that legally might be charged to the capital outlay budget are charged to the expense budget, there is less money for salaries and supplies. Consequently, needed teachers may not be employed and supplies used for instruction may be insufficient in quantity.

The Case

The case under discussion—apparently the first such case on record—concerned the purchase of business-practice machines for five new high school buildings, those of Lafayette, Christopher Columbus, William Cullen Bryant, Port Richmond, and the Brooklyn High School for Homemaking. The amount involved was \$22,500, the equivalent of the annual initial salary of about 14 elementary school teachers, 11 junior high school teachers, 10 senior high school teachers, five first assistants, or four elementary school principals.

In January of this year, the Board of Education asked the Board of Estimate to appropriate that sum so that the new schools could operate with the proper business-training equipment. It asked that the money be appropriated from the capital outlay budget.

Money for equipment, in the case of NEW schools, could legally come from this budget.

The capital outlay budget for the current year contained sums that could be used for this purpose.

Budget Director's Opinion

The Board of Estimate, after some delay, referred the matter to the Budget Director, who reported later that in his opinion the money should be appropriated from the expense-budget—not from the capital outlay budget. School equipment of this nature, he said, might be considered as supplies—and supplies could come from the expense budget.

The Board of Estimate, therefore, failed to make the appropriation, informing the Board of Education on May 9 that it should request the funds from the Board's expense budget.

The expense budget, of course, had already been determined without the inclusion of this item, so far as new school buildings were concerned. The Board of Education naturally demurred. If it requested this money from the expense budget, it would have to make up the money from some other source—such as hiring fewer teachers, or curtailing necessary supplies, or postponing necessary repairs.

Representatives of the Board of Education attempted to make Budget Director Kenneth Dayton change his mind, but to no avail. Mr. Dayton is an apostle of economy, and he apparently saw a way to force the Board of Education to save money—however unwise and unwarranted that saving might be. The Board of Education's expense budget has already been whittled down by Mr. Dayton to the point where it failed to include a number of essential items, when adopted.

The Board of Education, moreover, feared the precedent that might be established. It wished to be able to charge the full equipment of each new school to the capital outlay budget, just as Mr. Dayton would have liked to establish the rule that only the bare building itself could be charged to the capital outlay budget.

Mr. Dayton had been conducting a drive to keep the capital outlay budget as low as possible in such non-favored departments as education.

Another attempt was made by the Board of Education before it gave up this summer, however. On May 20, it directed the secretary to resubmit its request to the Board of Estimate, with additional arguments. This failed, for the Board of Estimate, on June 13, sustained the Budget Director, but in his report on this second attempt, the Budget Director made admissions that might prevent this case from acting as a precedent in the future.

"The Director of the Budget," he explained in his report rehashing the history of the case, "did not argue that business machines were not a capital charge. Logically they are as proper a capital charge as library books, small tools and other original equipment for schools and other buildings. The Board of Education has, however, over \$150,000,000 in tax levy funds (expense budget) which in their discretion may be used for the purchase of business machines rather than something else."

While the Board of Education lost its case, gaining this admission on the part of the Budget Director was important. He admitted, in effect, that the Board of Education's contention was proper and just, but that he was solely motivated by the desire to save money.

In effect, he said that the Board of Education should reduce its expenditures for salaries, supplies or repairs by this amount, in order to show a saving.

Since the equipment has to be in the schools in September, if the students in those schools are to receive proper instruction in business subjects, the Board of Education late last month (July 24) awarded the contract from its expense budget. It will now have to request a transfer from some other needed expenditure.

I believe, however, that the Board of Education must try

Background Of The Week's News

Enriched

The Board of Education, through a ruling by the Appellate Division of the Supreme Court, last week was enriched by approximately \$315,000.

Last April, Supreme Court Justice Peter Schmuck ordered the board to employ regular teachers for all jobs that had been vacant for more than six months. This was to combat the board's policy of hiring substitute teachers to effect a saving in the difference between the two salaries. Justice Schmuck specified that the appointments be made "forthwith." On appeal, although the ruling was upheld, the word "forthwith" was stricken out. This permitted the Board of Education to make the appointments as of the coming September instead of last April.

Business Training

To better fulfill the needs of the modern commercial student, the Curriculum Revisional Committee of the Commercial Education Association, has offered a preliminary report to the Association. This report provides for a better coordination of vocational and educational guidance with the commercial curriculum. To make New York City commercial students more efficient workers, the program suggests a first year course which would bring students into direct contact with business.

Further revision has been suggested in the matter of widening the choice of electives offered to the student, and in the provisions made for those who do not plan

again, whenever a similar situation arises. It is absurd to have to pay for equipping a new school building out of maintenance funds, when the law provides a capital outlay budget for capital improvements. Any good accountant, anyone versed in the law, will agree that a new plant or school building means one equipped for operation, not merely four walls divided into classrooms.

Commendation

The Board of Education is to be commended for its persistence in this matter.

Moreover, every fair-minded student of our City's affairs will agree that the City's expense budget, limited as it is by the State Constitution to two percent of the City's assessed real estate value, is much more inadequate to meet the City's expending needs than is our capital outlay budget, which can be as large as needed—provided the City's debt is no greater than 10 per cent of the assessed valuation.

Common sense, therefore, seems to demand that if it is debatable whether an item should be charged to one budget or the other, that it be charged to the capital outlay budget. I am not admitting that this item was a questionable one, for I think it properly belonged in the capital outlay budget, not the expense budget.

Money was available in the capital outlay budget and not in the expense budget. Moreover, forcing the Board of Education to utilize its already inadequate expense funds for this purpose will work a real hardship on the children and citizens of New York, who are already suffering because of inadequate educational appropriations. Their welfare is the paramount issue. It was not served by this decision. Let us hope that next time the Board of Education will be better treated.

to continue study after high school, and those who plan to attend institutions of higher learning. As business itself often does not permit a specialization in just one field, students should be given the opportunity to acquire skills in many branches of their work.

In its report, the committee states that before any final action is taken on their suggestions, they should be tried experimentally in a few selected schools. After sufficient testing, the teachers should have an opportunity to discuss and change the suggested curricula, and, if deemed feasible, it should then be introduced into the New York State syllabus.

Better Teachers

While sample examinations are being prepared by the National Committee of Teachers Examina-

tions, opponents and proponents of the measure are issuing statements concerning the advisability of the suggested plan of having the nation's teachers picked on the basis of nation-wide examinations.

Dr. Will French of Teachers College, Columbia University, last week discussed the matter at a session of the summer conference being held at the Horace Mann Auditorium of Teachers College. Stating that the idea of standard examinations had originated with the New York City Board of Examiners' attempt to effect an exchange of information among the various school agencies throughout the country, Dr. French urged the various local teachers' organizations to oppose the motion officially. "Teaching is varied in this country. It calls for different qualities in one place from what it does in another. Maybe we should work for more uniformity, but does that mean we should try for absolute uniformity?" queried Dr. French.

Instead of national examinations, Dr. French urged that the stress in selection of better prospects should come well in the be-

Titles For Transit Men

(Continued from Page 2)

" (Power Distribution Trolley)....	2
" (Signals)	3
" (Signal Shop)	1
" (Signal Repair)	1
" (Surface Track)	26
" (Telephone)	5
" (Trolley)	5
" (VS)	50
" (Yard)	2
Freight Agent	4
Freight Traffic Manager	1
General Auditor (B of T)	1
General Supervisor of Revenue (B of T)	50
Hand Switchman	1
Inspector (Construction) (3)	4
" (Construction) (2)	1
" (Construction) (1)	4
" of Equipment (4)	21
" of Equipment (3)	24
" of Equipment (2)	3
" of Equipment (1)	3
" of Service	17
" of Service (4)	50
" of Service (3)	28
" of Service (2)	2
" of Buses	3
Instructor (Cars)	4
Junior Accountant	4
" Junior Chemist	4
" Junior Electrical Engineer (3)	5
" Electrical Engineer (RR) (3)	1
" Engineer (3)	6
Junior Electrical Engineer (2)	1
" Mechanical Draftsman (3)	10
" Mechanical Draftsman (electric) (2)	8
" Mechanical Draftsman (electric) (1)	4
" Statistician (RR)	2
" Mechanical Draftsman (1)	18
Laborer (RR)	3
Laboratory Asst.	50
Lampman (RR)	4
Lampman	38
Maintainers (Trolley)	50
Maintainer's Helper (Group E)	6
Maintainer's Helper (Group F)	31
" Helper (Surface Car) (VS)	16
" Helper (Surface Track)	23
" Helper (Trolley)	33
" (Surface Car) (VS)	1
" (Surface Track)	1
Masseur	1
Massuse	1
Matron	7
Mechanical Draftsman (3)	2
" Draftsman (2)	9
" Draftsman (Electric) (3)	1
" Engineer (4)	1
" Engineer	33
" Maintainer (Group D)	50
" Maintainer (VS)	3
Medical Director	6
Messenger (1)	2
Nurse	19
Office Appliance Operator (3)	15
" Appliance Operator (2)	6
" Appliance Operator (1)	14
Photographer	50
Physician	50
Platformman	36
Porter (RR)	50
Power Distribution Maintainer (VS)	50
" Maintainer (A)	50
" Maintainer (B)	50
Principal Chemist	2
Railroad Draftsman (4)	2
" Draftsman (3)	3
" Draftsman (2)	4
" Draftsman (1)	1
Railway Engineer	2
Real Estate Agent	1
Searcher	14
Senior Accountant	2
Senior Bookkeeper	1
Senior Chemist	4
Signal Designer	1
Signal Designer (4)	18
Stationary Engineer	21
Stationmaster	1
Statistician (RR)	2
Stenographer and Typewriter (5)	4
" and Typewriter (4)	31
" and Typewriter (3)	50
" and Typewriter (2)	21
" and Typewriter (1)	50
Stockman	25
Stockman (Stores, Materials and Supplies)	3
Structural Draftsman (3)	1
" Draftsman (2)	1
Storekeeper	50
Street Car Operator	50
Superintendent (Car Equipment)	1

" (Manhattan Transportation)....	1
" (Power)	1
" (South Brooklyn Railway Co.)	1
" (Signals)	1
" (Surface Track)	1
" (Track)	1
" (VS)	1
" of Administration	1
" of Equipment	3
" of Operation	1
" of Power	1
" of Structures	1
" of Traffic	1
Supervisor Elevator and Escalator	1
" (Lighting)	1
" (Police Division)	3
" (Power Distribution)	1
" of Revenue	2
" (Signals)	8
" Telephone & Emergency Alarms)	1
" (Track)	1
" (Turnstile)	1
" (Turnstiles)	1
" (VS)	16
" (Ventilation and Drainage)	2
System Dispatcher	45
Telephone Operator (1)	17
" Operator (3)	1
" Operator (2)	1
Telephone Operator	47
Tower Director	10
Track Draftsman (3)	1
" Draftsman (2)	50
Trackman (Surface Track)	50
Traffic Checker	5
Train Dispatcher	50
Transitman and Computer	2
Transitman and Computer	4
Type Copyist (3)	2
" Copyist (2)	10
" Copyist (1)	8
Ventilation and Drainage Maintainer (Fans)	11
" and Drainage Maintainer (Pumps)	50
Watchman (Railroad) (1)	1
Watchman (RR)	50

Border Patrol News in 3 Weeks

All men who have been called for physical exams in connection with Federal Border Patrol jobs should know within three weeks whether they will be accepted and be sent to El Paso, Texas, for training. The Leader learned this week.

While the Immigration and Naturalization Service, which is hiring the men, is keeping mum on appointments, it is expected that very soon it will hire all the men needed for the present. There is a possibility that next fall or winter more men may be called.

Of the large number of men in the New York area called for physical exams and interviews, only a small percentage can expect to be hired. Those who fall probably will not be notified of this fact. Their place on the General Investigator list will not be jeopardized by failure to gain a Border Patrol job.

At present the Federal Civil Service Commission in Washington is busy compiling nine Investigator registers. Several weeks will be required for the work. Meanwhile candidates will have to wait before learning their grades and standing on the list.

beginning of the career and that any nation-wide system of exams would tend to cause a candidate to prepare diligently for the examination itself and perhaps miss some of the equally important practical work.

Agreeing with Dr. French in the point that better-trained teachers should be produced, Examiner Joseph K. Van Denburg asserted that the proper method for this was through the proposed system of nation-wide tests. In response to the criticism of "standardization" that had been leveled, he stated that this was one of the virtues of the examinations. Through the standard tests, a basis for comparison throughout the nation would be afforded, he argued.

One practical argument against the use of nation-wide examinations was the item of expense. The city would not be able to foot the bill for them.

The New York City Board of Examiners will hold further meetings in the Fall, having assembled delegates from several of the Eastern cities. The idea of standard nation-wide examinations is being pushed by the National Committee on Teachers Examinations.

Alertness

The Board of Education last week released the names of free in-service training courses which teachers in the city school system may take for alertness credit. The courses, sponsored by the Board

of Superintendents, enable teachers to meet study requirements necessary for annual salary increments.

The courses cover a variety of subjects in administration, methods of teaching and content courses.

Under teaching methods are several courses in commercial subjects, English and reading, health education, science, social studies and the trades.

The Board of Education, in instituting these courses, is making it possible for teachers really to learn while earning alertness credits. Criticism has been directed against such courses given in outside schools on the ground that teachers attend them not to learn a subject, but solely to gain credits.

U. S. Clerical Service



Continued from Page 5)

jobs; this need, according to Commission officials, will increase in coming months.

Similarly, a need for clerical workers is also on the upgrade. Clerks, no matter of what variety, take care of documents and records. When government service expands, the amount of these documents and records likewise increases. This means greater need for general clerks, correspondence clerks, editorial clerks, time clerks, file clerks, and clerks of two dozen other varieties.

Some general principles hold for all these jobs: age limits ordinarily spread between 18 and 53; entering salaries are \$1,260, \$1,440, \$1,620; experience is rarely required, and qualifications are few; practically all promotions to the higher clerical grades are filled from the lower grades. In addition, the clerk of exceptional ability finds the door open to such posts as assistant department secretaries, administrative officers, etc.

In recent years, one clerical position that has taken an increasing part in government service is that of Fingerprint Classifier. But the increase is minute in comparison with what it soon will be. Registration of aliens and other similar activities has already brought on a current need, with the Federal Bureau of Investigation short of 500 Fingerprint Classifiers. A new examination is undoubtedly in the offing within coming months.

Fingerprint Jobs

Applicants between 18 and 25 were eligible for the previous exam, then got a thorough training course for the work. The FBI itself has provided many opportunities in recent years. It is significant, for example, to note that a substantial number of our G-Men were Fingerprint Classifiers who took law courses in the evenings. Today the need for G-Men is again acute, and it is quite probable that a number of the new entrants into the force will be taken from those now classifying spirals and sworls.

To the alert young man seeking the broadest possible experience, the Messenger jobs in the federal service are particularly interesting. They allow boys to start work at an early age (age limits are usually 16 to 25), yet give them an excellent opportunity to continue service. They need no previous training, yet learn the workings of government which will serve them in good stead when future tests come up.

Recently the government issued a call for Alphabetic Card Punch Operators and Under Card Punch Operators. These tests were not as unexpected as they appeared to be. Every 10 years the government takes its census of the country, and for two years the card punch operators are hard at work.

That increase is, of course, a normal one. But remember that the federal government is the greatest user of office machines, and that operators to handle the millions of record cards are constantly in demand.

Applicants must know the workings of these machines. But the skill can usually be learned in a few months or weeks. A good hint for the prospective applicant is that he spend summer months in a job where he uses a business machine. Also, Civil Service schools as well as schools run by the manufacturers of these machines give training courses.

Among the regular business devices used by the government are the photostat machine, the mimeograph and multigraph, the tab-

ulator, the addressograph, the sorting machine, the billing machine. Each represents a field all its own.

In preparing for a clerical job, remember the importance of words. Most clerical jobs require an excellent knowledge of the English language.

Any number of valuable books have been written which show you how to enlarge your knowledge of words. Ask your librarian for advice. Perhaps one of the best of all methods to improve vocabulary is the "three words a day" method. Pick out each day three words whose meaning you don't know—out of the newspaper, out of conversation, or even out of the dictionary. Look up the meaning and pronunciation of these words. Use them in speaking and writing. Do this every day, and your knowledge of words will be vastly enriched. The possibilities of doing well on a clerical exam is increased by that much. At the same time watch your spelling. Be certain in your own mind of the curious spellings of simple English words. Don't let a misspelled word get away from you.

These days, the Civil Service requires not only intelligent, alert people, but sturdy ones as well. For instance, in the present stenographer-typist exams, a rigid physical examination will be made. Health must be sound. It is therefore important to start at once to take care of your body, if you're not already doing it.

But most of all, become an expert as you can in the field of clerical study that you undertake. If you're to be a typist, don't try to get away with the "peck" or "two-finger" approach. Learn the touch system. If you're a stenographer, practice at it as often as you can! Work out short-cuts of your own for words and phrases that are frequently used. **Become fast!** If you'd like to operate business machines, go to work at it immediately—don't wait, as so many people have, until the next exam is right upon you. Study up, too, on your arithmetic and maybe a little algebra.

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SANITARY OUTFALL SEWER

NEW YORK STATE SCHOOL FOR MENTAL DEFECTIVES

WILLOWBROOK, STATEN ISLAND, RICHMOND COUNTY, N. Y.

Sealed proposals for Sanitary Outfall Sewer, New York State School for Mental Defectives, Willowbrook, Staten Island, Richmond County, New York, will be received at the office of the Department of Mental Hygiene, State Office Building, Albany, New York, until 2:30 P.M., Eastern Daylight Saving Time, Wednesday, August 28, 1940, when they will be publicly opened and read. Proposals shall be endorsed on the envelope, "Proposal for Sanitary Outfall Sewer, New York State School for Mental Defectives, Willowbrook, Staten Island, Richmond County, New York," and addressed to the Department of Mental Hygiene, State Office Building, Albany, New York, and shall be accompanied by a deposit consisting of a certified check drawn upon some legally incorporated bank in this State and made payable at sight to the State of New York, Division of the Treasury, or money, for not less than Five per cent (5%) of the amount of the proposal. The contractor to whom award is made will be required to furnish for the faithful performance of the work a surety bond in the sum of One Hundred per cent (100%) of the amount of the contract, and a labor and material bond in the sum of One Hundred per cent (100%) of the amount of the contract. The right is reserved to reject any and all bids. Specifications and plans for this contract may be examined at the office of the Department of Mental Hygiene, State Office Building, Albany, N. Y.; at the office of the Chief Engineer, Department of Public Works, Division of Engineering, State Office Building, Albany, N. Y.; at the office of the District Engineer, Department of Public Works, 122 West Main Street, Babylon, N. Y.; and at the office of the Department of Public Works, 80 Centre Street, New York, N. Y. Plans for this contract will be furnished by the CHIEF ENGINEER, DEPARTMENT OF PUBLIC WORKS, DIVISION OF ENGINEERING, STATE OFFICE BUILDING, ALBANY, NEW YORK, upon payment of \$1.40. Refund in full will be made for the return, in good condition, by the bidders of one set of plans and specifications within 30 days of award of contract. The estimated cost of this project is \$130,842.00. DEPARTMENT OF MENTAL HYGIENE, WM. J. TIFFANY, COMMISSIONER.

Dated, August 2, 1940.

WELFARE DEPARTMENT NEWS

Investigators Willing To Be Clerks

A resolution urging that Social Investigator eligibles be appointed to fill forty positions as Placement Interviewers in the Department of Welfare was adopted last Tuesday by the Social Investigators Eligibles Association.

The positions, which have been filled by Clerks, Grade 2 in the department, were held by \$1,500-a-year provisionals up until January, 1940. The former Social Investigator list was certified to replace the provisionals at \$1,200, but the certification was revoked. Then the Clerk, Grade 2 list was certified but never used. Instead Clerks in the department were assigned to the jobs.

The resolution asked that all Social Investigator eligibles who would be willing to accept \$1,200 positions communicate with the Committee on Proper Certifications, Social Investigator Eligibles Association, Room 1210, 2 Lafayette Street.

The names of persons willing to accept such positions will be placed before city and state officials.

Boys and Girls

In the Resource Division

Louis L. Humber

Lawyer and insurance expert par excellence, an important cog in the industrious wheels of the Resource Division. A sportsman at heart, he's taken to fishing. Loves to eat lobsters and thinks they're caught by casting a fly. (Are they?—Ed.)

Vicious Dame Scandal has it that "Lou" makes a pretty penny on the side. He's got 50 cents up on Joe (Welby Van) August and Bob (Pretty Boy) Block to beat Al (the Inwood Terror) Harris and Al (McNeill) Delmonico in a tennis match this week.

"Lou" on the job is a dynamo and attends all Social Work Conferences. He was at the Buffalo one last year and at Michigan this year. His ready smile and profound professional advice made a happy combination.

Nomi Rolfe

Naomi (Laughing Water, her Indian mother tells us) goes in for the fashions. Spends her vacation looking for the last copy of "Mademoiselle" (fashion mag.). Down in the dumps since the fall of Gay Paree. Where'll she get those startling gowns now? Incidentally, less than a hundred pounds (we tested) and five feet nothing, she directs the Recovery Section of the Resource Division with complacent efficiency and rare good humor. A handy girl to have around for any Director, she rates high with the staff.

B. M. Winitt

Man of the outdoors, (great way of living on a small purse, says Ben), has just returned from a camping trip in Maine with renewed vigor and reduced waistline. Reports he caught trout, salmon, kink in right elbow and a million fly bites.

Ben has good humor, pleasant disposition. On the serious side, he feels there is a very promising field in social work for the attorney. Not satisfied with an LIB degree, he is presently majoring in Sociology at a New York College and is due for a BS degree this winter.

William Stinley

Took active part in all the major engagements of the A.E.F. in France. Is ready to do it all over again but dislikes legion parades.

Ruth Giles

All round sportswoman, excellent mimic of stage and screen celebrities. 10 years of Resource work in O.A.A.

Leon Novak

Pursuing studies at college. Supreme organization strategist. Don't get him started on Michael (2 years old) . . . They all come to him with their troubles, he has a kind face.

Oscar Bergman

L.I.U. graduate. Now at New York School of Social Work, doing very well.

Irving Davidson

Brooklyn Law School graduate. City College background. Former club leader at the Jewish Community House. Likes horses and girls. Will search any public record and help any home owner to hold on to his home.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Storekeeper

William Weldon has just been welcomed to Hudson River State, where he's the new Storekeeper. He succeeds Edward A. Hopkins, recently retired. Weldon is a graduate of the Hospital Training School for Nurses; before going to Letchworth Village, he was Charge Nurse at cottage No. 9.

Organist

Organist Mrs. Maryan Duffy has just resigned her post at Harlem Valley State. Filling in for the time being is Van Slyke, of Pawling . . . Also resigned: Mrs. Lola Sotille . . . Former employee Joseph Kalamas was a recent visitor, and very welcome . . . Student Nurse Charles Purdy has just finished his course at Bellevue Hospital. He's now returned for his final year at Wingdale.

At Binghamton

Still currently discussed at Binghamton State Hospital is the recent annual picnic of the Employees' Association. A "consolation" outing may be held in the near future . . . Already missed is James A. Williams, Association Treasurer and Hospital Postmaster, who was just appointed to the Steward's Office staff at Pilgrim State. Colleagues at Binghamton presented him with a radio before he left.

New at Wassaic

New arrivals at Wassaic State School: Mrs. Theresa Davis, of Millbrook, a former employee; Lewis Bucken, of Amenia . . . Vacationing: Dr. Joseph Bradley, Kay Kornaus, Mrs. Edna Hebbe, Miss Margaret Dorn, Carl Sabo, Mrs. Beatrice Fox, Miss Rose White, Miss Mary Houghton.

The Voice

The first issue of "The Voice of the State Hospital Employee," issued by locals of the SCMWA in five State hospitals, appeared this week. The locals are 70, Creedmoor; 81, Manhattan; 224, Rockland; 247, Pilgrim; 264, Brooklyn. A supplement to the monthly publication is the Creedmoor Progress.

Buy The LEADER every Tuesday.

Insurance for Civil Employees

Prospective insurance clients among Civil Service employees will now be able to purchase life insurance at a store opened this week by Charles Edwards, general agent for the Manhattan Life Insurance Co., at 1 E. 46th St. This is the first store of its kind in New York City.

Two State Exams Issued This Week Open Opportunities for Accountants

(Continued from Page 7)
of office supplies and equipment,
or a satisfactory equivalent.

Assistant Director of Public Assistance, Grade 5

(Promotion)

Salary: \$4,200. Open only to Department of Welfare and Board of Child Welfare employees. Fee, \$4. File by August 26. Written test: October 8.

Duties

Under the direction of the Director of Public Assistance, to study the operation of the social service policies of the bureau and to assist in the revision of existing policies and in the formulation of new policies; to exercise administrative supervision and control of the operation of the district offices and certain of the categorical relief divisions; to be responsible for the consultant social services, to exercise administrative supervision of and to provide in-service training for the 4,000 members of the social service staff.

Requirements

Open to Senior Supervisors, Grade 4, who, on or before the date of the written exam, have served in this title for six months and who are otherwise eligible according to the rules of the Commission.

Weights

Record and seniority, 50; written, 25; training, experience and personal qualifications, 25.

Assistant Engineer (Designer), Grade 4

(City-Wide Promotion)

Board of Water Supply. Salary: \$3,120 and upward. Vacancies: 102. Written test: November 30. File by September 23. Fee, \$3.

Duties

The written technical examination will cover the following duties: To make such investigations, sketches, hydraulic stress and other computations, designs and estimates as are distinctly

applicable to the general planning and detailed design of large water supply work, including specifically, aqueducts, pipe lines, conduits, shafts and tunnels for the conveyance of water, gate houses and surface and underground structures for controlling the flow of water, and related work. The duties may include supervision of a squad of draftsmen.

Requirements

Open to all grade 4 employees in the engineering and inspection services who have been performing work of a character to qualify them for the duties of the position, who have served 6 months in the department and 1 year in the title immediately preceding the written examination, who have the following experience and who are otherwise eligible for examination.

Requirements also include a degree in civil, sanitary or mining engineering recognized by the University of the State of New York and five years practical experience in the design and construction of hydraulic and sanitary works in plain and reinforced concrete or steel, such as flood control works, spillways, aqueducts, water-power and hydro-electric works, shafts, tunnels and conduits for the conveyance of water, canal structures, water purification works, standpipes, reservoirs, dams, submarine tunnels and sewage purification works; or the equivalent. At least two years of this experience must have been on responsible design. Candidates who, instead, hold other recognized engineering degrees will be required to have six years experience instead of five as above outlined. Before certification, candidates must have a valid New York State Professional Engineer's License, as required by the Education Law.

Weights

Record and seniority, 50; technical written, 40; experience, 10.

ing financial and budgetary control of public agencies; or b) six months of such specialized experience and a college degree with specialization in public administration, business administration, accounting and finance, engineering, or law; or c) a satisfactory equivalent. Candidates must have a knowledge of budgetary procedures as applied to governmental departments under centralized budget control and must be familiar with the organization and fiscal set-up of New York State's government.

Weights

Written, 5; training and experience, 5.

Junior Budget Examiner

Division of the Budget, Executive Department. (Usual salary range \$2,400-\$3,000). Sev-

eral appointments expected. File by September 13. Test, October 5. Fee, \$2.

Duties

To review and analyze budget estimates and proposed work programs of a State department, agency, or subdivision and prepare analytical reports and recommendations based on them; maintain financial records for appropriations, allotments, transfers, and other budgetary transactions; follow the progress of work programs and report on financial implications of proposed changes in such programs or in administrative methods; advise on governmental problems of operating agencies; related work.

Requirements

Either a) four years full-time paid experience in governmental accounting or fiscal analysis, of which one year was either

1) in the budget office of a governmental organization or a large governmental agency, or 2) with a governmental research or survey agency studying financial and budgetary control of public agencies; or b) two years of such experience, one year of which was of the above specialized nature, and a college degree with specialization in public administration, business administration, accounting and finance, engineering, or law; or c) a satisfactory equivalent. Candidates must have a knowledge of budgetary procedures as applied to governmental departments under centralized budget control, and must be familiar with the organization and fiscal set-up of New York State's government.

Weights

Written, 5; training and experience, 5.

U. S. Tests

Machinist

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

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

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

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

Tool and Gauge Designer (\$1,800)

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

Toolmaker

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

Shipwright

Salary: \$7,488; \$7,968; and \$8,448 per day. Place of employment: Norfolk Navy Yard, Portsmouth, Virginia. Age limit: 20 to 55. Applications will be received until further notice.

NAVY YARD JOBS

Open

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

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

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

Inspector, Ordnance Material (\$2,300)

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

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

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

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

Precision Lens, Prism and Test Plate Maker

Salary: \$7,872; \$8,352; \$8,832 per day. Place of employment: U.S. Navy Yard, Washington, D. C. Age limits: 20 to 48. Filing open until further notice.

Duties

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

Requirements

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

Weights

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

Junior Engineer (\$2,000)

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

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

Duties

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

Requirements

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

(a) A bachelor's degree with

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major study in aeronautical engineering.

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

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

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

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

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

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

Weights

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

Mechanical Engineer (Industrial Production) \$3,800

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

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

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

Duties

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

Requirements

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

Weights

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

State Tests

Prison Guard

Department of Correction. (Usual salary range, \$1,800-\$2,280; appointment expected at minimum, but may be made at less.) Age limits: 21st-31st birthday. File by September 13. Fee, \$1. Written will be held October 5 at 1 p.m.

Requirements

Candidates must be of good moral character and habits, mentally sound and alert and must meet the following general requirements: Minimum height 5 feet 9 inches in bare feet; minimum weight 155 pounds stripped; must be physically strong, active, and free from any defect or deformity that would have a tendency to incapacitate; and must be physically proportioned within the range of accepted standards; satisfactory hearing and satisfactory eyesight without glasses (not poorer than 20/40 in either eye); cleanliness and neatness of person and dress; with bearing, personality, and temperament calculated to command respect and obedience of persons in their custody; with no conviction of felony; and ability to read and write the English language understandingly.

In addition to the above general requirements, candidates must meet the requirements of one of the following groups: Either a) one year of satisfactory full-time experience in the actual supervision of a group of men; or b) six months of experience of the kind mentioned under a), and education equivalent to that represented by graduation from a standard senior high school; or c) a satisfactory equivalent combination of the foregoing experience and education. The supervisory

experience desired must be similar to that acquired as a foreman of laborers, as prison guard, police officer, or officer in the military service, requiring the actual supervision of a group of men.

Candidates who pass the written examination will be given a medical examination in which they must meet the physical standard adopted for the position. Candidates will receive notice of the exact time and place to appear for the medical examination.

Weights

Written, 4; training and experience, 6.

Junior Budget Research Aide

Division of the Budget, Executive Department. (Usual salary range \$1,800-\$2,300.) Several appointments expected. File by September 13. Test, October 5. Fee, \$1.

Duties

To assist in review and analysis of budget estimates and proposed programs of work of a State department, agency, or subdivision; assist in special research studies on problems relating to budgetary control, and prepare statistical and financial estimates and reports; maintain records of expenditures and in-cumbrances against special allotments of funds for activities under budgetary study; related work.

Requirements

Either a) two years full-time paid experience in governmental accounting or fiscal analysis, of which six months was either 1) in the budget office of a governmental organization or a large governmental agency or 2) with a governmental research or survey agency study-

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

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

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

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

Optional branches: 1) Aircraft carburation systems; 2) aircraft engines; 3) aircraft hydraulic systems; 4) aircraft instruments; 5) aircraft mechanics; 6) aircraft propellers; 7) aircraft fabric work; 8) aircraft sheet metal work; 9) aircraft welding; 10) heat treatment; 11) parachutes; 12) air corps fundamentals.

Duties: Under professional guidance, to act as chief of a sub-party on plane table work performing topographic mapping, executing topographic surveys, adjusting instruments, inking field sheets, making computations, and assisting in the preparation of maps for publication.

Requirements: High school graduation, plus four years of civil engineering experience, two years of it on topographic field surveys.

Weights: Applicants will be rated on the basis of their education and experience on a scale of 100.

Associate Aeronautical Inspector, \$3,500

Assistant Aeronautical Inspector, \$3,200

Civil Aeronautics Authority, Department of Commerce. Applications will be received until further notice.

Duties and requirements for this exam appeared in the June 6 issue of The Leader.

Aeronautical Engineer, \$3,800

Associate Aeronautical Engineer, \$3,200

Assistant Aeronautical Engineer, \$2,600

Optional branches: 1) aerodynamics and performance; 2) design; 3) electrical installations; 4) engines; 5) equipment;

6) general; 7) power plant installations; 8) propellers; 9) specifications and weight control; 10) structures; 11) vibration and flutter; 12) any other specialized branch of aeronautical engineering.

Applications will be received until June 30, 1941. Age limit: 53.

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

Senior Engineering Aide (Topographic)

Salary: \$2,000. U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31, 1940.

Duties: Under professional guidance, to act as chief of a sub-party on plane table work performing topographic mapping, executing topographic surveys, adjusting instruments, inking field sheets, making computations, and assisting in the preparation of maps for publication.

Requirements: High school graduation, plus four years of civil engineering experience, two years of it on topographic field surveys.

Weights: Applicants will be rated on the basis of their education and experience on a scale of 100.

Chief Engineering Draftsman (Ordnance), \$2,600

Principal Engineering Draftsman (Ordnance), \$2,300

Senior Engineering Draftsman (Ordnance), \$2,000

Engineering Draftsman (Ordnance), \$1,800

Assistant Engineering Draftsman (Ordnance), \$1,620

Navy and War Departments. Filing open until June 30, 1941. Age limit: 53.

Duties and requirements for these exams appeared in the August 6 issue of The Leader.

Associate Aircraft Inspector (Factory)

Associate Air Carrier Maintenance Inspector

Salary for both positions: \$2,900. No filing deadline has been set. Age limit: 24 to 53. Civil Aeronautics Authority.

Duties: Under the supervision of an inspector of higher grade, to make inspections of civil aircraft for original airworthiness certificates and for the renewal

of such certificates; to make inspections on aircraft, engines, propellers, components and accessories for export; to make inspections of aircraft after overhaul and repair; and to perform related duties.

Requirements: An aircraft mechanic's certificate of competency. In addition: either 1) two years of broad experience in a supervisory capacity in the mechanical field of modern civil aircraft manufacture or repair; or 2) three years of broad experience in the mechanical field of modern civil aircraft manufacture or repair, which must have included components, sub-assemblies, instruments, and accessories, or must have been in final assembly inspection.

Weights: General test, 40; experience and fitness, 60.

Senior Inspector, Engineering Materials (Aeronautical), \$2,600

Inspector, Engineering Materials (Aeronautical), \$2,000

Junior Inspector, Engineering Materials (Aeronautical), \$1,800

Navy Department. File until further notice. Age limit: 53.

Duties: To inspect and test, for determination of compliance with specifications, a wide variety of aeronautical engineering materials; to interpret specifications and make computations necessary to insure compliance; to make inspection reports and conduct correspondence.

Requirements: Applicants must have had from two to six years experience, according to the grade of the position, in the inspection and testing of aeronautical engineering materials, including parts, subassemblies, assemblies, instruments, etc., to determine compliance with specifications or standards of manufacture; or in the inspection and testing of aircraft engines and their accessories. From part of this experience requirement, certain substitutions are allowed.

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

Attendant, Neuro-Psychiatric Hospital

Salary: \$1,020. File until further notice. Place of employment: Veterans' Administration Facilities, Canadagua and Northport, New York. Age limits: 21 to 48.

Duties: To perform duties in immediate contact with patients such as to feed, escort, convey or administer prescribed treatments; to assist in their recreation and exercise; to change clothing, bed linens, sputum cups, and assist in making beds; to perform related duties.

Requirements: Applicants must have had either: 1) completion of six months of a resident training course in nursing in a hospital giving thorough practical and theoretical training; or 2) at least six months of active service in the hospital corps of one of the enlisted services of the United States, performing actual duty in the care of the sick or wounded; or 3) at least three

months of experience as Attendant performing ward duty in the care of patients in a hospital or institution for the treatment of mental or nervous diseases, or for the treatment or confinement of drug addicts; or 4) any satisfactory equivalent combination of training and experience.

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

Machinist

Appointments will be made at salaries ranging from \$6.92 to \$8.82 a day. Positions will be filled in Dover, Metuchen, N. J. and Brooklyn, N. Y. Age limits: 18 to 55.

Duties: To operate machines and tools of all types in a large first class machine shop fitted for handling all sizes of work; to do all classes and kinds of bench, machine, hand tool, and vise work, floor and erecting work; to fit up in connection with building and repairing machine tools, main engines (both reciprocating and turbines), automobiles, pumps, blowers, locomotives, etc.

Requirements: Completion of a four-year apprenticeship, or four years of practical experience in the trade.

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

Chief Engineering Draftsman (Aeronautical), \$2,600

Principal Engineering Draftsman (Aeronautical), \$2,300

FIRE BELLS

Lieutenant List

The Civil Service Commission isn't telling when the Promotion to Fire Lieutenant list will be out. Latest information is that 50 per cent of Part 2 has been graded.

Dodger McElligott

What's this we hear that Commissioner John J. McElligott is interested in the Brooklyn Dodgers! And also Captain George Foster, formerly of the depart-

Senior Engineering Draftsman (Aeronautical), \$2,000

Engineering Draftsman (Aeronautical), \$1,800

Assistant Engineering Draftsman (Aeronautical), \$1,620

Helper Blacksmith, Other Fires (\$4.89 to \$5.85 per day)

Helper Boilermaker (\$4.89 to \$5.85 per day)

Helper Coppersmith (\$4.89 to \$5.85 per day)

Helper Flangeturner (\$5.18 to \$6.14 per day)

Helper Forger, Heavy (\$5.18 to \$6.14 per day)

Helper Molder (\$5.08 to \$6.04 per day)

Helper Rigger (\$4.89 to \$5.85 per day)

Helper Sheet Metal Worker (\$4.89 to \$5.85 per day)

Helper Shipfitter (\$4.89 to \$5.85 per day)

File until further notice. Place of employment: Brooklyn Navy Yard. Age limits: 20 to 48.

Duties and requirements for these exams appeared in the August 6 issue of The Leader.

Caulker, Wood (\$7.58 to \$8.54 per day)

Diver (\$17.28 to \$18.24 per day) (Continued on Page 12)

ment. They're linked with the story that Boxing Promotor Mike Jacobs has sufficient backing to buy the Dodgers franchise.

Dinner-Dance For Fireman Slamm

A Dinner-Dance in honor of Fireman Joseph E. Slamm, Trustee of the Borough of Queens, was held Monday, August 12, at Lost Battalion Hall, Queens Boulevard, Elmhurst. Joseph F. Froelich acted as Chairman of the Committee.

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U. S. Tests Open Way to Many Jobs, Seek Engineers for Defense Needs

(Continued from Page 11)

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Forger, Heavy
(\$12.09 to \$13.95 per day)

Forger, Light
(\$9.50 to \$10.46 per day)

Instrument Maker
(\$8.16 to \$9.12 per day)

Rigger
(\$7.87 to \$8.83 per day)

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

Duties

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

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

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

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

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

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

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

Requirements

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

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

Diver: Six months of experience.

Forger, Drop: Two years experience.

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

Weights

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

Crane Operator
(Electrical Traveling Bridge)
(\$6.24 to \$7.20 per day)

Crane Operator
(Steam Locomotive)
(\$7.87 to \$8.83 per day)

Applications will be received until further notice. Place of employment: Brooklyn Navy Yard. Age limit: 20 to 48.

Duties

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

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

Requirements

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

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

Weights

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

Radio Monitoring Officer
(\$3,200)

Assistant Radio Monitoring Officer (\$2,600)

Age limit: 21-55. Applications will be rated as received until June 30, 1941.

Duties

Radio Monitoring Officer: to be in charge of a secondary monitoring and direction-finding station, with responsibility for the proper performance of all the activities of the Assistant Radio Monitoring Officers and of the Radio Operators assigned to the station; to be responsible for the calibration and maintenance of equipment, the assignment and supervision of personnel and the coordination of activities with the activities of other government departments; to prepare reports.

Assistant Radio Monitoring Officer: at one of the secondary monitoring and direction-finding stations, or at one of the mobile units attached thereto, to stand a watch on all communication channels for the purpose of making frequency measurements, determination of the characteristics of the emissions of radio transmitters, copying, either in writing or on typewriter, of telegraphic communications, and recording of transmissions.

Requirements

Radio Monitoring Officer: Seven years of progressive experience in a technical capacity in connection with the installation and testing, inspection and testing, or operation with maintenance responsibility, of radio transmitters of at least 100 watts power output. At least two years of this experience must have been in a responsible supervisory capacity over other personnel.

Assistant Radio Monitoring Officer: five years of experience in a technical capacity in connection with the installation and testing, inspection and testing, or operation with maintenance responsibility, of radio transmitters of at least 100 watts power output.

Applicants for both positions must hold a valid first-class radio telegraph operator's license, or must demonstrate during the first six months following appointment their ability to transmit and receive plain text in International Morse Code at the rate of at least 25 words per minute.

Certain substitutions for the

experience requirement will be allowed for college study in electrical or communications engineering.

Weights

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

Principal Explosives Engineer
(\$5,600)

Senior Explosives Engineer
(\$4,600)

Explosives Engineer (\$3,800)

Associate Explosives Engineer
(\$3,200)

Assistant Explosives Engineer
(\$2,600)

Age limits: Not over 60 for Principal grade; other grades, not over 53. File by August 19.

Duties

To direct and supervise the manufacture, storage, transportation, and distribution of explosives; to investigate or supervise the investigation of the manufacture, storage, transportation, distribution, possession, or use of explosives and blasting supplies, the ingredients thereof, and the accessories thereto; to investigate explosions resulting in the loss of life, injury, or property damage.

Requirements

Applicants must have completed a four-year college course in engineering, and must have had professional engineering experience, part of which involved the development, production, testing, or utilization of explosives. Substitution of additional engineering experience may be made for part of the education; and graduate study in engineering may be substituted for part of the general engineering experience.

Weights

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

Deck Engineer

Salary: \$1,590. File by August 30. Place of Employment: Army transport service, War Department, Brooklyn; for duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco and Hawaii. Age limit: 50.

Duties

To operate and maintain in repair, machinery, such as portable engines, deck winches, steering engines, and related equipment on board.

Requirements

Four years of experience in the operation, maintenance, or repair of machinery such as winches, windlasses, hoists, capstans, or similar equipment. Six months of this experience must have been on shipboard. Experience as all round mechanic will be accepted as qualified for not more than two years of the required experience.

Applicants must prove they 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.

Weights

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

Toolmaker

For positions in Fort Monmouth, N. J.—\$2,000 to \$2,200; Picatinny Arsenal, Dover, N. J.—\$7.20 to \$9.28 a day; Raritan Arsenal, Metuchen, N. J.—\$7.20 to \$8.40 a day; Brooklyn

Navy Yard—\$8.35 to \$9.31 per day.

Applications will be received until further notice. Age limits: 18 to 62.

Duties

To perform work of average difficulty involved in bench, machine, and hand work in the manufacture of tools, jigs, fixtures, gauges, punches, and dies in a machine or instrument shop; to cut, grind, lap, polish, temper, anneal, and harden tools and gauges; to work from blueprints, sketches, or verbal directions.

Requirements

Applicants must have completed a four-year apprenticeship, or have had four years of practical experience, the substantial equivalent of such apprenticeship.

Weights

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

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

Assistant Metallurgical Engineer, \$2,600

Assistant Metallurgist, \$2,600

Junior Metallurgical Engineer, \$2,000

Junior Metallurgist, \$2,000

File by August 22. Age limits: 54 for Junior Grades, and 60 for others.

Duties

To plan, direct, supervise, or conduct investigative development or research work in the branch of metallurgy or metallurgical engineering in which appointment is made; to be responsible for the design, construction, installation, and operation of pilot plants and large-scale equipment; and perform related duties, the degree of responsibility varying with the grade.

Requirements

Completion of a college course with major study in chemistry, physics, engineering or metallurgy. In addition, from two to seven years experience, depending on the grade of position, in metallurgy or metallurgical engineering. Certain substitutions of advanced education are allowed for part of this experience requirement.

Weights

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

Supervisor, Medical Social Service

Crippled Children Commission. Exam held by the N. J. Civil Service Commission. Open to female citizens of the United States. File by August 24. Salary: \$2,280. Preference in appointment will be given to N. J. residents.

Duties

To plan and carry out throughout the State, a program for organizing and coordinating the medical and social phases of State and local program for the medical care of crippled children.

Requirements

College graduation, or its

equivalent, plus two years of graduate social work study; four years of experience in the practice of medical social work; two years of it in a supervisory capacity; or other combination of education and experience which are equivalent.

Weights

Education, experience and fitness, 4; oral interview, 3; special subject, 3.

Senior Illustrator (Air-Brush)
\$2,300

Senior Illustrator (Air-Brush)
\$2,000

Assistant Illustrator (Air-Brush), \$1,800

Junior Illustrator (Air-Brush), \$1,620

File by August 26. Age limits: 55.

Duties

To perform responsible illustrative work embracing the following: Difficult air-brush retouching of photographs of equipment, requiring skilled application to obtain a high degree of perspective (depth) and clarity (distinctness of outline, etc.) of complex and intricate equipment in order to produce faithful and clear half-tone reproductions (photolithographic) for pamphlets; preparing difficult lay-outs and wash drawings of mechanical and isometric schematics, color graphs, charts, diagrams and similar illustrative devices; placing of leaders, suitable titles, legends, etc., on illustrations for reproduction. Resourcefulness and artistic ability in adapting illustrative and drafting methods to the specialized field of technical mechanical representations and illustrations are required. The difficulty of the work performed, the degree of supervision to which the employee is subject or which he exercises, and the responsibility assumed, will vary with the grade of the position.

Requirements

Applicants must have completed a four-year high-school course; however, six months paid experience may be substituted for each year of this experience.

In addition, they must have had the following: Senior Illustrator: one year of elementary illustrating training or experience, four years of illustrating experience (Air-Brush). Illustrator: one year elementary training or experience, and three years of illustrating experience (Air-Brush).

Assistant Illustrator: one year of elementary training or experience and two years of illustrating experience (Air-Brush). Junior Illustrator: one year of elementary experience of training and one of illustrating experience (Air-Brush).

Applicants can substitute, year for year, up to a maximum of three years, courses in illustrative design or commercial art in a college or residence art school.

Water Tender

Salary: \$1,380. File by August 21. Place of employment: New York Engineer District, War Department, Headquarters, New York City. Age limits: 18 to 50.

Duties

To operate water pumps and valves, maintain proper water levels in hot wells and boilers on floating plant, assist the engineer in making repairs, and relieve the fireman when necessary.

Requirements

Six months of experience in the occupation of water tender. Applicants must file, either with their applications or during the life of the eligible registered documentary evidence (an official letter from a local inspector of the Bureau of Marine Inspection and Navigation, or a certified or photostat copy of certificate)

(Continued on Page 13)

(Continued from Page 12)
(icate of service) that they posse
a sea-going certificate of
service issued by the Bureau of
Marine Inspection and Naviga-

Weights

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

Fireman, Marine (Oil
Burner)

Salary: \$1,200 to \$1,320, less
for quarters and subsist-
ence. File by August 21. Place
of employment: New York En-
gineer District, War Depart-
ment, Headquarters, New York
City.

Duties

To fire steam boilers heated
oil burners, operate feed
pumps and injectors, and per-
form related duties.

Requirements

Applicants must have had six
months paid experience in firing
steam boilers, at least three
months of which must have
been in marine service. At least
three months of experience in
burning fuel oil must be shown.

Applicants must file, either
with their applications or dur-
ing the life of the eligible regis-
ter, documentary evidence (an
official letter from a local in-
spector of the Bureau of Marine
Inspection and Navigation, or a
certified or photostat copy of
certificate of service) that they
possess a sea-going certificate
of service issued by the Bureau
of Marine Inspection and Naviga-

Weights

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

at least 60, excluding preference
credit.

Senior Typist: Competitors
must meet the minimum stand-
ards required of Junior Typist
in the separate subjects of the
examination and, in addition,
must attain in the entire Typist
examination, as rated for
Senior, average percentages of
at least 70, including military
preference, if any.

Junior and Senior Steno-
grapher: a) the subject of Junior
Stenographer will not be rated
unless the competitor qualifies
as Junior Typist. Competitors
will not be rated eligible as
Senior Stenographer unless they
qualify as Senior Typist; b) in
the subject of stenography, at
the required rate of speed, non-
preference competitors must at-
tain ratings of at least 70; com-
petitors granted military pref-
erence, ratings of at least 65,
excluding preference credit; and
competitors granted disability
preference, ratings of at least
60, excluding preference credit.

Senior Stenographer, \$1,620

Junior Stenographer, \$1,440

Senior Typist, \$1,440

Junior Typist, \$1,260

For appointment in Wash-
ington, D. C. only. Open to men
and women. F.Wile by August
15. Age limit: 53.

Eligible Registers

Successful applicants' names
may be placed on one, two,
three, or all of the four regis-
ters, Senior Stenographer, Jun-
ior Stenographer, Senior Typist,
and Junior Typist, as a result
of these examinations, provided
their ratings are high enough.
If they indicate unwillingness
to accept one of the lower posi-
tions and salaries, their names
will not be placed on the register
for that grade of position. From
the Senior Stenographer regis-
ter some appointments at \$1,620
and higher salaries may be
made to secretarial and other
positions where stenography is
a prerequisite.

Basis of ratings. — Compet-
itors will be rated on the sub-
jects listed below which will
have the relative weights indi-
cated. (The subjects of the
examination are described and
sample tests are shown else-
where.)

Table with 2 columns: Subjects, Weights. Rows include Copying from plain copy, General test, Stenography, Total.

Total 100 100
For Senior Stenographer the
dictation will be at the rate of
120 words a minute; for Junior
Stenographer, at the rate of 96
words a minute.

Applicants are responsible for
providing themselves with sat-
isfactory typewriters in good
working order and typewriter
tables for use during the exam-
ination. Any style of typewriter,
except electric, may be used.
Reexamination will not be
granted because of faulty type-
writers.

Time required. — Typist,
about 2 1/2 hours; Stenographer
(junior and senior), about 2 ad-
ditional hours.

Ratings Required

In the entire Stenographer
examination and in the entire
Typist examination all competi-
tors must attain average per-
centages of at least 70, includ-
ing military preference credit,
if any, to become eligible.

Junior Typist. — In each sub-
ject, nonpreference competitors
must attain a rating of at least
70; competitors granted military
preference, a rating of at least
65, excluding preference credit;
and competitors granted 10-
point preference, a rating of at
least 60, excluding preference
credit.

Senior Typist. — Competitors
must meet the minimum stand-
ards required of Junior Typist
in the separate subjects of the
examination and, in addition,
must attain in the entire Typist
examination, as rated for Senior,
an average percentage of at least
70, including military prefere-
nce credit, if any.

Junior and Senior Steno-
grapher. — (a) The subject of
junior stenography will not be
rated unless the competitor

qualifies as Junior Typist.
Competitors will not be rated
eligible as Senior Stenographer
unless they qualify as Senior
Typist. (b) In the subject of
stenography, at the required
rate of speed, nonpreference
competitors must attain rat-
ings of at least 70; competitors
granted military preference, rat-
ings of at least 65, excluding
preference credit; and competi-
tors granted 10-point prefer-
ence, ratings of at least 60, ex-
cluding preference credit.

Requirements

1. They must be citizens of
the United States on the clos-
ing date for receipt of applica-
tions specified in (b) at the
head of this announcement.
Foreign-born applicants who
meet the citizenship require-
ment must furnish proof of
United States citizenship be-
fore they will be eligible for ap-
pointment under Civil Service
rules.

2. For positions in the appor-
tioned service at Washington,
D. C., they must show legal or
voting residence in the State or
Territory claimed for at least 1
year next preceding the closing
date for receipt of applications
specified in (b) at the head of
this announcement.

Senior Civil Engineer, \$4,600

Civil Engineer, \$3,800

Associate Civil Engineer,
\$3,200

Assistant Civil Engineer,
\$2,600

Optional branches: 1) cadas-
tral; 2) construction; 3) soil

Real Estate News
for
Civil Service Readers

by FRED H. ASHLEY

For most people, summer week-
ends are times of rest and play, a
vacation respite after a hot week.
But for real estate people, the op-
posite is true, and Saturdays and
Sundays are the busiest days, both
for sales and rentals.

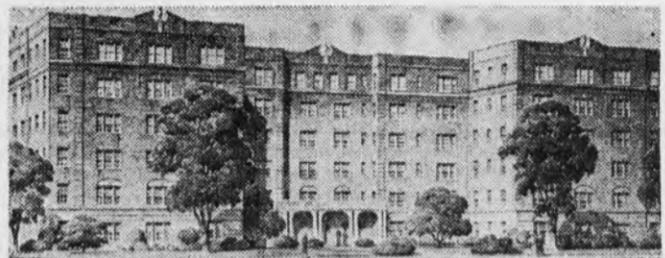
Garden Bay Manor is in Jack-
son Heights, on Astoria Boule-
vard, from 75th to 79th Streets.
The apartments are 3 to 4 1/2
rooms, and every tenant has the
free use of tennis courts, baseball
diamond, playgrounds, and a su-
pervised Nursery for children.

A survey by a Bronx real estate
firm shows that in that borough
there are 5,228,862 acres of parks
and playgrounds now available
and open to the public.

Forest Hills South, the new de-
velopment at 77th Avenue and
Queens Boulevard, will be com-
pleted on or about September 1st.
The seven buildings, totaling more
than 700 apartments, make this
Long Island's largest suburban
apartment colony. Apartments
are renting rapidly, and one of
the buildings, the "PARKVIEW"
has been completely rented.

Largest Suburban Apartment Colony on Long Island

FOREST HILLS SOUTH



"THE BEAVERBROOK"

JUST COMPLETED—ONE OF SEVEN UNITS

- 2 to 5 Rooms from \$50
Garage Accommodations
Facing 1400 acres of park
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24-hour doorman service
18 minutes to New York

Adjacent to
New Borough
Hall

5c Fare 1 short block to 8th Ave. Subway
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5 Minutes
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Jamaica

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FOREST HILLS, L. I.

Phone: Boulevard 8-8986

Private (dead-end) street insures safety for your children.

Two U. S. Exams
For Stenos and Typists

Senior Stenographer \$1,620

Junior Stenographer, \$1,440

Senior Typist, \$1,440

Junior Typist, \$1,260

Open to men only. File by
August 14. Place of employ-
ment: in various federal agen-
cies in New York. The written
examinations will be held in the
following places: Albany, Bing-
hamton, Buffalo, Chautauqua,
Elmira, Glens Falls, Ithaca,
Jamestown, Malone, Newburgh,
New York, Ogdensburg, Olean,
Plattsburg, Poughkeepsie, Ro-
chester, Schenectady, Syracuse,
Troy, Utica, Watertown. Age
limits: 18 to 53.

Eligible Registers

Successful applicants' names
may be placed on one, two,
three or all of the four regis-
ters. If they indicate unwill-
ingness to accept one of the
lower positions and salaries,
their names will not be placed
in that register. From the
Senior Stenographer register
appointments may be made to
positions involving secretarial
duties.

Basis of Ratings

Table with 2 columns: Subjects, Weights. Rows include copying from plain copy, copying from rough draft, general test, stenography, stenographic competitors only, Total.

For Senior Stenographer the
dictation will be at the rate of
120 words a minute; for Junior
Stenographer, at the rate of 96.
Time required: typist, about
3 hours; stenographer (junior
and senior), about 5 hours.

Ratings Required

In the entire stenographer
exam and in the entire typist
exam, all competitors must at-
tain average percentages of at
least 70, including military pref-
erence credit, if any.

Junior Typist: a) in the gen-
eral test, non-preference com-
petitors must attain ratings of
at least 70; competitors grant-
ed military preference, ratings
of at least 65, excluding prefer-
ence credit; and competitors
granted disability preference,
ratings of at least 60, excluding
preference credit; b) in the sub-
ject of copying from plain copy
nonpreference competitors must
attain ratings of at least 60 in
speed and 60 in accuracy, and a
weighted average of 70 in speed
and accuracy; competitors grant-
ed military preference, ratings
of at least 55 in speed and 55 in
accuracy, and a weighted aver-
age of 65 in speed and accuracy,
excluding preference credit; and
competitors granted disability
preference, ratings of at least 50
in speed and 50 in accuracy, and
a weighted average of 60 in
speed and accuracy, excluding
preference credit; c) in the sub-
ject of copying from rough draft,
nonpreference competitors
must attain ratings of at least
70; competitors granted mil-
itary preference, ratings of at
least 65, excluding preference
credit; and competitors granted
disability preference, ratings of

USED CAR GUIDE
NEW YORK'S LEADING
NEW CAR DEALERS

- 36 PLYM. SPORT COUPE \$75
35 GRAH. S'CHARGED R & H 145
36 DODGE SPT. CPE R. S. 195
37 STUDE. TR. SEDAN SPECIAL 255
38 PLYM. TRK. SED. DEL. 325
38 CHRYS. TRK. SED. BEAUTY 385
38 OLDS. TRK. SED. R & H 445
39 PONT. TRK. SED. DEL. "G" 575

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

SUMMER CLEARANCE
SALE
40 Reconditioned Used Cars
from \$75 up.
Many with RADIOS and HEATERS
As Low As \$10 Down 24 Months to Pay
Trades Accepted as Down Payment
TRIBORO PONTIAC CORP.
807 Southern Boulevard, Bronx
DAYton 3-5400 Open Evenings

Goodwill Used Cars
'38 FORD "60 2-DR. SED. \$350
'37 CHEV. D.L. 4-DOOR TRK. H 365
'37 DODGE TRK. SED. 4-DOOR 375
'37 DODGE TRK. SED. SPT. CPE. RUMBLE 355
'37 BUICK SPT. CPE. SPEC.-RAD. 455
'38 PONT. D.L. "G" TRK. SED. H. 495
'38 DODGE TRK. SED. R. & H. 475
R—Denotes Radio; H—Heater
All Reconditioned and Guaranteed
20 Others \$100 to \$300. EASY TERMS
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1045 ATLANTIC AVE. Established 1912
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Buy The LEADER every Tuesday.

CHEVROLET Sport Sedan \$85
FORD Coupe 135
FORD Sport Sedan 235
TERRAPLANE Sport Sedan 245
PLYMOUTH 2-Door 295
PACKARD Club Sedan 315
DODGE Conv. Coupe 335
HUDSON Sedan 395
LA SALLE Trunk Sedan 395
DE SOTO 7-Pass. Sedan 415
CHEVROLET Coupe 425
BUICK Conv. Sedan 495
Most of these cars are equipped
with Radios, Heaters, White
Wall tires, etc. Terms, trades,
New Jersey Titles guaranteed.
"Authorized Hudson Dealer"
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1730 B'WAY (55th)
COL. 5-1902

Question, Please?

by H. ELIOT KAPLAN
CONTRIBUTING EDITOR

PROVISIONAL APPOINTEES IN STATE INSTITUTIONS

A.W.—Provisional appointees in state institutional positions are not entitled to appointment out of their regular order on the eligible list. As a practical matter, most institutions (and departments) will continue the provisional appointee if he is among the three names certified, so as to take advantage of the experience he has already gained and avoid interruption of the service. When your name is certified for a particular institution and is then passed over by the institution, your name will be certified again to another institution, or even back to the first institution, for further consideration. Where one is employed in a state institution far from home, the department will endeavor to transfer the employee to an institution nearer his home when the name of the employee is reached on another eligible list for appointment.

SUING THE STATE FOR FAULTY COMMITMENT

R.W.—Yours is a most unusual case, and deserves consideration by the State. When you were examined after 22 years of service in a State institution and through error were informed that you had contracted tuberculosis, took leave from your position, and spent eight weeks in a sanitarium for treatment, and then were informed of the error, and requested to return to your old position, a grievous wrong was unwittingly done you. I would suggest that you make application to your department for at least payment of your salary during your leave of absence. If the department does not see its way clear to doing so, perhaps the department may be willing to aid you in obtain-

ing leave from the State to bring a proceeding in the Court of Claims for your reimbursement of salary lost as well as expenses incurred in the sanitarium.

HUSBAND AND WIFE IN FEDERAL SERVICE

S.M.—Both husband and wife, whether living together or apart, may be employed by the Federal government. The rule permits two members of a family to be employed in the Federal service, regardless of their relationship. (See more comprehensive answer to similar question in last week's issue).

REJECTION FOR NATURE OF OFFENSE

B.G.—It is unfortunate that your probationary period was still in force when you took the Federal test. But that in itself is undoubtedly not the reason for your rejection. You were rejected presumably for the nature of the offense for which you were convicted and placed on probation, not merely because you were on probation. The offense was such, I suppose, as warranted the commission in believing you unfit for the particular position.

NEW VARIATION ON TWO-IN-FAMILY RULE

B.K.—The rule against more than two members of the same family not being eligible for appointment to the Federal service does not apply where members of the family are not living together.

RESIGNATIONS FROM TEMPORARY JOBS

L. C.—An employee who has been appointed from an eligible list for temporary service may resign from the temporary position and still continue his eligibility for permanent service.

A person may resign from a temporary position in order to accept better employment in private enterprise without jeopardizing his eligibility for permanent appointment.

BROOKLYN POSTAL CLERK CARRIER LIST

J.M.—The postal-clerk-carrier lists established for Brooklyn would ordinarily be cancelled after four years. Because of the added burdens on the Federal Civil Service Commission resulting particularly from the defense program, however, it is very probable that the present list (which has reached down to about 500) will be continued until a new list is established. When that will be has not yet been made known.

PROBATIONARY PERIOD IN FEDERAL SERVICE

L.M.—Most certifications for appointment to the classified service (Federal) are for either permanent or indefinite positions, and all require a probationary period of service before appointment becomes permanent. An offer of "probable permanent — probationary," or "probational-indefinite," means certification for permanent appointment. If employment runs beyond the probationary period of one year, then the employee obtains what is known as "permanent" status. Permanent status cannot be given to one until he has filled the year's probationary period.

The reason that most of the offers are ear-marked in the rather peculiar manner of "indefinite," "indeterminate," "probable permanent-probational," is to serve notice of the possibility that the position may not continue beyond the probationary period — a precaution

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

that the Commission and the departments take. The Commission is anxious not to mislead appointees as to the "guarantee" of permanent employment where there is any doubt.

Where positions appear reasonably sure not to last more than a specified period of time, the Commission tries to make this known to prospective appointees.

The Commission cannot guarantee how long any position may last. If the position does

not last more than a year after it is offered, the employee's name will go back on the original register for further employment.

A person who is certified to one federal agency and passed over in favor of another person, will be certified again to a second department for possible appointment. The second department will not generally know that the first department passed him by, nor pay much attention to it even if it did know.

BULLETIN BOARD

Send news items about your organization to Bulletin Board, in care of The Leader.

Civil Service Rifle Club Formed

All Civil Service employees, regardless of race, creed, or color, are invited to join the Civil Service Employees Rifle and Pistol Club, according to an announcement by Maurice Suffern, Secretary of the newly-formed organization. The \$2 initiation fee and \$1 monthly dues will be used in the maintenance of a range and for clerical expenses.

Application may be made by writing to the Civil Service Employees Rifle and Pistol Club, 101 Lafayette Street, Brooklyn, N. Y.

Porters Not to Meet

The meeting of the Porter Eligibles Association, scheduled for Wednesday, August 14, has been postponed, according to president John Perrotto. It will probably be held within the next two weeks.

Gardeners Meet Next Month

Frank Bongiorno, Secretary of the Assistant Gardeners Eligible Association, announces a meeting of his society during the early part of September. Location and exact time will be announced later. The reorganized Association campaigned successfully for a promotion exam for Gardner Positions for members have been secured with the Board of Higher Education and Department of Hospitals.

Crack Softballers In Coming Scuffle

A return game between two crack Civil Service softball teams, the U. S. Appraisers, Federal League champions, and the Bellevue Hospital nine, will be played Labor Day, September 2.

The two teams first met June 15 on the occasion of Civil Service Leader Day at the World's Fair, and the Appraisers won in a close battle, 7-5.

The Labor Day game will be held at 3 p.m. at Manhattan Beach, Long Island.

POLICE CALLS

45,000 State Cops Get Together

By BURNETT MURPHEY

When former PBA president Joseph P. Moran raises the gavel this week at the 15th annual convention of the New York State Police Conference, before him will be delegates of 45,000 rank-and-file policemen from every corner of the State. The Hotel Commodore is to house the convention during its four days.

Secretary Peter Keresman of Kingston reports that more than 150 cities, counties, towns, and villages are to be represented—a substantial increase over the showing at any previous conven-



tion of the Conference.

President Moran will call the first business meeting to order Wednesday morning at 10 o'clock; national and State defense measures will be considered. Thursday's sessions are to be devoted to pensions and further police efficiency, while the closing session Friday will take place at the World's Fair.

Host

New York City's PBA will be a cordial host to the visiting Police Conference delegates at a dinner tonight at the Commodore. President Joseph J. Burhard expects 500 out-of-towners, 268 policemen from the city, and honored guests including Governor Lehman, Lieutenant

Governor Poletti, Mayor LaGuardia, Police Commissioner Valentine, Senator Wagner, and Representative Bruce Barton.

Bombers' Victims

While there are still no takers for the \$26,000 reward money offered for information on the World's Fair bombing on June 4, the Board of Estimate granted awards this week to the widows of Detectives Joseph Lynch and Ferdinand A. Socha, who were killed by the explosion. Mrs. Easter C. Lynch and Mrs. Genevieve G. Socha each gets \$3,200, their husbands' annual salary; \$1,600 from the Police Pension fund; \$5,000 from the New York City Relief Fund payable \$50 a month. Mrs. Lynch has received \$550 from the riot relief fund, and Mrs. Socha \$300. \$250 of Mrs. Lynch's money is for her five children.

Savings on Uniforms

The experience gained by the PBA in the purchase of uniforms will be made available to the State police who are attending this week's conference. The PBA has effected substantial savings in cost, reducing both the price of the material for uniforms, and the price of the finished product through its contract with Dubois, the tailor. Pat Harnady will tell the State cops about it, invite them to participate in the PBA's purchase savings.

Welcome!

Police Conference Delegates

DuBOIS—Official Uniform Tailors to the N. Y. C. Police Dept. P. B. A.

*extends a hearty welcome to the delegates of
the Police Conference, State of New York.*

YOU ARE INVITED

to investigate our contract for uniforms with the N. Y. C. Police Dept. P. B. A. This contract, awarded us only after their careful study of the entire uniform industry, has affected substantial savings for them.

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We suggest that you stop at our display adjoining the entrance to your conference room for further details. Questions answered cheerfully—and no obligation.

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Amusement Parade

By JAMES CLANCY MUNROE

PRIDE AND PREJUDICE . . .

In Jane Austen's late nineteenth century novel, Mr. Darcy is proud and Elizabeth Bennet is prejudiced. Right now, we're proud to be prejudiced in favor of Metro's picturized version of the story, playing at the Music Hall. In viewing Miss Garson's and Mr. Olivier's superb characterizations of "beautiful girl" and "proud gentleman" respectively, one might be seeing the self-same people Miss Austen described so captivately in her book.

Mary Boland, as the mother of five unmarried girls, is unflinchingly frank in her attempts to secure them beaux, and as the direct antithesis is Edmund Gwenn playing the part of Mr. Bennet, who detaches himself as completely as possible from his daugh-



Lovely Myrna Loy, co-starring with William Powell in "I Love You Again," beginning Thursday at the Paramount

parts in making "Pride and Prejudice" a thoroughly delightful vehicle of entertainment.

An interesting angle to the production is that although the characters appear in nineteenth century costumes and conduct themselves with nineteenth century manners, the spectacle never gives one the idea of its being an ancient biography. Instead, it could well be a story of almost any modern family.

I LOVE YOU AGAIN . . . (MGM)

At the Capitol beginning Thursday, August 15. William Powell and Myrna Loy, the erstwhile Mr. and Mrs. Thin Man, in one of their specialties, a comedy drama. With Frank McHugh, and Edmund Lowe, the picture promises to live up to the good reputation the starring team earned in their previous series.

THE GREAT McGINTY (Par.)

At the Paramount beginning Wed-

nesday, August 15. Coupla heman, Brian Donlevy and Akim Tamiroff, in what proves to be satire on turn-of-the-century politics in New York City. Good dialogue, good entertainment, Cab Calloway and his orchestra strutting their stuff on the stage.

RETURN OF FRANK JAMES

(20 Cent.) . . . At the Roxy beginning Friday, August 9. Melodramatic follow-up to Jesse James with same principal characters, including Henry Fonda, Jackie Cooper, and Gene Tierney. On the stage: the Gae Foster Girls and variety show.

THE SEA HAWK (Warner) . . .

At the Strand beginning Friday, August 9. Errol Flynn swashbuckles all over the place in story of piracy and attempts to build British navy. Good for them what likes the stuff. Breath-taking photography. Phil Spitalny and All-Girl orchestra on the Stage.

THE GHOSTBREAKERS (Par.)

. . . Beginning at the State Thursday, August 15. Much-acclaimed comedy-mystery with Bob Hope and Paulette Goddard. Variety show on the stage.

Recent survey from Gallup Institute shows that American public is not as disgusted with the double feature as we have been led to believe. From recent magazine articles one would have thought that ninety-nine percent of U. S. was against it.

The response for an attractive young girl singer to be added to Frank Gagen's Orchestra appearing nightly at Borderwick's (formerly Murray's) Tuckahoe, has necessitated the postponement of the final auditions to the week of September 1st. Newspaper men and columnists will select the girl on the final night of the auditions.

practical tests will be resumed in September.

Playground Director (Male): Qualifying practical tests being given as needs of service require.

Playground Director (Female): About 50 per cent of the written test rated.

Research Assistant (City Planning): The rating of the written test has begun.

Sanitation Man, Class A: Rating of the written examination completed. Medical and physical tests continue.

Stenographer (Law) Grade 2: Objections to tentative key answers are being considered.

Structure Maintainer: Objections to tentative key for various specialties are being received.

Trackman: All parts of this examination have been completed.

Typewriting Copyist, Grade 1: Rating of the written examination is nearing completion.

PROMOTION

Asst. Supervisor, Grade 2 (Social Service) (City Wide): This examination is being held in abeyance pending the outcome of litigation.

Clerk, Grade 3: Rating of the written test now in progress.

Clerk, Grade 4: Same as above.

Lieutenant (Fire Department): About 50 per cent of Part 2 has been rated.

Lieutenant (Police Department): Rating of Parts A and B will be completed next week.

Stenographer-Typewriter, Grade 2 (City Wide): Rating of the dictation test now in progress.

Supervisor, Grade 3 (Social Service) (City Wide): This examination is being held in abeyance pending the outcome of litigation.

LABOR CLASS

Climber and Pruner: The practical test continues as the needs of the service require.

LICENSING TESTS

Oil Burner Installer: Rating of the written test completed. The technical orals will continue. Final results will be available at the end of the month.

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 persons 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.

Accountant, Grade 2 (indefinite): Last number appointed, 125.

Architectural Draftsman, Grade 4: Last number appointed, 17.

Assistant Chemist—NYC Tunnel Authority, \$2,100, probably permanent: Last number certified, 23.

Assistant Engineer (Specifications), Grade 4, Paints, Varnishes and Chemicals—Dept. of Public Works, \$3,120, probably permanent: Last number certified, 7.

Assistant Engineer (Designer, Bridge Construction), Grade 4 (Promotion)—NYC Tunnel Authority, \$3,120, probably permanent: Last number certified on department list, 1. Last number certified on citywide list, 9.

Assistant Gardener: Last number permanently appointed, 335.

Assistant Supervisor (Signals and Lighting) Operating Division—Board of Transportation, \$3,001, probably permanent: Last number certified, 3.

Assistant Supervisor, Grade 2—Last number certified to permanent position, 533. Temporary position, 695.

Attendant Messenger—(1) Bd. of Transportation, 50 cents per hour, probably permanent. Last number certified, 1125. (2) Borough President of Brooklyn, \$4 per day, temporary. Last number certified, 5045.

Auto Engineman (promotion), citywide—Bd. of Water Supply, \$1,500, probably permanent: Last number certified, 131.

Auto Truck Driver—(1) appropriate for Laborer, Dept. of Water-G-E, \$1,620, probably permanent. Last number certified, 26,483. (2) appropriate for Garage Helper, NYC Tunnel Authority, \$1,500, probably permanent. Last number certified, 26,514. (3) appropriate for Laborer, NYC Housing Authority, \$4 per day, temporary. Last number certified, 26,969.

Bookkeeper—(1) Office of Comptroller, \$1,200, probably permanent. Last number certified, 479. (2) appropriate for Ticket Agent, Dept. of Parks, 62½ cents per hour, temporary. Last number certified, 1464. (3) appropriate for Ticket Agent, Dept. of Docks, 50 cents per hour, temporary. Last number certified, 1471.

Buyer of Textiles and Clothing—appropriate for Inspector of Textiles, Grade 2, Office of Comptroller, \$2,160, probably permanent: Last number certified, 4.

Captain, Police (Promotion)—Last number certified, 77.

Cement Mason—Last number appointed, 3.

Clerk, Grade 2—(1) Appropriate for Grade 1, NYC Housing Authority, \$8, temporary. Last number certified 4002. (2) Grade 1, Dept. of Hospitals, \$, probably permanent. Last number certified, 4075. (3) Grade 1, Dept. of Correction, \$840, probably permanent. Last number certified, 3935. (4) Grade 1, Bd. of Transportation, \$840, probably permanent. Last number certified, 2874. (5) Grade 1, Dept. of Sanitation, \$840, probably permanent. Last number certified, 3999. (6) Grade 1, Dept. of Health, \$840, probably permanent. Last number certified 3001.

Clerk, Grade 2 (Promotion)—(1) Board of Standards and Appeals (departmental list), \$1,200, probably permanent. Last number certified, 270. (2) Office of Comptroller (departmental list), \$1,200, probably permanent. Last number certified, 244.

Clerk of District (Municipal Court) (Promotion)—Municipal Court, Fifth District, \$3,500, probably permanent. Last number certified, 3.

Court Attendant—Last number appointed, 88.

Deputy Medical Superintendent, Grade 4—Last number certified, 15.

Elevator Operator—Last number appointed, 164.

Fireman, Fire Dept.—Last number appointed, 3269.

General Park Foreman (Promotion)—Dept. of Parks, \$2,400, probably permanent. Last number certified, 15.

Inspector of Foods, Grade 2—Last number appointed, 72.

Inspector of Hoists and Riggings—Appropriate for Riggers, Dept. of Parks, \$8.50 per day, probably permanent. Last number certified, 13.

Inspector of Masonry and Carpentry—Appropriate for Repairs and Supplies, Grade 3, Dept. of Hospitals, \$4,400, probably permanent. Last number certified, 44.

Inspector of Plumbing, Grade 3—Last number certified, 21.

Inspector of Repairs and Supplies (Promotion), Grade 4—Office of Comptroller, \$2,400, probably permanent. Last number certified, 7.

Instructor (Barbering)—Appropriate for Barber, Dept. of Hospitals, \$960, probably permanent. Last number certified, 9.

Janitor Custodian, Grade 3—(1) Appropriate for Grade 1, Bd. of Estimate, \$1,560-\$1,320, probably permanent. Last number certified, 7. (2) Grade 1, Dept. of Health, \$1,440, probably permanent. Last number certified, 7. (3) Appropriate for Asst. Resident Bldg. Supt., Grade 2 (\$1,860) and Resident Bldg. Supt., Grade 3 (\$3,500), probably permanent. Last number certified, 16. (4) Grades 2 and 1, Dept. of Health, \$1,800-\$1,740, probably permanent. Last number certified, 7.

Janitor Custodian, Grade 3 (Promotion)—(1) Citywide list, Bd. of Estimate, \$1,560-\$1,320, probably permanent. Last number certified, 5. (2) Citywide list, appropriate for Resident Bldg. Supt., Grades 2 and 3, NYC Housing Authority, \$1,860-\$3,500, probably permanent. Last number certified, 5. (3) Citywide list, Grade 1, Dept. of Health, \$1,440, probably permanent. Last number certified, 5. (4) Citywide list, Dept. of Health, \$1,440, probably permanent. Last number certified, 5. (5) Citywide list, for Grades 2 and 1, Dept. of Health, \$1,800-\$1,740, probably permanent. Last number certified, 5.

Junior Accountant, Grade 1 (Promotion)—Citywide list, appropriate for Cashier, Grade 3, Triborough Bridge Authority,

\$2,000, probably permanent. Last number certified, 84.

Junior Engineer (Civil), Grade 3—(1) Appropriate for Jr. Topo. Draftsman, Grade 3 and Jr. Draftsman, Grade 3, Dept. of Parks, \$2,400, probably permanent. Last number certified, 19. (2) Appropriate for Structural Steel Draftsman, Grade 3, NYC Tunnel Authority, \$2,160, probably permanent. Only one number certified, 58.

Laboratory Assistant—Dept. of Hospitals, \$720 with maintenance, probably permanent. Last number certified, 129.

Laboratory Helper—(1) Appropriate for Laundry Worker, Dept. of Hospitals, \$780, temporary. Last number certified, 504. (2) Dept. of Hospitals, \$780, temporary. Last number certified, 487.

Law Clerk, Grade 2—Law Examiner, Grade 2. Last number appointed, 33.

Medical Inspector, Grade 1 (Tuberculosis)—(1) Dept. of Health, \$5 per session, probably permanent. Last number certified, 22. (2) Appropriate for Physician (Clinic Special), Tuberculosis, Grade 1, Dept. of Health, \$5 per session, probably permanent. Last number certified, 50.

Medical Inspector, Grade 1 (Venereal)—Last number certified, 54.

Office Appliance Operator, Grade 2—Appropriate for Tabulating Machine Operator, Grade 2, Office of Comptroller, \$1,200, probably permanent. Last number certified from qualifying list, 2288.

Pharmacist (Promotion)—Citywide list, Dept. of Purchase, \$1,500, probably permanent. Last number certified, 10.

Policewoman, (permanent appropriate)—Last number certified, 120.

Porter—(1) NYC Housing Authority, \$1,020, temporary. Last number certified, 730. (2) Appropriate for Laundry Worker, Dept. of Hospitals, \$780, probably permanent. Last number certified, 1247. (3) Appropriate for Hospital Helper, Dept. of Hospitals, \$480 with maintenance, probably permanent. Last number certified, 1390. (4) Appropriate for Hospital Helper, Dept. of Hospitals, \$720, probably permanent. Last number certified, 1348. (5) NYC Housing Authority, \$1,020, probably permanent. Last number certified, 741.

Printer—Appropriate for Inspector of Printing and Stationery, Grade 2, Office of Comptroller, \$2,160, probably permanent. Last number certified, 12.

Probation Officer (Domestic Relations Court)—Last number appointed, 60.

Public Health Nurse, Grade 1—Bd. of Transportation, \$1,500, probably permanent. Last number certified, 210.

Social Investigator—Last number certified, 750.

Special Patrolman—Appropriate for Bridge Officer in Triborough Bridge Authority, \$5 per day, temporary. Last number certified, 436.

Station Agent—Last number certified, 655.

Stenographer Typist—Grade 2—(1) Appropriate for Grade 1, Law Department, \$960, temporary. Last number certified, 1431. (2) NYC Tunnel Authority, \$1,200, temporary. Last number certified, 1,190. (3) Department of Commerce, \$1,200, probably permanent. Last number certified, 997. (4) NYC Tunnel Authority, \$1,200, temporary. Last number certified, 1268.

Supervisor (Signals and Lighting) (Promotion)—Bd. of Transportation, \$3,600, probably permanent. Last number certified, 2.

Structural Designer, Grade 4—\$3,120, probably permanent. Last number certified, 27.

Structural Designer (Promotion), Grade 4—\$3,120, probably permanent. Last number certified, 22.

Technician, X-Ray—Dept. of Hospitals, \$1,500 or less, probably permanent. Last number certified, 11.

Temporary Title Examiner, Grade 2—Law Dept., \$1,800, temporary. Last number certified, 81.

Typewriting Copyist, Grade 2—(1) Appropriate for Grade 1, Law Dept., \$960, temporary. Last number certified, 2500. (2) Grade 1, Board of Transportation, \$960, probably permanent. Last number certified, 2386.

Watchman-Attendant, Grade 1—NYC Housing Authority, \$1,200, probably permanent. Last number certified, 536.

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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.

OPEN COMPETITIVE

Accompanist: Report on final key is being prepared.

Administrative Assistant (Welfare): Rating of Part 1A has been completed.

Automobile Engineman: The final key has been approved. 35 per cent of the rating of the written test completed.

Assistant Engineer, Grade 4: Rating of the written test completed. Experience oral test will probably be given in September.

Baker: Protests to tentative key are being received.

Carpenter: The competitive

physical will probably be given this month.

Clerk, Grade 2 (Board of Higher Education): Objections to tentative key answers are being considered. The report on final key has been prepared.

Cook: Protests to tentative key are being considered.

Court Stenographer: Objections to tentative key answers are being considered.

Engineering Assistant (Electrical), Grade 2: Rating of the written test has been completed. The experience rating will begin shortly.

Elevator Mechanic: Rating of the written examination completed. The practical tests will probably begin this month.

Elevator Mechanic's Helper: Rating of written examination completed. The practical tests are being held this week.

Housepainter: The practical tests have been completed. The physical tests will probably be held this month.

Jr. Administrative Asst. (Welfare): Same as Administrative Asst. Welfare.

Jr. Architect, Grade 3: All parts of this test have been completed.

Maintainer's Helper, Groups A, B, C and D: Protests to tentative key being received.

Management Assistant (Housing), Grade 3: Rating of written test is nearing completion.

Management Assistant (Housing) Grade 4: Rating of Part 2 has begun.

Marine Stoker (Fire Dept.): Rating of written test is nearing completion. The practical test will probably be held beginning August 26.

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Civil Employees Ask Where They Stand If Conscription Comes

WASHINGTON.—The conscription bill, and the measure that would give the President authority to order into active service the National Guard and reserves, is causing concern among public employees who may be affected by them.

The proposed laws read that persons called to active duty may be re-hired at their old jobs after military service if:

1. They served satisfactorily in the military service.
2. They are still qualified to perform the duties of such positions.
3. They make application for re-employment within 40 days after they are relieved from service.

Questions

What about persons who are injured during military service and aren't physically able to "qualify" for their old jobs? And what if old jobs are abolished and no longer exist when some public employees are released from military duty?

What about those persons who are preparing to take Civil Service exams? Will they be prevented from doing so by being conscripted?

The bills specifically provide that employees of the Federal Government "shall be restored to such positions or to a position of like pay and status."

But Congress hasn't got authority to make New York State or the city to treat employees in a similar manner, and it's up to these public employees to see that they do.

The bill merely says that it is "to be the sense of Congress that such persons (state, county and city employees) should be restored to such position or to a position of like status and pay."

Furthermore, the bills provide that persons shall be restored to their jobs without loss of seniority, insurance participation or benefits, or other benefits, and such persons shall not be discharged from such position without cause within one year after such restoration.

Here again, Congress can control the personnel policy in federal agencies, but it can only influence state, county and city governments and the one sure way of doing that is for Uncle Sam to foot the retirement and insurance bills of these political subdivisions. And that raises more headaches.

Moreover, people are asking

what will become of their homes that are mortgaged to either the Federal Housing Administration or the Home Owners Loan Corporation? If a Government employee is taken from a \$300 a month job and made a buck private at \$30 a month he won't be able to meet payments to the

Government and would Uncle Sam foreclose? It is doubtful.

City Commission Provides For Draft of Civil Employees

1—Every employee of the City Government who is a member of the National Guard, Naval Militia, Reserve Corps or Federal military, naval and marine service is entitled to absent himself while engaged in the performance of ordered duty. For the first thirty days of such ordered duty he will receive his city salary and for periods over thirty days he will receive from the city the difference between his military compensation and his regular city salary.

2—If a promotion examination occurs during the absence of such employee and he is unable to return to take such examination, he will receive a special examination at the conclusion of his military service, and if successful he will be placed on the promotion list in the order of his standing as of the original date of the list. In other words, his promotion rights are preserved for him.

3—Vacation and sick leave accrued prior to the date of service are preserved for the employee called to active duty.

4—Any person whose name is on an eligible list for city employment, though he is not appointed to any city job, retains his rights on such eligible list for the period of his active duty. If such list expires or is exhausted during his term of service such person will be placed on a separate eligible list upon his discharge from military service and will then be certified in order to any available vacancy. This specially created separate eligible list will last for a period of one year from the date of honorable discharge and such candidates must, therefore, make application promptly upon discharge for the creation of such separate list.

5—Leaves of absence to technical and professional employees for emergency service of a non-military character may be granted without pay at the discretion of each department head. Such leaves may not extend for a period of more than one year, but may be renewed for a like period at any time within one year's time with the approval of this Commission.

All candidates and employees should take pains to note that this generous policy becomes operative only upon an authoritative summons to duty and does not operate in cases of voluntary enlistment for temporary service such as the recent Plattsburg Camp.

All candidates and employees should take pains to give adequate notice of their status and assert their claims under these provisions promptly and diligently. It will be difficult to adjust the severe personnel problems caused by these leaves unless administrative officers are adequately advised in advance.

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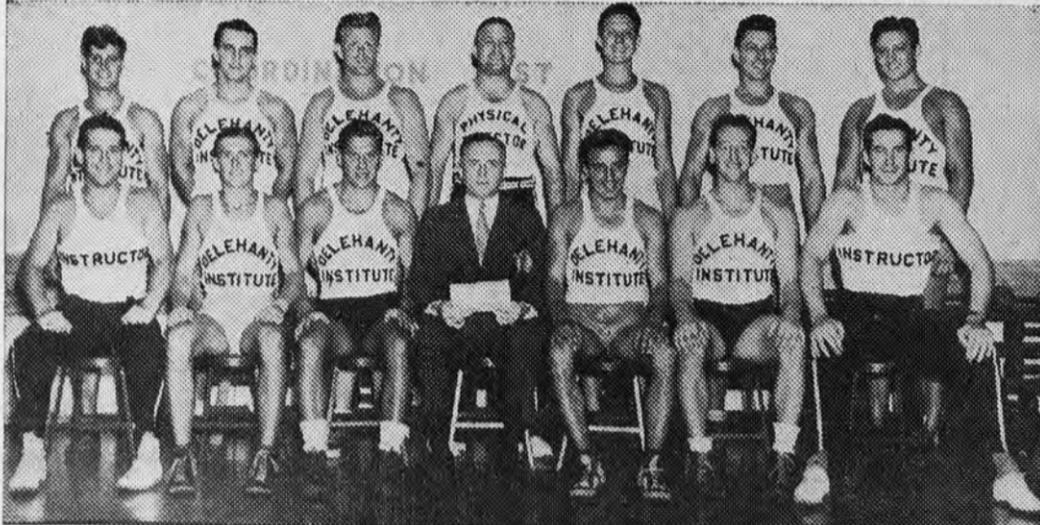
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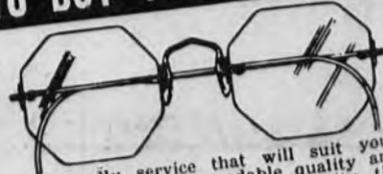
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