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Civil Service LEADER

Vol. 2, No. 4

New York, October 8, 1940

Price Five Cents

600
Clerical Jobs
In Draft Program
Page 2

Exclusive!

BORDER PATROLMEN

**New U. S. Exam—Easy Requirements
—Sample Test in This Issue**

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123 City—State—U. S. Exams

For Mechanical, White Collar, Professional

and Skilled Workers —Page 10

Re-Exam for Sanitation Men

Rejected Candidates Can't Take Re-Medical

Unless They Make List —Page 3

Drastic Changes for U. S. Workers

More Jobs—Salaries Up—Census Workers

Remain Temporary —Page 5

850 Men and Women Required

On Sixth Ave. Subway —Page 2

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—Page 8

600 New Yorkers to Get Jobs in Draft Program

More than 600 people in New York State will get jobs in the next 10 days in the selective service program, a survey by THE LEADER revealed last week.

All the jobs are clerical positions and only a small percentage will be filled from Civil Service lists according to present policy. Each local draft board—there are 500-odd in New York State—will be authorized to employ a paid clerk at a salary of \$150 to \$200. In addition, each of the 25 Boards of Appeal will have at least one clerk, and possibly two.

Approximately 100 clerical workers will be employed in the central offices of the selective service administration in New York City and Albany. These will all be drawn from regular federal Civil Service lists. The positions involved are Senior

and Junior Stenographer and Typist, Telephone Operator, Messenger, and Junior Clerk.

Applications for clerk jobs in the local draft boards must be made direct to members of the boards. It is expected they will have the right to select their own clerks after a majority of the three members of each board agree on a choice. The appointments will be non-political.

Requirements

The requirements for clerical jobs was outlined last week by regulations of the selective service administration. Applicants must have a "high school education and three years full-time clerical employment within the last 10 years. They should

be able to handle records and paper work involved in classification, all of which must be kept with great care and accuracy. They should be typists.

"They should be loyal, of good character and habits, and have good records in previous employment."

Only 93 Flunk Medical Auto Engineman Test

Of the 1,900 men who have taken the medical examination for Automobile Engineman, only 93 have been rejected. These were the official figures released to THE LEADER this week by the Civil Service Commission.

Those rejected unconditionally will be given another examination on October 25. Those rejected conditionally will take their re-medical after the list for Auto Engineman is established.

The 1,400 men who have not yet been called will take their medicals before October 25.

Date for the competitive physical examination has not yet been set. The Commission is looking for a place to hold it. Cromwell Center in Staten Island, where the recent Sanitation Man exam was held, will not be available.

New Jobs Opening On 6th Ave. Subway

New jobs in a wide range of titles will be created with the opening of the Sixth Avenue Subway line, a survey last week revealed. Several weeks ago, THE LEADER presented an exclusive summary of the new positions that would develop with the Sixth Avenue line's opening. The latest survey indicates that there will be approximately 850 openings, including 364 for Conductor, 170 for Motorman-Conductor, and 83 for porter.

The Municipal Civil Service Commission must hold a number of new exams to prepare eligible lists for some of the new jobs. Other lists are now in preparation or have already

been established.

An examination for Conductor was recently ordered by the Commission, then cancelled with the statement that the new Sanitation eligible list would be used to fill vacancies. At the same time, some Conductor appointments in other subway lines have been made from the Fire eligible list. A promotion list for Conductor is in existence and 45 names remain on it. All of these are certain of appointments. Another promotion exam for Conductor will be given on November 30.

jobs and the number of vacancies in each title, follows:

Assistant Train Dispatcher (11); Assistant Station Supervisor (4); Car Maintainer, Group A (5); Car Maintainer, Group F (6); Conductor (364); Maintainer's Helper, Group A (20); Maintainer's Helper, Group B (27); Maintainer's Helper, Group C (3); Maintainer's Helper, Group D (10); Motorman-Conductor (170); Porter (83); Road Car Inspector (31); Special Patrolman (13); Signal Maintainer, Group B (12); Station Agent (86); Towerman (11); Trackman (20) and Train Dispatcher (7).

The LEADER will keep its readers fully informed of all developments on these coming jobs.

The Openings

A tabulation of the most important

Grading Begins On College Clerk Test

Grading will soon begin on the examination papers for College Clerk, Court Stenographer and Stenographer (law), Grade, according to the Municipal Civil Service Commission. The key answers to these tests have been approved and the way is clear to rate the papers.

PROBATION OFFICER

Tues. and Thurs., 6:45

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REFEREE

Tues., 6:30

++

COURT ATTENDANT

Tues., 8:30

++

POSTAL CLERK and CARRIER

Tues., 6:30

++

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CIVIL SERVICE preparation

Attend the school with a background of over 350,000 satisfied students over a period of 25 years.

FIREMAN—PATROLMAN

Classes are now meeting for FIREMAN-PATROLMAN. The examination for Fireman should be held in the spring of 1941, as the list expires December 15 of that year. The test for Patrolman should be held late in 1941, as the present list should be exhausted by that time.

Because of keen competition and the type of examination, prospective candidates should begin preparation NOW! PHYSICAL AND MENTAL CLASSES meet daily at hours to suit the convenience of the student. Enrollment is preceded by a FREE MEDICAL EXAMINATION.

AUTO ENGINEMAN PHYSICAL INSTRUCTION

Physical and Coordination Instruction for those who have passed the mental examination for AUTO ENGINEMAN—Classes day and evening. Fee reasonable.

UNEMPLOYMENT INSURANCE REFEREE

NEW COURSE FORMING. Classes meet on MONDAY at 8:00 p.m. and WEDNESDAY at 6:15 and 8:30 p.m. in Manhattan and on THURSDAY at 8 p.m. at 90-14 Sutphin Boulevard, Jamaica.

CARD-PUNCH OPERATORS

Begin preparation for next exam and many openings in commercial field.

MOTOR VEHICLE LICENSE EXAMINER: Class now forming.

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MONDELL STUDENTS 2nd & 3rd ON LIST

on recent list just established for PARK FOREMAN PROMOTION. Mondell-trained students passed 2nd and 3rd on list . . . and on same list appears the names of 40 additional Mondell students out of 48 who took examination.

UNEMPLOYMENT INSURANCE REFEREE

Tues., Thurs., 6:15 P.M.—Course includes Lectures, Study Material, consisting of 266 Cases and Decisions of Courts, Referees, Appeal Bds., 304 Codified Principles, 330 Case Citations, Regulations of Industrial Commissioner, Text of the Law—Fee \$20.00 until the exam.

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SAFETY INSP. of CONSTRUCTION
BUILDINGS MANAGER
JR. ENGR., SIGNALS
CITY ELECTRICIAN
PROF. ENGR.'S LICENSE
STATIONARY ENGR.'S LIC.
MASTER PLUMBER'S LIC.

INSP. HULLS, BOILERS
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Columbia Institute

NEWS

AUTO ENGINEMAN

COLUMBIA INSTITUTE'S Coordination Machine is exactly the same as the one used in the actual examination. Come in and look it over.

SANITATION MAN—COORDINATION

We are pleased to announce that we now have three 100% men in Coordination. Our modern training methods are continually showing such remarkable results.

FIRE LIEUTENANTS

You owe it to yourself to come in and talk to us before enrolling elsewhere. Our specialists are at your service.

CONVENIENT PAYMENTS

Our low fees enable everyone to take advantage of the training which specifically meets Civil Service requirements.

REGISTER NOW

For all CIVIL SERVICE preparation. You may call for a complete list of the tests, at the convenient downtown office, from 9 a.m. until 10 p.m. on Saturdays.

Notice to Prospective Firemen and Policemen

Walter A. Caddell, B.S., LL.B., is in direct charge of this course. He is an acknowledged expert, especially in Police Work. He has been engaged in police instruction longer than any other individual. Formerly a member of the Police Department, he was assigned by the Police Commissioner to take charge of the Legal Bureau. He has engaged in the practice of law for the past 12 years and before that was Associate with the Courts in the Appellate Division, 2nd Dept. Mr. Caddell is just one of the reasons why COLUMBIA INSTITUTE'S students become top-rated men.

CONSCRIPTION!

COME BACK TO A CIVIL SERVICE JOB

If conscripted, you may continue your studies by our special correspondence arrangement no matter where you are stationed. Provisions for taking the examination will be arranged by the Civil Service Commission.

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Directors: Walter A. Caddell, B.S., LL.B. and James P. Casey, A.B., M.A., LL.B.

Most Subway Workers Have Been Fingerprinted

The work of the Municipal Civil Service Commission in investigating and fingerprinting employees of the BMT and IRT is nearing completion, an inquiry this week revealed. At present, some 11,500 BMT and 10,400 IRT employees have been interviewed in the

field and fingerprinted.

At the same time the first groups of employees have been transferred from the non-competitive to the competitive class. A total of 513 Station Agents have been given a competitive Civil Service title of Railroad Clerk.

Additional reclassifications, according to the Commission, have been delayed because the Board of Transportation has not yet agreed on plans for reclassifying Platformmen, Trainmen, Conductors, and Motormen.

Appeals Board

The Municipal Civil Service Commission recently set up machinery for an appeals board through which employees can appeal the job title assigned to them by the Commission. Last week members of the board were announced. They are: Fred Hedin and Milton Musicus, of the Commission; W. S. W. Hartman of the Board of Transportation; and James J. Fitzsimon, of the Transport Workers Union.

Physical Test For Maintainer's Helper

The physical examination for Maintainer's Helper will be held in November or December, THE LEADER learned this week. Grading of the written test began last week.

The physical exam, which counts for 20 per cent of the final mark, will be given to all men who pass the written test. It will consist of a weight lift, pectoral squeeze, abdominal muscle lift and a ladder climb.

Anything you want to know about Civil Service? Come in and inquire of the Leader Bookshop.

City To Pay Salaries Of Guardsmen On Duty

Joseph D. McGoldrick, New York City Comptroller, last week issued a memorandum to city departments, clarifying the policy on payment of salaries for employees "on ordered military or naval duty." The memorandum covers National Guardsmen, members of the Naval Reserve, and other reserve groups, who are called to active service.

McGoldrick declared that city employees "who are members of the National Guard or naval militia, or are members of the reserve corps or force in the federal, military, naval or marine service, who are ordered on military or naval duty" can leave their regular jobs. No leaves of absence are necessary or will be granted, he added, since such employees are fully protected by section 245 of the State Military Law.

Other Provisions

For the first 30 days, an employee receives his full salary, less amounts already paid for any active service already put in this year. After the first 30 days he receives the difference in his city salary and his military pay. Allowances for subsistence and residence quarters are not considered part of the military compensation.

An employee is required to notify the head of his department concerning his military or naval rank, rate of compensation, where he is assigned, etc. He must also inform his department head of any changes in

his rank or rate of pay. Photostatic copies of the military orders verifying rank and pay will be forwarded to the Central Payroll Division of the Comptroller's Office.

Each employee will execute three copies of power of attorney; one copy will be filed with the Pay Division of the Department of Finance, one with the head of the department and one with the person who is to receive the salary check. Forms for power of attorney can be obtained at the office of the Pay Division of the Department of Finance, Room 22, Municipal Building, Manhattan.

Employees who receive a differential in salary which is less than their regular pension payments, or those who receive no difference in salary, will have to make arrangements for their retirement payments before they leave for military duty.

McGoldrick pointed out that at present there are no laws which cover the payment of salaries to Guardsmen and other reservists who volunteer for service without being ordered to report for duty.

Upstate Social Work Exams

One thousand three hundred ten candidates were admitted to social-work exams for welfare jobs in 44 counties throughout the State, held Saturday by the State Civil Service Commission. They followed tests for an equal number of stenographic and clerical titles held the week before, with 2,787 candidates filing.

On the basis of these exams, 1,058 jobs in these counties will move into the competitive Civil Service class. This is in accordance with the dictates of the Social Security Board, which threatened to withdraw \$25,000,000 from State aid unless the exams were held. No Civil Service exists today in these 44 counties.

The numbers who filed for each of the 10 titles follows:

Investigator, Department of Public Welfare (type A).....	312
Investigator, Department of Public Welfare (type B).....	409
Investigator, Board of Child Welfare	121
Senior Investigator, Department of Public Welfare.....	111
Senior Investigator, Board of Child Welfare.....	41
Case Supervisor, Department of Public Welfare.....	166
Town Welfare Consultant, Department of Public Welfare.....	14
Stores Clerk	122
Medical Worker, Department of Public Welfare	9
Settlement Investigator, Department of Public Welfare..	5

Total..... 1,310

Telephone Eligibles Threaten To Sue

Threatening legal action against the city if their list is not used for switchboard operator appointments in the Police Department, eligibles on the new list for Male Telephone Operator last week told Commissioner Lewis J. Valentine to change his mind, or else—.

In a letter addressed to Valentine, copies of which were sent to Mayor LaGuardia and Paul J. Kern, the eligibles declared that Valentine's refusal to use the list was "in violation of Section 14 of the Civil Service Law and adjudicated cases thereunder, as well as other sections of the Civil Service Law and also regulations of the Civil Service Commission."

"We are asking your final viewpoint on the matter," the letter stated, "and trust you will reply to our request that you accept the certification from our list."

Reply by Tuesday

A reply by Tuesday, October 8, was requested. The eligibles will hold a general meeting at 7:30 p.m. Tuesday to discuss Valentine's answer. Should he refuse to grant the request, the eligibles will resort to the courts, according to Salvatore Ferro, president of the eligibles association. Ferro signed the letter sent to Valentine.

The Tuesday meeting will be at P. S. 27, east of Third Avenue on 42nd Street.

The association may decide to back a court test brought this week by Seymour Friend, an independent eligible. Friend's attorney is Samuel A. Spiegel.

At present men on the Patrolman eligibles list are being used for the Police Department switchboard jobs. Valentine wants to establish a permanent policy of having these jobs filled by the Patrolman eligibles, instead of persons from a civilian list.

Post Office Facts

Maybe you didn't know, but the New York Post Office:—

Has 73 classified stations and 90 contract stations.

Employs 21,078 people.

Receives, delivers and despatches 15,500,000 pieces of ordinary mail daily.

Receives, delivers and despatches 125,000 pieces of registered mail daily.

Receives and despatches 72,000 insured and C. O. D. parcel-post packages daily.

Weights and despatches 250,000 pounds of newspapers and periodicals daily at pound rates.

Finds \$53.00 in money daily enclosed in dead letters.

Receives \$10,311.00 annually from sale by auction of undeliverable parcels.

Receives 4,500 removal notices daily.

Handles 115,000 pieces of mis-directed mail daily.

Finds owners of 225 unaddressed parcels daily.

Receives 70,000 pieces of mail daily without street address.

Supplies 30,000 pieces of mail daily with correct address from city directory.

Collects \$237,000 in postage daily.

Issues money orders for \$73,-272,032.12 annually.

Pays money orders for \$141,-175,373.41 annually.

Has on deposit in postal savings \$61,463,848.

Has 168,763 postal-savings depositors.

Sold, during one year, United States Savings Bonds, maturity value, \$47,771,000.

Number of purchasers, 73,329.

Postal receipts for year ended June 30, 1939, \$71,633,847.74.

Mail Deliveries

Manhattan Borough..... 3 to 4

Bronx Borough..... 2 to 3

Suburban..... 2 to 3

Mail Collections

Manhattan Borough..... 10 to 26

Bronx Borough..... 7 to 11

Suburban..... 4 to 8

DRAFT Questions Answered

The answers to the questions below, while based on the best available sources, are unofficial.

I am employed in the BMT subway system. I have not yet been given a competitive Civil Service classification, though I am in the non-competitive group. Under the draft program will I be given the same benefits and protections that regular Civil Service employees get?

A. Yes.

Have appointments from the Patrolman, P.D. Special List (third list) been blocked because of the coming draft?

A. No. They have not been made for other reasons—budgetary restrictions, lack of vacancies, etc.

I have a Commission in the National Guard. My Army pay will be more than my Civil Service salary. Will I have to pay contributions to the retirement fund. If so, when and how will I pay them?

A. You will have to make an arrangement to pay your pension contributions before you leave for active service.

How will the clerical and other positions necessary to administer the draft be filled?

A. Entirely from Federal Civil Service eligible registers.

I am a city employee, 27 and unmarried. However, I contribute \$5

a week to my mother's support. My two brothers also contribute. Can I claim exemption or deferment on the ground that I have a dependent?

A. To claim deferment because you have a dependent, you must be the sole means of support of that dependent.

I work for the federal government as a skilled laborer. While my job is not connected with national defense, the government is having difficulty in getting enough men in my particular trade. Will I be deferred in the draft because of this?

A. While we cannot say definitely that you are entitled to deferment it is very likely that the local boards will not call you for service because of the shortage of men in your trade.

The Leader staff will answer questions of Civil Service employees, applicants and eligibles on the possible effects of conscription on them. The only existing laws which protect employees and eligibles are those which apply to members of the National Guard, Naval Militia, or other reserve groups. However, it is expected that legislation will be enacted to protect all employees and eligibles who are drafted. The above questions are answered on the assumption that such legislation will be passed.

We Suggest - - -

In this new department, THE LEADER will each week include suggestions which are important to Civil Service employees, eligibles, and those seeking to enter the government. Readers with suggestions of their own are invited to submit them to the editors.

THAT ALL EMPLOYEE ORGANIZATIONS appoint special committees to begin work on legislation to protect drafted employees, eligibles and candidates.

THAT MEN who have taken the City Sanitation exam, or the former Fireman, Patrolman, or Lifeguard exam, give attention to the U. S. Border Patrol exam just opened (see page 14).

THAT YOUNG ENGINEERS consider entering the government service. It's easier now than ever before, with excellent openings available in every branch of engineering.

THAT ALL CIVIL SERVICE EMPLOYEES AND ELIGIBLES keep watch on the economy-mongers who are quietly planning to lop off jobs.

THAT PERSONS who wish to take federal exams, but fear they will be drafted, go ahead and file. You can take a U. S. exam in any one of hundreds of cities throughout the country.



HE'S RESPONSIBLE FOR ONE OF THE GOVERNMENT'S BIGGEST JOBS

Rejected Sanitation Men Can't Take Re-Medical Unless They Make List

Several thousand men who were rejected conditionally in the Sanitation Man medical examination will not take a second medical exam unless they are placed on the eligible list of 7,500 names.

This announcement by the Civil Service Commission will put at rest the fears of men who have not been called back for a re-medical test.

Most of the men in this category are those rejected for bad teeth, varicose veins and other defects which are curable.

When the list of 7,500 names appears, all these conditional men will be required to pass the medical before being appointed.

Usual procedure is to permit the men on an eligible list to take the re-medical any time during the life of the list. However, the Commission may require that the time limit be reduced to a certain period—perhaps six months. The list will be ready around December 1.

The LEADER will keep all Sanitation candidates informed of developments.

Prison Guard News

With examination papers spread as far west as Wisconsin and as far south as South Carolina, close to 6,000 candidates took the State Prison Guard exam Saturday. Provisions were made to allow candidates already in military camps to participate.

Of the 5,893 who filed for the test, nearly half came from New York City. Nineteen hundred were sent to the High School of Commerce, and 864 to Seward Park.

Next Week—

An important story for all men who intend to take the coming Fireman exam.

Jobs for Librarians

(Exclusive)

Exams for three librarian titles in four cities of New York State, which are open to residents of the entire State, were announced this week by the State Civil Service Commission. Filing ends October 26, and the tests themselves are scheduled for Saturday morning, November 16. The titles are Junior Assistant Librarian (\$1,200-\$1,500); Senior Assistant Librarian (\$1,500-\$1,800); Senior Librarian (\$2,100 and over). Full requirements appear on page 11.

The cities cooperating are New Rochelle, Niagara Falls, Syracuse and Yonkers. Application blanks are available at the local Civil Service commission in any of these cities, or at the Examinations Division, State Department of Civil Service, Albany. Candidates wishing to get blanks by mail are asked to enclose six cents and a self-addressed envelope with their request.

Other Opportunities

Announcement of these exams follows months of conversations between State and local Civil Service officials. If the plan works out successfully, it is likely that other local commissions will take advantage of the examination facilities of the State Commission, thus providing even greater opportunities for New York State's librarians.

Both local and State-wide lists are to be made up in each title. Although the tests are open to qualified persons throughout the State, preference in appointment will go to residents of the city where the vacancy exists. When a list of legal residents of the city involved is exhausted, appointments will then be made from the State-wide lists.

Requirements

These residence restrictions hold: 1) a candidate must be a resident of New York State for a year prior to the date of the test to be eligible for the State-wide list; and 2) he must be a resident of his city for a year prior to the date of the test to be eligible for the city list.

There is one exception to this in the current series: the exam for Senior Librarian is open to non-residents of the State as well.

As exclusively revealed last month in a "Don't Repeat This" item, the matter of fees was the most ticklish in the preliminary discussions. The following compromise has been effected: 1) a candidate interested only in the city eligible list pays his fee to the local commission; 2) a candidate interested only in the State-wide list pays his fee to the State Commission; 3) a candidate interested in both lists must pay two fees.

Typists, Stenos Change Minds

Ten per cent of the eligibles on the top of popular State clerical, typist, and steno lists probably change their minds after two years about the jobs they will accept. This is the first estimate made as a result of the canvass of these lists, recently launched by the State Civil Service Commission.

It is based on the returns from a mass certification of 2,400 unappointed eligibles on the Junior Clerk list for permanent appointment at \$900 in the Albany office of the Tax Department; 250 of this number signified willingness to accept such a job, even though they may have turned down similar offers previously.

Also being canvassed are the lists for Assistant Clerk, Junior Stenographer, Assistant File Clerk, and Junior Typist.

Last week, THE LEADER published latest certifications and appointments in Albany and New York City from the Junior Stenographer and Junior Typist lists in the "Where Do I Stand?" column. Other lists will be included as soon as the State Commission prepares them.

Title Examiner List

With the city Title Examiner list already established, the State Civil Service Commission is now hard at work on the second part of this exam. The Title Examiner test was the first ever to be given jointly by the city and State commissions; all candidates took the first part, while candidates for the State job participated in the second section.

The papers of part two are already rated. Experience is now being weighed. Date of establishment of the list depends on whether or not experience interviews are to be held.

5 Civil Service Bodies For New York City?

One of the possible recommendations which the Fite Commission will make to the State Legislature in January on the ways and means to extend Civil Service throughout the State is the establishment of Civil Service commissions in each county. New York City is not directly involved in the working of the Fite Commission, as it already enjoys Civil Service. But one quirk does exist: New York City's commission takes in five counties; should county commissions be set up, what will happen to the New York commission?

This problem will be before the members of the Fite Commission Wednesday, when it holds a public hearing beginning at 10 a.m. in the State Office Building, 80 Centre Street. This hearing immediately follows a meeting the day before in Elmira.

Kern to Appear

Scheduled to appear at the New York City hearing is Paul J. Kern, president of the Municipal Commission. Testimony on various problems bothering the Fite Commission is also expected from Civil Service officials in neighboring cities and New Jersey, and from local employee groups.

President Kern's name entered into the record of the Fite Commission at last Tuesday's hearing in Buffalo. In discussing the matter of covering in 150,000 present incumbents, Bart A. Oddo, of the Buffalo Council of the Civil Service Association (upstate counterpart of the anti-Kern Civil Service Forum), lashed out:

"We favor covering in those employees who have been working at least one year. And we don't want this law distorted in the way the Wicks Law is being distorted in New York City by Paul Kern."

Oddo was referring to the fact that President Kern, in reclassifying 25,000 subway workers into Civil Service under transit unification, has developed a formula to explain the "one-year prior service" requirement of the Wicks Law. This formula, holding that an employee meets the requirement if he worked six months within the year prior to July 1, 1940, nine months within the two years, and 12 months within the three years, set off a verbal flurry two weeks ago at a hearing of the State Civil Service Commission, between Kern and Leopold V. Rossi, Forum secretary.

Latest Appointments On Jr. Examiner List

Numbers 32 and 33 on the Junior Examiner of State Expenditures list were appointed to the Department of Audit and Control as of October 1. This brings to 24 the appointments made since the list was established two months ago. Department officials say that all of the remaining provisionals will be replaced by eligibles by November 1.

Meanwhile, Frederick Hollowell, Secretary to Comptroller Morris S. Tremaine, had this to say on an anonymous letter complaining about the prevalence of provisionals, that was sent to the department and to the Civil Service LEADER:

"I feel sure that Comptroller Tremaine would consider it unwise and unnecessary to enter into any controversy with anonymous persons.

"If anyone has any legitimate complaint and has courage enough to reveal his identity, such complaint would, of course, be given every consideration, but to pay any attention to anonymous communications of this nature would appear to be merely useless shadow-boxing."

Stores Clerk Eligibles Certified to Jobs

Dozens of eligibles on the list for Assistant Mechanical Stores Clerk were certified last week for permanent \$1,200 appointments to the Public Works Department offices in Albany, Rochester, and Syracuse. However, no appointments have yet been made, and there has been no action at all on the Senior list.

Lowest certifications are: Rochester, 517; Syracuse, 537. The State-wide list is used for Albany appointments, and it has been certified down to number 40.

Filing Deadline Is Close for Unemployment Referee Test

AND HERE IS SOME GOOD STUDY MATERIAL

Friday, October 11, is the filing deadline for the Unemployment Insurance Referee test, open to all lawyers with five years practice. Blanks are still available at the State Office Building, 80 Centre Street, New York City, and by mail at the Examinations Division, State Department of Civil Service, Albany. Full requirements appear on page 11.

Filing has thus far not been as heavy as originally expected, increasing the opportunities for those taking the November 10 exam. In addition, since many of the candidates are within the 21-36 draft age, the list will be an active one for both temporary and permanent appointment.

31 provisionals are now working as Referees. The salary of the job is listed at \$3,500-\$4,375.

As further study material for this test, THE LEADER presents portions of a pamphlet of information for employers, recently prepared by the Information Bureau of the Division of Placement and Unemployment Insurance:

Who Is Subject

If you employ four or more persons within 15 or more days in a calendar year, none of which need be in succession, you are subject to the Law.

Your First Obligation—You must submit information to the Division on the form, "Initial Statement of Contributing Employer," after which you will receive a registration number, a poster, and necessary forms.

Contributions—You are liable for quarterly contributions of 2.7 per cent of the earnings of each employee in covered employment, up to and including annual earnings of \$3,000—amounts in excess of the first \$3,000 are not taxable.

Records—You will be required to keep accurate records of all employees' wages and maintain these records open and ready for inspection. Copies of reports must be preserved.

Reports—You will be required to submit quarterly, by the 15th day following the end of the quarter, a detailed report showing the names and Social Security Account numbers of your employees and the total wages paid each in the quarter.

Wages under the Law—You are required to pay contributions for a covered employee on all wages, including money wages, bonuses, commissions and gratuities of any kind,

as well as the reasonable money value of meals, lodging, or rent which you provide. This includes tips given by a third person.

Display Poster—You MUST display the poster, with the registration number properly filled in, to inform your employees that you are contributing to the Unemployment Insurance Fund.

Further 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):

October 13—Chemung County—Superintendent of Highways.

October 17—Correction—Painter-Guard.

October 17—Correction—Junior Psychologist.

October 17—Laboratories and Research—Senior Medical Biochemist.

ABC Situation

Although only one appointment has thus far been made from the 1,888-name list for Investigator, Alcoholic Beverage Control Board, further certifications were made last week to the local boards in Nassau and Erie Counties.

Three certifications to the Nassau board went down to number 301, while the 10 certifications in Erie County dipped down to number 1044.

Further progress on this list will appear regularly in THE LEADER.

An Unusual Offer To All Employees of the State of New York

Between 8 and 12 Tonight!

Between eight and twelve tonight, 861 people will be injured by automobiles.

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By CHARLES SULLIVAN

Overtime Pay Coming To Federal Employees

Congress is slowly recognizing the principle of overtime pay for Federal employees, but it is going at it in a haphazard manner.

Since Congress convened last January, more than a score of bills have been introduced that would allow federal workers time and a half for more than 40 hours a week.

Three bills last week, for instance, were acted on by Congress. The most important of these was passed by the Senate. It would give overtime pay to all field employees of the Navy Department and Coast Guard, no matter whether they be mechanics or messengers. Thousands of employees in the New York area would be benefited by this bill, which was guided through the Senate by Chairman Walsh of the Senate Naval Affairs Committee.

Congress passed and sent to the White House for the President's signature a bill which would provide overtime pay for dispatchers and mechanics-in-charge in the motor-vehicle service of the Postal Service. Several hundred New Yorkers would benefit from the provisions of this bill. Nearly all others in the motor vehicle service are now paid overtime.

And Congress approved another bill which would permit a relaxing of the 40-hour week, but time and a half overtime would be provided. This bill covers persons working on Maritime Commission contracts. Hundreds of other New Yorkers stand to

be paid overtime by this bill which the President is expected to sign.

Navy Yard Raises
Congress already has authorized more than 40 hours at overtime pay in Navy Yards and Army arsenals.

But the most important bill is the Walsh measure, because it marks one of the few times clerical help was covered by overtime provisions.

"The committee is of the opinion," Chairman Walsh stated, "that we cannot discriminate between two persons working side by side, and say to one, 'Because you are a stenographer, you cannot receive overtime pay,' and say to another, 'Be-

cause you are a mechanic you can receive overtime pay!'"

In those few words the chairman has stated the main grievance of so-called white collar workers. It's time, many department heads feel including Navy Secretary Frank Knox, that all employees should be treated alike and if one is given overtime, all should get it.

However, the joker in the Walsh bill is the fact that it in itself spreads discrimination as departmental employees in Washington would be denied overtime pay while every other Navy employee in the country would get it.

Should G-Men, U. S. Lawyers Be Placed in Civil Service?

Whether or not G-Men and Government attorneys should be brought under Civil Service has the Reed Committee stumped. This committee, headed by Supreme Court Justice Stanley Reed, is soon to report to the President on Civil Service improvements. The committee met last week and ordered its aides to obtain additional data before a final decision is made on the G-Men and attorney question.

Meantime, the committee is understood to have agreed to recommend to the President that he bring under Civil Service the jobs of scientists, engineers, administrators and other professional and technical employees.

No report to the President is expected before Nov. 1, even if one is ready before that time. The committee must wait until after Congress disposes of the Ramspeck bill as that bill will make it easier for the President to carry out committee recommendations.

Three Agencies Under Merit
For example, the President today has the power to bring under Civil Service the jobs of Treasury attorneys.

But the law specifically exempts R.F.C. lawyers. The Ramspeck bill would remove the R. F. C. exemption and the committee hopes to bring all lawyers under at one time. It would be cheaper and easier for the Civil Service Commission.

Attorneys in only three agencies—Veterans Administration, I.C.C. and F.C.C.—are under Civil Service.

G-Man Chief J. Edgar Hoover is dead set against having his men brought under Civil Service, but equally successful investigators such as Elmer Irey, chief of Internal Revenue's Intelligence Unit, believe that all Federal investigators should be under Civil Service.

Incidentally, both Hoover and Irey were appointed from Civil Service rolls to minor Federal jobs and worked themselves up to their present powerful positions.

May Ignore Preference

It appears likely now that the committee will ignore the veterans preference issue. At one time it was widely predicted that it would recommend abolition of the preference, but at a time like this when the Government is seeking young men for its military forces, such a suggestion probably would be taken with a grain of salt.

The committee is expected to recommend that higher salaried employees be retired at a pay more in line with their salaries.

President Roosevelt appointed the committee more than 18 months ago when the Civil Service Commission and the departments couldn't agree on what jobholders be exempted from Civil Service. Approximately 45,000 employees are exempted under the commission's Schedules A and B.

In short, the commission wanted to bring most of them under merit, while department heads fought the idea, so the President compromised by appointing the committee to decide.

Besides Justice Reed, other members are Justices Frank Murphy and Felix Frankfurter, Attorney General Robert Jackson, Dr. Leonard White, former Civil Service Commissioner; William H. McReynolds, the President's administrative assistant on personnel; Gano Dunn, engineering expert who is with the Defense Commission, and Gen. Robert Wood, Sears-Roebuck head.

Steno Exam Date

The U. S. Civil Service Commission last week changed the date for the Stenographer and Typist exam from Saturday, October 12 to Friday, October 11. The switch in dates was made to accommodate observers of Yum Kippur, a Jewish holiday.

October 12 also is Columbus Day. The exam is one of a series in the nationwide test which is being held for local candidates at the Federal Building, 641 Washington Street.

Persons who filed for the Stenographer and Typist male exam (for New York State appointment only) have not yet been called for examination.

Railroad Rate Clerk List

The list for railroad rate clerk examinations has not been announced by the U. S. Civil Service Commission, but candidates should be notified of their ratings in November or December. There will be no written test. Positions include Freight Rate Clerk, Passenger Rate Clerk, Express Rate Clerk and Pullman Rate Clerk. They pay from \$1,800 to \$2,300. Filing closed September 16.

Census Employees Remain Temporary, But Many Other Changes Face U.S. Workers

All but dead and buried is the proposal of Senator James Mead of New York to give the 9,000 temporary Census employees in Washington a full Civil Service status that would permit them to transfer to other Federal jobs.

The Mead plan was knocked out of the Ramspeck bill by House and Senate conferees, and little chance exists that the provision will be placed back in the bill by either House. Senator Mead fought for his proposal in conference, but when other conferees learned that nearly 1,900 of the temporary employees were New Yorkers, he was voted down in a rush. This, of course, means that card punchers who had hoped for permanent census jobs are doomed to disappointment.

Also important to New Yorkers is the fact that the conferees voted to exempt assistant district attorneys from the bill, but amended the measure so that deputy collectors of Internal Revenue and deputy marshals would be brought under Civil Service. This would eliminate the present system which allows the Internal Revenue Collector to hire anybody he wishes.

Internal Revenue

And there again a New Yorker played a prominent part. Collector of the New York District is Mr. Hoey, and when he heard that deputy collectors were to remain in the political class, he went to work. Mr. Hoey came down to Washington and showed members of Congress that collection of Federal taxes in the New York area decreased by the millions when a change of administrations took place and deputy collectors are replaced by new political appointees who didn't know what the complicated Federal tax laws are all about.

Treasury Department has sought Civil Service for its thousands of deputy collectors and the Justice Department has urged Congress to place deputy marshals under merit.

The bill, as it now stands, also provides for the exemption of presidential appointees requiring Senate confirmation, 25,000 WPA supervisory employees and roughly 14,000 TVA employees.

Fingerprints, Not Photos

The use of photographs on Civil Service test papers was prohibited by the conferees and the commission is expected to set up a fingerprinting identification system. Negro organi-

zations have hailed this step as they claimed photographs resulted in discrimination. The bill will become effective on passage.

What might prove to be the real stumbling block in the House is the Keller-Nichols amendment which the Senate knocked out with House conferees in accord. That amendment would have effect of freezing New Yorkers in their present jobs until all the states in arrear of their quotas of Civil Service jobs in Washington are brought up to their full quotas. New York is one of the dozen states in excess of its quota.

The LEADER will keep Federal employees fully informed of their status under the Ramspeck Act.

U.S. Calls For Toolmakers

The U. S. Government this week issued an urgent call for Toolmakers with four years' training or experience. The jobs, which are vital to the nation's defense program, pay from \$6.24 per day to \$1.18 per hour. Higher rates are paid for overtime work.

In Philadelphia's Frankford Arsenal alone 600 appointments will be made if qualified men are available. The age limits are 20 to 62. A rigid physical exam will be given. Applicants must be able to read blueprints and must be experienced in the use of precision gages, measuring instruments, etc. Applications are available at the Federal building, 641 Washington street, or from any first or second class post office.



RATE CLERK

The National Defense Program is creating many new jobs in traffic and transportation such as Rate Clerk, recently announced; be prepared for these traffic opportunities, not only in civil service, but with industrial firms, railroads, steamship lines, motor carriers and air lines. Interesting, professional work, uncrowded field. Practical, result-getting training under traffic executives. Request booklet G.

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Civil Service LEADER

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

Copyright 1940 by Civil Service Publications, Inc.

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

—Subscription Rates—

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

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Tuesday, October 8, 1940

When The Year Is Up

MORE and more, officials are recognizing the wisdom of the suggestion—first offered by The LEADER—that men who are drafted be permitted to take Civil Service exams.

New York State, for example, has made arrangements for one young man now in military training in Illinois to take the Prison Guard exam. He might have precisely the qualifications that make a good Prison Guard. The State Civil Service Commission doesn't see why it should take the chance of losing a good public servant.

The LEADER applauds this attitude.

In our opinion, every young man who goes away for a year of military training should have the same privilege.

To Civil Service officials everywhere, to legislators, to military authorities, we say. . .

Don't deprive the community of any possible talent that may be inherent in America's conscripts. . . and don't deny to the young men away for a year's training the hope of returning to a government job which they may be well qualified to handle.

To prospective conscripts, we say. . .

The opportunities in government service are constantly enlarging. Ask your government officials to protect your right to take Civil Service examinations. Remember, you're in the army for a year. Make the most of your time to study, so you don't have to go back to a cheap little job or no job at all.

Insult to Injury

"THE first step in the observance and enforcement of the merit system is the complete abolition of all forms of political activity by employees." The man who uttered this insult to America's Civil Service workers is the same man who has already curtailed their liberties as citizens. He is Senator Carl A. Hatch, father of the bill that says (1) government employees must keep their mouths shut about issues that affect them vitally; (2) if they don't like it, they can get the hell out of the service.

Police Appointments

NEW YORK CITY will indeed suffer if it decides to make no more Police appointments for a year. That was the implication in a statement two weeks ago by Commissioner Valentine. He said there wouldn't be any appointments for "obvious reasons," meaning that the city might have to make up the difference in salary for any rookie who was conscripted.

The need for an adequate, well-trained police force in the world's largest city is apparent. Today, the force is 400 short of the allowable quota. These vacancies should be filled immediately. No appointments were made to the Department from July, 1939, to July, 1940. Meantime, deaths, retirements, dismissals and resignations built up a large number of vacancies. The 300 appointments last summer did not fill all of them.

Another extremely bad feature of further delays in appointments is the effect it has on the police eligibles. They took a severe exam nearly two years ago. They survived out of a field of 32,000. Now they do not know when they will get jobs and many are beginning to feel they will never be appointed.

We urge the Mayor and the Police Commissioner to adopt a more liberal policy, to go ahead with the appointments scheduled for the first week in November.

Merit Men

Spencer
Clifford
Young



"... I'm a great believer in selective service. . ."

On the fifth floor of the Municipal Building men and women are working at top speed to set up machinery to administer the draft. One of the key men in this work is Spencer Clifford Young, assistant director of selective service for New York City. Young is a long-time Civil Service employee who entered the city service in 1922 and is now chief of the bureau of municipal investigation and statistics of the Comptroller's Office.

For the last few weeks Young has been assisting Colonel Arthur V. McDermott, director of selective service for New York City. Once the preliminary work is finished, he will assume regular duties. "Immediately after Registration Day, I will be in charge of inspection and investigation of complaints. I will also have charge of efficiency studies and surveys." To assist him in checking the inevitable complaints that will follow registration and later selection of men for military service, Young will have a staff of volunteer lawyers. "All paid employees for this work will come from federal Civil Service lists," he explains.

War Vet

Young is a World War veteran who served as a signal quartermaster on the U.S.S. Seattle on convoy duty to Europe. He enlisted three weeks after this country entered the war and was not discharged until September, 1919. Since then he has been extremely active in American Legion affairs. In 1933 he was Vice Commander of the New York State American Legion. As a prominent Legion official he has repeatedly urged that this country build up adequate defenses.

"I'm a great believer in se-

lective service," he says. "It makes a man who hasn't thought he belonged, become a part of this great country. I have always said that we owe a great duty to the country in times like these."

Many a young man today is perplexed over the draft and its effects on him. Young, however, is reassuring on this point. He doesn't believe the draft boards will select men to whom military service would mean a serious disruption of their ordinary life. "Due to the fact that this is for training rather than actual warfare, the draft boards will undoubtedly be liberal."

School in Detroit

Young went to school in Detroit and held his first jobs there. One of these was with the Ford Motor Company as a foreman's clerk. As soon as the United States entered the war he enlisted. After the war he held a number of jobs in New York and the Middle West including an accounting position with a large manufacturing concern. Young's first Civil Service job was Bookkeeper, Grade 3. Later he took promotion exams for the two higher grades and placed No. 1 on both eligible lists. In 1930 he was promoted to chief of the Bureau of Real Estate in the Comptroller's office and had charge of buying and selling millions of dollars worth of property for the city.

Young manages to find time for many extra-professional activities. Besides his activities in the American Legion, he is also prominent in political circles.

Young likes baseball, basketball, swimming and golf. He's treasurer of the Huntington Crescent Club, where he frequently plays a round of golf. Young is married, has a son 17 who's preparing for Princeton Law School.

letters

Cops Want 11-Squad Chart

Sirs: A number of men in my Precinct have been following the articles you have run on the 11-squad chart. We are all very much interested in this, and appreciate the support you are giving the plan.

It's pretty tough on men who have to work day in and day out with never an actual day off. You can readily see that this is so. A man who gets off at 8 a.m. one day, comes back to work at 4 p.m. the next day. He gets 36 hours off, all right, but he works every day.

You know that in any sort of work a man needs a day off now and then to refresh himself, and to allow the strain to go away.

I believe the adoption of the 11-squad chart would cost the city nothing and would, in fact, greatly increase the efficiency of the Police Department.

All the members of the force should get behind the 11-squad chart and really push it.

F. G. T.

Selective Certs For Tyro Cops

Sirs: The Municipal Civil Service Commission's recently announced Selective Certification plan seems eminently suitable for application to the Patrolman P.D. Special (3d) List. According to the original announcement of the exam there were prospects in the Police Department for college men trained in the physical sciences, languages, mathematics, law. Of the 30,000 competitors, 2,600 passed. At least 700 on the Special List are trained in one of the enumerated subjects and are awaiting the call for a qualifying examination.

Why can't the Commission now go ahead with the original plan for the Special List by giving the qualifying examination and then certifying selectively down the line to fill positions requiring men with particular training and qualifications? There are often openings for which the Commission certifies appropriate lists. The Special List, with all its latent talent, offers a

Don't
Repeat This!



FREDERICK OSBORNE, who heads the President's Selective Service Advisory Committee, is a man to look up at. He's 6 foot 6, and has to stoop to enter his office. . . Poughkeepsie's employees go out after two years—Civil Service or no Civil Service. . . H. Elliot Kaplan frequently takes pet carrier pigeons with him on his travels. . . Election buttons on sale at Grand Central reach a new high in low taste. . . State Welfare Commissioner Dave Adie, acknowledged the best-read man in social work in the country, never even went to high school. . . 1,300 of DPUL's 4,000 employees are subject to the draft.

TREND OF THE TIME

In 1800, a total of 54 employees worked for the Federal Government. When the capitol was moved from Philadelphia to Washington, 12 boxes were enough to transport all necessary books and papers. . . Planning Commissioner Rex Tugwell will return to Washington as U. S. Forest Service head on January 1, if FDR carries on. . . Buffalo nursed two presidents: Grover Cleveland and Millard Fillmore.

NOT QUITE

Court of Appeals Justice Irving Lehman didn't notice the constitutional provision that requires Civil Service for all public jobs in the State until five minutes before the Palmer case arguments were to end. Another few minutes, and there would have been no Fite Commission. . . The State Attorney General's office is yet to have its appeal printed in the Hilsenrad case. . . Commissioner Morton spends all spare evenings at the bedside of ailing Dr. Wright, noted surgeon. . . New York's Post Office finds \$53 a day in dead letters. The money goes into the U. S. Treasury, helps reduce taxes. . . Commissioner Howard Jones is exhibiting a scraped nose. He was thrown for a loss in a Pullman sleeper.

fertile field for appropriate appointments, not only in the Police Department, but for the many other departments and bureaus of the city service.

A. UMANOV.

Appliance Eligibles Ask Telephone Jobs

Sirs: In a letter to the Municipal Civil Service Commission, the Office Appliance Operator Eligibles Association has requested the Commission the Office Appliance Operator list appropriate for Telephone Operator (Female). The Association believes that the telephone switchboard can be included in the category of office appliances. In its letter, the Association pointed out that there are many people on the Office Appliance list qualified for the position of Telephone Operator. It has asked the Commission to include a qualifying examination for Telephone Operator with the practicals now being given from the Office Appliance Operator list.

Very truly yours,
OFFICE APPLIANCE OPERATOR
ELIGIBLES ASSOCIATION.

Question, Please?

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

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

Mechanical Apprentice Appointment Chances

R. P.—The chances for appointment from the list for Apprentice, Mechanical Trades, are very poor at this time for persons who made less than 100 percent. There are still nearly 200 persons who scored 100 and have not yet been appointed.

Post Office Exam?

I. A.—The present Post Office lists are not due to expire until March, 1941. It is up to the U. S. Civil Service Commission to decide whether to hold new examinations or to extend the present lists another year. The Leader will carry subsequent news concerning these exams.

Study Material For Information Service

G. V.—There have been no books published which will give specific information on the coming city exam for Assistant Director, N. Y. C. Information Service. The Municipal Reference Library in the Municipal Building is compiling some study material which may be of help to you. However, since no previous exam for this position has been given by the Civil Service Commission, I cannot tell you the nature of the questions.

Filing for Telephone Operator Positions

H. K.—All females on the Clerk, Grade 2, open competitive list who want to file for Telephone Operator positions must do so before November 15. See the exam requirement section of this issue. It is impossible to say whether you would be certified for this position, because there is no way of knowing how many persons on

the list will qualify. The Commission has not announced what it considers the necessary length of time a person must train to compete in the qualifying test.

No Bookkeeper Exam Yet

R. B.—The Municipal Civil Service Commission has not yet announced the Bookkeeper exam. However, since this Bookkeeper list has expired, it is expected that such an exam will be ordered this fall or winter. The Leader will carry full details.

HIGH SCHOOL COURSES

L.T.—I cannot give a categorical answer to your question whether high school courses in bookkeeping or accounting are acceptable when completion of such a course is required for entering a Civil Service examination. It depends on the particular examination in each case. The appropriate Civil Service Commission is the only safe source of information. I am sorry that in this column we cannot answer questions about duties, educational requirements, etc., of various positions. I suggest you go to the Municipal Reference Library in the Municipal Building and consult the announcements of the examinations which have been held in the past for these positions.

73% Not Sufficient To Pass Sanitation Test

E. J. W.—A grade of 73 percent will not place you on the Sanitation list. The Civil Service Commission has announced that 83 percent will be the lowest mark to be among the 7,500 names on the list.

AGE CORRECTION

Worried—Since apparently you added only a year or two to your real age when you entered the federal service 15 years ago, and the mistake has never been questioned in all that time, it is likely it never will be. If you were entering the service now, I would advise you to write to the Civil Service Commission and ask them to make the correction as to your age in their records. I cannot tell just what the penalty would be if you did decide to notify the Commission of the error, but I doubt whether it would be removal after such a long lapse of time. Possibly you would be suspended without pay for a certain period.

JOB REQUIREMENTS

M.L. and J.A.—Probably the federal Civil Service offers more opportunities to persons who lack high school education or business experience, or both, than do the state and city Civil Service. Generally the federal requirements for clerical and stenographic positions are less stiff than the state

or city requirements. Since entrance requirements vary so greatly, the only wise thing to do is to watch for them and read each announcement carefully. Generally speaking, positions for which a person who has not a high school diploma or not much business experience can qualify are: Typist, stenographer, clerk, business machine operator, institution attendant, telephone operator, file clerk.

APPLICATION ERROR

J.P.—If you made an honest mistake in your age on your application blank, write the Municipal Civil Service Commission and explain the circumstances. You will be notified if additional proof of your age is required.

VETERANS WIVES

MRS. M.G.—The wife of a disabled war veteran is not entitled to preference in a state examination. In a federal examination,

she is entitled to have 10 points added to her rating if her husband is disqualified for appointment because of physical disability. She is given preference, however, only if her husband's disability makes it impossible for him to compete in examinations in line with the occupations by which he has been accustomed to earn a livelihood. If the veteran himself is eligible to compete in examinations in spite of his disability, his wife is not entitled to preference.

RESIDENCE AND JOBS

E.V.—In federal examinations, residence is important for two reasons: In making certification to positions in Washington, D. C., the apportionment rule is observed, whereby each state is assigned a certain quota of federal positions in accordance with its population. In the field service preference in certification is given to residents of the state or district where the position is located.

Fog Remains Dense For Cop Eligibles

There were few new developments last week in the situation regarding appointment of new recruits to the Police Department. No city official made any statement that would clarify the fog that has surrounded the statement two weeks ago by Commissioner Valentine that there would be no new appointments "for obvious reasons" as long as the draft is in effect.

However, qualified observers do not believe that a stoppage in Police appointments will be permanent. They think appointments will be resumed as soon as a definite policy is obtained from the Army or from other government officials on whether members of the Police Department will be deferred in the draft. The general feeling is that they will be passed over, except in case of actual war; and Mayor La Guardia has said that he would ask their deferment.

Significantly, the Patrolmen's Benevolent Association has remained silent on the matter of Police appointments, despite the fact that at the recent convention of the group, officials demanded an immediate filling of all existing vacancies. It is believed that they do not view seriously the temporary stoppage of appointments and think that they will proceed on schedule within a month or so.

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

Sex Raises Discriminating Head

Sirs: It seems to me a flagrant discrimination against women when some city departments are permitted to choose male clerks exclusively especially when the Mayor has always assured eligibles that there is no discrimination in Civil Service as to sex.

I would like to suggest to the Commission that it canvass the Clerk Gr. 2 lists for bookkeepers rather than hold a special exam for this position. I would also like to suggest that the public libraries of this city choose their employees from Civil Service lists rather than at random.

ANNA PALEY.

That Marshall List

Sirs: Two weeks ago you carried the suggestion that the City Marshal list get active and added "Why give an exam if you don't intend to use the list?" Don't you think that this situation in which

not one appointment has been made to the positions originally contemplated and no statement or announcement made one way or the other to the 1,900 who paid \$2 and to the persons passing—deserves editorial comment?

Yes, we do! We think that the men who have taken the City Marshal test have been treated most unfairly.—EDITOR.

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Teachers

Pages Eight and Nine

THE CIVIL SERVICE LEADER'S

Welfare Dept. News

By HENRY TRAVERS

Union and Hodson Confer on Variety of Problems

At a conference held by Commissioner Hodson and other members of the executive staff, with representatives of Local 1, SCMWA, the following matters were considered:

1. Elections to Personnel Rating Board. Commissioner Hodson announced that staff elections to the Department's Personnel Rating Board will be held on November 15, 1940.

2. Military Duty. The Union was informed that the matter of pay, status and rights of employees who are called into military service, or who volunteer, is now being considered by a committee of the Board of Estimate.

3. Beggs-Brennan Case. The Department is aware of the problems involved in this case. However, it was pointed out that action can only be taken on the basis of the particular decision rendered by the Court on the facts in the case. The Department heads said they would move promptly to protect the interests of the staff and the Department as a whole as soon as the decision is available.

4. Five-Day Week. The Commissioner informed Local 1 that no further consideration will be given to this request in the Department of Welfare during the present budget year.

5. Typist's Line Count. It is the opinion of the Department that with the publication of the Civil Service Rating norm for transcribing typists, in the preparation of which Local 1 participated, the problem of the line count was satisfactorily adjusted. No consideration will be given at the present time to any change of the production norm. Serious consideration is being given to the problem of repetitious and irrelevant dictation. Every effort is being made to secure the filling of vacancies for transcribing typists within the quota approved for the Department.

6. Additional Staff. The Commissioner stated that wherever staff is needed to fill actual vacancies, an effort is being made to secure the filling of such vacancies. Vacancies will be filled, however, on the basis of staff needs to care for the existing caseload, and not on the basis of quotas originally established when the caseload was higher.

7. Work Load. Commissioner Hodson announced the formation of two committees which will be organized for the purpose of studying the clerical work performed by the social service staff as well as other clerical methods and procedures. Staff organizations have been invited to suggest personnel for these committees, members of which will be appointed by the Commissioner. In the meantime, a program is under study which would provide for a more flexible procedure in the assigning and shifting of staff to meet changing conditions. Study is being given to the possible elimination of unnecessary clerical procedures. It is intended to give local Administrators wider discretionary powers in making local

adjustments to equalize the work load of the staff under his jurisdiction. In connection with the proposed study, representatives of Local 1, SCMWA, offered their cooperation.

Awards

When it comes to awards for meritorious services or most-likely-to-succeed qualities, or just brightness, the kids in the Department of Welfare are likely to be on top—and in great numbers. So we are not surprised to learn that Welfare again is represented in the scholarship awards granted by the Mayor's Council on Public Service in cooperation with the Division of General Education of New York University. Welfare winners are:

Abraham Berman, Clerk, Grade 2, Division of Statistics; Marie Monita di Moglio, Clerk, Grade 1, D. O. 67; Seymour L. Goldstein, Clerk, Grade 2, D. O. 60; Florence A. Herzberg, Bookkeeper, Division of Building Management & Procurement; Mollie Meiberger, Bookkeeper, Division of Building Management & Procurement; Helen E. Dermody, Investigator, D. O. 17; Alice M. Huchtausen, Investigator, Manhattan OAA; Arthur R. Nason, Type-Copyist, Dependent Children's Division; Ethel Guterwill, Stenographer & Typist, D. O. 58.

Surplus Boys

Artie McGuire's surplus commodity boys have been bagging and distributing eggs, potatoes, lard, cheese and fresh vegetables, all week. Excellent additions to the relief family's table—and a generous 15 pounds' worth, too.

Exhibit

The Department not only has a number of fine representatives participating in the institutes and sessions of the New York State Conference of Social Work, but a three-panel exhibit as well. It's a good one. Polly Carter Field, Assistant Director of Public Information, and Sue Sadow, home economics chief, will attend it—and guard the swell lay-out of surplus goods which is part of the exhibit.

READ
"DRAFT FACTS"
 See Ad Page 13

Customs Investigator Results Due in Month

It will be at least another month before candidates for the General Investigator examination are notified of their grades, The LEADER learned this week.

The 200,000 men who took the nation-wide exam a year and a half ago will have to wait until the pressure of national defense business lets up enough to permit the U. S. Civil Service Commission to compile the various optional registers, including Customs Inspector.

It was learned that the registers for three options are complete. These are for Accountant, Law and Immigration Patrol Inspector. However, no one on these lists will be notified until all options are ready.

Failures Get Notice

Most persons who failed in the examination have already been notified. Those not notified can be fairly certain they passed.

The national defense program, which has forced the Commission to give many new exams, has been responsible for the delay, officials pointed out. The present schedule calls for the Investigator registers to

be ready in November, but candidates should not regard this as a certainty.

Card-Punch Exam Nov. 1 (Maybe)

Candidates for the Alphabetic and Under Card Punch examinations will be notified next week when to take the test, The LEADER learned Monday. The date probably will be around November 1.

Because of difficulty in deciding what constitutes "three weeks intensive training," the Commission was forced to hold up the exam. The original advertisement of the exam did not define the phrase.

As soon as the exam is given and the registers established, appointments will be made to the Census Bureau in Washington, D. C.

Background Of The Week's News

Strike-Off Law Amended by Board

To correct what it considers abuses of its "strike-off" by-law, the Board of Education last week adopted a new rule which provides that eligibles on lists awaiting appointment as teachers must accept any job that is offered or be stricken from the list. Under the Board's former policy, after a second declination of an appointment, an eligible was taken off the list. However, eligibles were allowed to indicate their preference for appointment in certain boroughs of the city. And refusal to take an appointment in a borough which had not been indicated as the preferred one did not carry a penalty.

This fact, the Board believes, was a loophole which defeated to a large extent the purpose of the "strike-off" rule. In the future, the Board will have a strict "either or" policy. The Board will continue to assign teachers to locations which are convenient to them as far as possible.

At present, if a teacher is offered

an appointment and doesn't report after 15 days, it is considered that the teacher has declined the job. Another position henceforth will not be offered for a full year, instead of in six months as hitherto.

Dual Jobs Saved For Time Being

One hundred and two evening school teachers whose dual job status was recently attacked in a suit brought by the Evening School Association, last week were given protection until January 31, 1941. Supreme Court Justice May issued a stay against his own decision delivered some time ago, in which he ruled that the Board of Education had made a mistake in interpreting the dual job law's exemption at 1,000 teaching hours rather than a school year.

Justice May's order was issued in the interests and efficiency of the school system, he said, because he did not want to disrupt the regular

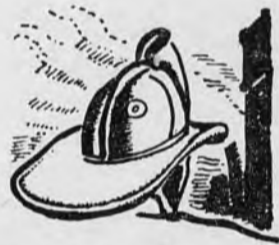
service. However, in his order, he directed the Board of Education to appeal from his earlier decision in the November term of the Appellate Division; otherwise last week's stay would be vacated.

Religious School Law Questioned

In a letter to President James Marshall of the Board of Education, the Teachers Guild and the Teachers Guild Associates have asked that a public hearing be held on the applicability of the McLaughlin law in the city schools. The law permits the release of children from school for one hour a week for religious instruction.

"It is pretty well known by those who followed the proceedings of the 1940 Legislature that no debate whatever attended the passing of the McLaughlin bill; nor were any public hearings held either at Albany or in New York City," the Guild declared.

"The Teachers Guild therefore appeals to the Board of Education to arrange for a public hearing on the question of the scope, meaning, and application of the McLaughlin law as it relates to the religious instruction of school children in New York. The Teachers Guild Associates also



FIRE BELLS

By JAMES DENNIS

Anchor Club Elects Officers

An election of officers was held on Wednesday, October 2, by members of the Anchor Club of the Fire Department. Lt. Charles E. McKeogh was reelected president. Other officials of the Club are: Joseph Rousseau, first vice-president; John McGuire, second vice-president; Terence Dolan, financial secretary; James P. Donoghue, recording secretary; John Swenson, treasurer; Martin Clune, sergeant-at-arms; Peter

Walsh, advocate; Richard Weisenreider, outside guard; Thomas P. McGuinness, inside guard; James Guinn, John Gilmartin, and William J. Collins, directors.

Members of the Club made final arrangements for a bus trip on Saturday, October 12 to the Supreme Anchor Club Convention at Bridgeport, Conn.

Latest on Lieut. Examination

Half of the examination papers for the Fire Lieutenant's test have been graded, a statement from the Municipal Civil Service Commission revealed this week. It is expected that the new eligible list will be made public within three months.

Sue for Pay

Arguments on an action brought by 400 Firemen to recover \$400 each which they say is due them because they were paid at the rate of \$1,200 a year instead of \$2,000 during their six-month probation in the summer of 1939, were heard Monday, October 7, in the Special Term, Part 1, New

York County Supreme Court. The action has been brought in the names of Martin M. Connors and William Helgerger. They are represented by Schaltz, Holober and Phillips, attorneys of 2 Lafayette St.

Legion Dance

Members of the Fire Department Post 930, American Legion, will hold a dinner dance at Manhattan Centre on November 7.

Firemen's Wives Plan Party

The annual card party and dance of the Firemen's Wives and Widows Social and Benevolent Association of Greater New York will be held on Friday evening, November 15 at the Capitol Hotel, 50th St. and Eighth Ave.

Columbia Dance

The annual entertainment and dance of the Columbia Association of the Fire Department will be held on Saturday, October 12, at Manhattan Centre, West 34th St.

POLICE CALLS

By BURNETT MURPHEY

Military Survey

Three hundred and fifty-five men in the Police Department are technically liable to military duty under provisions of the Selective Service Act, a survey by Police Commissioner Lewis J. Valentine revealed last week. This group includes those who are unmarried, fall within the 21 to 36 age limit, have no dependents and are otherwise eligible. However, the survey lists only those who might be called. It is expected that Police will be deferred or exempt from the draft in most cases, and Mayor LaGuardia has stated that he would ask for their exemption, except in case of actual war.

About 75 men will probably be called in various reserve groups, such as the National Guard, Naval Reserve, etc. These men will receive leaves of absence while they are away and will be given the difference in their regular salary and that received from the Army. Under section 245 of the State Military Law they must be reinstated to their jobs after they complete their military service.

Security Amendment

Joseph Burkard, president of the Patrolmen's Benevolent Association; James H. Tully, counsel for the group, and other officials attended a second conference last week in Washington to discuss amendments to a bill which would bring Civil Service employees under the Social Security Act. The PBA has asked that an amendment be attached to the bill as it now stands to provide exemptions from social security for state and city employees who have their own established pension funds. Burkard stressed the fact that the PBA favors the bill as a whole, but wants exemptions for those who already have well-organized pension programs.

The bill to extend Social Security to government employees was introduced by New York's senior Senator Robert F. Wagner. It is expected that he will agree to the proposed amendment and sponsor it in the Senate.

Sgt. Cornelius Miller

The Police Department's Honor Legion president, Sergeant Cornelius T. Miller, died last Wednesday at the age of 44 after an operation in Lenox

Hill Hospital.

Three times recognized for meritorious service during his career in the department, Sergeant Miller was head of the Honor Legion for four years. He was also vice president of the Sergeants Benevolent Association.

While in his Honor Legion Post, he was responsible for starting the annual children's Christmas parties at the Hippodrome.

PBA Adopts Optical Plan

The Patrolman's Benevolent Association last week joined the increasing group of Civil Service employees who are taking advantage of the Mutual Optical Plan, a new method of obtaining low-cost opticalization. The Patrolman's Benevolent Association adopted the plan on the recommendation of its president, Joseph Burkard.

William W. McDonald, director of social welfare for the association, sent the following letter to Joseph Clark Baldwin, president of the Mutual Optical Plan.

"Dear Mr. Baldwin: Please be advised that the Patrolman's Benevolent Association accepts the plan offered by the Mutual Optical Plan, Inc.

We have conducted a thorough investigation and have decided that your service best suits our needs. Your plan will therefore be made available to our entire organization of 19,300 members."

WILLIAM F. McDONALD,
Director of Social Service.

By JOHN F. MONTGOMERY

wishes to register its appeal to this effect.

"The Guild and the Associates believe that it would be a mistake to permit the current public confusion about the possible administration of the McLaughlin measure to develop into misunderstanding between the large and small religious groups on the one hand and, on the other, among those parents who desire to keep religious discrimination out of the schools."

I. Q. Tests Hit

The I. Q. test doesn't determine a child's potentialities and isn't a fair judge of his abilities, according to Miss Mae Carden, director of the Carden School. She spoke last week on the Education Forum over WNYC.

Miss Carden advocated an "S. Q." test—stamina quotient. This would test the child's emotional attitude, which would come nearer to evaluating his chances for success.

Kuper Gives Lecture on Law

A course designed to tell city teachers their legal rights in their daily contacts with students was begun last week by the Board of Education. Two hundred teachers attended the first lecture by Theodore Fred Kuper, the Board's law secre-

tary. Kuper said that teachers can be liable for accidents only when culpable negligence is proved.

Campbell Plans Military Policy

Harold G. Campbell, superintendent of schools, sent a memo to principals, and other school officials last week, informing them that a definite policy will soon be set on the protections and rights of teachers who are drafted for military service. At present, he pointed out, members of the National Guard and Naval Militia, as well as members of other reserve groups, are protected by provisions of the State Military Law. When they are ordered to active duty, they receive their full salaries for 30 days, then the difference between their regular salaries and their military pay. They are also protected in any examinations that are given during their absence.

Such protections, however, are not in force for drafted employees. But it is expected that legislation will be enacted to give similar rights to drafted employees. A clear-cut policy, said Campbell, will be established shortly.

Dr. Center Resigns

In order to devote full time to the N. Y. U. Reading Clinic, Dr. Stella S. Center resigned last week her position as co-chairman of the English Department of Theodore Roosevelt High School. For two years—from 1935 to 1937—she was president of the New York City Association of Teachers of English. She established the clinic in 1936.

Fields Takes Over

Harold Fields, newly appointed member of the Board of Examiners of the Board of Education, was officially welcomed to his new post last Tuesday. For the first time in six years the Board of Examiners is without a woman member.

Sabbatical Leaves Stopped

Applications for sabbatical leaves will not be considered for the rest of the current school term, the Board of Superintendents ruled last week. The next batch of requests for sabbatical leaves cannot be sent until February, the Board decided.

Announcement

On September 23, 44 employees at Hudson River State left Poughkeepsie as members of the 156th Field Artillery, U. S. Army. Major Charles E. Niles, Sergeant John McLain, Corporals Robert J. Sheedy and George Finn headed the contingent.

It took the local chapter of the Association of Employees of the Mental Hygiene Department just three days to get out circular letter No. 1 to the 44. Included was an announcement of the officers elected by the Association for 1940-41 (see Mental Hygiene Notes, September 24), a copy of the latest State Employee, with ballots for ASCSE officers, and a little note: "We trust that you are enjoying the part you are taking and wish you the best of good luck."

Vice-President

When the ASCSE ballots are counted next Tuesday night, the Mental Hygiene Department will be honored with the election of Miss Janet Macfarlane as secretary. She is unopposed for the office. A Senior Account Clerk, Janet entered State service via the Education Department. A native Albanian, she pre-

ceded all this by attending Albany High School, State College for Teachers, and MILDred Elley Business School.

At the same time, Patrick J. McCormack is running for member of the executive committee from the department.

Unanimous

Two years ago, in 1938, the Association formed a chapter at Rome State School. Today, 740 of the 748 employees in the institution are members.

Additions

New staff members at Harlem Valley State: Mrs. Marie Faddis, in Building 28; Mrs. Mary Terry, in Building H.

Tall Stories

Back home at Wassaic State School after rollicking days at the American Legion convention in Boston are Harold Van Dyke and Ed Wilson... Arrivals are George Smith, of Caryville; Bill Moher, of Pleasant Valley; Mrs. Marie Wixom, of Poughkeepsie; Mrs. Anna Langlois, of Cohoes; Mrs. Marian Ely, of Albany... while Everett Sowers and Ray Ball have quit...

Brind Again Heads State Employees

Charles A. Brind, Principal Attorney and Director of the Law Division of the State Education Department, will head the 34,000 members of the Association of State Civil Service Employees for 1940-41, a post he had held since 1934. He is alone in the field for presidency of the ASCSE at the annual election, to be held Tuesday, October 15, at the Albany State Office Building.

The other officers up for election are also unopposed. They are Harold J. Fisher, Finance Officer in the State Department, vice president; Janet Macfarlane, Senior Account Clerk in the Mental Hygiene Department, secretary; Earl P. Pfannebecker, Department of Taxation and Finance, treasurer. Pfannebecker, like Brind, is a holdover.

An executive committee will also be elected at the same time. Present members are William F. McDonough, Agriculture and Markets; C. W. Swim, Audit and Control; Elizabeth Staley, Banking; Linda J. Wharton, Civil Service; Arthur S. Hopkins, Conservation; Mrs. Mary Austin, Correction; Wayne W. Soper, Education; John T. Higgins, Executive.

Also Clifford Shoro, Health; Davis Schultes, Insurance; John W. Henry, Labor; F. C. Maher, Law; Patrick J. McCormick, Mental Hygiene; William Hunt, Public Service; Edward J. Ramer, Public Works; W. C. Hinckley, Social Welfare; Harold Fisher, State; John A. Cromie, Tax. Association members are permitted to vote for any other employee to represent their department.

Headquarters of the Association, room 156 in the State Capitol, will remain open until 10 p.m. next Tuesday. Ballots are to be delivered by then, by mail or in person.

At the annual meeting, the Association will vote on proposed amendments to its constitution. These amendments are the result of three years study by a special committee. Most important among them provides for a meeting of delegates rather than members.

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- LOOSE-WILES BISCUIT COMPANY

- NEW YORK TEACHERS ASSOCIATION
- FEDERATION OF MUNICIPAL EMPLOYEES
- LIGGETTS DRUG STORES
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Dr. Harold G. Campbell
Joseph Clark Baldwin
F. K. Scovil... Sales Mgr.

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ATTENTION: ALL WHO PLAN TO TAKE THE COMING FIREMAN EXAM!

The Leader has prepared a special pamphlet to help in preparing for the coming fireman exam. To obtain a copy of this excellent training material, enclose only 10c to cover cost of handling, and send to Box 100, Civil Service Leader, 97 Duane Street, New York City.

Asphalt Worker (competitive)

This is an amended notice. Salary: \$6.72 to \$7.50 a day. The eligible list will be used for appropriate positions in lower grades. According to the Commission, "many appointments" will be made during the life of the list. Age limit: 45. File by October 15. Fee, \$2.

Requirements
One year of experience in asphalt work with a recognized concern engaged in asphalt paving prior to the date of the practical test which will be administered not earlier than March 15.

Weights
Written, 20; practical, 60; physical, 20.

Assistant Director (Bureau of Laboratories) (competitive)

Salary: \$4,500. The eligible list may be used for appropriate positions in the lower grades. Fee, \$4. File by October 21.

Duties
To assist the director in the executive supervision of one of the divisions of the Bureau of Laboratories of the Health Department.

Requirements
M.D. degree or degree in bacteriology; five years of satisfactory experience in bacteriological laboratory.

Weights
Technical-oral, 50; training, experience and personal qualifications, 50.

Dentist (Part Time) (competitive)

Salary: \$5 per session for some 200 days or more a year. The eligible list may be used for appropriate positions in the lower grade. Candidates are appointed for a five-year period. Fee, \$1. File by October 21.

Requirements
License to practice dentistry in the State of New York and at least two years' experience in the practice of dentistry.

Director of Public Assistance (competitive)

Salary: \$6,000 and upward. Vacancies: One in the Department of Welfare at \$6,250. Fee, \$5. File by October 21.

Duties
Under the direction of the commissioner or his deputy, to be responsible for the administration of the Bureau of Public Assistance and the coordination of its various subdivisions, including the administrative supervision and training of an administrative, professional and facilitative staff of 8,000.

Requirements
A bachelor's degree, and a master's degree in public administration or social work or equivalent training. In addition six years of satisfactory paid administrative or private or public welfare experience of a character tending to qualify candidate for the performance of the duties stated above.

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

Junior Engineer (Mechanical), Grade 3 (competitive)

The eligible list will be used for Mechanical Draftsman, Grade 3; Junior Mechanical Draftsman, Grade 3; Mechanical Draftsman (Heating and Ventilating), Grade 3; Junior Mechanical Draftsman (Heating and Ventilating), Grade 3; Mechanical Draftsman (Sanitary), Grade 3; Junior Mechanical Draftsman (Sanitary), Grade 3.

ary), Grade 3; Junior Mechanical Draftsman (Sanitary), Grade 3. Salary: \$2,160 to \$3,120. Fee, \$2. File by November 26.

Requirements
An engineering degree received by June, 1941; or graduation from a four year day high school and eight years' satisfactory practical experience in mechanical engineering; or a satisfactory equivalent. General knowledge of the fundamental principles of mechanical engineering, of physics and mathematics, and of the ordinary sources of mechanical engineering information.

Weights
Written, 80; training, experience and personal qualifications, 20.

Medical Inspector, Grade 1 (Ophthalmology) (competitive)

Positions are part-time. Salary: \$5 per session of three hours. Candidates will be appointed for a five year term. Fee, \$1. File by October 21.

Requirements
An M.D. degree; internship of not less than one year in a general hospital with experience in internal medicine. One year of special in-patient work in Ophthalmology as interne or resident in an accredited hospital. Two years experience in an accredited hospital eye clinic giving refractive work and experience with eye pathology.

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

Pathologist (Orange County)

The list from this exam will be used to fill vacancies outside New York City only. The exam is open to any resident of New York State. Salary: \$1,800 with maintenance. Fee, \$1. File by October 21.

Requirements
Graduation from medical school and one year's general internship. In addition, candidates must have had six months' pathological internship and two years work in a pathological laboratory; or the equivalent. Candidates must have performed 50 autopsies.

Weights
Written, 30; training, experience and personal qualifications, 30; practical, 40.

Physio-Therapy Technician (Women)

Salary: \$1,200 to \$1,800. The eligible list may be used for appropriate positions in the lower grades. Fee, \$1. File by October 21.

Requirements
Graduation from a nursing school and completion of a one-year course in Physio-therapy technique or two years' experience as a Physio-therapy technician, one of which must have been in an approved hospital, or graduation from an accredited school of physical education and completion of a one-year course for Physio-therapy technicians.

Weights
Written, 60; experience, 40.

Senior Statistician (Social Service)

Senior Statistician (Vital Statistics) (competitive)

This is an amended notice. Candidates who filed in September may amend their previous applications. Salary: \$3,000 and over. Fee, \$2. File by October 21.

Requirements
A bachelor's degree, and five years of paid experience in work involving the application of a knowledge of statistical theory and methods, or in conducting statistical inquiries and investigations of a character to qualify the candidate for the duties of the position; or a satisfactory equivalent of education and experience. No credit will be given for accounting, bookkeeping or tabulating work. Statisticians in the city service who have service in that title for at least six months will be admitted to the exam,

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.

even if they do not meet the above requirements.

Weights
Written, 60; training, experience and personal qualifications, 40.

Elevator Operator (promotion)

Open only to employees of the Department of Hospitals. Salary: \$960. File by October 21. Fee, \$0.50. The written test will be given on November 16.

Requirements
Candidates must have served as a Hospital Helper or Hospital Attendant for three years.

The written test will determine intelligence and alertness of mind.

Weights
Record and seniority, 50; written, 50. As the needs of the service require, a qualifying practical test will be given to test candidates ability in elevator operation and their facility in responding to instructions.

Housekeeper (Women) (promotion)

Salary: \$1,200. File by October 21. Fee, \$1. Date of written test: December 7.

Requirements
Open to all nurses who have served for three years in the non-competitive service of the Department of Hospitals, and to all Hospital Attendants and Hospital Helpers who have served three years in the department, one year of which must have been as a supervisor of a Housekeeping Unit in one of the various institutions of the Department of Hospitals.

The exam will test the scope of the applicants knowledge of housekeeping activities of a hospital or other institution.

Weights
Record and seniority, 50; written, 50.

Junior Administrative Assistant (City Wide) (promotion)

This is an amended notice. Salary: \$3,000 to \$4,000. Fee, \$2. File by October 21.

Duties
To act as the head of a subdivision of a department, or as assistant to the director of a bureau or to fill a position carrying a corresponding degree of responsibility.

Requirements
Open to all permanent employees in the competitive class who on or before the date of the written exam, have been earning not less than \$2,400 per year for six months, and who are otherwise eligible. The name of an employee who is otherwise eligible but who has not served six months in the department in which he is employed at the time of the examination will be placed only on the city-wide list.

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

Master and Special Electrician (Licensing Tests)

Those who pass the written test for these licenses will be given a

practical examination. The Civil Service Commission will then certify those who pass the entire examination for license after a thorough investigation of all the statements in the application. The Department of Water Supply will issue the licenses. Fee, \$5 for each license. File by October 21.

Master Plumber (Licensing Test)

Applications issued and received at the office of the Department of Health, 125 Worth St. File by October 31. Fee, \$10.

License to Install Oil Burning Equipment (Licensing Test)

Fee, \$5. File by October 8. Written examination will be given October 19.

Structural Welder (License)

Fee, \$15. File by October 21. (Continued on Page 11)

Requirements for all licensing tests appeared in the October 1 issue of The Leader.

Still Working On Transfer Plan

The Municipal Civil Service Commission continued last week to draw up a transfer plan for city employees. Cooperating with Samuel Galston, assistant director of examinations, are William J. Murry, junior administrative assistant; William Tighe, certification bureau chief, and John J. Carty, examiner.

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**NOTICE TO CLERK,
GRADE 2 ELIGIBLES
(FEMALE)**

**Selective Certification for
Telephone Operator
Grade 1 (Women)**

This position is to be filled by selective certification from women eligibles on the Clerk, Grade 2 lists—both the promotion and open competitive in that order. Salary, \$960-\$1,799. Vacancies occur from time to time. 164 appointed from the last list. File by October 21.

Duties

To operate telephone switchboards; keep records of telephone calls; and perform other incidental clerical work. Night duty as

well as day duty may be required.

Requirements

In accordance with its announcement on selective certification, the Commission, on November 15, 1940, will prepare a list of those eligibles who submit evidence before that date of having completed an operators training course given by the New York Telephone Company or the American Telephone and Telegraph Company or who submit evidence of equivalent experience or training and who pass a qualifying non-competitive practical test in P.B.X. operation. The selective list will be reviewed as frequently as necessary to supply an adequate number of women telephone operators. All qualified will be certified in the order of original standing on the Clerk, Grade 2, lists.

routine library tasks; do routine library work involving the application of prescribed procedures based on modern library methods and techniques; assume responsibility for the more difficult and technical library processes such as cataloging, classification, book selection, and service to readers; related work.

Requirements

Either a) two years professional library experience and graduation from college, including or supplemented by one year training in a library school; or b) a satisfactory equivalent. Candidates must have a knowledge of library science and modern library methods and procedures. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade II Library certificate or higher.

Weights

Written, 4; education, library training, and experience, 6.

SENIOR LIBRARIAN

Vacancy as Assistant Librarian in Yonkers. (Salary \$2,100 and over.) Fee, \$2. File by October 26. Exam November 16.

Duties

Under direction have charge of the management of a library and its correlated activities; or act as assistant librarian in a large municipal library; or have responsibility for the administration of a large branch library or of a bureau in a large library; or act as specialist in a difficult field of bibliography, reference, or other specialized department; related work.

Requirements

Either a) four years library experience, one year of which should have included supervisory experience of from three to five assist-

ants, and graduation from college, supplemented by one year training in a library school; or b) a satisfactory equivalent. Candidates must have a thorough knowledge of modern library science and administration. They must have a wide knowledge of

sources of library materials. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade IV Library certificate or higher.

Weights

Written, 3; education, library training, and experience, 7.

State Tests

Unemployment Insurance Referee

Division of Placement and Unemployment Insurance, Department of Labor. (Usual salary range \$3,500-\$4,375; appointments expected at minimum but may be made at less.) Fee, \$3. File by October 11. Test to be held November 16.

Requirements

Candidates must meet the requirements of one of the following groups: either (a) six years of satisfactory full-time employment either (1) in positions providing placement or personnel experience in an organized employment or personnel office of a business or labor organization or an employment agency, commercial or otherwise, handling a considerable volume of diversified types of employment, or (2) in positions involving management or direction of a large staff of personnel in diversified types of employment providing knowledge of modern personnel procedure, or (3) in positions with a public agency responsible for the administration of workmen's compensation laws, or (4) with a public or private organization dealing with compliance with the Labor Laws or labor agreements relating to wages, hours and working conditions, or the settlement of insurance claims, two years of which experience under (1), (2), (3), and (4) must have been in a satisfactory administrative or supervisory capacity, and graduation from a standard senior high school; or (b) four years of satisfactory full-time paid employment as described under (a), one year of which must have been in a satisfactory administrative or supervisory capacity, and graduation from a recognized college or university from a course for which a degree is granted; or (c) admission to the Bar of New York State followed by five years of full-time satisfactory practice of the law; or (d) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the New York State Unemployment Insurance Law; understanding and appreciation of its social and economic implications and its purposes in protecting the welfare of the people of the State; ability to deal with people fairly and impartially; firmness; resourcefulness; tact; good judgment; good address; good personality. College transcript required.

Weights

Written examination on the duties of the position, 5; training and experience, 5.

JUNIOR LIBRARY ASST.

Seven immediate vacancies in Niagara Falls, one in New Rochelle. Future appointments will be made in Syracuse, New Rochelle, and Niagara Falls. (Salary, \$1,200-\$1,500; appointment may be made at less than minimum.) Fee, \$1. File by October 26. Exam November 16. College transcript required.

Duties

Assist at the circulation desk or act as general assistant in a branch library; under supervision, do routine library work involving the application of prescribed procedures based on modern library methods and techniques, such as to assist in reference and bibliographical work; to assist in classifying and cataloging books, periodicals, maps, prints, documents, and other library material; to assist in the organization and direction of loan work; to be responsible for the proper care and repair of books and the specifications for their binding and re-binding; to assist in book selection and book buying; related work.

Requirements

Either a) graduation from college, including or supplemented by a course in library science of one year; or b) a satisfactory equivalent. Candidates must have a knowledge of library science and modern library methods and procedures. Candidates must have obtained, or be eligible to

obtain, a New York State Personnel Grade I Library certificate or higher.

Weights

Written, 5; education, library training, and experience, 5.

SENIOR LIBRARY ASST.

Five immediate vacancies in Niagara Falls. (Salary \$1,500-\$1,800; appointment may be made at less than minimum.) Fee, \$1. File by October 26. Exam November 16. College transcript required.

Duties

Assume responsibility for the supervision of work pertaining to

U. S. Tests

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

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

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

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

Junior, \$1,800; Inspector, \$2,000; Senior, \$2,600. Navy Dept. for duty wherever assigned. File until further notice. Age limit: 53.

Applicants must have had two to six years' experience in the inspection and testing of aeronautical engineering materials, or aircraft engines and their accessories. Certain substitutions are allowed.

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

**Air Carrier Maintenance
Inspector, Associate
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File until further notice. Age limit: 24-53.

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

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

Junior, \$2,000; Assistant, \$2,600; Associate, \$3,200; and Instructor, \$3,800. Twelve optional branches. File until further notice. Age limits: 21-53. Army Air Corps.

(Continued on Page 12)

CIVIL SERVICE EMPLOYEES!

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U. S. Tests Cover Wide Field of Occupations

(Continued from Page 11)

War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Colo.

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

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

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Navy and War Depts. File until June 30, 1941. Age limit: 53.

Applicants must be high school graduates and must have two to six years' drafting experience, according to the grade. One year must be in elementary drafting training or experience and the rest in ordnance drafting.

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

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File by June 30, 1941. Age limit: 53.

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

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

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

Applicants must have had engineering experience in testing, research, design, construction, or

other engineering activities, partly in the field of aeronautical engineering.

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

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

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

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

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

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

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

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

Inspector, Powder and Explosives (\$1,620-\$2,300)

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

Applicants must have had at least 18 semester hours' study in organic chemistry. Additional experience may be substituted for part of this requirement. For all grades except Junior Inspector applicants must have had experience in analytical work in a chemical laboratory, or inspection of powder and explosives.

Junior Engineer (\$2,000)

Optional Branches: (1) Aeronautical and (2) naval architecture and marine engineering. File until further notice. Age limit: 40.

Applicants must have a bachelor's degree in the optional branch for which application is made. Substitution of 10 special-

ized college credit hours or one year's experience in the optional branch is permitted.

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

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

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

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

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

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

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

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

Applicants must have completed a four-year college engineering course and must have had professional civil engineering experience, partly in one of the optional branches.

Engineering Aid (Topographic), Senior (\$2,000)

U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31.

Applicants must be high school graduates and have four years of civil engineering experience, which includes two years in topographic field surveys. Certain substitutions for these educational and experience requirements are allowed.

Inspector of Hulls, Assistant (\$3,200)

Bureau of Marine Inspection and Navigation, Dept. of Commerce. File by October 3. Age limit: 48.

Inspector of Boilers, Assistant (\$3,200)

Bureau of Marine Inspection and Navigation, Dept. of Commerce. File by October 3. Age limit: 48.

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

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

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

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

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

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

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

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

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

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

power plant lay-out and piping, turbines, boilers, Diesel engines, deck machinery, and general. File by June 30, 1941. Age limit: 70.

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

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

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

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

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

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

A bachelor's degree in engineering or naval architecture is required. Substitutions of experience for education is allowed in part. Two to five years' experience, which includes partial experience in marine engineering, is required according to the grade. Postgraduate study may be substituted for part of the experience requirement.

Marine Surveyor (\$3,200)

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

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

Junior Graduate Nurse (\$1,620)

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

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

Junior Medical Officer (Rotating Internship) (\$2,000)

St. Elizabeth's Hospital, Federal Security Agency, Washington, D. C. File by October 17. Age limit: 40.

Applicants must be graduates of a Class A medical school, or fourth-year students in such school. For the psychiatric resi-

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dent option applicants must have completed or be serving in a rotating internship of at least one year.

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

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

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

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

Senior Radiosonde Technician (\$2,000)

File until further notice. Age limit: 55.

Applicants must have four years' experience in the installation, maintenance and repair of radio equipment, which included six months with radiosonde (ra-

(Continued on Page 13)

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Sample General Test for Border Patrolman

Write the NUMBER of the BEST answer:

- FEASIBLE** means most nearly (1) capable (2) practicable (3) justifiable (4) beneficial (5) reliable. "Practicable," numbered 2, means most nearly the same as "FEASIBLE," so "2" is written on the line at the right.
 - LUCRATIVE** means most nearly (1) atrocious (2) fraudulent (3) wise (4) profitable (5) abundant.
 - Objects are visible because (1) light falls on them and is reflected to the eye (2) they are partially in shadow (3) they absorb light from the sun (4) they are opaque (5) light rays penetrate their surfaces. All five statements may be true, but the only one which explains why objects are visible is the statement numbered 1, so "1" is written on the line at the right.
 - In starting a load, a horse has to pull harder than he does to keep it moving, because (1) the load weighs less when it is moving (2) there is no friction after the load is moving (3) the horse becomes accustomed to pulling the load (4) the wheels stick to the axles (5) the horse has to overcome the tendency of the wagon to remain at rest.
 - The saying, "A man is his own best servant," means most nearly (1) Service does not always come at the calling. (2) Necessity is the mother of invention. (3) If you want a thing done, do it yourself. (4) A little help does a great deal. (5) Where there's a will, there's a way. The statement numbered 3 means most nearly the same as "A man is his own best servant," so "3" is written on the line at the right.
 - The saying, "Think of the going out before you enter," means most nearly (1) The end is more important than the beginning. (2) A good beginning makes a good ending. (3) Decide upon a plan and stick to it. (4) Don't begin a task without considering the outcome. (5) Forethought is half of wisdom.
- In each of the following questions the first two words in capital letters go together in some way. Find how they are related. Then write a NUMBER to show which of the last five words goes with the third word in capital letters in the same way that the second word in capital letters goes with the first.
- FOOD** is to **HUNGER** as **SLEEP** is to (1) night (2) dream (3) weariness (4) health (5) rest. Food relieves hunger and sleep relieves weariness. Therefore "3," the number before "weariness," should be written on the line at the right.
 - SEW** is to **SEAM** as **PLOW** is to (1) ground (2) crop (3) horse (4) farm (5) furrow.

(Write answers here)

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

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This Week's Federal Exams

Border Patrolman

Salary: \$2,000. Border Patrol, Department of Justice. File by October 21. Eligibles who are selected for appointment will be required to report, at their own expense, to their first duty station which is usually the border patrol training school at El Paso, Tex. The course of training, which will last for one month to three months, is an extremely intensive one, and while in attendance at the training school the student will be required to devote all of his time to his studies. Failure to pass the training course will cause dismissal.

Age limits: 21 to 35. Applicants must be in sound physical condition.

Duties

The United States Immigration Border Patrol is a uniformed police organization, and its primary function is to detect and prevent the smuggling and the illegal entry of aliens into the United States. The work involves patrolling along and in the vicinity of the international land boundaries by automobile, or on horseback, or afoot, in search of aliens who have entered, or who are attempting to enter, the United States unlawfully. Patrol activities include the stopping for inspection purposes of various kinds of vehi-

tematic program of outdoor activity. Applicants must have had at least one year's experience in driving a motor vehicle.

Weights

Candidates will be initially rated on the subject of a general test, on a scale of 100. The test will consist of written questions designed to measure the applicant's aptitude for learning and adjusting to the duties of the service. (A sample test for Border Patrolman is published in this issue of The Leader on this page.)

Senior Steward

\$2,900 to \$3,500. File by October 21. Place of employment: U. S. Military Academy, West Point, New York. Age limit: 25-55.

Duties

To be responsible for the direction of a large force of employees consisting of cooks, bakers, meat cutters, mess attendants, and others engaged in the preparation and service of daily meals in the cadet mess, U. S. Military Academy; to be responsible for the requisitioning of supplies and provisions, preparation of menus, maintenance of records, preparation of correspondence, etc.

Requirements

Five years of experience, two of which must have been in the last five years, as hotel manager, steward, or in some other responsible position involving supervision over chefs, meat cutters, bakers, and others in a club, hotel, resident school, asylum or hospital, or comparable institution in which it was

necessary to provide food for at least 2,000 meals daily.

Weights

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

Safety Instructor, \$1,800

Assistant Safety Instructor, \$1,620

File by November 4. Age limit: 35. Bureau of Mines, Department of Interior. Applicants must not be over 74 inches in height and must be well proportioned as to height and weight. The duties of this position are arduous and applicants must be of an active type with good muscular development, in good health and in sound physical condition and able to perform strenuous work for at least two hours while wearing mouth-breathing apparatus.

Duties

To instruct and examine, or assist in the instruction and examination of the following classes: first-aid to the injured, use and care of oxygen-breathing apparatus, methods and procedure of rescue and recovery work, accident-prevention. To assist with rescue and recovery work at mine fires and explosions; to assist with investigations following mine fires and explosions, when appointees must enter gas-filled rooms with oxygen headgear, climb ladder, and perform other duties of an unusually arduous and strenuous nature.

Requirements

Completion of 14 units of high school study, or passage of a qualifying, non-competitive mental test. In addition, applicants for the position of Safety Instructor must have had two years, and applicants for Assistant Safety Instructor must have had one year of experience as a mine operating official or safety

(Continued on Page 15)

ATTENTION BORDER PATROL APPLICANTS

The Leader is now preparing a special booklet of study material for all those who plan to take the Border Patrolman examination. Only a limited number of these study booklets will be available. If you want one, send \$1 to Box 222, Civil Service Leader, 97 Duane St., New York City.

cles in which there is reason to believe aliens are being brought into the United States; boarding and searching freight and passenger trains, regularly at night, and frequently while the trains are in motion; watching from concealment crossing places on the international boundaries suspected of being used by persons engaged in illegal activities; making extended camping details in desert or woods, during which the officers must rely entirely upon their own ability and resourcefulness for sustenance and shelter; making patrols of up to 80 miles on snowshoes; observing the border from 85 of 100-foot observation towers; and, in general, investigating violations of the immigration laws. Border patrolmen must make numerous arrests, sometimes arrests of dangerous criminals. Shooting affrays are not infrequent.

Requirements

Applicants must show that, within three years immediately preceding the closing date for receipt of applications, they were for at least one year actively and regularly engaged in outdoor activities requiring endurance, agility, vitality, alertness, and practical judgment. Acceptable experience includes experience such as active members and directors of athletic organizations sponsoring a systematic program of physical training; park ranger, forest ranger, city and state law enforcement officers and firemen belonging to organizations having training programs; members of the Civilian Conservation Corps, employed on a full time basis; and members of military or naval organizations who show that they have actually engaged in a sys-

(Continued from Page 13) employment: Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco, California and Hawaii. Age limit: 50.

City Planner (\$3,800)

File by October 24. Age limit: 53.

Duties

To make studies, analyses, and reports, and prepare plans and recommendations, with assistance of other employees, relating to traffic and transportation; highways; parks; school and library sites; playgrounds; drainage, sewage, and water supply, etc.

Junior Engineer (\$2,000)

All branches of engineering except Aeronautical, Naval Architecture and Marine Engineering. Other examinations in these branches are now open. File by October 24. Age limit: 35. Separate eligible lists will be established in all recognized branches of engineering.

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FUN AND STUFF

Instead of the usual fanfare of publicity, ermine coats, and celebrated faces which normally accompany a premiere, Alexander Korda's "The Thief of Bagdad" will open at Warm Springs, Georgia with only crippled kids for an audience. Sabu of "Elephant Boy" fame will make a personal appearance. The picture will have its premiere under the auspices of the President of the United States, long may he remain "that man in the whitehouse" (adv). F. D. R. Junior was in South Bend, Indiana Thursday for the premiere of "Knute Rockne-All American"; he read a special message from his father to Mrs. Rockne at a banquet held in her honor... Jimmy Roosevelt is the producer of the most powerful anti-Nazi film yet made which is now showing on Broadway... Eleanor Roosevelt introduces the film... Poor Wendell, he's hopelessly outnumbered.



John Wayne and Carmen Morales in "The Long Voyage Home."

The Long Voyage Home with John Wayne and Carmen Morales follows "Foreign Correspondent" at the Rivoli... Charles Laughton and Carole Lombard come to the Music Hall on Thursday in "They Knew What They Wanted."

Strand. This is one story of poor young folks trying to fight their way to the top in the big city which does not end with corks popping in a penthouse. Such authenticity should please the realists among us. Jimmy Cagney has never been better as the truck driver who fights his way to within an ace of the big money

and ends up a blind newsdealer. Ann Sheridan is the girl. Despite its tragic ending the picture is well handled and told with only occasional lachrymosity (tears and such).

Time in the Sun (5th Ave. Playhouse). Sergel Eisenstein, the great Russian director, shot 200,000 feet of film in Mexico and then was forced to return to Russia without achieving his ambition of creating a pictorial history of Mexico. Marie Seton, an English writer, has edited it and the result is a fragment of great artistry. The trick angle shots and scenic composition are marvelous although the film lacks any cohesion, Eisenstein probably having been forced to quit before the scenes of the Indian revolt had been completed. Strongly recommended to those who like beautiful photography. If you're a horse opera fan this is not for you.

I Want A Divorce (Paramount). We don't like Dick Powell or Joan Blondell, but the film is fair and there's a funny guy named Frank Fay you'll like.

Mozart. At the Little Carnegie. This costume piece is, alas, even duller than things of this kind usually are. The dialogue is stilted, the acting stiff, even the beautiful music is badly recorded.

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, Cortlandt 7-8880.

- Accountant, Gr. 2 (for indefinite appointment)—Last number appointed, 125.
- Able Bodied Seaman (for appropriate appointment)—Last number certified, 146.
- Addressograph Operator, Gr. 2 (for temporary appointment)—Last number certified, 78.
- Assistant, Gr. 4—Dept. of Hospitals, \$3,000, probably permanent. Last number certified, 15.
- Assistant Chemist—Queens College, \$960, probably permanent. Last number certified, 49.
- Assistant Engineer, Gr. 4—Dept. of Public Works, \$3,120, probably permanent. Last number certified, 7.
- Assistant Engineer, Gr. 4—Citywide (promotion). For appropriate appointment. Last number certified, 52.
- Assistant Gardener (for permanent appointment)—Last number appointed, 336.
- Associate, Assistant Corporation Counsel, Gr. 4 (App. for Gr. 3)—Law Dept., \$2,400, temporary. Last number certified, 23.
- Assistant Supervisor, Gr. 2—Dept. of Welfare, \$1,800, temporary. Last number certified, 53.
- Attendant-Messenger, Gr. 1—(Appropriate for Special Process Server), Law Dept., \$1.35 per summons, probably permanent. Not to exceed \$1,799 in any one year.
- Auto Truck Driver—Appropriate for Laborer (Fireman) Dept. of Welfare, \$1,200, probably permanent. Last number certified, 26,646.
- Bacteriological Lab. Assistant—Dept. of Correction, \$1,200, probably permanent. Last number certified, 12.
- Bookkeeper, Gr. 1—Last number certified, 671.
- Cement Mason—Last number appointed, 3.
- Clerk, Gr. 2—(1) Appropriate for Gr. 1, \$840, temporary. (2) Appropriate for Library Helper, Brooklyn College, \$50 per month, probably permanent. Last number certified, 433. (3) Appropriate for Gr. 1, female, Dept. of Hospitals, \$840, temporary. Last number certified, 3820. (4) Appropriate for Gr. 1, Dept. of Hospitals, \$600 with maintenance, probably permanent. Last number certified, 4714. (5) Appropriate for Gr. 1, Board of Trans., \$840, probably permanent. Last number certified, 4,245. (6) Triborough Bridge Authority, \$900, probably permanent. Last number certified, 1211.
- Court Attendant—Last number certified, 98.
- Crane Engineer (Elec.)—Dept. of Sanitation, \$10.40 per day, probably permanent. Last number certified, 16.
- Elevator Operator—Bd. of Education, \$1,200, probably permanent. Last number certified, 27.
- Farm Instructor—Dept. of Correction, \$1,200, probably permanent. Last number certified, 11.
- Fireman, F. D.—(For appropriate appointment). Last number certified, 4451.
- Janitor, Custodian, Gr. 3—(1) Bd. of Ed., \$4,452, probably permanent. Last number certified, 14. (2) Bd. of Ed., \$1,968, probably permanent. Last number certified, 32.
- Janitor Engineer—(1) Bd. of Ed., \$4,488, probably permanent. Last number certified, 86. (2) Bd. of Health, \$5,196, probably permanent. Last number certified, 10.
- Laboratory Helper—(1) Appropriate for Laundry Worker, Dept. of Hospitals, \$780, probably permanent. Last number certified, 402. (2) App. for Hospital Helper, Dept. of Hospitals, \$480 with maintenance, \$360 part time, probably permanent. Last number certified, 929. (3) App. for Hospital Helper, Dept. of Hospitals, \$720, probably permanent. Last number certified, 392. (4) App. for Hospital Helper (female), \$720, with maintenance, temporary. Last number certified, 452.
- Medical Social Worker, Citywide (promotion)—Last number certified, 6.
- Machinist—Dept. of Public Works, \$7 per day, probably permanent. Last number certified, 86.
- Pharmacist—(for appropriate appointment). Last number appointed, 78.
- Policewoman—(App. for Attendant-Female, Gr. 1), \$1,100, probably permanent. Last number certified, 122.
- Porter—(1) Dept. of Hospitals, \$780, probably permanent. Last number

- certified, 1410. (2) Dept. of Hospitals, \$540 with maintenance, probably permanent. Last number certified, 1480. (3) NYC Tunnel Authority, \$1,200, probably permanent. Last number certified, 396. (4) App. for Hospital Helper, Dept. of Hospitals, \$480 with maintenance; \$360 part time, probably permanent. Last number certified, 1895. (5) App. for Fireman (Oil Burner) NYC Housing Authority, \$1,200, probably permanent. Last number certified, 1895.
- Public Health Nurse, Gr. 1—Dept. of Health, \$1,500, temporary. Last number certified, 306.
- Resident Physician—Appropriate for Physician, Gr. 1, Dept. of Correction, \$1,500, probably permanent. Last number certified, 33.
- Social Investigator (female)—Dept. of Hospitals, \$1,500, probably permanent. Last number certified, 659.
- Stenotypist, Gr. 3—(App. for Gr. 2), Bd. of Standards and Appeals, \$1,500, probably permanent. Last number certified, 24.
- Stenographer and Typewriter, Gr. 2—(1) Bd. of Ed., \$1,200, temporary. Last number appointed, 955. (2) Bd. of Trans., \$1,200, temporary. Last number certified, 1504. (3) Dept. of Health, \$1,200, temporary. Last number certified, 1504.
- Typewriting Copyist, Gr. 2 (App. for Gr. 1)—(1) Dept. of Purchase, \$950, temporary. (2) Dept. of Purchase, \$960, temporary. Last number certified, 2414.
- Watchman-Attendant, Gr. 1—Triborough Bridge Authority, \$1,200, probably permanent. Last number certified, 501.

New Jersey Exams

Following are exams open to New Jersey residents. Full requirements and filing details appeared in the October 1 issue of The Leader. Dates precede the exam titles. Applicants must file at least five days before that time.

October 17 (promotion): Senior Clerk (Dept. of Public Affairs, Newark), Library Assistant (three grades in Free Public Library, Newark), Hearing Stenographer (Dept. of Alcoholic Beverage Control), Division Fire Warden (Dept. of Conservation and Development), Senior Clerk-Stenographer (Dept. of Institutions and Agencies), Clerk (Dept. of Motor Vehicles), Senior Clerk (Unemployment Compensation Commission), Lieutenant (Fire Dept., Irvington), Sergeant (Police Dept., Milburn), Cleaner and Helper (Dept. of Public Works, Newark).

October 21: Psychiatric Clinician Social Worker (open to U. S. citizens), Head Cook (Passaic County residents), Court Interpreter with knowledge of Italian (Passaic County residents), Sergeant-at-Arms (Paterson residents).

October 24: Fish Hatchery Helper (New Jersey residents), Assistant Supervising Nurses (Jersey City residents), Fireman and Helper (Middlesex County residents), Clerk-Bookkeeper (Middlesex County residents).

October 28: Identification Clerk and Jail Guard (Monmouth County residents), X-Ray Technician (Morris County residents).

October 31: Night Attendant of Fish Hatchery (New Jersey residents), Assistant Clerk of Second District Court (Newark residents), X-Ray Technician (New Jersey residents), Psychiatric Social Worker (Essex County residents), Patrolman (Millburn residents), Senior Assistant in Branch Library (East Orange residents), Assistant Director of Personnel (New Jersey residents), Collector of Delinquent Accounts (Nutley residents).

U. S. Tests

(Continued from Page 14)

official such as shift boss, mine foreman, section foreman, fire boss, or safety inspector.

Weights

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

Junior Pharmacist

Salary: \$2,000. File by November 4. Age limit: 35.

Duties

To act as pharmacist in charge of the pharmaceutical work in a hospital or dispensary or to assist the pharmacist in charge of this work; to compound doctors' prescriptions or other medicines; to manufacture U.S.P. and N.F. preparations; to maintain stocks and supplies; to keep records incident thereto; to prepare reports, etc.

Requirements

Completion of a four-year course leading to a bachelor's degree in a college of pharmacy or medical school with major study in pharmacy.

Licenses: Applicants who are licensed pharmacists in one of the states of the United States must give their registration number and the date that they were examined before the State Board of Pharmacy. A license may be required for certain positions which may be filled as a result of this exam.

Weights

General test, 30; professional questions, 70.

Vets Allege

Discrimination

Calling for the publication of Federal Civil Service lists and the elimination of political appointments, the Veterans Civil Service League last week took their case to President Roosevelt. The League, in a communication to the President, charged discrimination against veterans, especially in emergency bureaus.

Wide): The oral interview will be held the latter part of this month.

Clerk Grade 3: Rating of Part 1B is in progress.

Clerk Grade 4: Same as above.

Lieutenant (Fire Dept.): Rating of Part 2 is 75% completed.

Stenographer-Typewriter, Grade 2 (City Wide): Rating of the dictation test has been completed.

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

LICENSE TESTS

Motion Picture Operator: Rating of the written test has been completed. The oral-practical will begin on or about October 19th.

Oil Burner Installer: The written test will be conducted October 19th.

Buy The LEADER every Tuesday

Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are made known.

COMPETITIVE

Accompanist: Part A of the written test has been completely rated. The rating of Part B has been begun.

Architectural Assistant, Grade 2: All parts of this examination have been completed.

Administrative Assistant (Welfare): Rating of Part 1B is near completion.

Automobile Engineman: Rating of the written test is complete. Medical examinations have begun. Physical tests will probably begin in November.

Assistant Engineer, Grade 4: The oral interview will be definitely held this month.

Baker: A report on the final key is being prepared for the approval of the Commission.

Clerk, Grade 2 (Board of Higher Education): The rating of the written test has begun.

Cook: A report on the final key is being prepared.

Court Stenographer: The rating of the written test has begun.

Engineering Assistant (Electrical) Grade 2: The rating of the experience is in progress.

Elevator Mechanic's Helper: All parts of this examination have been completed. The list will probably appear within two or three weeks.

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

Jr. Engineer Sanitary Grade 3: Rating of Part I has been completed.

Rating of Part II is now in progress.

Jr. Engineer (Civil) (Housing Construction), Grade 3: The oral interview for those candidates successful in the written test has been completed.

Management Assistant (Housing) Grade 3: Rating of written test has been completed. The oral interview will be conducted as soon as practicable.

Management Assistant (Housing) Grade 4: Rating of Part 2 is in progress.

Marine Stoker (Fire Dept.): The list will be published soon.

Office Appliance Operator: The practical tests will be continued.

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

Playground Director (Female): Rating of the written test is nearly complete.

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

Sanitation Man, Class A: Coordination tests will conclude this month.

Stenographer (Law) Grade 2: Rating of the written test is now in progress.

Structure Maintainer: Rating of the written test has begun.

Typewriting Copyist, Grade 1: Rating of the written examination is still in progress.

Maintainer's Helper, Group A: Objections to the tentative key are being considered.

Maintainer's Helper, Group B: Report on the final key has been submitted for approval to the Commission.

Maintainer's Helper, Group C: Objections to the tentative key are being considered.

Maintainer's Helper, Group D: Report on final key has been submitted for approval of the Commission.

PROMOTION

Assistant Engineer, Grade 4 (City

FOR N. J. EXAMS

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50th Street & 6th Avenue
Starts Thursday, October 10
"THEY KNEW WHAT THEY WANTED"
Charles LAUGHTON Carol LOMBARD
Directed by Garson Kanin
An RKO Radio Picture
ON GREAT STAGE: Brilliant spectacle, melody and dance in Leonidoff's sparkling new revue. Symphony Orchestras.
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COMMUNITY IS THE PLACE TO BUY YOUR EYEGLASSES
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White single vision lenses in any strength made only upon your own prescription.
Friendly service that will suit your special needs, dependable quality and a lower price make Community the ideal place to get YOUR glasses. Visit the home of eyeglass happiness that has served so many civil service employees so well.
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4TH AVENUE and 14TH ST.
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JAMAICA: 101-19 JAMAICA AVE.
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PATERSON: MAIN and ELLISON STS.
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All Offices 1 Flight Up—Open to 9 p.m.

BULLETIN BOARD

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

Watchman-Attendants Meet Friday

The next meeting of the Watchmen Attendants Eligibles, Grade 1, Association will be held Friday, October 18, at 8 p.m., at Germania Hall, 16th St. and Third Ave.

Dongan Guild to Hold Communion Mass

The Dongan Guild of New York State Employees has announced a Corporate Communion Mass and Breakfast of State employees on the Feast of Christ the King, Sunday, October 27. The Mass will be held at Saint Patrick's Cathedral, 5th Ave. at 50th St. Breakfast will be at the Commodore Hotel, Lexington Ave., and 42nd St.

Asst. Engineers In First Fall Confab

The first meeting of the Fall season has been called by President Spivak of the Association of Assistant Engineers, Grade 4, of the New York City Municipal Civil Service. The meeting will be held at the Brooklyn Engineers' Club, 117 Remsen street, Brooklyn on Wednesday, October 9, at 8:30 p.m.

Mt. Carmel Church Plans Annual Hike

The children of Mary Sodality of Our Lady of Mt. Carmel Church, 187th St. and Belmont Ave., Bronx, have completed plans for their annual hike to State Park on October 13.

Members attending 7 a.m. Mass will meet in front of the Church at 8 a.m.

The main attraction will be instructions in cooking for the party by the moderator, Rev. Father Vitanza. Committees include Incoronata Mattia, program director, and Mary Boge, publicity.

Attendant Messengers To Hear Report

The Attendant Messenger Eligibles Association will hold a general meet at 3 Beekman St. on Friday, Oct. 18, at 8:30 p.m. Eligibles who have received temporary appointment in the Board of Transportation have been urged to attend the session. A report from these eligibles has been requested by Irving Adler, secretary of the association.

Queens Group Honors Long-Service Employee

The Queens Water Register Association will tender a testimonial dinner to Albert C. Thompson, 499 Merrick Road, Lynbrook, L. I., on Wednesday evening, October 23, at Steinway Lodge, 18-34 Steinway St., Astoria. Thompson will be honored for his 44 years of service with New York City as a water inspector.

Deputy Water Commissioner William H. Corrales will be master of ceremonies. T. J. Dunston, chairman of the entertainment committee, promises an entertaining program. Andrew G. Fisher and Michael J. Hanley will be in charge of the reception committee.

Albert Thompson entered the city

The Patrolman's Benevolent Association has adopted the Mutual Optical Plan for its 19,300 members

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service in 1896 as an inspector in the Manhattan Office and was transferred to Queens in 1912 and served until his retirement in August of this year.

Tickets for the testimonial dinner can be secured from James P. Finnertp at Stillwell 4-7150.

Postal Employees Meet

The Joint Conference of Affiliated Postal Employees of Greater New York will meet at 8 p.m., Wednesday, October 9, in the offices of the New York Letter Carriers Association, Hotel Capitol, 51st St. and Eighth Ave., it was announced by David Popper, secretary.

William F. McHale, chairman, will preside.

Laborers' Union Plans Meeting

The next regular meeting of the Municipal Laborers' Union (affiliated with the Federation of Municipal Employees) will be held on Friday, October 11 at the City Court House.

Appliance Operators To Meet October 15

The next meeting of the Office Appliance Operator Eligibles Association will be held on Tuesday, October 15 at 6:15 at 3 Beekman St., 6th floor. The Association recently requested the Municipal Civil Service

Commission to declare the Office Appliance List appropriate for Telephone Operator (female). This is one of the matters which will be discussed at the meeting.

Sanitation Group Adopts Optical Plan

Another Civil Service organization subscribed this week to the Mutual Optical Plan, a program for low-cost opticalization. The latest group is the Association of Competitive Employees, Department of Sanitation. Members can secure details of their privileges under the plan from Marie McShane, Room 707, 125 Worth Street.

Truck Driver Eligibles Hold Regular Meeting

The Auto Truck Drivers Eligibles Association will hold a regular weekly meeting on Friday, October 11 at 8 p.m. The meeting will be held at 10 Seventh Ave. South, Manhattan. All eligibles have been requested to attend.

Park Foreman and Correction Lists

The Park Foreman, Grade 2 promotion list, with 298 names, was established last week by the Municipal Civil Service Commission. Heading the list was Eugene C. Alt, 286 Wyona Street, Brooklyn. The Commission also established a 20-name list for Promotion to Captain, Department of Correction.

Anything You Want to Know about Civil Service and Civil Service exams visit the LEADER BOOKSTORE 97 Duane Street, New York City

F.D.R. and Willkie Laud Merit System

The President of the United States and the Republican nominee, Wendell Willkie, last week issued statements to the Civil Service Assembly meeting in Cleveland. Both men indicated their high interest in the merit system.

Said the President: "It is becoming increasingly clear that the major objectives which we have set for ourselves can best be realized if governments are administered with the aid of personnel programs that are squarely based on the merit principle."

Mr. Roosevelt indicated his interest in the Ramspeck bill, which last week came out of Congress for the President's signature (see story on page 5). He pointed out that he had issued executive orders enlarging the orbit of positions under merit wherever possible, and he showed his appreciation of the task of the federal Civil Service Commission in filling a vast number of defense jobs on short order.

Willkie Asks Good Management

Said the Republican candidate for the presidency: "It is imperative today that the tests of good management shall be measured just as strictly against the executives of government as against the executives of business and industry. Thus the nation will surmount

the crisis which it faces. . . . No factor is more important in the achievement of this objective than the extension of the merit system to cover the administrative service of every level of government."

Mr. Willkie called for the widest opportunity for participation of all interested citizens in the competition for public positions.

12,000 Federal Employees May Be Drafted

Approximately 240,000 Federal employees throughout the country will register October 16 under the Selective Service Act, and 12,000 are expected to be called for service the first year.

Because of the many government positions essential to national defense, it is expected that a smaller percentage of Civil Service employees will be taken than in private business.

Welfare Clerks Want Better Jobs

Clerk, Grade 2, promotion eligibles in the Welfare Department last week took to the courts to secure appointments. They filed suit in the Supreme Court asking that Commissioner William Hodson promote them from Grade 1 to Grade 2 as of last June 14.



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