

# PATROLMAN TEST

*Official Requirements*

*Expert Study Material*

**YOUNG MEN OF 19 MAY FILE** *See Pages 3, 6, 11*

*Complete Information*

## NEW CITY EXAMS

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*Exclusive: Full Details*

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TO HIRE WORKERS  
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YOUR BIRTH RECORD  
FOR WAR JOB**

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# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## Plenty Confusion Over Wage-Hours Of U.S. Workers—Here's the Story

WASHINGTON.—In Washington there's plenty of confusion, but none at the moment that surpasses the plan to increase the salaries of low-paid Government workers.

These are facts:

1. Last fall a drive was started to raise the salaries of low-paid Federal employees to help them offset the rising living costs. Administration people deliberately headed off this drive by urging employee representatives to hold off until after the price control bill becomes law.

2. The bill was passed and nothing happened. A few weeks ago the drive was renewed with much more vigor. On this occasion the agitators were told to lay off until the President defined his attitude on prices and wages.

3. Meantime, the Council of Personnel Administration and the Budget Bureau had been working for weeks on plans to increase Federal salaries and to erase the inequalities in wages paid by Uncle Sam. This is evidence enough that the Administration looked with sympathy on the general idea.

### Mead, Ramspeck Lead

4. The two wheelhorses interested in raising salaries are Chairman Robert Ramspeck of the House Civil Service Committee and Senator Jim Mead of New York. These men are shrewd and they know something about public opinion. They were burned on the Congressman's pension deal (for which they weren't altogether to blame, incidentally) and they didn't want to get out their necks again.

5. They, and other members of Congress, told the President's advisors that Federal salaries could be adjusted much more easily if the President would point out in his speech that the salaries of "white collar" Federal employees haven't been raised since 1929, despite the fact that the cost of living has gone up 15 per cent since the autumn of 1939. And despite the fact that people in private industry generally have had their salaries raised. Moreover, workers in private industry are paid time and a half after 40 hours and a very few Federal workers are similarly treated.

6. However, the President not only didn't make any men-



Congressman Robert Ramspeck, who has time and again carried the ball for civil service employees, picks it up once more in an endeavor to see that Federal employees get fair treatment with regard to wages and hours. With him is Senator James Mead, his perennial team-mate on civil service issues.

tion of Federal workers but the public generally got the impression that wages are now to be stabilized and now no groups will be given pay raises. Of course, the President did say that the War Labor Board would work out inequalities; but everyone knew that the Government employee can't ask for relief from the WLB.

7. The golden opportunity was lost in the President's message to Congress and his speech to the people. Certainly no member of Congress wants to get his political neck out now and carry the ball for increased Federal salaries. He would be hopped on as inconsistent and criticized for failing to adhere to the President's policy. The President would be leaped on if such a suggestion emanated from him.

### Pay Raise Plans Underway

8. Nevertheless, pay raise plans are being whipped into shape, but they must go before the President for approval and everyone here in the know has their fingers crossed. FDR is definitely in an awkward position on the matter, and his advisors are to blame. The course sug-

gested by Ramspeck and Mead was wise and sound.

9. The plain truth of the matter is that the pay raise question can't be sidestepped much longer. Government salaries in many brackets are lower than those paid in industry. The Government is now hiring tens of thousands of replacements a month to succeed people who quit for better jobs on the outside and a variety of other reasons.

10. The President has stubbornly held onto the basic 40-hour week in private industry, but in Government very few people are paid time and a half for overtime after 40 hours. It's a sad commentary, but Uncle Sam's labor policy for his own employees is opposite, in many ways,

## Opportunity for Young People

An interesting examination for young people desiring to enter the Government service is that for Junior engineering aid. You don't have to be an engineer to apply. You don't even need a college education. You do require a solid academic high school education. Lacking high school education, engineering experience may be substituted. In addition, the Government asks limited additional qualifications. The position pays \$1,440 a year, and jobs are available in New Jersey and New York. Upper age limit is 35. Full requirements appear on page 16.

## Transfers Increase To U.S. War Jobs

WASHINGTON — More than 6,500 transfers of Federal employees have been effected under the War Transfer Regulations recently established, the United States Civil Service Commission announced last week. Of this number, 61 percent have been to more important war agencies or to positions in which the skills of the employee are more fully utilized in war work.

Available figures indicate a perceptible increase in transfers to more important war jobs.

The Commission is requesting Federal agencies to share their experienced workers with the more important war agencies when such persons can be satisfactorily replaced through the recruiting of new employees.

The qualifications index of Fed-

eral employees, maintained by the Commission, is continually being analyzed to determine the abilities of Federal employees and to decide whether or not their skills are being used to the greatest advantage to the war effort.

11. Imagine this if you can: technical and professional people in the War, Navy, Maritime Commission, and the National Advisory Committee for Aeronautics paid time-and-a-half despite the fact that some of them earn \$6,000, \$7,000 and up to \$8,000 annually. People who would be exempt in industry under the Wage and Hour Act. Working in the same offices are girls and boys making \$1,200, \$1,400, and \$1,600—they don't get overtime pay but they work the same hours as the high-priced workers. That system can't be defended.

12. The Navy pays its professional and technical employees time and a half in Washington. Across the street is the War Department, which hasn't the authority to pay overtime to the same classes of employees. In the field, both departments have the authority. It just doesn't make sense.

13. Nevertheless, the problem must be met despite the fact that the Administration has worked itself into a position that'll be hard to defend. On July 1, the Army's authorization to pay overtime to all classes of employees will expire. A little later the Navy's overtime authorization will lapse. The LEADER knows that neither branch is satisfied with the present set-up. Both want a system whereby all their employees will be paid overtime or all won't. The present system has caused too much dissatisfaction and you can't blame the dis-

14. Best bet is that the President will have to propose that overtime (probably straight overtime) after 40 hours be paid to all classes of Federal workers who earn \$3,200 or less. The Government probably would go on a 48-hour week throughout the country, six full days. To be consistent, the President would have to propose time and a half after 40 hours but this proposal would have no chance to get through Congress. Incidentally, Post Office employees aren't satisfied with the straight pay for overtime plan and they are in the forefront fighting for living costs pay raises. Postal employees can bring their problem to the direct attention of every member of Congress and they are doing just that.

Agencies are being requested to survey their activities to determine which might be curtailed by administrative action. Such reduction of non-essential activities will release experienced employees for vital war jobs.

Preparation for U. S. Machine Test

### Preparation for U. S. Machine Test

Preparation for the U. S. Civil Service examination for the position of junior calculating machine operator is available at the Textile Evening High School, 351 West 18th Street, Manhattan, Monday through Thursday evenings, from 6:10 to 10:10. Instruction is given on both key-driven machines (Borroughs, Feltz & Tarrant) and the crank-driven machines (Monroe and Marchant). Registration is any weekday evening, except Friday. Joseph Baluta is the teacher-in-charge.

### War Films

The National Defense Committee of the employees of the Emergency Revenue Division showed three films on Thursday, April 30, from 12:30 to 1:30 p. m. at the Health Building Auditorium, 125 Worth Street, New York City. They were:

"Safeguarding Military Information," 10 minutes.

"Call for Volunteers," 10 minutes.

"Fighting the Fire Bomb," 10 minutes.

## JOBS

### Vet Agency to Hire Employees for NYC

WASHINGTON.—Veterans Administration will hire between 3,500 and 4,000 new employees in New York City, mainly clerical employees, after it moves to the big city, June 1. The New York office will be located at 358 Broadway. New employees will be hired to issue policies and collect premiums on Government life insurance now being issued at the rate of 20,000 a day to boys in the military forces. Persons interested in New York jobs may write to G. Henderson Sweet, personnel director, Veterans Administration, Washington, D. C.

Of the present Washington staff, only 1,000 will be moved to New York City.

### Want to Become Army Specialist?

WASHINGTON.—The Army Specialist Corps is now a reality, or will be when the regulations covering the corps are issued. This is expected shortly. Meantime, not a thing has been done about taking people into the corps and no hint of the kind of people the Army wants has been given out. Nevertheless, you may apply for the corps, by writing the Adjutant General's Office for an application blank. The corps was set up to bring civilians in the War Department to replace regular Army officers. Technical and professional people will be made corps members, but to what extent isn't known.

The Women's Auxiliary Army Corps is tied up in a Senate committee and no action is now expected for a week or two.

### Positions At Rome Air Depot

Applicants for jobs as fire-fighters, packers and classified laborers at the Rome, N. Y., Air Depot, are being sought by the United States Civil Service Commission. Upstate New Yorkers living within a 50-mile radius of Rome are preferred.

Applications may be obtained from the secretary, Board of U.S. Civil Service Examiners, Rome Army Depot, Rome, N. Y., at any first or second-class post office within 75 miles of Rome, or from the Federal Commission at 641 Washington Street, Manhattan.

#### \$1,500 for Fire-fighters

Fire-fighters, who are to work with motor equipment, are to receive an initial salary of \$1,500 a year. Individuals with only one year of experience in an organized department using motorized apparatus, or six months in a city department, may apply. Service in a volunteer department is also acceptable.

#### \$1,320 for Packers

The packers' salary is \$1,320 a year. Men and women, between 18 and 50, may apply. They must have at least six months' experience in packing varied materials and supplies for shipment. The experience must include the making of packing boxes or crates, but not necessarily the packing or crating of bulky materials such as furniture and machinery.

#### Laborers for \$1,200

Classified laborers are to receive \$1,200 to \$1,350 a year. Lone requirements are at least six months experience in the performance of manual work above the grade of laborer, or completion of at least four grades of schooling.

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# CIVIL SERVICE IN NEW YORK CITY

## Applications Now Ready for NYC Patrolman Exam; Written Test Scheduled for June 6

One of New York City's big examinations, that for patrolman, is now open. The history of this examination has been turbulent, and the opening date has been postponed time and again, month after month, as the Budget Director and the Mayor refused to give their O.K., as questions of craft-status plagued officials.

And now, finally, applications are available.

The LEADER has kept readers thoroughly informed on the progress of this test. Here's another exclusive:

The patrolman written exam will be held June 6 at the earliest, and not later than a week afterward if unforeseen circumstances arise.

Applications for the test are available at the City Collector's office in each one of the five boroughs every day except Sunday from 9 a. m. to 3 p. m. The applications must be filed in the City Collector's office no later than 3 p. m., Saturday, May 16.

The test is open to all young men in good physical condition between the ages of 19 and 29, who are at least 5 feet 8 inches in height and 140 pounds in weight. However, those under the age of 21 who pass the examination must wait until they have reached 21 before they can be appointed. There are no educational requirements. Candidates with only a grammar school education will

enter the test on equal footing with college graduates.

The elimination of special credits for education, President Harry March of the Civil Service Commission told The LEADER, has been calculated to "save us several months in the scoring of experience papers."

### Good Character Wanted

All candidates must be able to supply proof of good character. No one will be admitted to the exam who has been convicted of a felony. However, conviction of juvenile delinquency will not be considered a crime.

Candidates who pass the examination must have an automobile drivers license at the time they are certified to the Police Department for appointment.

The written examination on June 6 will count 50 per cent of the test. During the summer, a physical examination will be given which will also count 50 per cent. However, candidates must pass the written test before they are allowed to take the physical exam.

One of the delaying elements in the physical test may well be the location of an athletic field for the physical test. N.Y.U. Field has been sought, but is unavailable because of its use in defense work. At the moment Randall's Island Stadium, Baker Field of Columbia University and the Fordham University Field are likely for the purpose.

### The Written Test

The questions on the written

test will be designed to reveal the aptitude, intelligence, initiative, reasoning ability, common sense, and judgment of the candidates. The passing mark for the written test has not been established as yet by the Civil Service Commission. President Marsh told The LEADER that the passing mark would be determined when all the applications are filed.

The physical test will probably be easier than the last patrolman physical exam, although it will contain the essential parts of the last exam.

When both the written and physical tests are over, the final passing mark for the patrolman, Police Department, test\* will be the mark received by the candidate in the middle of the list. Candidates below the middle will comprise the list for special patrolman. This list will not be used for patrolman, Police, Department, but will be used to fill vacancies in the police forces maintained by other city departments, such as the Board of Transportation, the New York City Tunnel Authority, the Board of Water Supply, etc.

### Medical Requirements

The official medical requirements for the patrolman test follow. These requirements were first published in The LEADER last December.

- 1.—Minimum height—5 feet, 8 inches (bare feet).
- 2.—Heart—The rate, rhythm and

force of the heart action must be normal and the heart free from murmurs, enlargement or other abnormalities.

3.—Respiration — The examination of the lungs must disclose no abnormality and the candidate must be free of any history of tuberculosis, asthma or chronic disease of the lungs or bronchi. The upper air passages must be free of mechanical obstruction or chronic or acute inflammation. X-ray examinations must be taken before appointment.

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

5.—Teeth—It is mandatory that the Medical Examiner reject: (a) any candidate who has less than 16 natural teeth, (b) any candidate who has broken or decayed teeth or diseased gums, and (c) any candidates who has unreplaced missing teeth except where the space is to narrow or too inaccessible to reasonably require replacement.

6.—Venereal Disease—must reject. (Remediable). Wasserman-Blood Tests must be taken before appointment.

Medical Examiners must reject for the following defects:

- 7.—Paralysis.
8. The slightest deafness in either ear.
9. Hernia (Rupture).
10. Varicose veins.
11. Varicocele.
12. Hydrocele.
13. Hemorrhoids and any defect of the rectum or anus.
14. Chronic catarrh or any obstruction to free breathing.
15. Nervous disorder.

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16. The mere history of epilepsy.
17. The mere history of confinement for mental illness in an institution for the insane.
18. Defective color vision.
19. Poor physique.

Examiners must also reject for the following causes unless the condition is of a degree so slight as not to impair fitness for duty.

- 20.—Defective foot. 21. Scoliosis (spinal curvature). X-ray may be required.
22. Hammer toe or overriding toe.
23. Deformed chest.
24. Bowlegs.
25. Stuttering or stammering speech.
26. Goitre.
27. Bunion.
28. Albuminuria.
29. Potential hernia (loose rings).
30. Testicle defects—missing or undescended.
31. Deformities of the mouth or lip.
32. Speech impediments.
33. Defective gait.
34. Skin disease.
35. Deformities of the foot, toe, arm, finger and hand.
36. Orchitis.
37. Strabismus (cross-eye).
38. Inflammation of the eyelids.
39. Overweight.
40. Underweight.
41. Pinpoint pupils.
42. Anemia or other blood diseases.
43. Enlarged glands.
44. High blood pressure.
45. Diabetes.
- 46.

Now turn to page 11 for the complete official announcement of the patrolman examination, and to page 6, for study material.

### 1-A Men Face Appointment Delay

Men who are 1-A in the draft face the possibility of having their appointments deferred, should they pass the patrolman test and be reached for jobs. However, their privileges and rights would be preserved. The deferment would be until their return from armed service, and they would be granted seniority credit as though they were actually on the job.

A bill containing these provisions has passed the State Legislature and is now in the hands of the Governor. Latest advices, as The LEADER goes to press, were to the effect that the bill would be signed.

Reason for this move was this problem: There is no blanket deferment for patrolmen from the draft. The city faced the prospect of training men in the Police Academy, appointing them, and then losing their services to the Army.

### Wall Won't Prepare Cop Physical Test

John J. Ferguson, instructor in physical education at City College, has been assigned by the Civil Service Commission to prepare the physical test for the patrolman examination. A resolution approving the assignment of Ferguson was adopted at last week's meeting of the Civil Service Commission.

Professor Francis Patrick Wall of New York University prepared the physical test for the last patrolman examination, as well as the most recent physical examinations for sanitation man and fireman. In recommending the assignment of Ferguson, Professor Wall's work was highly praised by the examining division of the Commission. However, because of the necessity to keep expenses down to the minimum, it was decided to engage the services of Ferguson.

The examining division further recommended to incorporate the essential parts of Wall's 1939 physical test for patrolman in the coming patrolman physical test to be prepared by Ferguson. The

## What, No Notaries?

### Commission Errs in Cop Announcement

Despite the announcement by the Civil Service Commission that notaries will be available at the points listed, there are no notaries available at the City Collector's offices for patrolman candidates. William Reid, city collector, told The LEADER that he couldn't understand why the Civil Service Commission made this statement in its announcement. He said that notaries are not available for patrolman candidates and that they would have to get their applications notarized on the outside.

Applications for the patrolman examination cannot be obtained in the Application Bureau of the Civil Service Commission. The applications are being issued, in person, at the offices of the City Collector in each of the five boroughs from 9 a. m. to 3 p. m. daily except Sunday, until May 16. The City Collectors' offices are located in the following places:

- Manhattan, Municipal Building, Centre and Chambers Streets, room 100, ground floor.
- Brooklyn, Municipal Building, Court and Joralemon Streets, ground floor.
- Bronx, Bergen Building, Tremont and Arthur Avenues, ground floor.
- Queens, Borough Hall, 120-55 Queens Boulevard, Kew Gardens, ground floor.
- Richmond, Borough Hall, St. George, ground floor.

Applications must be filed in recommendation added that modifications should be brought about which will make the test conductible in a "reasonable sized gymnasium at a considerably reduced cost in time and money."

Prof. Wall's tests, probing not only strength, but endurance, agility and coordination, have been widely adopted and copied throughout the country.

the City Collector's office. This arrangement differs entirely from preceding patrolman examinations. Applications for other examinations will continue to be issued and received at the Civil Service Commission.

### Tsk... Tsk... Tsk...

The following redundant, ambiguous sentence appears in the current patrolman announcement. The bold face is ours.

The competitive physical test will be designed to determine competitively the strength, agility, stamina, coordination and endurance of candidates by tests which will be conducted chiefly outdoors or in an adequate indoor space.

Wonder if the Civil Service Commission would accept such a sentence if written on a test paper by a candidate?

### Welfare Workers Help to Win War

The Welfare Department has contributed 441 of its members to the armed forces. Late last week, Commissioner Hodson was presented with a flag showing 441 stars, one for each of the men gone off to the wars. The flag contains a gold star for Benjamin Axler, a former investigator in the Resources Division, first of the department's employees to lose his life fighting.

The flag was presented to the Commissioner at a staff victory dinner, held at the Hotel Diplomat. In his talk, Hodson announced that more than \$136,500 in war stamps and bonds had been purchased by Welfare employees. Leading the march is Office 73, at 163 Bradford street, Brooklyn, with a record of \$9,230.

It was revealed, too, that 700 employees have donated blood, and more than \$5,000 has been contributed to the Red Cross.

### Conductor List Will Be Large

The establishment of an unusually large eligible list for conductor was seen this week because of the relative "easiness" of the written test and the "not-too-strict" standards set for the physical test.

Twenty-one thousand seven hundred and twenty-two showed up for the written examination. All who obtained a mark of 75 per cent or better will be permitted to take the physical test. The exact dates for the physical examinations have not been set yet but they are scheduled to begin in late June or early July. The LEADER was informed by the Civil Service Commission this week.

The conductor candidates have until May 20 to file objections to the official tentative key answers. These answers are printed on page 17 in this issue of The LEADER. Candidates who disagree with these answers should make their objections in a letter to the Civil Service Commission, 299 Broadway. Proof as to why the Commission's answers are wrong, and the candidates own selections right should be contained in the letter.

### Physical Test

The requirements for the physical examination follows:

**Test I. Dumbbell Lift**—By sheer muscular strength. No throw-up. No snap-up. Each hand separately.

60/60 lbs. .... 100%	60/30	..... 78	
60/50	..... 93	50/50	..... 85
60/40	..... 85	50/40 lbs.	..... 78%
50/30	..... 70	40/30	..... 63
40/40	..... 70	30/30	..... 55

**Test II. Abdominal Muscles Lift**—From a recumbent position a candidate must assume a sitting posture carrying up behind his neck a barbell. His feet are held down.

50 lbs. .... 100%	30 lbs. .... 70%
40	..... 85
20	..... 55

**Test III. Agility (High Jump)**—Run permitted. Must clear rope without touching.

4 ft. 0 in. .... 100%	3 ft. 0 in. .... 70%
3 ft. 6 in. .... 85	2 ft. 6 in. .... 55

**Test IV. Pectoral Squeeze**—Press together two levers on a machine which records percentage in open view.

**Test V. Shoulder Pull**—Pull apart

two levers on a machine which records percentage in open view.

<b>Test VI. Bar Chinning</b>			
10 times. .... 100%	4 times. .... 70%		
9 " ..... 95	3 " ..... 63		
8 " ..... 90	2 " ..... 60		
7 " ..... 85	1 " ..... 55		
6 " ..... 80	1/2 " ..... 28		
5 " ..... 75	3/4 " ..... 0		

Candidates for the position of Conductor must be not less than 5 ft. 6 in. in bare feet. Candidates may be rejected for any disease, injury or abnormality which in the opinion of the medical examiner tends to impair health or usefulness, such as hernia, varicose veins, defects of the heart or lungs, impaired hearing in either ear, defective color vision, vision of less than 20/30 in either eye (eyeglasses allowed).

### Protest 'Unfair' Subway Test

Numerous candidates who took the recent promotion examination for power maintainer, group B, have expressed dissatisfaction with the questions prepared by the Civil Service Commission. One of them told a LEADER reporter that many questions had "nothing to do with the work of a power maintainer." Along with others, he intends to forward a protest to the Civil Service Commission in the near future. The Transport Workers Union may, officially protest the exam.

The test was open to employees of the three lines, the IND, IRT, and BMT divisions of the New York City Transit System. Although some questions on the IND test paper differed from those asked of the BMT and IRT boys, chief complaint of those who took the IRT test was that the questions required a knowledge of the IND division rather than of the IRT division. IND candidates interviewed by The LEADER admitted that the test was much easier for them.

### Questions Irrelevant

Isidore Blumberg, of the Transport Workers Union, said "a preliminary survey shows that a number of questions were not fair, not relevant to the work done." He added that a committee of experts is analyzing the test and a report will be submitted to President Marsh in the future.



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# Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

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

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

Title	Department	Salary	P.T.I.	Latest	List No.	Expires
Able-Bodied Seaman	Public Works	105 mo.	P	846	4	2:23:43
Able-Bodied Seaman	Sanitation	1,500	P	946	135	
Accountant, Grade 2	Comptroller	1,800	P	400	7	2:27:42
Accountant, Grade 2	Sheriff	2,240	P	135		
Accountant, Grade 2	Welfare	1,500	P	545		
Airport Assistant	Docks	1,200	P	34		
Architectural Draftsman	Bd. of Water Sup.	3,120	P	34	4	1:13:42
Asphalt Worker	B. P. Man., Bklyn. Bx.			6.72 day	P	120
Assistant Chemist	Transportation	2,100	T	79		10:28:45
Assistant Engineer	Hospitals	900	T	860		4:12:43
Assistant Engineer, Gr. 2	Water Supply	3,120	P	61	3	5:43
Assistant Supervisor, Gr. 2	Welfare	1,800	P	710	12	2:21:42
Assistant Supervisor, Gr. 2	Domestic Relations	1,080	T	901		
Automobile Engineman	Hospitals			4.80 day	T	683
Auto Engineman (app.)	Transportation			.64 hr.	P	2,679
Automobile Mechanic	Transportation			.75 hr.	P	42
Automobile Mechanic	Docks	1,620	P	59	1	1:10:44
Bridgeman and Riveter	Public Works			13.20 day	P	39
Buildings Manager	Housing	3,000-4,800	P	14	7	1:10:45
Captain, F.D.	Fire	4,500	P	42	7	1:15:45
Car Maintainer, Gr. A	Transportation			.75 hr.	P	29
Carpenter	Boro Pres. Rich.			12 day	P	41
Cement Mason	Fire			12 day	T	12
Chief Life Guard	Parks			7 day	T	12
Clerk, Gr. 2 (Higher Ed.)	Hospitals	960 w/m	P	517	6	1:11:45
Clerk, Gr. 2 (Higher Ed.)	City College	1,200	P	108		
Clerk, Gr. 2 (BHE) (Female)	City College	1,200	T	874	6	1:11:45
Clerk, Grade 2	Law	840	T	7,118	2	1:15:43
Clerk, Grade 2 (Male)	Comptroller	1,200	T	1,700		
Clerk, Grade 2 (Male)	Tri Boro Auth.	900	T	9,828	2	1:15:43
Clerk, Grade 2	Education	858	T	7,793	2	1:15:43
Clerk, Grade 2	Hospitals	840	P	10,983		
Clerk, Gr. 2 (Female)	Boro Pres. Bklyn.	1,200	P	2,190	2	1:15:43
Clerk (Female), Grade 2	Education	858	P	4,690	2	1:15:43
Clerk, Grade 2 (Female)	Hospitals	840	P	6,225		
Climber and Pruner	Parks	1,800	P	237	5	1:14:44
Climber and Pruner	Parks	1,620	P	1,014		
Dentist (Part-Time)	Health			5 day	P	203
Dental Hygienist	Health	1,200	P	64	9	1:15:43
Diesel Tractor Operator	Parks			6.30 day	T	38
Dockbuilder	Purchase	1,800	P	69	3	8:44
Electrical Inspector, Gr. 2	Welfare	1,800	P	224	4	2:45
Elevator Mechanic	Housing	2,400	P	79	11	1:13:44
Elevator Mechanic's Helper	Housing	1,800	P	72	2	1:13:45
Fireman	NYC Tunnel Auth.	1,800	T	2,040		
Fireman	Transportation			.65-78 hr.	P	2,261
Fireman	Transportation	1,500	T	1,698		
Hospital Helper (Men)	Hospitals	360 & 480 w/m	P	1,411	8	9:45
Hospital Helper (Women)	Hospitals	360 & 480 w/m	P	2,528	9	9:45
House Painter	Hospitals	1,200	P	84		
Insp. Masonry & Carptry	Welfare	1,800	P	77	4	2:28:43
Insp. of Steel, Grade 3	Water Supply	3,400	P	15	8	2:20:44
Janitor (Custodian) Gr. 2	Health	1,700	P	61	7	1:31:44
Janitor Engineer	Education	Various Salaries	P	89	6	1:11:44
Junior Administrator Ass't	Welfare	3,000	P	7	3	1:12:45
Junior Administrator Ass't	Housing	3,600	P	1	6	1:35:43
Junior Architect	Transportation	2,100	P	77	1	1:21:44
Junior Assessor	Tax	1,920	P	39	4	1:30:44
Junior Engineer (civil)	Civil Service Comm.	2,160	P	119	3	1:11:45
Junior Engineer (electric)	Fire	2,400	P	104	11	1:43
Junior Engineer (Mech.) Gr. 3	Civil Service Comm.	2,100	P	47	6	1:30:45
Laboratory Assistant	Health	960	P	123	9	1:26:13
Laboratory Helper	Education	1,200	P	91	4	1:25:43
Laboratory Helper (Women)	Hospitals	720	P	1,252		
Laboratory Helper (Women)	Docks			4.50 day	T	351
Laboratory Helper	Transportation			.42 hr.	P	202
Laundry Worker (Male)	Hospitals	780 & less	P	1,596	9	9:45
Laundry Worker (Female)	Hospitals	780	P	2,098	9	9:45
Lieutenant, F.D. (prom.)	Fire	3,900	P	133	1	3:45
Lieutenant, P.D. (prom.)	Police	4,000	P	144	9	1:11:44
Lifeguard	Parks	62 1/2-75 hr.	T	472	2	1:14:44
Lineman	Fire	1,500	P	10	9	1:24:44
Locksmith	Hospitals	1,200	P	28	1	1:30:44
Maintainer's Helper, Grp. A	Transportation			.63 hr.	P	552
Maintainer's Helper, Grp. A	Queens College	960	P	555	2	1:28:45
Maintainer's Helper, Grp. B	Transportation			.63 hr.	P	1,414
Maintainer's Helper, Grp. C	Transportation			.70 hr.	P	77
Maintainer's Helper, Grp. C	Transportation			.63 hr.	P	325
Maintainer's Helper, Grp. D	Transportation			.63 hr.	T	301
Maintainer's Helper, Grp. D	Transportation			.63 hr.	T	408
Management Assistant	Housing	1,560	P	71	8	1:21:45
Management Assistant	Housing	1,800	P	12		
Management Assistant	Housing	1,250	T	140		
Mechanical Main, Grp. B	Transportation			.85 hr.	P	15
Medical Insp. (Obstetrics)	Health			5 session	T	24
Medical Insp. (Pediatrics)	Health			5 session	P	184
Medical Insp. (T.B.)	Health			5 session	P	128
Motorman-Conductor (prom.)	Transportation			.80 hr.	P	150
Office Appliance Opr.	Hospitals	840	P	890	6	1:11:44
Office Appliance Opr.	Water Supply	840	P	1,342	6	1:11:44
Park Foreman	Parks	1,060	P	85		
Pathologist	Hospitals	2,160	P	22	8	1:18:42
Patrolman, P.D.	Police	1,200	P	1,259	10	1:14:13
Patrolman, P.D., List No. 1	NYC Tunnel Auth.	1,800	T	1,421		
Patrolman, P.D., List No. 1	Correction	1,760	P	1,427		
Patrolman, P.D., List No. 1	Water Supply	1,800	P	1,265		
Patrolman, P.D., List No. 1	Welfare	1,200	P	1,392		
Patrolman, P.D., List No. 3	Docks	1,320	P	2,122		
Patrolman, P.D., List No. 3	Sheriff	1,800	P	59	10	1:13:44
Paver	Transportation			11 day	P	34
Photographer	Health	1,500	P	30	7	1:27:42
Physiotherapy Tech.	Hospitals	1,200	P	25	1	1:18:44
Playground Director (Female)	Parks			4 day	T	414
Playground Director	Parks			4 day	T	414
Plumber	Docks	1,260	P	267	8	6:14
Policewoman	Correction	1,760	P	239	2	1:14:43
Policewoman	Sheriff	1,800	P	142		
Poeter	Docks	1,080	P	1,650	9	1:28:42
Porter	Hunter College	1,200	P	1,055	9	1:21:42
Porter	Sheriff	960	P	1,541		
Porter	Hospitals	720	P	9,365	9	1:20:42
Porter	Hospitals	1,020	P	1,742	9	1:28:42
Porter	Health	900	T	1,550		
Porter	Hospitals	720 w/m	P	7,119		
Public Health Nurse	Health	1,800	P	806	6	8:42
Railroad Clerk (prom.)	Transportation	55	P or T	83		
Sanitation Man, Class A	Sanitation	1,500	P	470		
Sanitation Man, Class A	DWSGE	1,620	P	707		
Sanitation Man, Class A	Transportation			.57 hr.	P	3,622
Sanitation Man, Class A	Transportation			.62 1/2 hr.	P	3,572
Sanitation Man, Class A	Transportation	1,500	P	971		
Sanitation Man, Class A	Parks			5.50 a day	T	3,864
Sanitation Man, Class A	Water Supply			125 month	T	7,826
Sanitation Man, Class A	Markets			5 day	P	1,013
Sault'n Man, Class B (prom.)	Sanitation	1,980	P	70	9	1:10:45
Section Stockman (clothing)	Welfare	2,340 & 1,800	P	10	6	1:25:43
Section Stockman	Purchase	1,800	P	43		
Signal Maint'ner, B (prom.)	Transportation			.80 hr.	P	15
Social Investigator	Welfare	1,500	P	920	2	6:44
Social Investigator	Child Welfare	1,500	P	983	2	6:44
Special Patrolman	Correction	1,860	P	297	10	8:44
Special Patrolman	Sheriff	1,800	P	416		
Special Patrolman	Transportation	1,800	P	483		
Stationary Engineer (elec.)	Markets			9 day	P	47
Stationary Engineer (steam)	Public Works			9 day	P	47
Stenotypist, Grade 2	Finance	1,300	P	24	6	1:45
Stenotypist, Grade 2	Hospitals	900	P	63		
Stenographer	License	1,200	T	1,513	11	1:42
Stenographer	Water Supply	1,200	P	1,487		
Stenographer, Gr. 2 (Male)	NYC Tunnel Auth.	1,200	P	10	3	1:24:46
Structure Maint'r (plumbing)	Welfare			5-day	P	35
Structure Maint'r, Grp. A	Hospitals	900	E.	93		
Tax Counsel, Grade 4	Sheriff	1,800	P	69	10	1:15:44
Tax Counsel, Grade 4	Tunnels	1,800	T	64		
Telephone Operator	Hospitals	1,200	P	55	8	1:13:44
Telephone Operator	Transportation	900	T	130		
Third Rail Maintainer	Transportation			.70 hr.	P	35
Title Examiner	Housing	1,800	P	34	10	8:44
Towman	Water Supply	3,130	E.	23	6	1:23:42
Trackman	Transportation			80 & 72 hr.	P	19
Tunnel Sergeant	NYC Tunnel Auth.	2,400	P	25	11	6:44
Turnstile Maintainer	Transportation			.80-95	P	29
Typist, Grade 1	Richmond	900	P	4,111		
Typist, Grade 1	Estimate	900	P	2,407	5	7:45
Typewriter Repairman	Purchase	1,310	P	35	1	9:45
Watchman-Attendant	Transportation			.56-57 hr.	P	1,200
Watchman-Attendant	Parks			4 day	P	3,292
Watchman-Attendant	NYC Housing	1,200	P	788	6	1:11:42
Watchman-Attendant	Water Supply			125 mo.	T	3,288
Watchman-Attendant	Hospitals			174 w/m	P	1,253

w/m means "With Maintenance."

# LISTS

## Parks Dept. Fill Summer Jobs

Spring is here and summer is definitely on the way. How do we know?

Not because the sun is caressingly warm, the air soft and fragrant, the sky clear and blue. We know because the Parks Department is filling all its summertime vacancies. James Sherry, appointing officer of the Department, started appointing 300 temporary playground directors on Saturday, May 2.

An additional 146 names on the playground director (male) temporary service list were certified to the Department last week. The certification reached as high as the lad who stands 414 on the list. Last week, the Commission had forwarded the names of eligibles up to 267 on this list.

For the filling of 12 temporary positions as ticket agents at 62 1/2 cents an hour, Mr. Sherry has the names of 30 lads on the P. D. 3 (special) list. Highest eligible reached on this list was 2,122.

The Parks Department is not confining its hiring to men. Fifty-eight names on the preferred list for female attendant were sent to him by the Civil Service Commission to fill vacancies in this title at 50 cents an hour and \$4 a day. The lady who is number 99 on this preferred list was the highest certified.

## Laundry Workers For Hospitals

Over 400 names on the two laundry workers lists were sent last week to the Department of Hospitals for employment. Laundry workers are paid salaries of \$780 and \$540 a year.

Three hundred and twenty names on the male list and 88 on the female list were included. Number 1,596 was the highest reached on the male list, number 2,038 the highest on the female list. The vacancies for women are confined to hospitals located in the boroughs of Richmond and Queens.

## Supermen Go To the Tunnels

Seven jobs as laborers are being offered eligibles on the sanitation man list this week. Five of the vacancies, at \$6.50 a day, are in the Department of Public Works. The remaining two are in the NYC Tunnel Authority at \$1,500 a year. All of the jobs are permanent.

The names of 15 supermen, up to number 922 on the list, were certified by the Civil Service Com-

mission for the two tunnel authority posts. The names of 22 eligibles, up to number 1,032 on the roster, were forwarded to the Public Works.

All of the eligibles certified will be notified that acceptance of these positions will remove their names from the list for a period of one year.

## Watchman List Expires Monday

The watchman attendant list expires Monday, May 11. Originally, there were 3,292 names on the list. At various times all of the eligibles were certified to some kind of a job by the Civil Service Commission. In recent months all of the eligibles remaining on the list were canvassed for temporary jobs at \$1,200 a year as guards on up-State reservoirs maintained by the Board of Water Supply. Number 3288 on the list was the last to accept a guard appointment.

## Fire Dept. Gets Radio Operator



# Councilmen Work Up a Lather In Heated 6-Day-Week Argument

(P. S. But Frankly, They Don't Seem to Get Very Far)

The six-day week proposition for city employees, dormant these many weeks, was fanned to a fury this week by three Councilmen who, in conflicting statements to the LEADER, challenged one another on what they have been doing and are willing to do to curtail the long week.

Net result: Councilman Adam Clayton Powell, Jr.'s resolution to curtail the six-day week will finally be up for a Councilmanic hearing within the next ten days, according to Majority Leader Joseph T. Sharkey.

Councilman Sharkey, whose views have often coincided with those of Mayor "Butch" LaGuardia flatly told The LEADER he's against the long week "because it doesn't seem to be necessary." But he reserved the right to change his mind "if the Mayor, who should know the value of the six-day week, can show its war time need."

Mr. Sharkey plans to prod out of committee Councilman Powell's resolution "within the next few days."

### Then You're Stopped

Mr. Sharkey asserted that Mr. Powell's resolution isn't the "most effective way of attacking the six-day week question. Too often these resolutions wind up being stepped on by the Board of Estimate and then where are you? Many of these resolutions are nothing more than headline gainers and aren't understood by

the average civil service worker, anyhow," he said.

Sharkey suggested Powell take his six-day curtailment resolution directly to the Mayor "if he wants action."

### Won't Go to Mayor

Councilman Powell declared bluntly he "will not under any circumstances take the matter up with the Mayor because I've already approached the Mayor with several propositions and haven't gotten a favorable audience." Moreover, "I was elected by the people, not the Mayor."

Councilman Powell insisted Mr. Sharkey and Councilman John P. Nugent, head of the rules committee with which the long week proposition rests, "have been trying to pass the buck in this matter."

Councilman Nugent charged it was strictly up to Mr. Sharkey to "set a date for taking the bill out of the committee."

Sharkey put the matter back in Mr. Powell's lap.

Powell threatened to "air the whole mess unless Mr. Sharkey takes the resolution out of committee by May 12."

Meanwhile, The LEADER learned that employees' affidavits have been piling up, testifying to the fact that the extra working hours are being wasted.

Councilman Sharkey for a few moments created a bit of a furore when he revealed that "the Mayor has ordered a five and a half day week for city em-



Majority Leader Joseph T. Sharkey has come out against "Butch" LaGuardia's six-day week; what's more, he thinks the Mayor will listen to reason.

ployees." Upon further questioning, Mr. Sharkey admitted the "order" was the same secret dictum ostensibly passed along to several department heads some weeks back to ease himself out of the six-day situation. That order was publicized so quickly it drew nothing from "Butch" but denials.

## Social Supervisor Oral Tests Begin

Oral examinations for the candidates who passed the written test for supervisor, grade 3, social service, are being conducted this week by the Municipal Civil Service Commission. The oral tests are held in Room 206 at 9:20 a.m., from Monday to Saturday, inclusive. Six candidates are scheduled to appear on Monday, Tuesday, Wednesday and Saturday; 12 on Thursday and Friday.

## Public Works Gals Are Good

Paced by Terry O'Connell, high scorer of the season, the Public Works "A" team is in first place in the Ladies Municipal Bowling League. In 60 games, the Public Works "A" gals have won 50, lost 10, which is pretty good in any league.

Tied for second place are teams representing the Finance Office, with 34 won and 26 lost, and the Mayor's office, with 33 won and 27 lost. In fourth place are the ladies from the Comptroller's office, 27 and 33.

Terry O'Connell's 206 was the best score in any one individual game this year. Closely following are two teammates, Virginia Mullins, 192, and Kay Mahoney, 190.

## Life Guards Must Swim

Can you still swim? 254 eligibles on the preferred list for life guard (temporary service) will take a qualifying swimming test in Metropolitan pool at 6:30

p.m. Wednesday, May 6. The boys, all of whom previously worked as life guards on the city's beaches, will have to prove they haven't forgotten how to swim since last summer.

## Asst. Gardener Tests Continue

Physical and medical examinations for assistant gardeners will continue this week. 333 men and 5 women candidates will be examined this week in Room 206 of the N.Y.C. Civil Service Commission. 177 men were tested Monday, March 6. The five women candidates will be examined Friday, May 8.

## Boiler Inspectors Compete

Forty-seven candidates will compete in the written examination for inspector of boilers, grade 3, Friday, May 8, at 9:30 a. m. in room 207 of the Civil Service Commission, 299 Broadway. The test is both an open-competitive exam and a promotion exam. However only one candidate is taking the promotion test.

## IRT, BMT Employees Take Promotion Test

Three hundred and sixty-two subway employees in the IRT and BMT divisions will take a written promotion test for assistant train dispatcher Wednesday, May 6. The exam will be held at 7:30 p. m. in Haaren High School, 899 Tenth Avenue. Two hundred and seventy-four of the candidates are IRT employees, 88 from the BMT.

## Civil Service in Subways, or, How to Get Promoted, Down

This is a letter from a subway man:

Sirs: How about a Believe-It-or-Not department? In it you could carry odd facts such as the following:

To the average Civil Service employee promotion means an increase in pay. Not so, however, in the Board of Transportation.

Take the case of the porters, for example, who receive 62½ cents per hour. They are privileged to take a promotion examination for railroad clerk and, when they get the job, their hourly rate is reduced to 58 cents an hour. The promotion means a cut of 4½ cents an hour. This is advancement in reverse!

But wait, after the porter becomes a railroad clerk at less pay, he can take an examination for clerk, grade 2, or stock assistant, and get even less money. Thus, by taking two promotion examinations a porter can reduce his salary from \$1,565 a year to \$1,200. Some progress!

Now, take the case of a railroad clerk who was lucky enough to have had one year of service in the Independent Division last September when a general increase went into effect. He receives 68 cents an hour and, to reduce this, all he has to do is get promoted, through examination, to conductor at 65 cents an hour, or to clerk, grade 2, or stock assistant at \$1,200 a year. Of course, after some years, because of the mandatory increase, he will, as a clerk or stock assistant, earn more than he is now earning as a railroad clerk. But, in the meantime, he has taken a cut. The same is true in the case of his promotion to conductor. Such is not the case, however, with the porter who becomes a railroad clerk. His cut is permanent, unless the Board of Transportation sees fit to promote in the Civil Service sense instead of that used along Broadway. How about it, Mr. Delaney? —A. F.

## Ungraded Workers Get Increments

All City employees in the ungraded service, who were appointed at salaries less than \$1,800 a year, are entitled to four annual increments of \$120 a year, even if these increments bring their salaries above \$2,280, the Court of Appeals ruled last week.

The far-reaching decision affects all those ungraded employees whose salaries might have been greater than \$2,280 at the time the McCarthy increment law went into effect, July 1, 1937, pro-

vided they were originally appointed at \$1,800 or less. Thus, an employee who was appointed to the ungraded service in 1929, and received salary increases to \$2,500 or \$3,000 before 1937, would still be entitled to four \$120 increments.

Included in the ungraded service are employees holding the titles of auto enginemen, court attendants, investigators, etc. Much credit for the decision of the Court of Appeals is being accorded, in civil service circles, to young David Savage, attorney for Local 61, New York City Employees Union, AFL, who filed a brief as amicus curiae.

# PATROLMAN

Applications Open — Close May 16

No credit for college education. All men will compete on an equal basis.

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Attend a lecture as our guest and take a free physical trial exam.

**Important To Draft Eligibles:** Have a job waiting for you when you come back. Even though there is a likelihood that you may be inducted into the armed forces within the next year you should still take the coming Patrolman examination.

If you are successful, attain a place on the eligible list, and if your name is reached for appointment while you are still in the service, your appointment will be deferred until you return to civilian life.

In a rapidly changing economic scene, Civil Service offers, and will continue to offer, opportunities seldom available in private employment.

# CONDUCTOR

If you feel that you have passed the written examination — DON'T DELAY — start preparation at once for this rigid competitive physical test.

- DUMBBELL LIFT — 60 pounds each hand separately.
- ABDOMINAL MUSCLE — Raising 50-pound barbell behind neck from reclining position.
- AGILITY (HIGH JUMP)—Must clear rope at 4 feet.
- PECTORAL SQUEEZE — Press two levers across chest on a machine which records percentage.
- SHOULDER PULL—Pull apart two levers on machine which records percentage.
- BAR CHINNING — 10 times merits 100%.

The above stunts count 50% of the test, and only those who avail themselves of PROPER SPECIALIZED PREPARATION can hope to place high enough on the eligible list to secure an appointment.

We invite you to visit our gymnasiums and inspect our training facilities. Be convinced of our ability to help you!

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Class forms Monday, May 11 at 8 P.M.

### TELEPHONE OPERATOR

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### INSPECTOR OF PLUMBING, Gr. 3

Classes meet Tuesday and Thursday at 8 P.M.

CARD PUNCH OPERATOR—Classes meet day and evening.  
CLERK, GR. 1—TYPIST, GR. 1—Tuesday and Thursday at 1:15, 6:15 and 8:30 P.M.  
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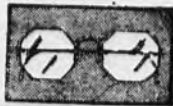
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# What Every Young Patrolman Should Know

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

Read the following passage carefully and then answer the questions following the paragraph relating to it.

By the "corpus delicti," i.e., the body or the substance of an offense, is meant the existence of a criminal fact. Unless such a fact exists there is nothing to investigate. But, when a criminal fact is discovered, its existence must be established fully, completely, by the most clear and decisive evidence, or in other words, by direct proof. A good example of this is the case where a dead body is found with the skull mashed in upon the brain, under circumstances which exclude any inference of accident or suicide. This would be direct evidence of the death and proof of the violence, establishing the existence of a criminal act. When these facts have been proved, the "corpus delicti" is established, even though no one, as yet, knows the identity of the victim or the culprit. The identity of the victim or the perpetrator of the crime may be established by circumstantial evidence beyond a reasonable doubt. According to the

Penal Law, "no person can be convicted of murder or manslaughter, unless the death of the person alleged to have been killed, and the fact of killing by defendant, as alleged, are each established as independent facts; the former by direct proof and the latter beyond a reasonable doubt."

Answer questions 22 to 26 on the basis of the above paragraph.

### Question 22

According to the preceding paragraph, before a person can be convicted of manslaughter it is necessary that (a) the death of the victim be established beyond a reasonable doubt, (b) the fact exists by virtue of the "corpus delicti", (c) he is given a complete and unbiased trial by jury including the establishment of a criminal fact, (d) the fact of killing by the defendant is established as well as the "corpus delicti", (e) the accused is alleged to have done the killing and the fact of death is proved beyond a reasonable doubt.

### Question 23

The preceding paragraph would

indicate that when a criminal fact is discovered, it should be (a) reported to the police authorities without delay to establish its existence, (b) authenticated on the basis of conclusive proof, (c) investigated if it is to be established for the purpose of legal proof, (d) established primarily on the grounds of circumstantial evidence, (e) restricted to a review of all facts which would tend to establish it on the basis of indirect proof.

### Question 24

According to the preceding passage, it would be most correct to assume that (a) the establishment of the "corpus delicti" does not imply the necessity for establishing the identity of the perpetrator of the criminal act, (b) before any criminal fact can be established, the "corpus delicti" must be in evidence, (c) a dead body is prima facie evidence of the "corpus delicti", (d) the Penal Law is the basis for criminal justice in this State, (e) where a person is guilty beyond a reasonable doubt, he may be convicted of murder or manslaughter.

### Question 25

The one of the following statements which is most accurate on the basis of the preceding paragraph is (a) where a dead body has been found, when there is no inference of suicide, the only remaining possibilities are first degree murder or accident, (b) a criminal fact and an offensive substance are synonymous, (c) the existence of a criminal fact would be established in the case where a dead body is discovered under questionable circumstances which exclude any inference of accident or suicide, (d) the mere

fact that a person has been criminally slain does not necessarily prove that he is a homicide, (e) to establish proof of criminal guilt it is not necessary to know the identity of the victim or the culprit.

### Question 26

Judging from the information given in the above paragraph, it would be most correct to state that (a) a person charged with manslaughter could not be convicted solely on the establishment of the killing as a fact, (b) where a crime is not alleged to exist, there is no absolute basis for investigation, (c) direct proof is the only way whereby a criminal fact may be discovered, (d) proof of violence may not be established by inference, (e) circumstantial evidence is the general means whereby the identity of the perpetrator of a crime is established.

Each of the following passages contains one word which is not in keeping with the meaning which the passage is evidently intended to carry. One of the five (bold faced) words does most to spoil the true meaning of the passage. Read each passage carefully and then answer the question immediately following.

Bigamy is permitted where a person who is already legally married, marries another person during the life of his or her wife or husband. The one bold face word does most to spoil the true meaning of the above passage is (a) bigamy, (b) permitted, (c) already, (d) marries, (e) during.

### Question 28

An assault is an attempt or offer, with lawful force or violence, to do a corporal hurt to another. The one bold face word which

does most to spoil the true meaning of the above passage is (a) attempt, (b) offer, (c) lawful, (d) force, (e) corporal.

### Question 29

A defendant can be excused from a crime so long as he had sufficient mental capacity to comprehend the nature and quality of his acts and to know that they were wrong. The one bold face word which does most to spoil the true meaning of the above passage is (a) defendant, (b) can, (c) sufficient, (d) comprehend, (e) quality.

### Question 30

A warrant for arrest is in order in writing in the name of the State, signed by a magistrate commanding the arrest of the defendant. The one bold face word which does most to spoil the true meaning of the above passage is (a) arrest, (b) writing, (c) State, (d) magistrate, (e) defendant.

### Question 31

Larceny is the felonious taking by trespass and carrying away of the property of another, without the refusal of the latter and with the felonious intent permanently to deprive the owner of his property and to convert it to the taker's own use, or to the use of another than the lawful owner. The one bold face word which does most to spoil the true meaning of the above passage is (a) trespass, (b) refusal, (c) permanently, (d) deprive, (e) another.

Answers to questions in April 28 issue: 13. E; 14. D; 15. C; 16. C; 17. C; 18. C; 19. E; 20. E; 21. D.

Those who may not have seen the preceding study articles in this series, may purchase copies at The LEADER office for 5c each. Only a limited number are available.

## POLICE CALLS

By MIKE SULLIVAN

### One or the Other, Says Reddan

Former Inspector John Reddan has called upon the City Council

to investigate the Mayor, Police Commissioner and Police Department to find out if a "one hundred million dollar a year gambling syndicate and a one million dollar a year police take" exist as charged by Special Prosecutor

### How About It?

Dear Editor: Mayor La Guardia announced some time ago that there would be light duty and details for old time cops. Where are they? Many of us with 35 years' service are still doing all tours.

We are patriotic, remaining in service for the duration of the war. What break are we going to get?

Veteran 7-Striper.

John Harlan Amen in his presentations.

If found, Inspector Reddan urged that the Mayor and Police Commissioner be charged with misfeasance in office. If not found, Reddan stated that Governor Lehman should be asked to remove Amen immediately for making such a grotesque report.

### No Indictments

Reddan pointed out that Amen has already spent over one million dollars investigating the police in Brooklyn and has not

been able to present one indictment against a single patrolman.

### Newsnotes

Don't expect to see the sergeant's list this month . . . The special written test, originally scheduled for Saturday, May 2, was called off and will be held this Saturday, May 9, in Room 207 of the Civil Service Commission, 299 Broadway, at noon. The special exam will be given to 80 candidates who were unable to appear last June 14 because of illness . . . During the past week the request of Patrolman Ira Bluth, 90th Precinct, for admittance to this test was denied by the Civil Service Commission . . . Nominations for PBA offices will be made Tuesday, May 8 . . . Elections follow Tuesday, June 8 . . . Sunday, June 7, is the date set for the annual Police, Fire ball game at the Polo Grounds.

The LEADER keeps you up on Federal, State, and City Civil Service News.

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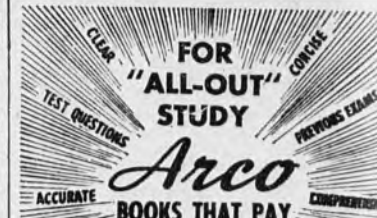
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# CIVIL SERVICE IN NEW YORK STATE

## Interviewer Jobs Coming in June

The management of the Division of Placement and Unemployment Insurance has requested that the promotion list for assistant interviewer as a result of the examination held on April 18 be promulgated so that appointments may be made in June.

It is the intention of the department to promulgate the promotion list for assistant interviewer in June as requested.

## Civil Service Measures Which Have Become Law or Are Before Governor

### Bills Which Have Become Law

**S. Int. 15—Williamson:** Permits common council of a city whose charter becomes operative on or after January 1, 1942, to elect within 60 days after that date to administer civil service law and rules under State Commission or a county commission. Chap. 89.

**S. 207—Bechtold:** Extends term of eligible list of candidates for appointment as firemen in Rochester, in force January 20, 1942, for two years after expiration of term. Chap. 5.

**S. 398—Condon:** Provides that civil service employees in competitive class of DPUI of Labor Department, who on or after January 1, 1942, have been separated from service by federalization of functions of division, shall have names entered on preferred list for position last held by them for 4-year period and shall be eligible for promotion examination. Chap. 208.

**S. 621—Halpern:** Prohibits disqualification in promotion examination because of age and penalization because of age. Chap. 282.

**S. 870—Riley:** Permits elected officers and civil service employees who are members of a pension or retirement system to retain membership therein after term has expired, if they have entered U. S. armed forces prior thereto and continue payments into fund. Chap. 505.

**S. 914—Wicks:** Provides for reinstatement of naturalized citizens formerly employed by Corporations owning or operating transit facilities taken over by New York City, who were dismissed from city service because they were not citizens, if they have become citizens within three months after law takes effect. Chap. 239.

**S. 1087—Seelye:** Provides additional contributions to State employees' retirement fund may be applied to provide annuity which is actuarial equivalent thereof. Chap. 370.

**S. 1216—Halpern:** Provides that State Civil Service Commission may certify only once a year, payrolls for employees of town, village, special district and school district in classified civil service.

**S. 1537—Erway:** Continues temporary provisions for reclassification of titles and positions of civil service employees, and provides no employee in State hospital or institution shall board or lodge away from institution or hospital which regularly furnishes food, lodging or maintenance, without permission of institution or department head; budget director may deduct from salary of employee who fails to obtain permission fair value of food, lodging or maintenance. Chap. 381.

**A. 222—Barrett:** Extends provisions of Feld-Hamilton Act to employees of State hospitals and places hospital nurses in junior professional service. Chap. 133.

**A. 376—Barrett:** Extends to all employees guarding buildings and grounds of State institutions provision for 8-hour day and 6-day week. Chap. 350.

**A. 671—Mitchell:** Extends for one additional year, time during which New York City Civil Service Commission must reclassify position in city transit system. Chap. 454.

**A. 887—Moffat:** Provides a method for paying administration expenses of retirement system and necessary expenses of commission on pensions by disbursement from pension accumulation fund which will there-



THE SENATE  
STATE OF NEW YORK  
ALBANY

CURSON HOUSE  
NEW GARDENS, N. Y.

April 24, 1942

The Editor,  
The Civil Service Leader,  
97 Duane Street,  
New York City.

Dear Sir:

Your continued cooperation has been most helpful in carrying out a constructive program of Civil Service legislation during the 1942 session of the State Legislature, which has just adjourned.

In seeking to foster the best interests of the Civil Service worker at all times, you have also rendered a great public service which will, I am certain, some day be appreciated by the general public as well as by those whom you have sought to help. A contributing factor to this work has been your constant, accurate, and detailed reporting of the developments in Civil Service activities and legislation.

The counsel which I have had from members of your staff has been of great assistance to me in discharging my duties as Chairman of the Civil Service Committee of the New York State Senate.

Very truly yours,

*Seymour Halpern*  
Seymour Halpern

SR:JSH

"Thanks, Senator."—Ed.

after be reimbursed by collection from each organization participating in the system. Chap. 465.

**A. 952—Ostertag:** Establishes "Prison Safety Service" for prison guards, custodial officers, etc., with minimum of \$2,000. Chap. 132.

**A. 1096—Ostertag:** Prohibits audit of bills for compensation of village employees without certification by County Civil Service Commission or personnel officer. Chap. 270.

**A. 1022—Brees:** Restricts right to military leave of absence and pay differential to persons heretofore members of national guard or naval militia, reserve corps, or in Federal military service and prohibits differential pay for substitutes. Chap. 255.

**A. 1189—Rapp:** Places under Feld-Hamilton Law employees in State institutions formerly in executive department, standards and purchase division, and now in Health Education and Social Welfare departments. Chap. 357.

**S. 1184—Halpern:** A. 1442—Fite: Makes it a misdemeanor to willfully defeat or obstruct any civil

service employee's rights with respect to certification, appointment, promotion or reinstatement, as well as examination. Chap. 268.

### Civil Service Bills Now Before Governor

**S. 123—Wicks:** Permits a member of New York City retirement system, who elected to contribute on basis of minimum retirement age of 55 to elect, prior to October 1, 1942, to contribute on basis of age 60.

**S. 428—Bechtold:** Allows credit to members of State employees' retirement system for service as U. S. marshal or deputy marshal within State heretofore, or as collector of customs.

**S. 640—Halpern:** Provides name of civil service eligible in military service, reached for certification, shall upon request be placed on special eligible list after his return

(Continued on Page Sixteen)

## Lehman Won't Take On 'Red Tape'

ALBANY—An attempt to saddle upon the Governor the personal responsibility for filling every vacancy in the classified civil service was vetoed this week by Governor Lehman, who asserted the proposal would create useless red tape and impede administrative functions.

The proposal, embodied in the Morgan bill, would have required the appointing officer to transmit to the Governor a memorandum in the case of every vacancy. In every such appointment the Governor in turn would have had to issue a certificate as to the necessity of filling the job in the public interest.

In vetoing the bill, the Governor said:

"This bill provides, through the mechanism of complicated administrative machinery, that the Governor must in person approve the filling of all vacancies in State positions.

"By executive order this policy has been in effect for many months. It is now being carried out through the Budget Director, acting as the agent of the Governor.

"In just one of the many State departments—the Department of Mental Hygiene — this bill would require the Governor in person to issue several thousand separate certificates each year as the turnover of employees in the State hospitals is extremely high. Our real problem in the State institutions is one of getting an adequate number of qualified workers rather than of preventing the positions from being filled.

"This bill would create a mass of useless red tape which would require additional personnel and impede State administration without any resulting benefit."

### Railway Mail to Buy Amulanbee

Purchase of a Red Cross ambulance is the goal set for itself by the Railway Mail Association, New York City branch. A number of members have already contributed two hours' pay for the cause. The association has also sponsored a basketball game and dance, proceeds of which are going into the fund. To put it over the top, the RMA is sponsoring a huge entertainment and dance at the Hotel Capitol in New York City on Sunday evening, May 24. Tickets are \$1.10, boxes \$2.20. Tickets are available from Abe Ullis, Room 312, 341 9th Avenue, New York City.

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### Study Aids for Tax Collector

Candidates preparing for the New York State Civil Service examination for tax collector will find good material on tax problems and collection methods assembled for their use at the Municipal Reference Library, Room 2230, Municipal Building, New York City. Some titles suggested for study are the following:

Kendrick, M. Slade. The collection of taxes by the State of New York. Ithaca, N. Y.: Cornell University. Agricultural Experiment Station, 1930. (Bulletin No. 511.)

Kendrick M. Slade. The New York system of taxation. Ithaca, N. Y.: New York State College of Agriculture, 1940. (Bulletin No. 454.)

Municipal Finance Officers' Association of the United States and Canada. How cities collect delinquent taxes. Chicago: 1313 East 60th St., 1932.

National Industrial Conference Board. Current tax problems in New York State. New York: 247 Park Ave., 1931.

National Industrial Conference Board. The fiscal problem in New York State. New York: 247 Park Ave., 1929.

New York State. Statutes. Clevenger's practice manual of New York containing official edition of Civil Practice Act, Rules of Civil Practice. 1941.

New York State. Statutes. Labor law. July 1, 1940, with amendments to July 1, 1941. (Contains Unemployment Insurance Law.)

New York State. Statutes. Tax law. 1941.

New York State. Tax Commission. Annual report. 1940.

New York State. Tax Commission. Personal income tax regulations, corrected to December 1, 1941.

Candidates preparing for this examination are urged to take advantage of the Library's facilities between the hours of 9 to 5 on week days and 9 to 1 on Saturdays. The reference assistants are always ready to render such help and guidance as is necessary to enable all these candidates who visit the Municipal Reference Library to better prepare themselves for this examination.

### County Promotion Tests Announced

Promotion examinations for principal clerk, Erie County Highway Department, assistant accountant, Westchester County Park Commission, and supervising accountant, Erie County Department of Social Welfare, were announced by the State Civil Service Commission this week. Applications for the tests, which are open only to qualified employees in these particular departments, must be filed with the Civil Service Commission by May 9.

### Budget Employees Get Pay Raise

ALBANY — Governor Lehman this week signed the Wicks bill changing the salary grades and increments for employees of the State Division of the Budget. The number of grades is increased from three to eight, the top grade being given a minimum salary of \$11,000 a year. Increments of \$100 to \$400 a year are provided.

### Kaplan Explains Fite Law

H. Eliot Kaplan, executive secretary of the Civil Service Reform Association, last Monday addressed the Westchester County Competitive Civil Service Association, composed of county employees. Mr. Kaplan's subject was "How the Fite Law for the Extension of Civil Service Affects County Employees." The Fite Law becomes operative on July 1, and its purpose is to place county and village employees under civil service, through one of three possible systems.

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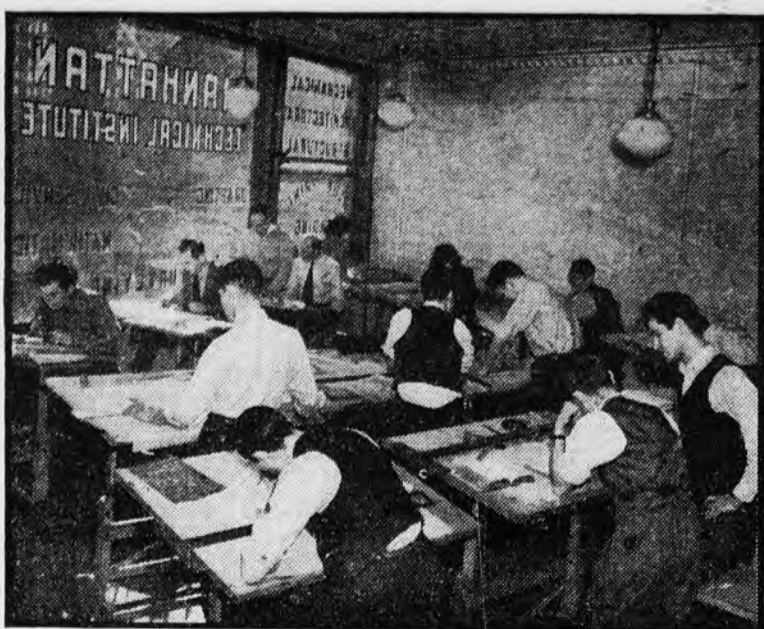
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# WAR JOB NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER



Every ship, tank and plane is made from blueprints, copies of carefully prepared plans made by draftsmen. Here are students at Manhattan Tech preparing for jobs in defense work.

## WPA Vocational Testing Ceases

### Except for Those on WPA or Relief

Well, the Federal Government has closed the aptitude testing and vocational guidance service of the WPA Adult Education Program, whose offices are at 239 East 11th Street, and 206 West 136th Street, Manhattan. Said the government: "It doesn't relate directly to the war effort." But the free aptitude test service isn't going out of existence.

Not, at least, for those on WPA or home relief. A spokesman for the WPA Training and Reemployment Division this week told The LEADER that his office has completed arrangements to take over enough equipment and staff members of the guidance service to permit it to function on a smaller scale.

#### Public Out of Luck

"The general public, I suppose," said the spokesman, "is out of luck. But not those working on WPA projects or those on home relief. They can still have these free aptitude tests that have been so helpful in aiding them to discover their talents and fitting themselves into war industry jobs."

The guidance service, since 1935, has provided 103,000 tests to 21,000 individuals. During the past year, despite a curtailment in operation, it has tested about 35 persons daily.

The United States Employment Service, Board of Education, Selective Service, Army, Navy, Red Cross, New York City Probation Division and State Rehabilitation Bureau, as well as other private and public agencies, have been referring clients to the guidance bureau.

The U.S.E.S. is still seeking to find the means for saving even a larger part of the disbanded organization.

The guidance service, according to Miss H. A. Smith, who directed its staff of 12 men and women with years of experience, "fills a definite need." Moreover, said she, "a number of agencies know they really can't get along without it."

In taking over some of the equipment and staff of the guidance service, the WPA Training and Reemployment Division merely enlarges the scope of its facilities.

It has been placing many WPA and home relief persons a month in war jobs as a result of checking their records through its field staff, enabling them to take Board of Education sponsored Vocational Training courses or in-plant training courses during which times they learn war skills while actually on the job. If those learning while they work do not qualify, they are sent back to their WPA posts or permitted to

remain on home relief until another opportunity arises. The government pays the way of WPA and home relief persons while they're being outfitted for war work.

### Special Test For Statisticians

A special examination for promotion to junior statistician will be announced by the Municipal Civil Service Commission in June. It will be open to clerks in city departments who were unable to compete in the examination in 1940, because of the reclassification of the statistical service. Full requirements for admittance to this test will appear in The LEADER as soon as they are announced by the Civil Service Commission.

The LEADER keeps you up on Federal, State, and City Civil Service News.

### Establish Birth For Three Dollars

Because the need for birth records is so great, The LEADER has been exploring, during the past few weeks, the means by which citizens may establish birth where they find it difficult or impossible to obtain a birth certificate.

One wrinkle we discovered was that you may get a census report by writing to the Census Bureau, Washington, D. C., and giving the census year closest to your birth. Thus, if you were born, say, in 1908, you could ask for a census report covering 1910, (and for good measure, 1920, 1930, and 1940.) Of course, the closer the report is to your actual birthdate, the better. Include the name of your town, your parents, and if possible, your street address during the years for which you are requesting the report.

Now, for another wrinkle, You can get the report fast for

\$3. Here's a statement from the Census Bureau to one applicant:

"Due to the great volume of applications for copies of census information on age and place of birth, action on your request, just received, will be delayed several weeks or more. The information you desire will be furnished without charge if you are willing to wait your turn.

If immediate action is necessary, special service may be obtained if you pay a fee of \$3 to meet the cost of hiring a special searcher. If the special service is desired, you must send to the Bureau of the Census a money order for \$3, drawn on Washington, D. C., and made payable to the Treasurer of the United States. A personal check is not acceptable."

## NYU Trains for War

Under a newly announced 12-week pre-induction course for men subject to military call, New York University will also make it possible for men seeking civil service positions with the Signal Corps, Navy, or in other specialized civilian capacities, to acquire special preliminary training in technical and scientific subjects. According to Professor Arnold J. Zurcher, director of program, it is believed to be the first of its kind in the nation.

The plan was formulated with the advice of War Department, Army, and Navy officials, and follows a recent appeal by Secretary of War Henry L. Stimson for pre-induction training of men through institutions of higher learning. The course closely follows the pattern outlined by Secretary Stimson, with emphasis on mathematics, physical training, radio communications, and other scientific and technical subjects.

Opens June 15

Opening June 15 at the University Heights center of the University, 181st Street and University Avenue, Bronx, the classes will meet five days a week during the daytime.

Men from 17 to 44 will be accepted for the training if they are high school graduates with two years of credit in high school mathematics. The curriculum will include mathematics, physics, physical geography, radio communications, English, speech and physical training.

"Many men have received the necessary college credit to qualify for many technical civil service positions, but lack the necessary scientific, mathematical, or other specific courses necessary for acceptance," Dr. Zurcher pointed

out. "This is especially true of college men who have majored in social science. With the addition of a selected group of subjects these men can qualify for many of the civil service positions now open, most of which are directly concerned with the nation's war effort," the director pointed out.

"This program of study, which has been carefully worked out in line with suggestions and appeals of government officials, although primarily intended for men wishing to prepare for specialized posts in the armed forces is also open to men seeking such courses as preparation for civil service," Dr. Zurcher said.

The work will be intensive in nature throughout the 12-week span, and will be given on the college level.

Inquiries should be made in writing to Professor Arnold J. Zurcher, New York University, University Heights, New York City.

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

## Technical

10 East 40th Street—LEXington 2-0160

- Aero Engineer**—Experienced as stress analyst and aircraft designer. To work on development of gliders. (Ask for Mr. Moore).
- Electrical Draftsman**—Recent experience on apparatus, electric device, power and light circuits. (Ask for Mr. Moore.)
- Inspectors of Construction**—Experienced as superintendent or inspector of wharf, dock, jetty, or warehouse facility construction. To work outside United States. (Ask for Mr. Stahl.)
- Machine Draftsmen**—With experience in designing and detailing extension molds. Jobs in New Jersey. (Ask for Mr. Pope.)
- Plant Superintendent**—For a tool and gauge manufacturer in the Middle West, to take complete charge of 750 employees with full responsibility for the production and output of deep drawing dies, heading tools, trimming tools, working gauges, inspection gauges and special machine parts used for the production of 30 and 50 caliber ammunition. Must be an experienced tool room supervisor, accustomed to mass production of machine parts of close tolerances. He must be familiar with present production methods and equipment... able to maintain good relations with labor production, staff, coordinating committees and the public. A man with a college background and pertinent experience is desired but additional experience may be substituted for professional training. Interviews will be held in New York City. (Ask for Mr. Moore.)
- Radio Operators**—With a second class radio telegrapher's license or better. To work outside continental United States and on ship-board. (Ask for Mr. Moore.)
- Recording Engineers**—With commercial experience on disc recordings. Willing to travel. Salary basis plus maintenance. (Ask for Mr. Moore.)
- Structural Designers and Draftsmen**—With at least three years' recent experience in structural steel reinforced concrete on heavy construction. Jobs out of New York City. (Ask for Mr. Alexander.)

## Industrial

87 Madison Avenue, Phone LEXington 2-8910

- Automatic Screw Machine Set-up Men**—At least five years experience in set-up work only. To set up Browne and Sharpe screw machine and also Acme automatic screw machine; also supervise plant operation. Good salary. Lots of overtime. (Ask for Mr. Dean.)
- Assemblers—Female**—Must be experienced on fine mechanical and electrical instruments. Must be under 30 years of age. Able to handle tools. Some blueprint reading preferred. Apply in person. (Ask for Mr. Burnham.)
- Automatic Screw Machine Operator**—Experienced man able to set up and operate; to take charge of department as night foreman. Apply in person. (Ask for Mrs. Rafter.)
- Blacksmith**—All-around forge man. Able to repair road construction equipment. Job out of country. Top salary. Insurance liability on each employee. (Ask for Mr. Cauldwell.)
- Blacksmith Helpers**—Heavy power press, punch press, drill press or bolt cutting machine operators. Or experienced on at least one of these machines. (Ask for Mr. Cauldwell.)
- Bench Molders**—Experienced on alloy or bronze casting. Top wage for men who have recently worked in foundry. (Ask for Mr. Cauldwell.)
- Bench Molders**—Experienced dry sand for small brass castings. At least two years' experience required. Permanent position, attractive salary, overtime. Job in Connecticut. (Ask for Mr. Nelson.)
- Coil Winders (Male or Female)**—Experienced on single and multiple wire-winding machines. Apply in person only. (Ask for Mr. Burnham.)
- Die Sinker**—First class custom die work. Machinery and hand finishing, forging dies. Five years' minimum experience. Defense work. Good salary and overtime. Apply in person. (Ask for Mrs. Rafter.)
- Drop Hammer Operator**—800-pound electric board hammer. To forge hot metal. Must set dies. (Ask for Mr. Nelson.)
- Exhaust Operators**—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests, etc. Apply in person only. (Ask for Mr. Burnham.)
- Flare and Fire Setters**—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. Apply in person only. (Ask for Mr. Burnham.)
- Foreman and Foundryman**—Must know iron foundry practice, including molding, core making, melting, pouring, and cleaning castings. Good salary. (Ask for Mr. Nelson.)
- Gauge Makers, Tool and Die Makers, Machinists**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits. Machine wide variety of material. Will consider non-citizens not employed in defense work. Good pay; lots of overtime. (Ask for Mr. Dean.)
- Grinders**—External and internal grinding, Universal machine, precision work. Must have at least five years similar experience. Apply in person. (Ask for Mrs. Rafter.)
- Hand Screw Machine-Turret Lathe Set Up Men**—Must be experienced setting up and working with Warner and Swazey, Gridley or similar machines. To take charge of day or night shifts. Good pay and lots of overtime. (Ask for Mr. Dean.)
- Heat Treaters**—Urgent for defense plant. Experienced on case hardening, carburizing, cyanizing, etc. Good salary, lots of overtime. (Ask for Mr. Keckelely.)
- Machinists, Tool and Die Makers**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Will consider non-citizens not employed in defense work. (Ask for Mr. Dean.)
- Machine Shop Foreman**—To supervise 20 to 25 men on night shift. Also 2 tool makers. Men do not have to be tool makers, but must be able to set-up usual machines and direct men in keeping time records—8:15 p.m. to 4 a.m. Good salary. (Ask for Mr. Keckelely.)
- Metal Pattern Makers**—To work in gauge making establishment. Read blueprints, work from blueprints. Do welding. Permanent position, good salary, overtime. Only those with required experience need apply. Job in Connecticut. (Ask for Mr. Nelson.)
- Model Makers**—To make precision scale models of mechanical instruments and operate all machine tools and work to very exacting tolerances from blueprints. No architectural or artistic model makers need apply. (Ask for Mr. Dean.)
- Radio Laboratory Technicians**—Must have heavy manufacturing experience on URF transmitters. Apply in person only. (Ask for Mr. Burnham.)
- Radio Wires (Male or Female)**—Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Mr. Burnham.)
- Set-up Men**—On Brown and Sharp automatic screw machines, hand screw machines and Warner and Swazey turret lathe. To set up and operate machines on various size parts and various metals, to close tolerances. Apply in person. (Ask for Mrs. Rafter.)
- Sheet Metal Workers**—Men experienced in reading blueprints



**THE WINNAHS!** Here they are, the boys and the gal who topped all other contestants in *The LEADER'S* essay contest on the subject: "What Can I Do to Help in the Battle of Production?" In this group sit employees of war industries, a poet-artist, a former reporter of a London newspaper, a gal who wants to be an airplane mechanic. Left to right: David L. Cafaro, No. 2 prizewinner; R. Milne-Jones, No. 4 prizewinner; Edith Held, No. 5 prizewinner; George Goldberg, No. 3 prizewinner; and Mark Schlamm, No. 1 man. An additional winner, A. B. Moser, who took No. 6, was ill when the photo was taken.

## They Help in Production Battle

Subject of the contest was: "What Can I Do to Help in the Battle of Production?"

The judges were: Lieutenant-Governor Charles Poletti, Richard Brockway, State Director, U. S. Employment Service, and Tex McCrary, chief editorial writer of the New York Daily Mirror.

The winners: **Mark Schlamm**, of 101 Sholes Street, Brooklyn, First Prize. Mr. Schlamm is at present employed in the Brooklyn Navy Yard as a packer. He came off a civil service list. Before that, he had worked in the United Cigar Stores for 8 years. He's 34, married, has one child.

**David L. Cafaro**, of 80-82 Garmin Street, New York City, Second Prize. For the past two years, David Cafaro has been working at the U. S. Army Base in Brooklyn. He's recently been promoted to the position of storekeeper. He used to be an ornamental ironworker. David is 29, unmarried.

**George Goldberg**, of 30-89 36th Street, Astoria, L. I., Third Prize. George is studying topographic drafting at Columbia. On the side, he writes poetry. Among other things, George has done free-lance writing, acting, painting; worked as a longshoreman and in a textile factory. Quite a career for a young man of 20.

**R. Milne-Jones**, of 114-17 147th Street, South Ozone Park, L. I., Fourth Prize. Milne-Jones manages a drug store. Before he came to the United States, he was a reporter on the London Chronicle. He's married, has two children.

**Edith Held**, of 752 West End Avenue, New York City, Fifth Prize. Edith is a Brooklyn College student, majoring in economics and social science. But she wants to get into war work.

**A. B. Moser**, of 217 East 95th Street, Brooklyn, Sixth Prize.

In addition to a LEADER award, prizes consist of the following war training courses:

Schlamm, No. 1 winner, will study aircraft production mechanic work at DELEHANTY INSTITUTE.

Cafaro, No. 2 man, will study aerial mechanics at MONDELL INSTITUTE.

Goldberg, No. 3 winner, will take up architectural drafting at the NEW YORK DRAFTING INSTITUTE.

Milne-Jones, No. 4 winner, will study drafting, too, at the MANHATTAN TECHNICAL INSTITUTE.

Miss Held, No. 5 winner, will study business machine operation at ACCOUNTING MACHINES INSTITUTE.

Moser, No. 6 winner, will take a business course at the ERON BUSINESS SCHOOL.

## Call Vast Army Of Doctors, Dentists

Paul V. McNutt, chairman of the War Manpower Commission, announced last week that the Procurement and Assignment Service for Physicians, Dentists, and Veterinarians had started its machinery to secure 16,000 physicians and 3,000 students for the armed forces before the end of 1942, without weakening the medical structure for civil and industrial populations.

An official enrollment form and a new questionnaire is now being mailed to every man licensed in the three professions.

Any physician or dentist who does not receive an enrollment form by May 10 will know his name is not on record and should write for the form to the National Roster of Scientific and Specialized Personnel, Washington, D. C. Every physician will also have the opportunity to indicate whether he would prefer service with the Army, Navy, field of public health, industry, care of veterans, essential research, teaching, or private practice.

All interns should apply for commissions as first lieutenant, Medical or Dental Corps, United States Army, or as lieutenant, United States Navy or Naval Reserve.

## Where to Apply For Training Courses

For those seeking to register for the Board of Education's specialized defense training courses:

The Building and Construction Office of the United States Employment Service, at 44 East 23d

street, Manhattan, and the Brooklyn office, at 205 Schermerhorn street, handle the building and construction trades such as carpenters, bricklayers, masons and those engaged in pipe trades, in addition to all trades pertaining to shipyard and shipbuilding. The office at 87 Madison avenue, Manhattan, is the Industrial Office, and handles other types of general industrial openings.

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

**Welders**—First class arc and acetylene welders, light and heavy gauge metal, including stainless steel, bronze and aluminum. Must be able to work in all positions. At least two years experience required. (Ask for Mr. Carr.)

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

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



# Civil Service LEADER

Independent Weekly of Civil Service and War Job News

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MEMBER AUDIT BUREAU OF CIRCULATIONS



Tuesday, May 5, 1942

## Don't Cut Funds Of U. S. Commission

IT'S nothing new that it sometimes requires a psychologist to untangle the ruminations of the senatorial mind.

Latest quirk is cutting down the funds of the United States Civil Service Commission almost \$1,000,000, in an economy flurry that seems based on pure ignorance rather than good sense or the needs of the nation in wartime.

The Civil Service Commission is performing a job of enormous proportions in recruiting manpower for the war program. The Commission, undermanned even now, has adjusted itself to the needs of a hiring program unprecedented in history. The job of supplying manpower is of course of primary importance in time of war. And to hit the Civil Service Commission now is an act which doesn't help the war effort—in fact, hinders it seriously. Gentlemen of the Senate—use your heads!

## FOR EVERY WOMAN

What wartime opportunities are open to you? What new jobs are available for a person with your talents? Where can you get training for a war job?

Your questions answered in a special big issue of **The LEADER** — next Tuesday.

If you want to know, in detail, just how to go about getting into war work —

**Don't Miss Next Week's Leader**

# Don't

## Repeat This!



At the Hall.

**L**ESTER STONE, Mayor's sec, came up to Dave Thompson, another of Butch's aides, patted him on the back, and said: "Dave, you're finally getting your salary increase—another \$1,000 a year. Now you'll be earning \$6,000."

Thompson looked at Stone in amazement. "Why, I'm getting \$7,000 now," he said.

Faced with this "raise," Thompson finally convinced the Mayoral forces that he should continue getting his present \$7,000. It seems the Mayor's office thought Thompson had been earning \$5,000 all along.

At the Council

Inside word at the City Council has it that Stanley Isaacs' proposal to have the city keep up pension payments of drafted city employees was deliberately held up to throw credit to Councilman Kinsley, whose bill carries the same provisions . . . If the U. S. takes over the municipal asphalt plant at 90th street and East River, remember we told you so . . . Nobody knows how many man hours it takes to dispatch the sacks of mail coming into the Railway Mail terminals. Tsk, tsk.

At the Commission

The Municipal Civil Service Commission, which fired Prof. Francis P. Wall from constructing the patrolman physical exam, hasn't paid him for his work on the recent fireman test . . . And he lost money on it, too! . . . A black cat in the Commission's bureau of investigation has been making its headquarters on the chairs of the investigators. The cat has been given the title of Mouse-Catcher, Grade 2 . . . Comptroller McGoldrick to Budget Director Dayton: "The Mayor thinks that I'm one of his departments, too."

## Merit Men



**EUGENE RAYMOND CANUDO** is a sweet, mild-looking chap, who stands about 5' 4" in height—and used to announce prizefights and wrestling matches. At 32, he's packed in a career including secretaryship to Fiorello LaGuardia, chief of an important bureau in the Board of Education, aide to New York City's Budget Director, and secretary to the Department of Hospitals, in which position he presides as personnel director over a force of 24,000 employees.

Eugene Canudo looks even younger than his 32. He grins, talks softly, and leads the interviewer from one subject to another, revealing an inexhaustible mine of information, opinions, suggestions. He gives the impression of a man who has well integrated his experiences, can utilize now all that he learned in other activities. His present job requires all the talent he can bring to it—for he must tackle some of the toughest problems that have come up in any city department. For example: the turnover in hospital attendants during 1941 was 59 per cent. Keeping the department properly manned these days is something! Just one of the worries Canudo took over, when his predecessor, Mike White, was upped to the position to Deputy Commissioner.

Low Pay, Poor Discipline

Another problem is discipline. Hospital workers are traditionally the lowest paid category of workers in the community, and perhaps that has something to do with the fact that helpers don't put as much soul into their work as higher-paid employees.

Canudo must think about employee relations, appointments, transfers, ratings, time records, vacations, leaves, pensions. He acts as liaison man with the Civil Service Commission and the Budget Director. He handles budgets, administers WPA projects. And that isn't all.

The prizefight announcing episode came about during his New York University period. Eugene had entered NYU on two scholarships, but he needed some cash to live on. So he did odd jobs. One day a relative was running a charity benefit, and asked

Eugene to announce a pair of fighters who were appearing. Eugene did, in a voice so loud and piercing that it reached the ears of the manager sitting in the outer office. He came in and asked Eugene to leave his name and address. Ten months later, Eugene was embarked on a career of announcing over-muscled pachyderms—wrestlers to you. Soon the little announcer's fame spread to Newark, where he stopped an egg meant for one of his announcees.

Now With Butch

Out of college, with a phi beta kappa, Eugene got a job with Fiorello LaGuardia, then a Congressman. Eugene's family had known the Mayor for many years. "Every time I reached a crisis I went to the Mayor." Working as a stenographer during his summers, young Canudo had acquired a knack with a typewriter. When LaGuardia married his secretary, Marie Fischer, Canudo took over. The idea of tying up with LaGuardia struck young Canudo as "glamorous." He saw the fiery Congressman going places. He liked the way Butch illustrated his points in Congress by pulling a chop out of his pocket when discoursing on the cost of living. He remained with LaGuardia for about two years, and then "broke in" a new Congressman from the west.

LaGuardia at the time was leader of the progressive group in Congress, which while numerically small, held the balance of power between the evenly matched Republicans and Democrats. This group held its conferences in LaGuardia's office, and in these deliberations originated some of the germs of the New Deal social program. It was exhilarating stuff, and although Canudo says his ideas weren't much influenced by the period in Washington, it is difficult to see how he could have avoided it.

City Hall

When LaGuardia was elected Mayor of New York, Canudo went along as personal secretary. Here he saw the correspondence that came in, disposed of it, gave to the Mayor those letters which concerned him, prepared replies, took some stenography.

He remained in City Hall until 1935, then went to the Board of Education as secretary to Ellsworth Buck. He had seen a good cross-section of city government from one point of view, and now wanted to get at the details. Canudo refers with obvious affection to his work on the Board. He was in on the change of the building maintenance setup of the Board, helped lay the groundwork for many reforms.

While on the Board of Education, he wedged in a law course at Fordham Law.

In December of 1940, he received a provisional assignment as senior administrator in the Bureau of Plant Maintenance and Operation.

Next step was a hop to the Budget Bureau as secretary—and then a quick jump to the secretaryship of the Hospitals Department.

## letters

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

### Worried About Leave

Sirs: I am a municipal employee and, frankly, am wondering about whether I will be given a leave of absence for the duration to accept a war job where, I believe, I am very much needed by the Government. My department doesn't seem to hold the belief that a duration transfer is advisable regardless of how badly one is needed and regardless of a long delayed opportunity to make a better living and to meet rising living costs—at least for the war years. I want to know whether or not the city is laying down a policy to cover all departments on this matter, since I hear that some departments are granting leaves. Why doesn't "Pepperpot" LaGuardia do something about this important matter instead of running around to so many dinners and conventions that he hasn't time to give a thought to his much downtrodden city em-

ployees? Yes, "Butch," how about some action?—R. L.

Sirs: A New York City employee should be permitted to obtain a leave of absence to take a war job. It is pure selfishness for the city, on the one hand, to fire thousands of employees, and on the other hand, to refuse leaves of absence to employees who could obtain war jobs. Perhaps, if leaves were granted freely, we wouldn't have to face the prospect of mass discharges.

B.C.F.

Sirs: At first, I felt kind of angry about the refusal of my department to give me a leave of absence. I don't any more. Because if everybody who wanted it got a leave of absence, the New York City departments would soon be hobbling along greatly short of help. I feel that an employee should be willing to sacrifice a better job for the privileges he gets by working for the city.—S. B. E.

Editor's note: Mayor LaGuardia has apparently decided to call a Board of Estimate conference to decide on a city policy in this connection, but as **The LEADER** went to press, still hadn't found it agreeable to announce any date.

### Wants Requirements Kept Up

Sirs: There seems to be a tendency on the part of Civil Service Commissions to lower their requirements. I am opposed to this. Especially in view of the war situation we are confronted with, the quality of employees should be higher than ever. To give one inch in this connection would be, I think, impairing the services that must be rendered to the city. —J. C.

### Likes Our Appearance

Sirs: Congratulations on the improved appearance of **The LEADER**. Its lively appearance is up to its lively reading quality. William C. O'Toole.

## QUESTION, PLEASE

### How Long Does List Last?

R.K.: The Municipal Civil Service Commission can terminate an eligible list after it has been in existence for one year. According to civil service law, an eligible list is good for "from one to four years." It is within the discretion of the Civil Service Commission to decide whether a list should be terminated after one year or allowed to run its full course for four years. In practice, lists usually run their full four-year course.

### If Job Is Dropped Early

I.E.F.: If your position is dropped from the budget one day before the completion of your probationary period, you are entitled to be placed on a preferred list for the title in which you are employed, provided, of course, that your probationary services

were satisfactory. All persons who are given "probable permanent" appointments and whose positions are dropped from the budget during their probationary periods, are accorded this privilege by a ruling of the Civil Service Commission.

### When Does Seniority Begin?

H.B.: Seniority in laying off New York City employees because of the lack of sufficient budget appropriations is determined according to the date of the original appointment into the City service, not according to the date of promotion to a particular grade. Thus, if a person has been a City civil service employee for twenty years and has been working in the title of clerk, grade 4, for one year, he has greater seniority than another person who has been employed by the City for fifteen years but who has been working in the title of clerk, grade 4, for three years.



# Examination Requirements

## How to Apply for a Test

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

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

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

**For Federal Jobs:** Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 5:30 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.

## City Tests

### Patrolman, Police Department: Special Patrolman, All Departments

Applications: Issued and received from 9 a. m. May 1, to 3 p. m. May 16, 1942.

Applications and Fee: Applications will be issued and received in person only at the City Collector's Office between the hours of 9 a. m. to 3 p. m. daily, except Sunday in the borough of residence of the applicant as follows:

Manhattan—Municipal Building—Centre and Chambers Streets.

Brooklyn—Municipal Building—Court and Joralemon Streets.

Bronx—Bergen Building—Tremont and Arthur Avenues.

Queens—Borough Hall—120-55 Queens Boulevard, Kew Gardens.

Richmond—Borough Hall—St. George, Staten Island.

Applications are issued free; a fee of \$1 must be paid at the time of filing at the City Collector's office.

Note: Men in military service may receive and file applications by mail. All such mail must be addressed to the Municipal Civil Service Commission, 299 B. roadway, N. Y. C. Application fees must be paid by check or money order.

In case legislation is enacted affecting the rights of certification or appointment of persons who are candidates in this examination and who hold 1-A classifications under the Selective Service Law, the certifications of such candidates may be withheld during the war emergency. Rights of such candidates to future certification upon discharge from military service will be preserved.

The Commission will establish as a result of this examination two lists, as follows:

**Patrolman, Police Department:** This list only will be certified for the position of Patrolman. This list will endure until exhausted by certification to the Police Department as the needs of the service require but in no event for less than one year more than four years.

**Special Patrolman:** This list will be certified for positions other than that of Patrolman, Police Department, requiring persons of extraordinary physical ability. This list will not be certified for the position of Patrolman, Police Department, but may be certified for other positions in the Police Department requiring familiarity with police rules, regulations and operations, and will be made up of those who did attain the required pass mark for Patrolman, Police Department, but whose mental and physical performances meets the needs of a less exacting nature as hereinafter set forth. Persons accepting permanent appointment as a result of certification from this list will not thereafter be certified to any other position.

The lists for Special Patrolman will terminate at the end of one year after promulgation or thereafter when the main list for Patrolman, Police Department, is exhausted or expires by operation of law.

Salary: Entrance salary for Patrolman, Police Department, \$2,000 with statutory increments to \$3,000 per annum. However, during the probationary period candidates for the position of Patrolman, Police Department may be compensated at the rate of \$1,200 per annum.

Ages: Not less than 21 years of age on date of appointment nor more than 29 years of age on date of filing application. Applications for persons under the age of 19 years will not be accepted.

**Duties**  
For Patrolman, Police Department: General police duties, including detective work, as assigned by the Police Commissioner. Promotion opportunities to: Sergeant, Lieutenant, Captain, Inspector present

Commissioner at \$12,500 and four Deputy Commissioners came from the ranks; detective division.

For Special Patrolman: Special work as assigned, not general police work. Promotion opportunities not comparable to Patrolman, Police Department.

#### Requirements

Proof of good character will be an absolute prerequisite to appointment. Persons who have been convicted of any felony are not eligible to take this examination. Conviction of juvenile delinquency, however, shall not be deemed a conviction of a crime. Candidates must not be less than 5 feet 8 inches in height and at this height must weigh not less than 140 pounds. Required vision 20/20 for each eye, separately, without glasses. No educational requirements. Candidates are warned to make full and complete statements on their application blanks. Misrepresentation is ground for disqualification. For Patrolman, Police Department, an auto driver's license will be required at the time of certification.

#### Subjects and Weights

Written test, weight 50. The pass mark on the written test will be determined by the needs of the service and will be stated at the time of the written test; physical test, weight 50. 70 percent required. The two lists will be set up as follows: all candidates who pass both the written and the physical tests will be arranged in the order of comparative final ratings; the pass mark for the Patrolman, P.D. list will be the final rating of the candidate falling in the middle of this group. The rest of the candidates will form the list for Special Patrolman. The written test will be held first and will be designed to reveal the aptitude, intelligence, initiative, reasoning ability, common sense and judgment of the candidates. Medical examination may be required prior to the physical test and the Commission reserves the right to exclude from the physical examination any candidate who is deemed medically unfit. Candidates must appear for the physical test in good physical condition and will take the same at their own risk of injury, although the Commission will make every effort to safeguard them.

Medical and Physical requirements as posted on the Commission's Bulletin Board must be met. The competitive physical test will be designed to determine competitively the strength, agility, stamina, coordination and endurance of candidates by tests which will be conducted chiefly outdoors or in an adequate indoor space.

The Commission urges competition from all young men qualified to compete. It is only fair to advise candidates, however, that competition for these positions will be extremely keen and that only those who are well qualified have a reasonable chance of obtaining a position on the eligible list.

Candidates may be rejected for any deficiency, abnormality or disease that tends to impair health or usefulness, such as defective vision, heart and lung diseases, hernia, paralysis and defective hearing. Persons must be free from such physical or personal abnormalities or deformities as to speech and appearance as would render their admission to the service undesirable. Candidates are warned to have teeth in perfect condition at the time of the medical examination. Defective teeth are cause for rejection. Examination by a qualified dentist is a wise precaution in advance of this examination. Candidates rejected medically will receive only two opportunities for re-examination thereafter. All remediable defects must be cleared not later than six months from the date of the publication of the list.

### Audit Manager

#### Amended Notice

Candidates who filed under the advertisement of February 2 to

February 14, 1942, need not file again.

Salary: \$6,000.  
Vacancies: 1 in the Emergency Revenue Division.

#### Duties

To have direct supervision and responsible charge of the accountants, junior accountants, bookkeepers, and others comprising the staff of the Audit Section of the Emergency Revenue Division; formulate, devise, prepare, pass upon and put into effective operation all audit procedures and policies necessary to conduct a proper and efficient audit and examination of the books and accounts of all persons required to file returns pursuant to the City's Emergency Revenue Tax Laws; make decisions with taxpayers and make decisions upon the problems arising during the course of an audit of the books and accounts of such taxpayers; coordinate the activities of the various Audit Units to secure the maximum efficiency and productivity of each unit; perform related work.

#### Requirements

The incumbent of this position must be equipped by training and experience to direct the activities of a staff of auditors and office assistants of approximately 180 engaged in the administration of the audit functions of the Emergency Revenue Division. Candidates must possess a certificate as a Certified Public Accountant of the State of New York, with at least 15 years' experience in auditing and accounting, including at least 10 years' experience with a large business or governmental organization or with independent certified public accountants or as a Certified Public Accountant conducting his own business. Appropriate college and training may be substituted for the required experience on a year for year basis, except that every candidate must have had 10 years of accounting experience of a character and magnitude to qualify the candidate to manage the Emergency Revenue Division staff as described under "Duties."

#### Subjects and Weights

Training, experience and personal qualifications, weight 100. Training, experience and personal qualifications will be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary to determine the extent to which such experience has qualified the candidate for the position sought. Such oral interview will be designed to probe the essential factors of technical competence and administrative ability necessary for the efficient performance of the duties of the position.

Fee: \$5.00.

Applications: File by June 1. Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

### Medical Social Worker, Grade 1

#### Amended Notice

Open to all citizens of the United States, regardless of residence. Candidates who filed under the advertisement of April 6 to April 21, 1942, need not file again.

Salary: Present range \$1,500 to but not including \$1,800, and proposed range \$1,500 to but not including \$2,100 per annum.  
Vacancies: 13.

#### Duties

Under supervision to cooperate with the physician in the treatment of sick people by aiding patients in the adjustment of the personal and social problems incident to their illness; to provide for sick persons material and other services that may be available in the department and in the community to perform related services.

#### Requirements

(a) Graduation from an approved college with a baccalaureate degree plus one year of full time paid experience of acceptable character within the past 5 years, in medical case work or, (b) Graduation from an approved nurses' training course plus 2 years of acceptable medical social case work as defined above or, (c) An acceptable equivalent combination of education and experience. One-half year (15-16 credits) in an acceptable graduate school or social work may be substituted for one-half year of experience and six months of acceptable supervised field work in Medical Social Case Work may be substituted for a second half year of experience. School of Social Work candidates who have not had field work in Medical Social Case Work will be required to have at least six months of full time paid experience in Medical Social Case Work.

Note: While this examination is opened on a nation-wide basis, the effect of the Residence Law is that persons with three years of New York City residence, or persons who may be exempted from the Residence Law shall be certified first from the list resulting from this examination.

#### Subjects and Weights

Written, weight 60; training, experience and personal qualifications, weight 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

cordance with the needs of the service.

Fee: \$1.00.  
Applications: File by May 19.

### Occupational Aide

#### Amended Notice

Open to all citizens of the United States, regardless of residence.

Candidates who filed under the advertisement of January 6 to January 26, 1942 need not file again.

Salary: \$1,500 per annum.  
Vacancies: Occur from time to time.

#### Duties

Under direction, to administer therapeutic arts and crafts, including design, leather, metal, plastic arts, textile, wood, fine and applied arts and certain pre-vocational activities for mental or physical re-education and in addition to give instruction to student nurses on the theory and practice of occupational therapy.

#### Requirements

Candidates must be (a) graduates of a school of occupational therapy which is approved by the American Medical Association, or (b) registered therapists.

Note: While this examination is opened on a nation-wide basis, the effect of the Residence Law is that persons with three years of New York City residence, or persons who may be exempted from the Residence Law shall be certified first from the list resulting from this examination.

#### Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 30; Practical, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Fee: \$1.00

Applications: Issued and received from 9 a. m. May 4 to 4 p. m. May 19th, 1942.

Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

### Senior Accountant (Methods)

#### Amended Notice

Candidates who filed under the advertisement of February 2 to February 14, 1942, need not file again.

Salary: \$3,000 up.  
Vacancies: Four positions of provisional administrative assistants in the Comptroller's office are to be filled from this list. The salaries presently being paid are \$3,000, \$4,000 (2), and \$4,200.

#### Duties

To devise methods of recording, reporting and accounting in the several departments, draft original procedures pertaining to the flow of work through a unit or department; supervise the installation and execution of systems of accounts, which, among other things, must serve as the basis for the preparation of statements, reports, etc.; survey and evaluate systems of accounts currently in use and to discuss with the operating unit heads the practicability of changing the system in part or entirely; recommend the replacement of manual by machine operations or vice versa; provide adequate records for ascertaining the cost and production of various operations; provide the necessary checks and balances in a unit or department to insure maximum internal control in the handling of the various operations; prepare programs of audit and review; discuss with the management changes of an overall nature including the transferring of personnel from one unit to another so as to obtain the maximum efficiency and productivity from each employee; be familiar with the laws governing the administration of the department; perform related work.

#### Requirements

Not less than 10 years of experience in constructive accounting with a large governmental or business organization, or in auditing with a firm of public accountants. Not less than 5 years of this experience must have been in a supervisory accounting capacity or as a senior accountant, and not less than 2 years of the required experience must have been in the responsible formulation and installation of accounting systems or methods and procedures, or in the analysis of accounting operations. Appropriate training at the college and graduate level may be substituted for the above required experience on a year for year basis, except that in every case candidates must have had the 5 years of required supervisory or senior experience including the required 2 years' specialized experience in accounting systems or methods.

Subjects and Weights: Written, weight 40; Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.  
Fee, \$3.00.

### Promotion to Chief Engineer of Water Supply, Department of Water Supply, Gas and Electricity

This examination is open only to employees of the Department of Water Supply, Gas and Electricity.  
Salary: \$5,000 and upwards per annum.  
Vacancies: One in the Department

of Water Supply, Gas and Electricity at \$5,500 per annum.

Date of test: The examination will be held on June 13, 1942.

#### Requirements

Open to all persons in the Department of Water Supply, Gas and Electricity serving under the title of Deputy Chief Engineer, who have served for a period of not less than one year in said title and for a period of six months in the department prior to the date of the examination; and who are otherwise eligible for examination.

In addition, candidates must possess the following experience requirements: Fifteen years of satisfactory engineering experience including the successful development of one or more engineering projects of considerable magnitude and of a nature to qualify for the duties of the position, including the supervision of the preparation of complete engineering designs, plans, specifications and reports, plus a degree in engineering from a technical institution of recognized standing; or a satisfactory equivalent. A New York State Professional Engineer's license will be required prior to certification. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

#### Duties

Under broad direction, with wide latitude for independent or unreviewed action or decision to be in charge of all engineering and related work in the Department of Water Supply, Gas and Electricity, Bureau of Water Supply, involving the planning, carrying out, and reporting upon highly difficult, important, and responsible professional work in connection with supplying New York City and its residents with water; furnish for final executive action, expert critical advice and reports on engineering problems, or policies of outstanding importance; report on the advisability of large capital expenditures; pass upon plans and specifications for major improvements; perform related work.

Subjects and Weights: Record and Seniority, weight 50, 70 percent required; Technical knowledge, training, experience and personal qualifications, weight 50, 75 percent required. Technical knowledge, training, experience, and personal qualifications will be rated after an oral interview and after examination of the applicant's written statement of experience and upon such supplementary inquiries as are deemed requisite. This rating will be based upon the extent to which such experience has fitted the candidate to perform the duties of the position and the extent to which such experience reveals the technical competence, judgment and executive ability of the candidate.  
Fee, \$5.00.

### Promotion to Examiner, Grade 4, Housing Authority

This examination is open only to employees of the N.Y.C. Housing Authority.

Salary: \$2,400 per annum up to but not including \$3,000.

Vacancies: 1.

Date of test: The written examination will be held June 13, 1942.

#### Requirements

Open to all permanent employees of the N.Y.C. Housing Authority who have served continuously in the following service or services for the period of time designated, next preceding the date of the written examination and who are otherwise eligible; all persons in Grade 3 of the clerical service who have served for one year in the grade and in Grade 4 of the clerical service who have served for six months in the grade; also to persons in the accounting service receiving \$1,800 up to but not including \$2,400 who have served for one year at that salary and to persons in the accounting service receiving \$2,400 up to but not including \$3,000 who have served for not less than six months at that salary. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

Scope of Examination: The examination will cover the duties of the position which require a good knowledge of the legal provisions governing contracts and vouchers. Examiners must be able to verify the correctness of vouchers for payments of contract orders prepared by the N.Y.C. Housing Authority; examine construction and supply contracts, and service contracts for conformity to requirements; examine miscellaneous vouchers such as those issued in connection with personnel expenses, special payrolls, fees, refunds, etc.

Subjects and Weights: Record and Seniority, weight 50, 70 percent required; Written test, weight 50, 70 percent required.

Fee, \$2.00.  
Applications: File by May 19th.

### Change of Title to Boiler Attendant

This examination is open only to employees of the New York City Housing Authority.

Salary: \$1,200 per annum.

Vacancies: 35.

Date of Test: Practical tests will begin on June 16th.

#### Requirements

Open to all persons in the labor class who have served at least one year and are otherwise eligible.

#### Duties

To operate automatic oil burners in plants under the jurisdiction of the New York City Housing Authority and to perform incidental work.

Subjects and Weights: A non-competitive practical test on the operation of automatic oil burning equipment will be administered.

(Continued on Page Twelve)



# Scoop: Full Requirements for July Tests

## City Tests

(Continued from Page Eleven.)

Those who qualify will be placed on an eligible roster in the order of seniority. The passing grade will be set in accordance with the needs of the service.

Fee: \$1.00.  
Applications: File by May 19th. Applications mailed and post-marked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission.

## State Tests

Applications on the following New York State exams are not yet available. This exclusive information is printed to aid prospective candidates for the following positions. As soon as the opening date is made known, the LEADER will inform you.

### 4128. Asst. Bookkeeping Machine Operator

(Applications should be filed by June 19)  
State and County Department and Institutions. Usual Salary range \$1,200 to \$1,700. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,200.

#### Duties

Under supervision, to do work of some difficulty in the operation of one or more of the common types of multiple register bookkeeping and statistical machines used in the maintenance of financial accounts and records; and to do related work as required. Examples: Computing, posting, and performing similar operations involving such factors as balances due, penalties, refunds, credits, and new balances; posting to and verifying control records; posting, computing and verifying allotments, expenditures, and balances; in some cases, in addition to the machine work, doing work of some difficulty in keeping records of amounts of receipts, disbursements and apportionments.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) four years of office experience involving work in connection with financial accounts and records, of which one year must have involved the operation of a multiple register bookkeeping and statistical machine; or (b) two years of office experience involving work in connection with financial accounts and records, of which one year must have involved the operation of a multiple register bookkeeping and statistical machine, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. The successful completion of an acceptable course in bookkeeping machine operation will be accepted in lieu of the required experience in bookkeeping machine operation. Candidates claiming such training must submit proof thereof with their applications. Such tests as are given will relate to either (a) the Burroughs Class 20 Multiple Register Accounting Machine, or (b) the Underwood Elliott Fisher Sunstrand Accounting Machine—Model D. Candidates must indicate clearly on their applications the machine on which they are experienced and on which they wish to be examined. Candidates may be examined on both of these machines if experienced on both. The resulting eligible list will be subdivided into and certified by groups, Group A (Burroughs Class 20 Multiple Register Accounting Machine) and Group B (Underwood Elliott Fisher Sunstrand Accounting Machine—Model D). Performance tests on these machines will be given at a date later than July 11.

#### Subjects of Examination

Performance test, relative weight 7; training and experience, relative weight 3.

### 4129. Assistant Education Examiner

(Biological Sciences)  
Division of Examinations and Testing, Department of Education.

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Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400. One appointment expected.

#### Duties

Under general supervision, to prepare and rate regents and special scholarship examination papers and objective tests in the field of biological sciences; to assist in the preparation of objective progress tests and in the validation of test questions; and to do related work as required.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) three years of satisfactory experience, within the last five years, in teaching biology in grade ten, eleven, or twelve in a secondary school registered by the New York State Education Department, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in biology, supplemented by 24 credit hours of work acceptable for graduate credit in fields appropriate to the biological sciences; or (b) three years of satisfactory experience as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in biology, and four credit hours in educational or mental tests and measurements, supplemented twenty hours of work acceptable for graduate credit in fields appropriate to the biological sciences; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a good knowledge of the biological sciences; ability to rate the free answer type of question; some ability to supervise and direct others; good judgment; good physical condition. College transcript required.

#### Subjects of Examination

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

### 4130. Asst. Librarian

(Book Information)  
State Library, State Education Department. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

#### Duties

Under general supervision, to do technical work involving professional responsibility for library service in the Book Information Section of the State Library; and to do related work as required. Examples: Assisting in examining and evaluating about 1,800 adult and juvenile books annually; preparing evaluative annotations of current books for and issuing "The Bookmark" as assigned; selecting books for discussion at library institutes; selecting for exhibit books suitable for Christian gifts; examining critically book purchase lists submitted by State institutional libraries; indexing book reviewing magazines; checking book announcements and obtaining from publishers important books in various fields; keeping records of books received and returned to publishers or sent to the general library collection; handling correspondence.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) three years of satisfactory professional library experience, of which one year must have involved the evaluation and annotation of current adult and juvenile books, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, supplemented satisfactory completion of one year of training in an approved library school; or (b) four years of satisfactory full-time paid experience evaluating and annotating books for a large publishing company, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with

specialization in English, including written English; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be eligible to obtain a New York State Personnel Professional Grade III Library Certificate or higher. They must have fine critical judgment and keen discrimination in the selection of books for libraries; they must possess unusual ability to summarize the contents of a book clearly and concisely, reproduce the atmosphere and spirit of the book, and write the annotation with literary distinction. Candidates must have a wide knowledge of authors, publishers, and people's interest in books; they must have administrative ability and ability to supervise the work of members of the staff. Candidates must submit with their applications not less than five nor more than ten examples of printed book notes prepared by them and selected lists in printed publications which will show the quality of their work in book selection and annotation. These will be considered in rating. College transcript required.

#### Subjects of Examination

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

### 4131. Chief Occupational Therapist

Cardiac Service, Department of Health. Usual salary range \$2,000 to \$2,500. Application fee \$1. Appointment expected at the New York State Reconstruction Home at West Haverstraw.

#### Duties

Under direction, to organize and administer the occupational therapy program at the New York State Reconstruction Home; and to do related work as required. Examples: Organizing, developing, and administering the occupational therapy program at the Home, including work with cardiac and orthopedic patients; cooperating with those responsible for the education of the children at the Home; assisting in planning and arranging for the vocational training of patients whose physical activity is likely to be limited permanently; supervising the activities of all personnel concerned with occupational therapy at the institution; conferring with physicians; attending staff meetings; keeping records; preparing reports.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) three years of satisfactory experience in occupational therapy, preferably including some experience with child cardiac and orthopedic patients, and graduation from a three-year course in occupational therapy from a school approved by the American Association of Occupational Therapists and the Council on Education of the American Medical Association; or (b) a satisfactory equivalent combination of the foregoing training and experience that meet the minimum requirements of the American Occupational Therapy Association. Candidates must be registered as Occupational Therapists or eligible for such registration. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) Candidates must have ability to work with doctors and nurses and members of the educational staff, and to create effective teamwork in carrying out the program. They must have ability to plan, direct, and originate programs of arts and crafts for children, and maintain a high standard of craftsmanship. They must have sympathetic understanding of child patients; initiative; creative ability; resourcefulness; patience; good judgment.

#### Subjects of Examination

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

### 4132. Court Steno

Supreme and County Courts, Sixth Judicial District. Usual salary range \$5,000 to \$6,000. Application fee \$4. Two appointments expected at \$5,200.

#### Minimum Qualifications

Candidates must have been legal residents of the Sixth Judicial District which comprises the counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, and Tompkins, for four months immediately preceding the date of the examination. Eligibility for appointment to Court Stenographer in the county courts is restricted to legal residents of the county in which the appointment is to be made. Candidates must have a good command of English and spelling, and must be familiar with legal terms and with standard court procedure and with the functions of a Court Stenographer. They must be able to record dictation of legal matter, including testimony of witnesses, at 175 and 200 words a minute. Each candidate must attach to his application form CR-1,000 fully executed. This form can be obtained from the Department of Civil Service.

#### Subjects of Examination

Preliminary Qualifying Test: These tests will be given all candidates and an average rating in the preliminary qualifying tests (a and b) of 75 percent will be required. Candidates who fail to obtain such rating will be disqualified from further participation in the examination. The qualifying tests will consist of—  
(a) Test of knowledge of court

procedure, relative weight, 20  
(b) Test in recording and transcribing dictation at 175 words per minute of legal matter such as a court decision or an opinion, relative weight,.....80

NOTE: In determining final ratings for written examination, the average rating of the preliminary qualifying tests of candidates receiving 75 percent or better will be combined with their average ratings in the final tests on the basis of 3 counts for the qualifying tests and 7 counts for the final tests.

Final Dictation Test: A final dictation test of candidates who are successful in the preliminary qualifying tests will be held at a later date. It will consist of recording and transcribing dictation of legal matter, including testimony of witnesses, at 175 and 200 words per minute. Four persons will dictate, representing the Court, and the opposing attorneys, and the Witness. Candidates must attain an average rating of 75 percent or more in this final dictation test or be disqualified from further participation in the examination.

Final Ratings: Candidates who receive 75 percent or more in both the Preliminary Qualifying Tests and in the Final Dictation Test will receive final rating on the basis of—

(c) Written examination (combination of average rating in preliminary qualifying tests, weight 3, and average rating in final dictation test, weight 7) relative weight.....7  
(d) Training and experience (75 percent or more must be attained), relative weight.....3

In connection with the rating of the latter subject, an interview may be held.

Transcription in both the preliminary qualifying tests and the final dictation test may be by typewriter or longhand, but each candidate should state in his application which method he expects to use. Candidates must furnish notebooks, pencils, pen and ink, and typewriter if they wish to use them for transcribing.

### 4133. Dietitian

State and County Service. Usual salary range \$2,000 to \$2,500. Application fee \$1. Appointment expected at the minimum but may be made at less than \$2,000. At present a vacancy exists at Mount Morris Tuberculosis Hospital at \$1,650 and maintenance.

#### Duties

Under general direction, to be in immediate charge of the organization and administration of the food service and dietaries in a hospital or institution; to plan and supervise the preparation of menus and special diets; to requisition supplies and make quarterly estimates; and to do related work as required. Examples: Supervising the preparation and distribution of foods; consulting with physicians and planning meals for patients on special diets; visiting patients and securing their food preferences within dietary limits; inspecting kitchen, pantry, and refrigerators for sanitary conditions; checking inventory of and ordering supplies.

#### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) three years of satisfactory experience in hospital dietetic work, of which one year must have been in an institution having a capacity of at least 300 beds, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in food preparation, nutrition, and institution management; or (b) a satisfactory equivalent combination of the foregoing training and experience acceptable for membership in the American Dietetic Association. Candidates must have a knowledge of foods and nutrition, diet therapy, and institution management. They must have ability to organize and direct the food service and supervise the dietary employees. College transcript not required.

#### Subjects of Examination

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

### 4134. Harbormaster

Division of Canals and Waterways, Department of Public Works. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. Appointments may also be made for seasonal employment for approximately eight months a year at \$125 a month. Appointment expected at New York City Terminals.

NOTE: A promotion examination for this position will be held at the same time as this open-competitive examination. Although the law requires the promotion list to be used for making appointments, it is anticipated that there will be a sufficient number of appointments so that the open competitive list will also be used.

#### Duties

Under general supervision, to have charge of a State canal terminal; and to do related work as required. Examples: Directing water traffic; assigning and supervising the berthing of vessels; assigning warehouse space for freight handled at the terminal; supervising the operation of freight handling equipment for the loading and unloading of vessels; keeping records of the services rendered by the terminal and submitted reports thereon and issuing clearances to boats.

#### Minimum Qualifications

Candidates must have had two

years of satisfactory experience in shipping and freight handling which involved the preparation of the papers and documents required thereby. High school education will be credited in lieu of experience in proportion to its value. Graduation from a four-year standard high school course will be accepted as one year of the required experience. Candidates should have a good knowledge of the rules and regulations governing waterway traffic and the use of terminal facilities on the New York State Barge Canal; ability to keep accurate records and ability to meet and deal with people.

#### Subjects of Examination

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

### 4135. Horticultural Inspector

Department of Agriculture and Markets. Usual salary range \$2,100 to \$2,600. Application fee \$1. Appointment expected at the minimum but may be made at less than \$2,100. Appointments as Japanese Beetle Inspector may also be made from this list.

#### Duties

Under general supervision, to inspect and certify nurseries, nursery stock and farm products as to freedom from plant pests and diseases; to enforce quarantines and regulatory requirements; and to do related work as required. Examples: Inspecting and certifying foreign and domestic incoming and outgoing shipments of horticultural

(Continued on Page 13)

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# State Tests

(Continued from Page Twelve)

and farm products for the purpose of controlling and eradicating injurious insect pests and plant diseases; conducting investigations and experiments on plant pests and diseases and the efficiency of insecticides and fungicides; making recommendations to farmers, nursery owners, and others on the culture and production of farm crops, fruits, vegetables, and ornamentals, and on the control measures against plant pests and diseases, enforcing the laws and regulations in regard to the grading and labeling of apples, potatoes, grapes, and other farm products; securing the cooperation of property owners in the furtherance of the program; preparing reports.

**Minimum Qualifications**  
Candidates must meet the requirements of one of the following groups: Either (a) two years of satisfactory experience in orchard or nursery work, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in the science of horticulture, entomology, and of plant pathology; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the various species of insect pests and plants diseases and the modern methods of control, and of the law, rules, and regulations pertaining to inspection, certification, and quarantine of horticultural and farm products; they must be familiar with the production and handling of such products. They must have ability to make thorough inspections and investigations and to enforce the statutory requirements intelligently without arousing antagonisms; integrity; good judgment; reliability; pleasing personality good address. College transcript not required.

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

### 4136. Jr. Accountant

(Public Service) and Contract Utility Accountant, Grade II

Public Service Commission. Usual salary range \$1,800 to \$2,300. (\$7 to \$9 a day). Application fee \$1.

**Duties**  
Under direct supervision, to do specifically assigned tasks required in connection with investigations of accounts and records of public utility companies; and to do related work as required. Examples: Compiling voucher and payroll analysis data; auditing work order analysis; preparing and checking schedules from primary data furnished by others or drawn from company records.

**Minimum Qualifications**  
Candidates must meet the requirements of one of the following groups: Either (a) three years of satisfactory accounting or auditing experience of which two years must have been with a utility regulatory commission, or a public utility company which is either an

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operating or holding company, or a public accounting or service or consultation company engaged in auditing the books of utility companies; or (b) one year of specialized utility experience as described under (a), and graduation from a recognized college or university from a four-year course for which a degree is granted in accounting or economics, including or supplemented by 12 credit hours in accounting courses; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates who are college graduates as outlined under (b) and who have earned an average in accounting subjects of 85 percent or better as certified by college authorities will be admitted to the examination without the one-year requirement of utility accounting under existing laws and regulations and a knowledge of general auditing practices. College transcript required.

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

### 4137. Junior Analytical Chemist

State and County Departments and Institutions. Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. At present one vacancy exists in the Division of Standards and Purchase, Executive Department.

If eligible, candidates may compete also in No. 4146, Senior Laboratory Technician (Analytical Chemistry), and No. 4167, Junior Chemist, Westchester County. A separate application and fee must be filed for each.

**Duties**  
Under direction, to make chemical analysis of samples of materials to determine their constituents; and to do related work as required. Examples: Analyzing samples of foods, paints, varnishes, oils, and cements, water and sewage, textiles, and fuels; occasionally assisting in or performing more difficult analysis; taking care of chemicals and apparatus in the laboratory and making up solutions and reagents for use in the tests.

**Minimum Qualifications**  
Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory laboratory experience in chemistry involving analytical determinations of inorganic and organic substances and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in chemistry; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a good knowledge of the principles and procedures of chemical analysis and skill in laboratory technique; accuracy; thoroughness; integrity; good judgment. College transcript not required.

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

### 4138. Junior Calculating Machine Operator

State and County Departments. Usual salary range \$900 to \$1,400. Application fee 50 cents. Appointment expected at the minimum but may be made at less than \$900.

**Duties**  
Under supervision, to operate a calculating machine (key set or drey drive) in making computations involving addition, subtraction, multiplication, and division, as well as the use of decimals, percentages, reciprocals, pro ratings, and averages; and to do related work as required.

**Minimum Qualifications**  
Candidates must meet the requirements of one of the following groups: Either (a) one year of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard junior high school; or (b) three months of satisfactory experience in the operation of one or more of the standard types of calculating machines, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. The successful completion of an acceptable course in calculating machine operation will be accepted in lieu of three months of the required experience. One year of satisfactory office experience will be accepted in lieu of each year of the required education. Each candidate must state on his application the make and model of calculating machine on which he is experienced and which he intends to use in the examination. Each candidate must furnish a calculating machine for use in the examination. The eligible list established by this examination will be subdivided into, and certified by, groups representing (a) the key drive and (b) the key set types of standard calculating machines.

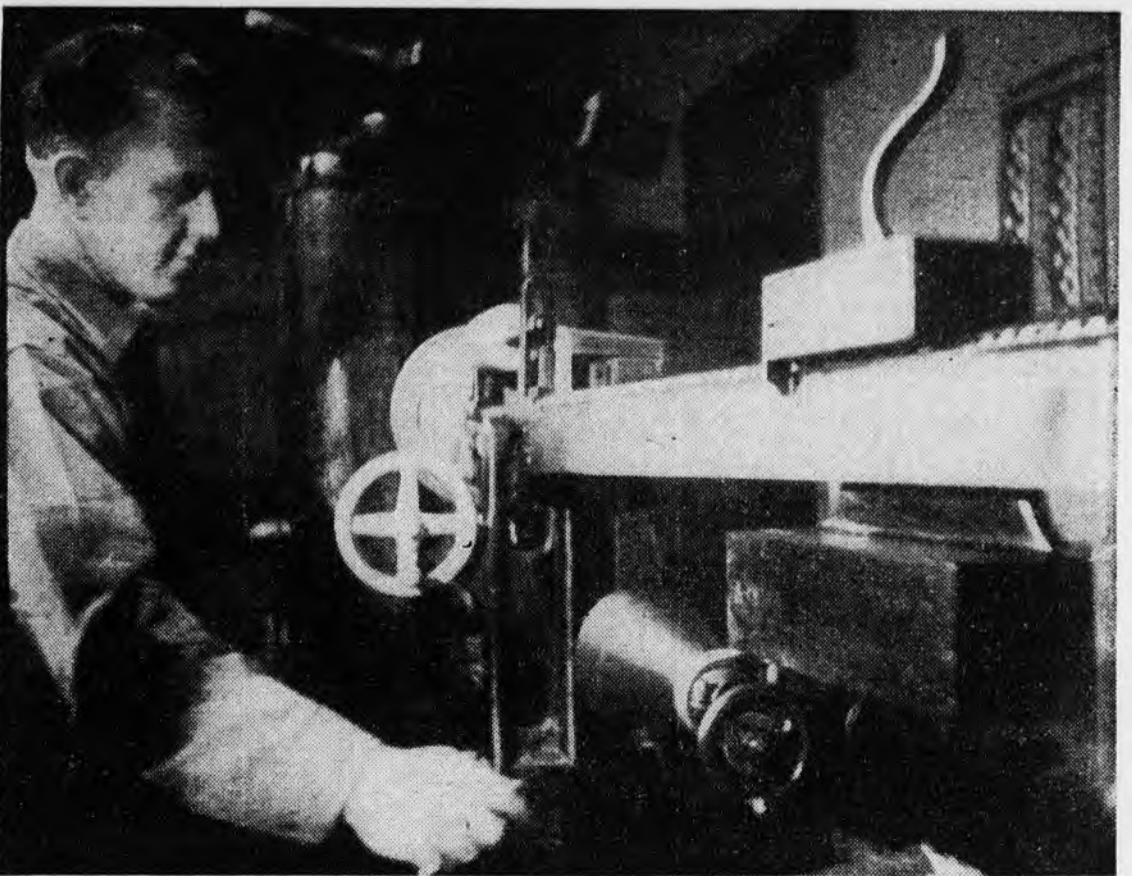
**Subjects of Examination**  
Practical test on the calculating machine, relative weight 10.

### 4139. Jr. Epidemiologist

Department of Health. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

**Duties**  
Under direction, to assist in the

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# 21 Titles in New State Series of Examinations

## State Tests

(Continued from Page Thirteen)  
diagnosis of communicable disease cases, and in the investigation of outbreaks and the endemic occurrence of communicable diseases; to participate in epidemiological research studies; to assist District State Health Officers and local health departments in carrying out preventive and control measures.

### Minimum Qualifications

Candidates must be graduates of an approved medical school, and must be licensed to practice medicine in New York State or be eligible to enter the examination for such license. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) In addition, they must have completed one year of internship in an approved general hospital, and a post-graduate course in public health approved by the Public Health Council for health officer, Grade II, in New York State, and must have had six months of satisfactory full-time public health experience, within the last three years immediately preceding the announced date of this examination, in a city, county, or state health department, or in similar organizations. College transcript not required.

### Subjects of Examination

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

### 4140. Junior Mechanical Draftsman

Division of Architecture, Department of Public Works. Usual Salary range \$1,400 to \$1,900. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,400.

### Duties

Under immediate supervision, to do routine work of ordinary difficulty and responsibility in the preparation of drawings and the making and checking of computations for mechanical or electrical work for building projects; and to do related work as required. Examples: Tracing plans; lettering plans; filing tracings, blueprints, etc.; making mathematical calculations for the heating, ventilating, plumbing, sewage, refrigeration, domestic hot water or electrical systems of buildings.

### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) two years of satisfactory drafting experience, of which one year must have been on the preparation of plans and tracings for the mechanical or electrical work for buildings, and graduation from a standard high school; or (b) two years of satisfactory building estimating or construction experience, of which one year must have been on the preparation of plans and tracings for the mechanical or electrical work for buildings, and graduation from a standard high school; or (c) satisfactory completion of two years of a four-year day course in engineering for which a degree is granted by a recognized college or university; or (d) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have an elementary knowledge of engineering drawing, applied science and mathematics as they relate to mechanical or electrical systems of buildings. College transcript not required.

### Subjects of Examination

Written examination to include drafting test and test on fundamental mathematics and applied science as relates to buildings, relative weight 6; training and experience, relative weight 4. For use in the examination, candidates must provide drafting board, light weight drawing paper, at least 14 inches by 18 inches, drafting instruments, scales, T-square, triangles, and drawing ink.

### 4141. Physiotherapist

Division of Orthopedics, Department of Health. Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,650. If eligible candidates may compete also in No. 4142, Physiotherapy Technician. A separate application and fee must be filed for each.

### Duties

Under medical supervision in an assigned center in a public school, to carry on individual corrective procedures for children suffering from crippling conditions; to assist in conducting surveys for the discovery of crippled children; and to do related work as required.

### Minimum Qualifications

Candidates must be graduates of an approved school of physical education or of a recognized college or university with specialization in physical education, supplemented by satisfactory completion of a course in physiotherapy at a school approved by the Council on Medical Education of the American Medical Association. Candidates must have a certificate to teach physical education and hygiene in the public schools of New York State, preferably valid for teaching physically handicapped children, or be eligible for such certification. Candidates must have a thorough knowledge of correctives and skill in their application to physically handicapped

children. College transcript not required.

### Subjects of Examination

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

### 4142. Physiotherapy Technician

State Departments and Institutions. Salary varies. One appointment expected at Psychiatric Institute and Hospital at \$1,200 and maintenance, and at the Women's Relief Corps Home at Oxford at \$1,150 and maintenance. Application fee \$1. If eligible, candidates may compete also in No. 4141, Physiotherapist. A separate application and fee must be filed for each.

### Duties

Under the supervision of the physician in charge, to give physiotherapeutic treatments such as hydrotherapy, actinotherapy, electrotherapy, mechanotherapy, thermotherapy, and massage; to make appointments for treatments and keep the necessary records; to care for apparatus and equipment; and to do related work as required.

### Minimum Qualifications

Candidates must have satisfactory completed a course of training in physiotherapy at a school approved by the Council on Medical Education and Hospitals of the American Medical Association.

### Subjects of Examination

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

### 4143. Sr. Compensation Clerk and Interpreter

(Hungarian and German)  
Division of Workmen's Compensation, Department of Labor. Usual salary range \$1,600 to \$2,100. Application fee \$1. Appointment expected in the New York Office at the minimum but may be made at less than \$1,600.

### Duties

Under supervision, to perform difficult and responsible office work in the Division of Workmen's Compensation; to interpret and translate for Hungarian and for German speaking claimants; and to do related work as required. Examples: Interpreting and translating from German and Hungarian and their dialects into English and vice versa for claimants and assisting them in filing claims for compensation; acting as information clerk; preparing calendars; assisting the referee at hearings; computing and recording awards of compensation.

### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) six years of satisfactory office experience preferably including two years of experience in workmen's compensation insurance; or (b) two years of satisfactory office experience preferably in workmen's compensation insurance, and graduation from a standard senior high school; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must be able to read, write, and speak English fluently and to interpret from English into Hungarian and German and their dialects and vice versa. They must be familiar with the workmen's compensation law.

### Subjects of Examination

Written examination on the duties of the position, relative weight 3; translation from English to German, relative weight 1; translation from German to English, relative weight 1; translation from English to Hungarian, relative weight 1; translation from Hungarian to English, relative weight 1; training and experience, relative weight 3.

In addition to the written examination in translation, oral tests may be given at a later date, which, if held, will constitute a one-half part of those subjects.

### 4144. Senior Economist

Division of Commerce, Executive Department. Usual salary range \$3,000 to \$3,700. Application fee \$2. Appointment expected at the minimum but may be made at less than \$3,000.

### Duties

Under general supervision, to conduct economic research and special studies relating to business and industry; and to do related work as required. Examples: Making surveys of individual industries for the purpose of providing a background of economic data; making studies of general business and industrial trends in New York State and other manufacturing states; maintaining indices of prices and other indicators of business activity; compiling reports of business and industrial activity.

### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) four years of satisfactory experience in social or economic research and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, including or supplemented by specialization in economics, including statistics; or (b) three years of experience as described in (a), and postgraduate work in an appropriate field equivalent to a master's degree; or (c) a satisfactory equivalent combination of the foregoing experience, education, and postgraduate training. One

year of responsible supervisory experience in the field of social or economic research may be substituted for two years of the required general experience. Candidates must have a wide knowledge of the social sciences and they must have a knowledge of statistical theory and methods. Candidates must have critical judgment as to the value, soundness, and completeness of research projects, and the ability to confer with and elicit the cooperation of industrial leaders, officials of trade associations, labor unions, and government agencies. Detailed college transcripts required.

### Subjects of Examination

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

### 4145. Senior Education Examiner

(Physical Sciences)  
Division of Examinations and Testing, State Education Department. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,120. One appointment expected.

### Duties

Under general supervision, to prepare and rate Regents and special scholarship examination papers and objective tests in the field of physical sciences; to supervise the rating of such papers; to assist in the preparation of objective progress tests and in the validation of test questions; and to do related work as required.

### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) five years of satisfactory experience, within the last seven years, in teaching physics and chemistry in a secondary school registered by the New York State Education Department, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in physics or chemistry and six credit hours in biology, supplemented by thirty-six hours of work acceptable for graduate credit in fields appropriate to the physical sciences, including six graduate credit hours in the field of physics and six graduate credit hours in the field of chemistry; or (b) five years of satisfactory experience as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in physics or chemistry and six credit hours in biology, and four credit hours in educational or mental tests and measurements, supplemented by thirty hours of work acceptable for graduate credit in fields appropriate to the physical sciences, including six graduate credit hours in the field of physics and six graduate credit hours in the field of chemistry; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a thorough knowledge of the physical sciences; ability to rate the free answer type of questions; ability to supervise and direct others; good judgment; good physical condition. College transcript required.

### Subjects of Examination

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

### 4146. Senior Laboratory Technician

(Analytical Chemistry)  
Division of Bedding, Department of Labor. Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,650.

NOTE: A promotion examination for this position will be held at the same time as this open-competitive examination. Although the law requires the promotion list to be used first for making appointments, it is anticipated that there will be a sufficient number of appointments so that the open-competitive list will also be used.

If eligible, candidates may compete also in No. 4137, Junior Analytical Chemist, and No. 4167, Junior Chemist, Westchester County. A separate application and fee must be filed for each.

### Duties

Under general supervision, to do specialized technical work of advanced or complex character in a laboratory; or to perform similar work, temporarily, with a view to advancement to work of this class; to assist in research or other scientific work of professional character; to do routine work in making chemical and microscopical analyses of the various kinds of animal and vegetable fibers used as fillings in articles of bedding upholstered furniture for type, percentage, composition, and for the presence of new or secondhand material; and to do related work as required.

### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) one year of satisfactory experience in analytical chemistry, preferably including analysis of filling materials for bedding and upholstery, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in science, including twenty credit hours in chemistry; or (b) four years of satisfactory experience in analytical chemistry in a chemical laboratory

or in a production laboratory in the bedding and upholstery industries, and graduation from a standard senior high school, supplemented by thirty credit hours of university training in science, including twenty credit hours in chemistry; or (c) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a good working knowledge of laboratory apparatus. Ability to understand the use of a microscope and micro-callipers, and experience in the bedding upholstery industries are desirable. College transcript required.

### Subjects of Examination

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

### 4147. Senior Personnel Administrator

State and County Departments. Usual salary range, \$3,100 to \$3,850. Application fee, \$3.00. At present, a vacancy exists in the State Insurance Fund.

### Duties

Under general supervision, to perform the duties of immediate assistant to the supervisor in charge of the personnel and office administration of a State or County Department and to act in the capacity of supervisor in his absence; and to do related work as required. Examples: Supervising the activities of the Personnel, Purchase, Printing, Stock, Mail, Work Shop and Telephone Units of the Department of Personnel and Office Administration in the State Insurance Fund; being responsible for the training of the personnel of a department; supervising the preparation of the quarterly budgets submitted to the Board of Commissioners of the State Insurance Fund and the State Budget Director; supervising the preparation of semi-monthly regular and supplemental payrolls, salary analyses, and refund calendars; preparing reports relating to the work of a department as may be required; assisting in the preparation of announcements for Civil Service examinations; interviewing applicants for positions; recommending the selection and appointment of candidates for positions; assisting in the interviewing of employees and discussing their problems and complaints; investigating complaints of employees, developing the facts in the case and presenting such findings to the supervisor for action; conferring with supervisors on personnel and administrative problems; arranging for and developing educational programs for the various units of a department and conducting educational meetings for the employees of a department; developing job specifications; supervising the maintenance of adequate personnel records relating to attendance, service record ratings, retirement, civil service and employment status of employees; supervising the preparation of office plans and layouts; in some instances, supervising the purchase of furniture, fixtures, equipment, and supplies for the use of a department.

### Minimum Qualifications

Candidates must meet the requirements of one of the following groups: (a) five years of satisfactory experience in accounting, public administration, personnel administration, financial management, or other related fields, of which three years must have been in a regularly organized personnel office, or in public administration work, involving, in either of these two types of employment, the handling of personnel matters relating to appointments and promotions and the preparation of

budgets and payrolls, including one year in a responsible supervisory capacity, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (b) a satisfactory equivalent combination of the foregoing training and experience. Graduate work in the field of public business, or substituted on the basis that one year is equivalent to either one year of the required general experience or six months of the required specialized experience. Graduate work may not be substituted for the required supervisory experience. Candidates must have a good knowledge of modern personnel and office administration methods and of the New York State Civil Service Law. Transcript of graduate work required.

### Subjects of Examination

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

### 4148. Asst. Physician General County Service

(Open to residents of all counties)  
County Tuberculosis Sanatoriums. Salary varies. At present, a vacancy exists at the Ulster County Tuberculosis Hospital at \$1,500 a year and one meal daily. Application fee, \$1. This examination is open to residents and non-residents of New York State, but preference in certification will be given to legal residents of New York State and to those eligibles who are legal residents of the county in which the vacancy exists.

### Duties

Under general supervision, to render medical services of medium professional responsibility in a hospital or sanatorium for the treatment of pulmonary tuberculosis; to conduct courses of instruction for undergraduate and postgraduate medical students; and to do related work as required. Examples: Making the morning and evening rounds of wards, pavilions, and cottages; making examinations and prescribing treatments; being responsible for the medical supervision of assigned groups and for making monthly physical examination of patients performing minor surgical procedures, such as artificial pneumo-thorax; making X-ray diagnosis; conducting outpatient and extramural pulmonary clinics; conducting courses of instruction for medical students in tuberculosis; making experimental laboratory studies.

### Minimum Qualifications

Candidates must be licensed to practice medicine in New York State or be eligible to enter the examination for such license, and must have served an internship of one year or its equivalent in a general hospital. (Successful candidates who have not obtained their licenses at the time the eligible list is established will not have their names certified for appointment until they have received their licenses and have so notified the Department of Civil Service.) In addition, they must have had, since graduation, one year of satisfactory medical experience including six months in full-time work in a tuberculosis hospital, sanatorium, clinic, or the tuberculosis department of an approved general hospital. A good knowledge of the principles and practices of medicine and surgery with particular reference to the care and treatment of tuberculosis patients is necessary.

### Subjects of Examination

Written examination on the duties of the position, relative weight 3; training and experience, relative weight 5.

## U. S. Tests

Persons appointed from these or other examinations subsequent to March 16, 1942, will be given "War Service Appointments" and will not thereby acquire a classified (competitive) civil service status. Appointments will generally be for the duration of the war and, in no case, will extend more than six months beyond the end of the war. Applications for the following positions will be received (at the places indicated below) until the needs of the service have been met.

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U. S. Navy Yard, Brooklyn, N. Y.  
Announcement Number and Title  
2-474—Forger, Drop, Machinist, Toolmaker.

2-475—Anglesmith, Heavy Fires, Anglesmith, Other Fires, Blacksmith, Chipper and Caulker, Iron, Coppersmith, Diesinker.

2-476—Flange Turner, Frame Bender, Loftman, Saimaker, Shipfitter, Shipwright, Welder, Electric (specially skilled), Welder, Gas.  
2-476—Ordnanceman.

Address: Secretary, Board of U. S. Civil Service Examiners, Air Corps Eastern Procurement District, 90 Church Street, New York.  
Announcement Number and Title

2-480—Junior Administrative Procurement Inspector, Senior Procurement Inspector, Procurement Inspector.

2-480—Associate Procurement Inspector, Assistant Procurement Inspector, Junior Procurement Inspector (12 optional branches, each grade).

Address: Secretary, Board of U. S. Civil Service Examiners, Plus

Camp, Great Bend, New York.  
Announcement Number and Title  
2-501—Automotive Mechanic

Address: Secretary, Board of U. S. Civil Service Examiners, Seneca Ordnance Depot, Romulus, New York.

Announcement Number and Title  
2-8—Senior Guard.  
2-9—Firefighter (motor equipment).

Address: Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal, Watervliet, New York.

Announcement Number and Title  
2-441—Machinist.  
2-443—Benchman.  
2-444—Gauge Checker.  
2-20—Senior Guard.  
2-35—Tookeeper.

2-48—Machine Operator (horizontal mill), Machine Operator (engine lathe), Machine Operator (horizontal boring mill), Machine Operator (milling machine), Machine Operator (planer), Machine Operator (shaper), Machine Operator (surface grinder), Machine Operator (turning lathe).

Address: Secretary, Board of U. S. Civil Service Examiners,

(Continued on Page Fifteen)



**SCHOOL DIRECTORY**  
**LISTING OF CAREER TRAINING SCHOOLS**  
**ACADEMIC & COMMERCIAL—COLLEGE PREPARATORY**  
 Academy — DeKalb and Flatbush Ext., Brooklyn — Regents accredited — MAIN 4-8558.  
**ACCOUNTING MACHINES**  
 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Accounting, Machines, Tabulators, Sorters and Key Punches — Circle 5-6425.  
**AIR CONDITIONING**  
 Tech—108 5th Ave.—Welding, drafting, refrigeration, heating, radio. Chelsea 2-6330.  
**AUTO DRIVING INSTRUCTION**  
 Auto Driving School—171 Worth St. (opp. State Bldg.)—Worth 2-6990  
**AVIATION PRODUCTION MECHANIC**  
 Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. Stuyvesant 9-6900.  
**BANK EXAMINER**  
 New York School of Banking—World Bldg., 63 Park Row—Intensive review course by men with wide practical examining experience—prepare men for State Bank Examiner. Exam expected soon—Permanent position, fine salary, pension and insurance.—Classes meet Wednesday and Friday 7-9 P.M. Home Study Course available.—RECTOR 2-4371.  
**BENCH ASSEMBLY—AVIATION**  
 Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—Stuyvesant 9-6900.  
**BUSINESS MACHINES**  
 Institute—11 E. 16th St.—Day and Evening Classes—Card Punch, Comptometry—Stuyvesant 9-6900.  
 Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping, Typing—Day and Evening—ST. 3-7660.  
**CIVIL SERVICE**  
 Institute—115 E. 15th St.—City, State and Federal Examinations. Day and Evening Classes—Stuyvesant 9-6900.  
 Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—Gramercy 3-0808.  
**DRAFTING**  
 Institute—11 E. 16th St.—Complete 500-hr. Course—Day or Eve. Stuyvesant 9-6900.  
 New York Drafting Institute — 276 W. 43d St. — Day and Evening Classes. Wisconsin 7-0366.  
 Manhattan Technical Institute — 1823 Broadway (59th) — Day and Evening Classes—Circle 5-7857.  
 Bondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2086.  
**FINGERPRINTING**  
 Institute—115 E. 15th St.—City examination ordered. New class forming. Stuyvesant 9-6900.  
 New York School of Fingerprints—22-26 E. 8th St.—Introductory course for fingerprint expert. Gramercy 7-1268.  
**MACHINE SHOP**  
 Institute—11 E. 16th St.—Day & Evening Classes — 200-300 hr. Courses—Stuyvesant 9-6900.  
 Machine School — 1043 6th Ave. (near 39th St.) — Day and Evening Classes—PE. 6-0913.  
 Practical Machinist School—109 Broad St.—Machinist school only. BO. 9-6498.  
**MECHANICAL DENTISTRY**  
 New York School of Mechanical Dentistry — 125a W. 31st St. — Day and Evening Classes—Employment Service—Free Booklet—CHickering 4-3994  
**MEDICAL - DENTAL**  
 Manhattan Assistants School—60 East 42d St.—3 Month Special Course—Laboratory Technique & X-Ray—Day and Evening. Cat. L—MU. 2-6234.  
**MUSICAL INSTRUCTION**  
 College of Music — 114 E. 85th St. — For the Professional and Non-Professional. BU. 8-9377.  
**SECRETARIAL SCHOOLS**  
 Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—Stuyvesant 9-6900.  
 Business Training School—370 Ninth St., at 6th Ave., Brooklyn — Day and Evening Classes—Individual Instruction—South 8-4236.  
 Merchants and Bankers Business School — 55th Year — Day and Evening — 220 East 42d St.—MU. 2-0986.  
 Riverside Business & Secretarial School—Short Defense Courses, Beginners, Reviewers. Inexpensive.—2061 Broadway, N. Y. C. (72d St.)—TR. 4-2191.  
**TABULATING MACHINE OPERATION**  
 Institute—11 E. 16th St.—Day and Eve. Classes—Stuyvesant 9-6900  
 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Accounting Machines, Tabulators, Sorters and Key Punches — Circle 5-6425.  
**WELDING**  
 Institute—11 E. 16th St.—Day and Evening Classes — 224-hr. Course—Stuyvesant 9-6900.

**File by May 19**  
 Senior bookkeeping machine operator, \$1,620 a year.  
**File by May 26**  
 Junior calculating machine operator, \$1,440 a year.  
**File by May 9**  
 Radio Inspector, \$2,000 and \$2,600 a year.  
**File by June 9**  
 Bindery operative (hand and machine), 66c an hour.  
 Printer, Monotype keyboard operator, \$1.26 an hour.  
**File by June 30, 1942**  
 Junior Engineer, \$2,000 a year; Options: Aeronautical, naval architecture and marine engineering.  
 Radio Monitoring Officer, \$2,600 to \$3,200. File by June 30, 1942.  
 Multilith cameraman, platemaker and multilith press operator. Rated as received until June 30, 1942.  
 Junior meteorologist, \$2,000. Applications must be in by June 30, 1942.  
 Blueprint operator, \$1,260 to \$1,440. Last filing date is June 30, 1942.  
 Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.  
 Naval architect: \$2,000 to \$5,600. June 30, 1942 is last filing date.  
 Marine engineer: \$2,000 to \$3,000. June 30, 1942 is last filing date.  
 Shipyard inspector: \$2,300 to \$3,800.  
 Chief engineering aid, \$2,000; principal, \$2,300; senior, \$2,000; engineering aid, \$1,800. Last filing date June 30, 1942.  
**File until December 31**  
 Air Safety Investigator, \$3,800 a year.  
 Engineer, \$2,600 to \$6,500 a year.  
 Engineering draftsman, \$1,440 to \$2,600 a year.  
**File by June 30, 1943**  
 Junior Engineer, \$2,000; Options: All branches of engineering except naval architecture and marine engineering.  
**File until further notice**  
 Junior Aeronautical Inspector (Trainee), \$2,600 a year.  
 Orthopedic Mechanic, \$2,000 a year.  
 Lithographer, (artistic or mechanical), \$1,440 to \$2,000 a year.  
 Metallurgist, \$2,000 to \$5,000 a year.  
 Radio Operator, \$1,620-\$1,800.  
 Engineering Aid, \$1,440-\$2,600.  
 Inspector Naval Ordnance materials, \$1,620 to \$2,600 a year.  
 Junior Inspector, Engineering Materials, \$1,620 a year.  
 Machinist, \$1,800 a year to \$1.06 per hour.  
 Shipfitter, \$6.81 to \$8.93 a day.  
 Toolmaker, \$7.20 a day to \$1.08 an hour.  
 Loftsmen, \$1.04 to \$1.12 per hour.  
 Instrument Maker, \$7.44 a day to \$1.24 per hour.  
 Investigator, \$3,200 to \$3,800 a year.  
 Inspector, Defense Production Protective Service, \$2,600 to \$5,600 a year.  
 Training Specialist, \$2,600 to \$5,600 a year.  
 Instructor, \$2,000 to \$3,800 a year.  
 Automotive Spare Parts Expert \$3,200 a year.  
 Student instructor, Air Corps Technical School, U. S. Army and aviation service schools, U. S. Navy, \$1,620 a year.  
 Economist, \$2,600 to \$5,600 per year.  
 Departmental Guard, \$1,200 per year.  
 Research Chemist, \$2,600 to \$5,600 per year.  
 Technologist, \$2,000 to \$5,000 per year.  
 Engineer, \$2,600 to \$6,500 per year.  
 Pharmacologist, \$2,600 to \$4,600 a year.  
 Toxicologist, \$2,600 to \$4,600 a year.  
 Meteorologist (any specialized branch), \$2,600 to \$5,600 a year.  
 Expeditor (marine propelling and outfitting equipment), \$3,200 a year.  
 Technical Assistant (Engineering) \$1,800  
 Junior Astronomer, \$2,000.  
 Chemist (Explosives), \$2,000 to \$5,600.  
 Chemical Engineer (any specialized branch), \$2,600 to \$5,600.  
 Physicist (any specialized branch) \$2,000 to \$5,600.  
 Airport Traffic Controller, \$2,000 to \$3,200.  
 Airport Traffic Control Examiner, \$3,300.  
 Alphabetic card-punch operator, \$1,200.  
 Artistic lithographer, \$1,800.  
 Inspector, engineering materials (aeronautical), \$2,300.  
 Inspector of clothing, \$2,000.  
 Inspector of hats, \$2,000.  
 Inspector of textiles, \$2,000.  
 Inspector of ordnance materials \$2,300.  
 Inspector (powder and explosives) \$2,300.  
 Inspector (ship construction), \$2,300.  
 Inspector (signal corps equipment), \$2,600.  
 Instrument maker, \$2,200.  
 Junior communications operator (air navigation), \$1,440.  
 Junior communications operator (high speed radio equipment), \$1,620.  
 Junior stenographer; junior typist Washington, D. C., only.  
 Junior stenographer, \$1,440, and junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York.  
 Horizontal sorting machine, operator, \$1,260. Appointment in Washington, D. C. only.  
 Link trainer operator instructor, \$3,200; link trainer operator, \$2,900 Civil Aeronautics Administration.  
 Student physiotherapy aid, \$420 w. m.; apprentice physiotherapy aid, \$1,440.  
 Senior medical officer, \$4,600; medical officer, \$3,800; and associate medical officer, \$3,200.  
 Tabulating machine operator, \$1,260 to \$1,440 a year.  
 Senior radiosound technician, \$2,000.  
 Radio mechanic-technician, \$1,620 to \$2,300.  
 Junior physicist, \$2,000.  
 Physiotherapy aid, \$1,500.  
 Procurement Inspector, \$2,300.  
 Shipyard inspector (various specialties), \$3,200.  
 Under tabulating machine operator, \$1,260.  
 Coal mine inspector, \$3,800; senior, \$4,600; associate, \$3,200; assistant, \$2,600.  
 Dental hygienist, \$1,620.  
 Medical guard attendant, \$1,620; medical technical assistant, \$2,000.  
 Under mimeograph operator, \$1,200. For appointment in Washington, D. C. only.  
 Inspector, engineering materials

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

**Brassieres — Corsets**  
 Slim Hips in 10 Minutes: Feels 3"-5" smaller! Margaret Corsetiere, demonstrates this miracle in your home, 36-16 79th St., Jackson Heights, N. Y. 4-3890

**Corsets**  
 FOR that youthful figure see Jane Stringer, Spencer Corsetiere for style, beauty, and comfort. Also surgical corsets. Jane Stringer, 500 5th Ave., Room 906. Pennsylvania 6-5928.

**Funeral Directors**  
 COMPLETE FUNERALS as low as \$125. Free chapel. Financed to meet conditions. Chas. Peter Nagel, 352 E. 87th St., N. Y. C. ATwater 9-2221.

**Furniture**  
 SENSATIONAL SALE—Fine Period Furniture, new-used, for city or country homes. Broadloom Carpets, Simmons Bedding. GEORGE'S, 105 WEST 51st ST. Only Entrance, Red Canopy

**Help Wanted—Agencies**  
 A BACKGROUND of SATISFACTION in personnel service since 1910. Secretaries, Stenographers, File—Law Clerks, Switchboard Operators, Brody Agency (Henriette Roden, Licensee), 240 Broadway Barclay 7-8135.

A BRONX Employment Agency specializing in all types office help, male and female—bookkeepers, stenographers, dictaphone operators—stenographers, general office assistants. Also special department for all types factory help; garage attendants. CASTLE HILL AGENCY, 2215 Westchester Ave., Bronx, Underhill 3-3345. OPEN FROM 8 A.M. TO 6 P.M.

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# Is Your Exam Here?

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

### Open Competitive Tests

**Able Seaman, Deck Hand and Seaman:** The practical test is being held this month.

**Air Traffic Control Recorder:** The training, experience and personal qualifications test will be held as soon as practicable.

**Apprentice (Automotive Trades):** Objections to the tentative key answers are being considered.

**Assistant Buildings Manager (Housing Authority):** The written test was held last month. The rating of the written test has begun.

**Assistant Civil Engineer:** The written test will probably be held June 27, 1942.

**Assistant Gardener:** The competitive physical test is being continued this month.

**Assistant Mechanical Engineer:** The written test was held on April 18th.

**Blacksmith:** The practical test is being completed this month.

**Bus Maintainer, Group B (B.M.T. Division, N.Y.C.T.S.):** Objections to the tentative key answers are being considered.

**Car Maintainer, Group F:** This examination is being held in abeyance pending promotion examinations in the I.R.T. and B.M.T. Divisions.

**Chief of Project Planning, Housing Authority:** The written test is being held on May 6th.

**Clerk, Grade 1:** The written test will be held as soon as practicable.

**Conductor (N.Y.C.T.S.):** The written test was held on April 25th. The tentative key answers are published in this issue of The LEADER.

**Core Drill Operator's Helper:** The practical test is being held the early part of this month.

**Court Stenographer:** All parts of the examination have been completed.

**Dental Hygienist:** The written test is being held on May 2nd.

**Dietitian:** The rating of the written test is about 75 percent completed.

**Director of Education (Department of Correction):** The written test is scheduled for the early part of this month.

**Director of Education (Department of Hospitals):** The written test is scheduled for the early part of this month.

**Electrician:** The practical test will be held as soon as practicable.

**Foreman, Furniture Maintainer:** The written test was scheduled for April 29th.

**Health Inspector, Grade 2:** Report

on the final key answers was forwarded to the Commission.

**Housekeeper:** All parts of the examination have been administered. **Inspector of Boilers, Grade 3:** The written test is being held on May 8th.

**Inspector of Elevators, Grade 3:** The rating of the written test has begun.

**Inspector of Housing, Grade 2:** The training, experience and personal qualifications test will be held as soon as practicable.

**Inspector of Live Poultry:** The written test is being held this month.

**Inspector of Plastering, Grade 3:** The rating of the written test has been completed.

**Inspector of Printing and Stationery, Grade 2:** The rating of the written test is in progress. **Interpreter:** The rating of Part II of the written test has begun.

**Junior Civil Engineer:** The rating of the written test is in progress.

**Laboratory Assistant (Bio-Chemistry):** The rating of the written test is nearing completion.

**Marine Engineer:** The rating of the written test has begun.

**Mechanical Engineer (Salvage):** The written test will be held as soon as practicable.

**Office Appliance Operator, Grade 2 (Burroughs Accounting or Bookkeeping Machine):** The practical test will be held this month.

**Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Accounting Machine):** The practical test will be held this month.

**Office Appliance Operator, Grade 2 (I.B.M. Numeric Accounting Machine):** The practical test will be held this month.

**Office Appliance Operator, Grade 2 (I.B.M. Numeric Punch Machine):** The qualifying written test will be held as soon as practicable.

**Office Appliance Operator, Grade 2 (Remington Rand Powers Key Punch Machine):** The qualifying written test will be held as soon as practicable.

**Physio-Therapy Technician (Women):** All parts of the examination have been administered.

**Printing Specifications Writer:** The rating of the written test is about two-thirds completed.

**Psychologist:** The rating of qualifying experience has been completed.

**Radio Operator, Grade 1:** All parts of the examination have been administered.

**Senior Buyer:** All parts of the examination have been administered.

**Senior Chemist:** The rating of the written test is nearly completed. The training, experience and personal qualifications test will probably be held this month.

**Stationary Engineer:** The written test is being held on May 23rd.

**Stationary Engineer (Electric):** The written test is being held on May 9th.

**Trackman (N.Y.C.T.S.):** The written test is being held on May 16th. **Typist, Grade 1:** The practical tests will be held on July 2, 3, 6, 7, 9, 10, 11 and 13.

### Promotion Tests

**Airbrake Maintainer (N.Y.C.T.S., All Divisions):** The practical test will be held as soon as possible.

**Assistant Civil Engineer:** The written test will be held June 27.

**Assistant Foreman (Sanitation):** The rating of Part I of the written test has been completed. The rating of Part II has begun.

**Assistant Station Supervisor (N.Y.C.T.S.—IRT and BMT Divisions):** The written test will be held June 27th.

**Assistant Supervisor, Grade 2 (Social Service), City-wide:** The rating of the written test has been completed. The rating of education and experience is in progress.

**Assistant Train Dispatcher (N.Y.C.T.S.—IRT and BMT Divisions):** The written test is being held on May 6th.

**Bus-Maintainer, Group B (B.M.T. Division, N.Y.C.T.S.):** Objections to the tentative key answers are being considered.

**Car Maintainer, Group B (N.Y.C.T.S.—All Divisions):** The practical test will be held as soon as possible.

**Clerk of District, Municipal Court:** The written test was held on April 11th. The rating of the written test will begin shortly.

**Conductor (N.Y.C.T.S.—All Divisions):** The written test was held on April 25th. The tentative key answers are published in this issue of The LEADER.

**Court Attendant:** The rating of the written test has been completed. **Court Clerk, Grade 3:** The rating of the written test is about 50 percent completed.

**Court Clerk, Grade 4:** The rating of the written test is about 25 percent completed.

**Electrical Engineering Draftsman:** The rating of the written test is in progress.

**Electrician:** The practical test will be held as soon as practicable. **Elevator Operator, Department of Hospitals:** The qualifying practical test will be held as soon as practicable.

**Foreman (Electrical Power, N.Y.C.T.S.—All Divisions):** The written test will be held on July 9.

**Foreman (Lighting, N.Y.C.T.S.—All Divisions):** The rating of the written test has begun.

**General Foreman, Grade 4:** The rating of the written test is in progress.

**Housekeeper (Women), Hospitals:** All parts of the examination have been administered.

**Inspector of Boilers, Grade 3:** The written test is being held on May 8th.

**Inspector of Housing, Grade 3:**

The rating of the written test is about 50 percent completed.

**Inspector of Licenses, Grade 2:** The rating of the written test is in progress.

**Inspector of Plumbing, Grade 3 (Department of Housing and Buildings):** The practical-oral test will be held as soon as practicable.

**Junior Counsel, Grade 3:** The written test will be held June 13th.

**Law Assistant, Grade 2:** The rating of the written test has begun.

**Light Maintainer (N.Y.C.T.S.—All Divisions):** The rating of the written test is about 50 percent completed.

**Maintainer's Helper, Group B (N.Y.C.T.S.—All Divisions):** The tentative key answers are published in this issue of The LEADER.

**Motorman (B.M.T. IRT and IRT Divisions):** The qualifying practical test will be held in two months.

**Power Maintainer, Group A (N.Y.C.T.S.—IRT and BMT Divisions):** The written test is being held on May 26th.

**Radio Operator, Grade 2:** All parts of the examination have been administered.

**Sergeant-on-Aqueduct:** The written test is being held this month. **Sergeant (P.D.):** The rating of Part II of the written test is about 90 percent completed.

**Sergeant (P.D.), Special Examination:** The examination, which was to have been held on May 2nd will be held on May 9.

**Senior Accountant (City-wide):** The rating of the written test has been completed.

**Senior Chemist:** The rating of the written test is nearly completed. The training, experience and personal qualifications test will probably be held this month.

**Stenographer, Grades 2 and 3:** Objections to the tentative key answers are being considered.

**Supervisor, Grade 3 (Social Service):** Experience is being rated. The oral interview test is being held this month.

**Ventilation and Drainage Maintainer (N.Y.C.T.S.—All Divisions):** The rating of the written test has been completed. The practical test will be held as soon as possible.

**Warden:** The rating of the written test has begun.

# U. S. Tests

(Continued from Page Fifteen)

mill, rates of pay a day, \$5.92, \$6.64, \$7.36. **Machine Operator, milling machine,** rates of pay a day, \$5.92, \$6.64, \$7.36.

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

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

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

**Machine Operator, surface grinder (Blanchard),** rates of pay a day, \$5.92, \$6.64, \$7.36.

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

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

**Junior machinist,** \$1,680 a year.

**Machinist,** \$1,860 a year.

**Aircraft instrument mechanic,** \$1,860 a year.

**Junior machinist,** \$1,080 a year.

**Junior instructor, Air Corps Technical school, U. S. Army and aviation service schools, U. S. Navy,** \$2,000 a year.

**Under Graphotype Operator,** \$1,260 a year.

**Training Specialist,** \$2,600 to \$5,600 a year.

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

**Addressograph Operator,** \$1,200 to \$1,440 a year.

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

**Inspector, electrical construction,** \$1,800 to \$2,600 a year.

**Aircraft Sheet Metal Worker,** \$1,800 to \$2,200.

**Junior Chemist,** \$2,000 a year.

**Senior Bookkeeping Machine Operator,** \$1,620 a year.

**Public Health Nurse Consultant,** \$2,600 to \$5,600.

**Assistant Fingerprint Classifier,** \$1,620 a year.

**Boatbuilder,** \$9.44-\$8.96-\$8.48 per day.

**Electrician (armature winder),** \$9.44-\$8.96-\$8.48 per day.

**Patternmaker,** \$10.88-\$10.40-\$9.92 per day.

**Refrigeration and air conditioning mechanic,** \$9.94-\$8.96-\$8.48 per day.

**Tabulating machine operator,** \$1,260 and \$1,440 a year.

**Under mimeograph operator,** \$1,260 a year.

**Junior Stenographer,** \$1,440 a year. **Junior Typist,** \$1,200 a year. **Public Health Nursing Consultant,** \$2,600 to \$5,600 a year. **Assistant Fingerprint Classifier,** \$1,620 a year.

## Junior Engineering Aide (\$1,440 a year)

Applications will be received until the needs of the service have been met.

**Places of Employment:** Various services in the States of New Jersey and New York.

### Duties

Under professional guidance, perform subprofessional engineering work such as assisting in surveys, the plotting of survey notes, the performing of engineering computations, the setting up and care of laboratory apparatus, the making of engineering tests and experiments, and related work as assigned. The difficulty and responsibility of the work will vary and be commensurate with the grade of the position.

### Qualifications Required

**General Requirements**—The successful completion of a full 4-year high school course, or 14 units of high school study. In lieu of one year of the prescribed high school course applicants may substitute months of engineering experience in the field, laboratory, or office, which experience must be in addition to that prescribed below.

In addition to meeting the "General Requirements," applicants for this position must show experience or education as indicated under (A), (B), (C), (D), (E), or (F):

(A) The successful completion of at least 1 year of college study in engineering at a resident college, university or technical institute.

(B) The successful completion of specialized engineering courses in night school or part-time work in residence in any technical institute or college if the total time spent in class is equivalent to a 1-year day course, and if the work covered is substantially the same in scope as a regular day course.

(C) One year of professional or subprofessional engineering experience appropriate to the option in which rated.

(D) The successful completion of one year in college or junior college which has included courses in engineering, chemistry, mathematics, or physics.

(E) The successful completion of an appropriate course in engineering under the Federal Office of Education Defense Training Program.

(F) The successful completion of 6 high school units in chemistry, physics, mathematics or drafting, or a total of 6 units in any combination of these courses included in the required 4-year high school course or in the required 14 units of high school study.

### Basis of Rating

No written test is required. Applicants' qualifications will be judged from a review of their experience.

**Sex**—The department or office requesting list of eligibles has the legal right to specify the sex desired.

**Age**—Up to 35.

**Physical Requirements**—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazard to themselves or danger to their fellow employees.

Ask for announcement number 2-100 (unassembled) at the offices of the U. S. Civil Service Commission, 641 Washington street, N. Y. C.

## Charles Powell Of Queens, Retires

The Borough of Queens loses by retirement one of its most conspicuous public servants.

Charles Underhill Powell, chief of the borough's Topographical Bureau, the man who saw Queens grow from a collection of sixty villages, with a population of 1,300,000, and who conceived and planned its system of streets and highways, the public beach at Rockaway and the 1,100 acres of parks, has filed application for retirement after forty-three years in the borough's service.

### Unfurnished Apartments

103d Street—202 West **HOTEL CLENDENING** "A FRIENDLY ATMOSPHERE" Known as one of the most reasonable Apartment Hotels in the neighborhood. A ROOM FOR TWO—\$8 Weekly Also Two Rooms, bath, \$14 Weekly Three Rooms, bath, \$18 Weekly

### Furnished Rooms—West Side


79th ST. — 315 WEST **THE OLIVER HASTING** "A Residence of the Better Type" Roof Garden — Switchboard — Kitchen Facilities — Hotel Service SINGLE ROOMS \$5 WEEKLY, UP Doubles \$8 wkly. up 2 Rms. \$12 weekly, up

### Rooms

BARBOUR HOUSE—330 W. 36th—A Residence for young men and women. Rates include breakfast-dinner. Delightful lounges. Bowling, dancing, bridge, congenial atmosphere. Rates including Breakfast and Dinner. \$12-\$14 Weekly

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ON PARK ROW

By WILLIAM LEWIS

Meet "Gerry" Coughlan

President-elect Gerard Coughlan ("Gerry" to you) of the Greater New York Park Employees' Association was born in Manhattan and now lives in the Bronx. He has lived, at one time or another, in every borough except Queens. Gerry is a young man yet, so there is still a chance he will some day complete the circuit by residing in Queens. He received his elementary education at the School of the Resurrection. Later he graduated from Cathedral College where he majored in Latin, Italian and Classical Greek. While at college Gerry was active in sports; he played on both the varsity baseball and basketball teams. He continued his studies at Fordham University where he applied himself to the study of psychology and child welfare.

Gerry entered the Parks Department as a playground and gymnasium attendant twenty years ago. He worked for twelve years in the Borough of Brooklyn and eight years in the Bronx, four of which were spent on the Field Recreational Staff. He has been honored by the National Recreational Association with a fifteen-year service medal. And he has honored himself by his writings on the operation, maintenance and supervision of running tracks.

Gerry is a member of the Catholic Guild, was twice president of Recreation Council, later secretary of the association. His ambition is to see "all Parks employees, regardless of title or position, as members of the association.

Favorite pastime: Bridge . . . likes the movies, especially Spencer Tracy . . . Drinks (coffee) . . . Hobby: Writing for the

"Sycamore" of which he is editor . . . likes ham and eggs and travel books . . . Yes, girls, he's married!

Action!!!

Central Council: The Central Council of the Greater New York Parks Employees' Association held an executive meeting on Monday evening, in the World Building, on Park Row. At this meeting the following business was transacted:

1. Three important committees were appointed to formulate programs for the coming year and to report them to members at the regular May meeting.

2. Hercule Trudel, former treasurer of the association, presented a financial statement of expenses for the past year. A vote of thanks was given Mr. Trudel for the thoroughness with which it was prepared and presented.

3. The per annum bill was discussed at some length and a committee was appointed to approach Joseph T. Sharkey, vice-chairman of the City Council, in order to effect a satisfactory compromise.

Bronx Council: The next meeting of Bronx Council will be held on next Friday evening, in the Royal Club, 2017 Grand Concourse, at 8:30 p. m. Mr. Enson is in full charge of all the details of the meeting. The president and secretary of the Central Council shall be the guest speakers.

Brooklyn Council: The next regular meeting of Brooklyn Council will be held Tuesday evening, May 5, in the American Legion Hall, 160 Pierrepont Street, at 8:30 p. m. Final arrangements will be made for the annual dance to be held on May 30th.

St. George Ass'n: The annual Communion-Breakfast of the association shall be held on Sunday

morning, May 10. Services will be held in the Church of St. Thomas, Fifth Avenue and 53rd Street, after which the members will breakfast in the Hotel St. Moritz, 50 Central Park South. Services shall start at 8 a. m. and the breakfast will begin at 9:30. Many prominent speakers are expected to address the members. Don't miss it!

The Lawn Patrol . . .

Sabotage: It has been reported by a usually reliable source that there is an Assistant Gardener in the Department who is actually assisting Gardeners . . . Also Sabotage: And then there is the timid Gardener, Mr. Caspar Milquweed, who has a continual feeling of guilt . . . He is planting Japanese Honeysuckle . . . Don't worry, Caspar . . . You can even the score when you start fighting the Japanese Beetles in June . . . Unless, of course, the Army doesn't put you up against the real thing by then . . . We regret that Mr. Sreenen had to resign as delegate due to lead poisoning . . . No, he's not in the Army.

Sour Note

"Assistant gardeners in the Parks Department have lost their last chance to get as much as \$1,620 per annum," a Parks Department official stated this week. "It looks like it's 286 per diem days a year netting \$1,573," he said.

The statement was made that, under the budget figure proposed by Councilman Joseph T. Sharkey, the assistant gardeners would have made "a better deal for themselves. Now they won't even get that, from the looks of the Mayor's new executive budget."

Parks Department employees, meanwhile, nevertheless continued to look warily and carefully on the per annum setup.

Buy The LEADER every Tuesday, for complete, impartial, well-written civil service news cov-

Where Do I Stand?

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

Table with columns for position (Junior Clerk, Junior Stenographer, Junior Typist, Assistant File Clerk, Assistant Clerk, Assistant Stenographer, Assistant Typist), salary, and status (P for permanent, T for temporary).

Latest permanent appointments from these lists follow:

Table with columns for position (Junior Clerk, Junior Stenographer, Junior Typist, Assistant File Clerk, Assistant Stenographer, Assistant Clerk, Assistant Typist), salary, and status (P for permanent, T for temporary).

State Civil Service Probe in Balance

ALBANY. — There is serious question whether Governor Lehman will approve the \$25,000 item for the Hollowell investigation of Civil Service. There is grave doubt within his own office whether this investigation be advisable at this time. It would not surprise anyone on the inside if he vetoed the money for this inquiry. If he does so, the Republicans are prepared to take the money necessary for the investigation out of their contingent fund for the Legislature and proceed with the inquiry but even this is now doubtful. Indeed the whole question of a sweeping investigation of Civil Service may depend upon the Governor's action on the Graves bill for a sweeping investigation of all State departments. This measure providing a committee of fifteen dominated by the Republicans to survey the expenses of all departments and agencies of the State Government carries an appropriation of \$50,000. This is deemed to be all-inclusive. If the Governor signs this bill it is almost certain that the Civil Service investigation will be canned.

Communications Received: Senator Joe R. Hanley, Republican leader of the Senate, has already received many communications on the Hollowell Civil Service investigation. The writers have pointed out many alleged

abuses in the Civil Service department and are willing to back them up by personal appearances before the investigating committee. Senator Hanley said he would consider these letters but indicated he felt the investigation even now was drifting into personal channels.

CATHOLIC GUILD, BOROUGH PRESIDENT OF MANHATTAN

The Catholic Guild of the Office of the Borough President of Manhattan will hold its annual Communion Breakfast in the Governor's Room at the Hotel Governor Clinton, Seventh Avenue and 31st Street, at 10 o'clock on Sunday morning, May 24, following the reception of Holy Communion at St. Andrew's Church, Duane Street and Cardinal Place. Speakers at the breakfast will be the Rev. Cosmos Shaughnessy, Passionist Father and Director of Bishop Molloy Retreat House at Jamaica; Edgar J. Nathan, Jr., Borough President of Manhattan, and Mrs. James L. Loomam, of the International Federation of Catholic Alumnae. Mrs. Loomam recently received the Papal award, "Pro Ecclesia et Pontifice," from Pope Pius XII for her outstanding work in the field of Catholic activities.

Joseph A. McCarthy, of the Bureau of Engineering of Borough President Nathan's office, is general chairman of the Communion Breakfast Committee.

Pay Ceiling Raised For Welfare Workers

The State Civil Service Commission last week gave its O.K. to a reclassification of the social service providing that the ceiling on salaries in the Welfare Department be raised \$300.

Raises of \$120 a year go into effect July of this year.

Newspaper Union Reports

Newspaper and Mail Deliverers Union of New York has issued its annual report showing more than 50 per cent of all revenue paid out in benefits to members and widows.

St. George Association, Transit System

The St. George Association of the New York City Transit System, composed of members of the Protestant faith, will conduct its first annual Communion Breakfast on Sunday, May 10, 1942.

Holy Communion will take place at St. Thomas' Church, Fifth Avenue and 53rd Street, Manhattan, at 8 a. m. Following the service, the group will assemble at the church and parade, headed by the Police Honor Legion Band, to the Hotel Commodore, 42nd Street and Lexington Avenue, New York City, where breakfast will be served at 9:30 a. m.

Councilmanic President Newbold Morris will act as toastmaster. Robert E. Corby is chairman of the event. Joseph Schein is president of the association. The Rev. A. H. Hamilton Nesbitt is spiritual adviser and founder of the St. George Association.

Racing at Jamaica

The turf has begun its campaign to raise \$2,000,000 for the war relief agencies by announcing that each of the five courses operating in this State would donate \$100,000. The contribution will be divided and distributed to funds of the Army and Navy Relief Societies, and the Seaman's Relief Society will probably come in for a share of the spoils also. Just as soon as the individual track reaches a profit of \$100,000 it will immediately be turned over to the Turf Committee of America for the fund. There is some rumor that the Turf Committee will eventually require the race tracks to donate 40 per cent. of their profits to war relief, but so far it's just a rumor!

MACHINISTS AND HELPERS

The Brotherhood of Civil Service Machinists and Helpers held a regular meeting on Friday, May 1, at Germania Hall.

Police Graduates In Civilian Defense

The names of nineteen members of the New York City Police Department who have just completed the ten-day intensive training course in civilian protection procedures at the War Department's Civilian Defense School at the University of Maryland at College Park, Maryland, were announced this week by the Regional Headquarters of the Office of Civilian Defense at 111 Eighth Avenue.

The list of "graduates" follows: Borberich, Daniel J.; Brilla, Julius P.; Dobson, John T.; Duffy, Leonard G.; Flath, August W.; Golden, Herbert; Guidera, Francis P.; Holden, Horace A.; Langton, John E.; Maiberger, George; Maley, William F.; Marrinan, John T.; McDonald, James T.; McKeown, James; Mohr, John L.; Nawrod, Albert S.; Reedy, Edward M.; Young, Frank W.

Restaurants

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Monday, May 5, 1942

Answers to Recent New York City Tests

Conductor Examination: Below are the answers to the open competitive and promotional examination for Conductor, C.T.S., held on Saturday, April 11. Candidates have until May 10 to file objections to any of these tentative key answers. (1)A, (2)C, (3)C, (4)B, (5)D, (6)B, (7)D, (8)A, (9)A, (10)B, (11)A, (12)A, (13)A, (14)C, (15)D, (16)A, (17)A, (18)D, (19)C, (20)D, (21)B, (22)C, (23)C, (24)D, (25)C, (26)B, (27)B, (28)A, (29)C, (30)B, (31)D, (32)C, (33)D, (34)D, (35)B, (36)D, (37)A, (38)C, (39)C, (40)A, (41)B, (42)B, (43)C, (44)D, (45)B, (46)D, (47)D, (48)D, (49)C, (50)B, (51)C, (52)A, (53)C, (54)B, (55)B, (56)F, (57)A, (58)D, (59)A, (60)D, (61)B, (62)A, (63)B, (64)A, (65)B, (66)C, (67)C, (68)A, (69)D, (70)B, (71)C, (72)E, (73)D, (74)A, (75)C, (76)B, (77)B, (78)E, (79)C, (80)B, (81)D, (82)A, (83)C, (84)A, (85)A, (86)B, (87)B, (88)D, (89)D, (90)B, (91)C, (92)A, (93)C, (94)D, (95)A, (96)A, (97)B, (98)B, (99)C, (100)A.





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# BARGAIN BUYS

By Prudence Shopper

### Fashion Show

OUR Fashion Show of Defense Clothes at Hearn's has had us in such a dither this week that we actually haven't been able to settle down to any ordinary routine of working! The glamorous business of looking over models, lovely clothes, stages, listening to musicians, running to Red Cross and Women's Voluntary Services Headquarters to make arrangements, has gotten us pretty "poohed," but it has been a big thrill and the Fashion Show promises to be a peach. There was an error on the Invitation Coupon printed under our column last week; the showing will be held May 14th, not 12th, at 7:30 p. m., in Hearn's Department Store, 14th Street, New York City, in the auditorium, on the 5th floor. It will last about an hour and a half, so be prepared to sit back and relax!

The girls from the Red Cross Motor Corps., Canteen, Nurses Aides, Staff and Production units have been kind enough to volunteer to model their individual uniforms, and the Women's Voluntary Services will also be on hand to show their equally stunning selves! Pretty nice of these two voluntary organizations, isn't it?

Now get going! Fill in the coupon below and send it to us at 97 Duane Street, New York, and we will forward your tickets by return mail! Bring your friends, and you'll have fun, I promise!

### Shiny and Worn Suits Made New Again

What are you going to do with that favorite suit, coat or uniform which has become shiny from wear? Don't discard it! The French American Reweaving Company, at 100 West 57th Street, New York City, has a perfected process that it guarantees will remove the shine, and bring back the color and lustre to the garment. This process includes dry cleaning the merchandise.

### Mexican Pottery

If you are interested in buying authentic Mexican pottery and decorations, Delgardos, on Christopher Street and Seventh Avenue, has a beautiful collection, at practically Mexican prices, and you know what that means—plenty inexpensive! Very attractive shop, and he let's you roam around to your heart's content, without hounding you to buy!

### Protecting Those Furs

It seems spring is finally here to stay and that treasured fur piece had better be sent to safe keeping for the duration of the moth-ball season. It's always wise to choose your fur storage place carefully, watching first, the reputation of the furrier, then the facilities he has. And while you're at it, better make arrangements now about refurbishing for next season. Like everything else, furs have to be at their prettiest for a longer-than-usual life, these times.

### Get Rid of Ugly Hair

There's really no reason for anyone to have superfluous hair when it can be removed safely and forever by a few simple treatments. Bella Galsky, a Registered Nurse, located in the Flatiron Building, Fifth Avenue at 23rd Street, New York City, Suite 104 (GRa. 7-6449) has a method endorsed by physicians, guaranteed to remove ugly hair, safely and hygienically, at most reasonable rates. She will consult with you regarding your individual problem, without charge, and the actual treatments are given for really a song!

### Summer Outfits For the Men

If you're one of those men who is more worried about quality and price in your clothes, and not so much about the atmosphere of the place you buy in, take a trip to Hank Epstein's at 57 West 23rd Street. Hank makes his office in the corner of a large factory where he works as office manager. Like all people close to the source, Hank has been having more trouble getting stock than selling it, but he has managed to save quite a few pieces. He is offering wool worsteds at \$24.95 and tropical worsteds at \$22. We haven't found anything that compares with these prices in the same quality range. There are also a few sports coats in stock that sell for \$10. Although there isn't too much of a choice in this item, we have not been able to find comparable merchandise at less than \$13.50.

### Kodak Time

It's time to take out that Kodak and get to work. And here's a place where you can have your films developed for 30 cents per roll, grain developing, and mail orders are filled for the same price! Gervix, Inc., is the name and it is located at 931 Flatbush Avenue, Brooklyn. If you bring or mail the ad you'll find on page 18 of this issue, with your films, Gervix will make up without any additional charge, a 5x7 enlargement of one picture selected by you.

Kindly send me ... tickets to your

**"WOMEN IN DEFENSE" Fashion Show**

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Hearn's, May 14th, 7:30 p.m. on the fifth floor.

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Resort Notes

Continuing under the direction of Joseph Frieber, the Scaroon Manor Hotel and Country Club, Ironhack summer resort at Ironhack Lake, will open its seventh consecutive season May 15. Arrangements for family vacations will be inaugurated this season. Numerous improvements to the outdoors and athletic departments have been innovated for the 1942 semester. The nine-hole golf course, clay championship tennis and handball courts have been perfected with the latest equipment. Night basketball games with exhibitions by named court stars recruited from leading colleges will be an added attraction. These days the necessity for relaxation is almost as important as the conservation of tires and fuel," says Miss Barash, manager of the Triple Lake Ranch at Succunna, near Dover, N. J. Grand riding, free golf, swimming, handball, baseball and tennis contribute to the days of sport and evenings of gaiety, for which the ranch is noted.

Civilian Defense Boys to Get Paid

It's okay boys, you'll get paid now. The NYC Civil Service Commission, at its meeting last week approved the payrolls for the following nine exempt civilian defense boys in the Mayor's office: Chief of Staff of Defense Forces Commandant of Air Wardens Commandant of City Patrol Corps Corps Adjutant City Patrol Corps Division Sergeant Majors of City Patrol Corps.

ADISON SQ. GARDEN

LAST WEEK FINAL Performances SUNDAY, MAY 10 Twice Daily, 2:15 & 8:15

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By Joseph Burstin

No Blackout for these Stars



JEAN GABIN IDA LUPINO in a scene from Mark Hellinger's production, "Moon-tide," playing at the Rivoli Theatre.



PRISCILLA LANE is co-starred with Robert Cummings in Alfred Hitchcock's "Saboteur," which will be the next attraction in the Radio City Music Hall.



BETTE DAVIS in "In This Our Life," which opens at the New York Strand Theatre, May 8.

Films of the Week

Although the "THE GREAT MAN'S LADY," currently playing at the New York Paramount Theatre, will never be one of the year's ten best pictures, the flashback in the life of a 100-year-old woman (as played by Barbara Stanwyck in a superb makeup) holds the interest of the spectator, both male and female.

Ethan Hoyt, the empire builder, who strays from his symbolic beacon into the land of political greed, is played by Joel McCrea in as good a part as a poor script permits. Brian Donlevy, as the friendly gambler, saves a role that would have been ruined by any other actor. For an evening's entertainment the picture is just that and no more.

The stage show is headed by Claude Thornhill's orchestra, with Jack Durant, Tom Wonder and Betty and Carol Bruce.

Norma Shearer and Melvyn Douglas star in "WE WERE DANCING," a comedy based on Noel Coward's Broadway play, "Tonight At 8:30," at the Radio City Music Hall.

"We Were Dancing" presents Miss Shearer and Melvyn Douglas as a charming pair of impoverished refugees of royal heritage, living in America as professional house guests. The two, much in demand as extra guests at parties, fall in love at sight at a society dance and marry, only to find that as a married couple they are much less welcome. The direction is by Robert Z. Leonard.

On the Music Hall stage, Russell Markert presents a new revue of

music and dance titled "Town Topics." Paul Haddon and Patricia Bowman will be featured in the big cast in addition to the Rockettes, Corps de Ballet and Symphony Orchestra, directed by Erno Rapee.

"LARCENY, INC.," the new Edward G. Robinson comedy, is in its second week at the New York Strand Theatre, together with the in-person show headed by Abe Lyman and his orchestra and Jackie Cooper. Featured in the film are Broderick Crawford, Jack Carson, Jane Wyman and Ed Brophy.

The first of a series of ten songs recorded from the first-run Soviet motion pictures has just been released by Stinson Trading Co. The disc consists of "Red Army Nurses at the Front" and "Red Army Nurses' Song," both rendered by Zoya Fyodorova, accompanied by a large choir. The film, "The Girl From Leningrad," from which the songs are taken, "Music Art Work" a concert of engagement at the Stanley Theatre, establishing an all-time attendance record for any Soviet film in this country.

"NATIVE LAND," a dramatization of America's struggle for liberty, narrated by Paul Robeson, will have its first showing on Saturday, May 9, at the World Theatre.



RITA HAYWORTH starring with Victor Mature in the 20th Century Fox Technicolor Film, "My Gal Sal" now at the Roxy Theatre.

Nite Life

In accord with future blackouts of an emergency or practice nature, LA CONGA is having blackout lights installed on every section of the outside portion of the cafe. These lights are not visible from above, but can be seen by those in the street. When Guy Lombardo's orchestra opens at the Waldorf-Astoria STARLIGHT ROOM, on May 18, a spinatino will be an additional instrument which pianist Frank Vigneau will play. Dick Robertson, whose singing and band leading efforts have been confined almost exclusively to recording studios heretofore, brings his outfit into the McALPIN HOTEL'S Marine Grill on May 19. He follows Johnny Messner. Johnny Long and his "Miracle Band of the Year" begin an engagement in the Terrace Room of the Hotel NEW YORKER Friday night. Teddy Powell, the bandleader, has hired a tutor for 17-year-old Dick Main, his trumpeteer.

HOLLYWOOD Facts Between Acts

Ozzie Nelson and his orchestra have been signed by Producer Damon Runyon to appear in his first production, "The Big Street," now before the cameras with Henry Fonda and Lucille Ball in the starring roles. Also assigned for a big part in this RKO Radio film is William Orr juvenile impersonator, who distinguished himself in the stage musical, "Meet The People" . . . Richard Bennett is celebrating his fifty-second year as an actor. He will shortly be seen in "The Magnificent Andersons," the Orson Welles Mercury Production for RKO . . . "Heroes Without Uniforms," the story of the men of the Merchant Marine in World War II, will be produced by Warner Bros. as one of the company's most important new pictures. Edward G. Robinson, George Raft, Humphrey Bogart and Sydney Greenstreet are slated to head the cast of the picture . . . The prized role of Mark Twain in Jesse Lasky's Warner Bros. production, "The Adventures of Mark Twain," has been assigned to Fredric March, according to an announcement from the company's Burbank studio. Irving Rapper will direct the new picture . . . Dana Andrews has been cast in the title role of 20th Century Fox production of "Berlin Correspondent," under Eugene Forde's direction.

Movies

RADIO CITY MUSIC HALL 50th STREET and 6th AVENUE

ALFRED HITCHCOCK'S "SABOTEUR"

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### Isaacs Questions Pension Bill

Insisting he does not want drafted city employees to be handed a "goldbrick," Councilman Stanley M. Isaacs this week forecast difficulties for Councilman Joseph E. Kinsley's bill to compel the city to keep up municipal employees' pension rights while those employees are serving with the armed forces.

"Unless Mr. Kinsley makes provisions for a special appropriation by the Board of Estimate, I don't think his bill is valid," Mr. Isaacs told The LEADER.

Councilman Isaacs, whose proposal in Council is almost precisely the same as the bill Mr. Kinsley has now been able to put on the books, believes Mr. Kinsley's request merely to amend the administrative code "isn't sufficient in this case; it seems to me only the Board of Estimate would have the power to assure that the city employees in the service aren't handed a 'goldbrick'."

On the ancient theory that a rose by any other name smells just as sweetly, Councilman Isaacs said he doesn't feel at all rebuffed by the fact that Councilman Kinsley has been able to make "some sort of concrete progress with his piece of legislation" whereas Isaacs has had to struggle to get recognition of his. "If Mr. Kinsley can get this measure adopted," said Mr. Isaacs, "I'm all for it."

### Asks War Jobs for Dismissed Workers

Mayor "Butch" LaGuardia's method of economizing — firing several thousand city workers — would be less shocking if he would make an earnest effort to place as many as possible of these ill-fated workers in war jobs, Councilman George E. Donovan contended this week.

"If the Mayor really is forcing a war budget down the throats of his employees," Mr. Donovan said, "he ought to make a determined attempt to use his influence in getting private industry to employ these eminently qualified civil service workers, or trying to get them placed in Federal agencies."

Councilman Donovan's resolution requesting the Mayor "to secure the placing of as many civil service employees as possible in defense work" has been in the Committee on Defense. Its chances aren't too good.

"But that doesn't mean I'm not challenging the Mayor to show whether or not he regrets wholesale firings," points out Mr. Donovan.

Kenneth Dayton this week told The LEADER that the administration would try to keep layoffs at a minimum.—Ed.

The LEADER keeps you up on Federal, State, and City Civil Service News.

## Borough Presidents More Liberal Than City Departments in Granting War Leaves

With no city policy directly in sight, municipal employees continued to guess this week whether or not they would be permitted leaves of absence to take better-paying and more important war industry jobs.

Last week The LEADER told you the situation in several city departments. Here are others.

#### Parks

The Parks Department is not granting leaves at all. The reason, The LEADER was told by a spokesman for Commissioner Robert Moses, is the ineffectiveness of a system of temporary workers, "many of whom will have to leave by the time they have been sufficiently broken in to become efficient workmen."

#### Brooklyn Borough President

Borough President John Cashmore, speaking for his department in Brooklyn, said that, with rare exceptions, no leaves are be-

ing provided. He saw a possible shortage of workers, for "the Mayor won't grant permission to fill vacancies once men leave for other jobs." The exceptions concern those who "are really needed by the Government."

#### Manhattan Borough President

Borough President Edgar J. Nathan, Jr., of Manhattan, is "considering each case individually." He said some leaves have been granted where the Government has indicated a need for particular workers we can spare."

#### Bronx Borough President

"We have reached the stage where we have to watch our step," said a spokesman for Borough President James J. Lyons, of the Bronx. Foreseeing a probably shortage, he pointed out "no key men will be spared." He did say "leaves are possible, to date."

#### Queens Borough President

A spokesman for Borough President James A. Burke, of Queens, held that "several leaves are

under consideration at the moment; we are hopeful of a liberal policy being set up by the city."

#### S. I. Borough President

Borough Works Commissioner Cornelius A. Hall, speaking for Borough President Joseph A. Palma, of Staten Island, declared "leaves are being given to anyone needed in Government work." He said it "would be an injustice not to grant leaves, inasmuch as it is hard enough to meet rising living costs."

He saw no immediate shortage of help, didn't think leaves of absence would create "an alarming situation" and pointed out that one laborer in the department has moved from a \$27 a week job into a defense post that, including overtime, has already paid him \$116 in one week.

Councilman Hugh Quinn recently introduced a bill in the Council to grant leaves of absence for the duration to those municipal employees wishing to take war jobs.

### Fire Eligibles, Want Uniforms?

Fire eligibles, about to resign from appropriate jobs in the Board of Transportation, Acqueduct Police, NYC Tunnel Authority, etc., who wish to sell their uniforms should send a card to Seymour Shoichet, secretary of the Fire Eligibles Association, 1815 Prospect Avenue, Bronx. Describe the uniform, the size, pieces, services in which the uniform was used, the price wanted, etc. Those who are about to be appointed to these departments and want uniforms are asked to send a card to Mr. Shoichet, describing the type they wish, size, etc. Cards from those who have them will be forwarded to those who need them. However, a sale is not guaranteed.

### New Hearing On City Budget

With Thursday set for the last public hearing on Mayor "Butch" LaGuardia's new executive "war" budget in City Council, The LEADER this week drew from Park Commissioner Robert Moses his first public blast since the Board of Estimate decided that Boy Scouts and other volunteers would have to make up for the \$868,000 slash in the department's personnel. Said Mr. Moses: "The volunteers will be of no particular use to the Parks

Department; the Parks Department just isn't going to be operated, decently without paid helpers."

Commissioner Moses has been the only outspoken critic, in his official capacity, of the Mayor's new budget (remember, the war budget)?

"The personnel problem in my department remains today just what it was when I presented it to the Board of Estimate," said Mr. Moses. "It is badly in need of improvement and the public is going to feel the shortage."

While the Council is to hear the public discuss the \$769,214,273 budget on Thursday, one possibility is in the "wind" that may throw a thunderbolt into the proceedings.

#### New Plan Comes Up

William P. Flood, legal representative of the Federation of Municipal Employees, has been pouring into the ears of Councilmen, an elaborate plan which, he says, proves that the Council, despite tradition, can actually restore a number of dropped lines

in the budget; that it can do more than merely act upon its legal right to keep the budget at the same figure arrived at by the Board of Estimate or reduce it.

The LEADER has learned that several Councilmen are definitely interested in the proposal and may thrust the matter at the entire Council for discussion.

Otherwise, there doesn't seem to be anything that will prevent a layoff of some 2,900 city employees and the dropping of more than 4,000 vacant positions, as of next July 1.

The only change made by the Board of Estimate in the budget as submitted by the Mayor has been an addition of \$41,000 for vacation pay for 68 Townsend Harris High School teachers.

If last year's budget had been estimated on the new basis, he added, it would have amounted to almost \$813,000,000, meaning the new budget represents a \$43,781,000 decrease.

The budget rips into important social services but reduces the tax rate by all of four points for the city's real estate owners.

### Vacations Limited, No Matter When

Among other things, the Mayor's budget reduced all vacations of city employees to two weeks. Many employees have asked whether the two-week provision applies only to vacations taken after July 1, or to vacations taken before that date, too.

The answer appears in the Executive Budget itself: All vacations are limited to two weeks, whether taken before or after July 1.

### Sullivan Is New Probe Chief

Joseph A. Sullivan was appointed director of the Municipal Civil Service Commission's bureau of investigation, Wednesday, April 29. Sullivan succeeds the late Joseph O'Neill, who died suddenly on Monday, April 20, shortly after testifying before a special Bronx County grand jury investigating the alleged use of city materials on the estate of Edward J. Flynn, Democratic leader.

Sullivan's appointment comes exactly two years after he was placed in charge of the investigation of 27,000 subway employees in compliance with the Wicks Act. As unit supervisor, Sullivan worked exclusively on the subway investigations until June, 1941. For his work he was highly commended by the late Mr. O'Neill.

A veteran investigator, Sullivan has been a city civil service employee for thirty-nine years. He was appointed clerk, grade 2, September 18, 1902. In March, 1908, he was promoted to clerk, grade 3, in the Department of Water, Supply, Gas and Electricity. He resigned this position in order to accept an appointment as attendance officer in the Board of Education in October, 1908. On January 31, 1913, he was appointed an investigator in the Civil Service Commission. He was named a unit supervisor in the early part of 1939 and, more recently, has been acting as O'Neill's assistant.

Like his predecessor, Sullivan was born in Greenwich Village. Married, the father of two children, he has been a resident of the Bronx since 1915. A son, Joseph, 25, enlisted in the Coast Guard February 3.

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