

# RAMSPECK BILL EXPLAINED

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## Civil Service **LEADER**

### U.S. Test For Guard

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Vol. 2. No. 11

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Price Five Cents

# 85% PASSING GRADE ON SANITATION EXAM

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# 85 Percent Is Final Passing Grade on Sanitation Exams; Eligible List Due Shortly

The official passing mark on the Sanitation Man, Class A, examination is 85 percent, the Municipal Civil Service Commission announced this week. This is two points higher than the grade estimated by Paul Kern, headman of the Commission, two months ago, and dashes the hopes of a large number of men who had received grades between 83 and 85. The eligible list for Sanitation jobs has been completed and the names of 7,826 successful candidates are now being typed. It is expected that notices will be sent out to those who passed, as well as to those who failed, on December 1 or shortly thereafter.

## Inspection Service

A new title was added to the Civil Service classification in New York City last week when the Civil Service Commission adopted the following resolution:

Resolved, that the classification of the Municipal Civil Service Commission of the City of New York, be and the same is hereby amended by including the following in the competitive class, Part 4—The Inspection Service:

Inspector of Textiles, Grade 2—\$1,800 to but not including \$2,400 per annum.

The resolution was approved without the usual formality of a public hearing.

## Senior Porter

### Subs for Foreman

The promotion examination for Foreman of Porters which had been ordered by the Municipal Civil Service Commission was cancelled last week and a new test for Senior Porter was substituted. It was the recommendation of the Commission's Classification Committee that the latter title was more descriptive of the duties of the position and thus the change.

## Test for X-Ray Specialist

The Municipal Civil Service Commission last week ordered a new test for Roentgenologist, Grade 4. Filing dates will be announced later.

## No Title Change for Management Assistants

No final action will be taken on the proposal of the New York City Housing Authority that the titles of Management Assistants in various grades be changed to conform to their duties until a thorough study of the matter has been made, the Municipal Civil Service Commission ruled this week.

## Court Clerk Test Isn't Cancelled

A request of the Magistrate's Courts that the proposed exam for Court Clerk, Magistrates Courts, which is scheduled for December 14, be cancelled, was not acted on by the Municipal Civil Service Commission at its regular meeting last week.

## New Lists

The following lists were promulgated (declared ready for use) by the Municipal Civil Service Commission last week: License to Install Oil Burning Equipment (Class A & B), License to Install Oil Burning Equipment (Class A), Diesel Tractor Operator, House Painter and Junior Architect, Grade 3.

## Engineers Will Do As Painting Experts

The Municipal Civil Service Commission last week decided to declare the list for Assistant Engineer, Grade 4 (Specifications, Paints, Varnishes, etc.) appropriate for Inspector of Painting at \$2,400 and also that if the position cannot be filled from this list, that the House Painter register be certified.

### 200 Appointments by Xmas

This will enable the Sanitation Department and the Municipal Civil Service Commission to clear the way for 150 or 200 appointments before Christmas, according to further estimates by President Kern.

The official announcement of the Sanitation exam was made a year ago and it stated that the passing mark would be that attained by the 7,500th candidate. The grade of the 7,500th man was 85.25, and 143 ties were registered. Following a long-standing custom, the Commission decided to eliminate the fractional percentage from the passing mark and make it an even 85. This, together with the number of ties, brought the list up to 7,826 names.

The Sanitation eligible list will be published in The LEADER as soon as it is officially announced.

### Largest Exam

With the publication of the list, the Commission will bring to a close the largest examination in its history. During a three-week filing period last November more than 87,000 men applied for the test. Several thousand men stood in line for 48 hours

before the application period was opened, despite the fact that the order of filing had no bearing on the relative standing on the list, except in case of ties.

A fairly simple written test was given as the first stage of the long examining process and 48,632 men successfully completed this part. When the medical and physical exams were given, 26,343 men failed to appear for them. These two parts were the most severe and cut down the number of candidates considerably.

Now that the list is finished and will be made public shortly, the new eligibles are wondering what their chances are of getting jobs. According to official estimates some 500 men a year will be placed in the Sanitation Department, and possibly more. In addition, approximately 2,500 jobs may be made available if the list is used for the position of Subway Conductor. Another 1,000 miscellaneous appointments are expected during the four-year life of the list.

The LEADER will keep its readers fully informed on all future developments concerning the Sanitation Eligible List.

# Hodson Suggests Plan For Social Workers 'in World Full of Chaos'

The national defense program presents such challenging problems to America that only through the highest standards of efficiency can these problems be met, and the "easy-going political methods of government will not suffice," William Hodson, Commissioner of Welfare of New York City, told the Bronx Council of Social Agencies last week at a meeting held at 301 Kingsbridge Road.

Speaking on the subject of "The Defense Program and Public Welfare," Commissioner Hodson suggested four propositions to help the social worker "to see his way a little clearer in a world

which will enable us to meet these problems effectively.

3. The war abroad has brought its full brunt to the civilian population, rather than the armed forces.



which is full of chaos and divided counsel." These propositions he listed as:

1. The basic issue which faces every human being is whether or not individual liberty shall be destroyed. The victory of the totalitarian powers would destroy the basic ideal which the social worker has; namely, that each individual shall lead his own life and fulfill his mission on earth as his own conscience dictates and as his personal ability makes possible.

### Must Be Prepared

2. The social worker must be prepared for severe trials ahead in defense of the principle of individual liberty and he must help to prepare the people he serves, for these trials. There will be serious dislocations of the even tenor of our lives, sacrifices of peace-time plans and interruption of careers, increasing burdens of taxation. Only the highest standards of efficiency

We should strengthen our democracy at home through strengthening our social welfare program. Even England has continued to improve her welfare program during the war. It would be tragic if America should, in the midst of her preparations to defend her way of life, seriously weaken or destroy the thing she prepares to defend.

4. The social worker must plan for the kind of economic and governmental organization which must be established when the war is over. With the demobilization of millions of defense workers and those in the armed forces, the normal course of industry will have been seriously impeded and we shall be faced with the question of how these millions can be put to work. This may be the opportunity for expanding our housing program so that slums will be in fact wiped out and decent housing conditions provided for all.

### Stupendous Task

"Getting under way a great na-

# Tunnel Authority Wants Exempt Jobs to Stay Exempt

William H. Friedman, commissioner of the New York City Tunnel Authority, last week appeared before a public hearing and voiced his opposition to a proposed sweeping reclassification of exempt positions in his agency to the competitive class.

Seven exempt positions are involved in the reclassification, and Commissioner Friedman expressed the opinion that they were of such a confidential nature that they should remain exempt.

The positions, said Friedman, should "continue in the exempt class because absolute confidence in them is required by the commissioners—confidence which is not a matter of examination."

The Civil Service Commission reserved decision on the resolution, the full text of which follows:

Resolved, That the classification of the Municipal Civil Service Commission of the City of New York be, and the same is, hereby amended as follows:

1. Amending exempt class by striking therefrom the following in the New York City Tunnel Authority: (a) Chief Engineer; (b) Deputy Chief Engineer; (c) Engineer of Design, Vehicular Tunnels; (d) General Manager; (e) Architect, Vehicular Tunnels; (f) Mechanical Engineer, Vehicular Tunnels; (g) Assistant Secretary; (h) Secretary-Stenographer to the Authority; (i) Secretary-Stenographer to the General Manager.

2. By including in the competi-

tive class, Part 3, the Engineering Service: Chief Engineer; Deputy Chief Engineer; Engineer of Design, Vehicular Tunnels; Engineer of Construction, Vehicular Tunnels; Architect, Vehicular Tunnels; Electrical Engineer; Vehicular Tunnels; and Mechanical Engineer, Vehicular Tunnels.

3. By including in the competitive class, Part 34, the Administrative Service: General Manager (Tunnel Authority).

4. And Be It Further Resolved, That in connection with the above reclassification, the titles of the following positions in the New York City Tunnel Authority be and the same are, accordingly changed and placed in the following parts: Chief Fiscal Administrator (Tunnel Authority) to Senior Administrator (Fiscal), and Assistant Secretary (Tunnel Authority) to Junior Administrative Assistant (Tunnel Authority) and both placed in Part 34, the Administrative Service.

Secretary-Stenographer to the Tunnel Authority and Secretary-Stenographer to the General Manager to Stenographer, Grade 3, are placed in Part 2, the Clerical Service.

# Changing 10,000 Addresses--It's Quite A Task

A new procedure for handling changes of addresses of eligibles and applicants in the Municipal Civil Service was adopted this week. An average of 10,000 residence changes occurs each year, and many eligibles and applicants lose out because of their failure to properly notify the Commission.

One problem is that of people who write in asking questions about Civil Service, and at the same time note a change of address without any specific request that such a change be officially made.

In order to prevent errors, the Civil Service Commission will require all changes of address to be submitted in writing on a special form.

The forms contain the person's name, position applied for, old address and new address, parts of the examination taken, place on eligible list and percentage. A person can obtain one of these forms at the application bureau of the Commission at 96 Duane St., or at the Commission's information bureau, or by writing for one.

A special tickler system in the Commission's office will be set up so that the changes of address filed on the proper forms can be noted in a minimum length of time.

## Delay Labor Class Change

Action to reclassify the title of Laborer from the labor to the competitive class in the Municipal Civil Service was delayed last week, when the Commission reserved action on the proposal. The Commission is now in the midst of a gradual program of transferring all labor jobs into the competitive class. The pending resolution would affect some 8,000 employees in more than 40 different job titles.

tional program of defense is a stupendous task, but the greater and more difficult task lies ahead," Mr. Hodson said. "It is to establish a civilization when the war is over that will give the American people a satisfactory way of life, not as the totalitarian governments provide it, but one which recognizes and respects the individual human being as a sacred personality. The problem is to protect the masses of people without destroying the liberty of the individual person. No greater challenge ever faced a democratic people."

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# Won't Alter Dietitian Grade

The Municipal Civil Service Commission this week denied a request of Hospital Council 77, relating to the recent reclassification of the Dietary Service. The Council asked that Senior Dietitians, who were reduced to the rank of Dietitian because their salaries fell within that grade, be placed on a preferred list for reappointment to Senior Dietitian. The Hospital Council contended that their members were eligible for this privilege under Section 31 of the State Civil Service Law.

### Court Cases

In discussing its reasons for turning down the Council's request, the Commission pointed to various court decisions sustaining its opinion.

In one of these cases (Friedman vs. Kern), the petitioners, employed under the title of Helper in the non-competitive class, were reclassified into the competitive category. The court held that, although the men were entitled to protection against dismissal or reduction in salary, they were not entitled to salary increases or to a title going with higher salaries. This, said the court, would amount to a promotion without examination.

Still another case—Coyle vs. McGoldrick—was cited to sustain the Commission's view. In commenting on this, the Commission said: "Judge Noonan held that where an employee was appointed Watchman, Grade 2, and the grade limits were subsequently changed so that his salary at the time of the change was within Grade 1, he was not entitled to an increase of his salary to the Grade 2 level, because the Civil Service Commission had the power to re-grade the positions and thus change the grade of the petitioner's employment."

In its official report, the Commission added: "Rule III, Section 5, Subdivision 1, provides that 'no person who has been permanently appointed to a position shall be reduced to a lower rank or grade unless he gives his consent in writing and the department forwards it to the Commission with a report setting forth the reason for such demotion'."

The Commission interprets this section to mean that it is applicable only in cases where demotion results in a reduction of compensation, not when the demotion results in the same salary but in a lower grade.

### CIVIL SERVICE LEADER

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Photos from "Merit System Advancing."

**TAKING AN ORAL EXAM**

The candidate sits at the far end of the table, facing the examiners. A stenotypist records every word. The lamp in the center contains a hidden microphone leading to a recording machine. Records are made of the exam and can be played back if there's a question.

# IRT Men Enter Civil Service

The ninth and tenth resolutions reclassifying subway employees from the non-competitive to the competitive class were adopted last week by the Municipal Civil Service Commission. For the first time IRT workers are being brought under competitive Civil Service, and last week's action put 14 Platform men in the competitive class in the same title and 106 Station Agents into the competitive title of Railroad Clerk.

## What Happened at Sanitation Men's New Eligibles Group Meeting

At a recent meeting of the newly-formed Sanitation Man, Class A Eligibles Association, a temporary executive board was set up with the following officers: Fred Kasoff, president; Meyer Scher, vice-president; Murray Hirsch, executive chairman; Julius Moll, treasurer; Al Wesbrock, corresponding secretary; Mac Fisher, recording secretary; Paul Feinstein, trustee; and Harold Schmidt, sergeant-at-arms.

The association is being formed to get jobs not only as Sanitation Man, Class A, but also in other city departments whenever possible. The Sixth Avenue Subway will open soon and the Association will make efforts to get jobs on the transit line.

A general meeting of the association will be held December 6 at P. S. 27, 42nd Street near Third Avenue. All candidates who are reasonably assured of a place on the eligible list have been invited to attend. An election and nomination of officers for the executive board will be held. It is expected that a number of prominent officials will attend the meeting.

The BMT resolution transferred 76 Station Agents to the competitive title of Railroad Clerk.

The Commission is making the transfers of status as fast as it completes character, citizenship, work records, and other investigations of subway employees. A total of 2,390 so far have gained full Civil Service rank, and the rest of the 27,000 subway workers will be brought into the competitive class by July 1, 1941.

## 1,862 Failed Playground Test

The Municipal Civil Service Commission revealed last week that out of a field of 2,894 women who applied for the Playground Director (permanent) examination, 1,862 failed. They were notified last week. Six hundred women have received passing grades; the remainder failed to appear for the written test.

Those who have passed will be notified within a few days and they will be called in for oral and practical tests, which will have a weight of 50 in the final rating.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's FREE Information Bureau. It's at 97 Duane Street, just off Broadway, New York City.

## Double Rating Called Illegal

Morris Borodkin, a candidate for the position of Supervisor of Park Operations, last week won a suit against the Municipal Civil Service Commission, in which the Appellate Division ruled that the latter's double-rating method was illegal. A decision of the lower courts was affirmed in last week's action.

Borodkin attacked the double-rating system on the grounds that the announcement of the exam gave a passing mark of 75 percent. Later, however, when the written test was held, it was announced that the passing mark would be that of the 30th candidate. Borodkin ranked 31st with a percentage score of 76.9. He was declared ineligible to take the subsequent parts of the exam, which included an oral test that only 13 candidates passed, despite the fact that there were 15 anticipated vacancies.

### To Be Appealed

Borodkin in his first suit in the lower courts charged that the Commission's action in failing him because he wasn't in the first 30, although he received the minimum passing mark, was unconstitutional. The court agreed. However, the Appellate Division's opinion was not unanimous. Justice Cohn cast a dissenting vote. Because of this, the Civil Service Commission will take the case a step further, with an appeal to the Court of Appeals.

Albert B. Breslow represented Borodkin and the Commission's case was handled by Assistant Corporation Counsel J. D. M. Moore.

## 70 Passes Jr. Ass't

The passing mark on Part 1 of the exam for Junior Administrative Assistant (Housing) has been set at 70 percent, the Municipal Civil Service Commission announced this week.

## Ratings Approved For Two Departments

Service ratings for employees of the Department of Hospitals and the Department of Docks were approved last week by the Municipal Civil Service Commission.

## Seamen Decide To Get Together

A number of eligibles on the Able Bodied Seamen's list are anxious to form an eligible association and have requested The LEADER to make this announcement. Any eligible on the list who wants to help in the forming of the group should write to Box 424, CIVIL SERVICE LEADER, 97 Duane St., New York City. As soon as enough replies are received an organizational meeting will be arranged.

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## Civil Service Merit Film

The Municipal Civil Service Commission gave a public showing on Wednesday afternoon in the Health Department Building of its new three-reel picture called "Merit System Advancing." It depicts the methods by which entrance and promotion exams are given for nearly 150,000 Civil Service jobs in New York City.

The picture is a dramatized and graphic portrayal of merit selection and many of its sequences are taken in examination rooms, workshops where applicants for skilled trades jobs are given practical testing, and in the college training fields. It covers all the steps in the development of a Civil Service career from the filing of an application up each step of the promotion ladder. The film also shows some of the city's thousands of workers at their daily tasks.

### Film Available

The film is available, without charge, to schools, civic groups, clubs and other organizations. It requires a 16-millimeter sound projector, such as is commonly available in the schools. It is also available for 35 millimeter projectors for theatre showings.

## Signal Helpers Barred From Towerman Test

A request to Mayor LaGuardia, which was referred to the Municipal Civil Service Commission, from the Signal Section Employees Committee (Signal Maintainer's Helpers) that they be granted eligibility to take the test for Towerman last week was denied.

"As helpers whose duties are to assist the Signal Maintainers in the installation, repair and maintenance of all interlocking and allied signal equipment we feel that they are the best suited group for promotion to this position," wrote M. E. White, secretary of the Committee, in his letter to the Mayor.

The Civil Service Commission refused to grant the request because the two titles are in different divisions of the subway system and cross promotions of this sort generally are not permitted.

Have you a friend in a training camp? Why not subscribe to THE LEADER for him? It will be a welcome present.

## Did Abe Kasoff's Son Work for William Isaac?

Abe Kasoff was one of the signers of the monopoly contract which binds all Sanitation men to buy uniforms from William Isaac & Son.

When The LEADER first began this series of articles, we kept hearing rumors that Abe Kasoff's son had been at one time employed by the Isaac firm.

We asked William Isaac about it.

"It's untrue!" he shouted indignantly, "I don't know any son of Abe Kasoff's, and nobody by that name ever worked for me. Anybody says they did is lying."

We let it go at that.

Last week, while going over some court records, we found: In an affidavit dated June 23, 1939, Abe Kasoff made this statement: "Since the accusation is made . . . that a son of mine is employed by William Isaac and Son, and apparently some sinister inference is sought to be drawn from that, I should like to inform this Honorable Court of the true facts. I have two sons—George and Frederick Kasoff. Neither is employed by William Isaac and Son. One of them, George, as appears from the affidavit of Leonard Isaac, submitted by the Corporation Council, was employed for short periods by that firm. His last employment terminated in February, 1936."

Leonard Isaac is a member of the firm of William Isaac & Son. On January 21, 1939, he made this affidavit:

Abe Kasoff's son, George, was employed by me from June 1, 1935, to August 3, 1935, and again from October 12, 1935, to February 8, 1936. Since February, 1936, he has not been in the employ of my firm. While employed he received only \$20 per week, acting as a wrapper and helper, having no executive or other duties."

The contract between Abe Kasoff's Joint Council and the Isaac firm was drawn up in 1938. The LEADER doesn't say there is any connection between the two items. We merely report the facts for the record. Our quotations come from case brought by the Cleary Uniform Company, Inc., against Anthony Greco, President of the Joint Council, in the Supreme Court, County of Kings.

See next week's issue for further revelations about the Joint Council.



### PRACTICAL TEST

To see if a prospective climber and pruner really knows his stuff, the Commission has him climb a tree and perform on the spot.

## League Fights Job Discrimination

The Anti-Job Discrimination League, Inc., of 287 Broadway, has just opened a new Complaint Headquarters for the purpose of adjusting the differences which exist between employer and employee in New York City, it was announced this week. According to the League, one in seven persons meets with some discrimination in employment, and the present facilities are the initial steps to clear the grievances of a large number of employees. Complaints arising in federal, State or city jobs, as well as in private industry, are given prompt attention, according to the League.

The League is a "civic, non-racial, non-partisan and non-sectarian organization advocating American principles along constitutional lines. It was founded four years ago and has adopted the following as its primary objectives:

- (1) To work for and bring about a spirit of genuine racial and religious tolerance.
- (2) To combat by any and all lawful and proper methods the practice of discrimination by employers

against applicants for employment, on the basis of race, creed or color.

(3) To eliminate and stop the practice of any such discrimination.

(4) To arouse public sentiment to bring about these results.

### Secured Amendment

The League was successful in securing the passage of the Anti-Discrimination Amendment at the State Constitutional Convention in Albany in 1938. This is now Article 1, Section 11 of the Bill of Rights of the new State Constitution and reads as follows:

"No persons shall be denied the equal protection of the laws of this State or any subdivision thereof. No person shall, because of race, color, creed or religion, be subjected to any discrimination in his civil rights by any other person or by any firm, corporation or institution, or by this State or any agency or subdivision of the State."

The League is constantly on the alert to have additional laws enacted to strengthen the protection of men and women against discrimination and this year succeeded in getting the Labor Union Law passed.

# ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

## Ramspeck Bill Explained

WASHINGTON.—Last week, Congress passed a piece of legislation that marked a new forward leap in the history of the merit system. Last week Congress said yes to the most controversial Civil Service measure in American history.

Last week the Government of the United States gave final O.K. to a project for bringing vast thousands of government employees under Civil Service protection.

The fight had lasted 10 years. It was bitter at times, subtle,

and occasionally dirty. For a law to snatch 125,000 jobs away from the boys who live on political plums isn't put over with kid gloves.

What does the Ramspeck bill do to federal employees? To men and women newly entering the government service?

### 10,000 New Yorkers

Well, for one thing, it has this meaning to New Yorkers: ultimately, 10,000 residents of that state will be brought under Civil Service.

The estimate is made on the basis of a survey conducted by members of Congress to determine the residence of non-Civil Service employees. Out of a cross-section of 57,000 non-Civil Service employees eligible for status under the Ramspeck Bill, nearly 4,400 were New Yorkers.

President Harry B. Mitchell of the Civil Service Commission estimates that not more than 125,000 of the possible 250,000 will be brought under merit. However, it is a certainty that President Roosevelt will extend the Civil Service in every direction possible.

### Ramspeck and Mead

Credit for getting congressional approval of the bill goes to Chairman Robert Ramspeck of the House Civil Service Committee and Senator James Mead of New York. Both these men sacrificed hours of valuable time and energy by wets-nursing the bill through one attack after another.

The bill is by far the greatest single step ever taken to rid the Federal service of the patronage system and it will have the effect of driving droves of jobhunters from congressmen's offices.

### Reed Committee at Work

Meantime, the Reed Committee is preparing to meet to take final action on what to do about scientists, G-Men, lawyers, administrators and other experts in the federal government. It is believed the committee will recommend to the President that these specially-trained personnel be brought under Civil Service and it is hoped the job can be done all at one time.

The belief prevails in Washington that it will take years for the overloaded Civil Service Commission to examine and certify the thousands of employees under the Ramspeck Bill. However, The LEADER has learned exclusively that the Commission is planning to put the proposition of speed or delay squarely up to Congress.

The Commission is in a position to put every eligible under Civil Service by July 1, 1941. Again, it may take years, at least three or four. It all depends on Congress and how much money it will appropriate for the job. And if the money is forthcoming, the Commission will guarantee that every employee the President orders covered in will either be examined or rejected within the next seven months.

Civil Service has plenty of opponents in Congress, and the whole program could be sabotaged by simply not giving the Commission funds to do the job. Such a move, of course, would be a real joker.

### Must Take Tests

The second joker is the fact that all employees must pass non-competitive mental tests and physical tests as well as being subjected to a character inquiry. Past experience has shown that about 25 per cent will flunk out and the bill requires the removal within six months of all persons who fail to qualify after one chance.

Instead of meaning so-called "permanent" jobs, the Ramspeck bill will mean the loss of their present jobs for about 30,000 employees.

### PWA Liquidating

Another possible joker is the fact that the agency head has a year

to recommend that any employee be covered under Civil Service after the President issues an order. This discretion, of course, is subject to abuse, since an employee could be left holding the bag if his agency head fails to recommend him.

Each employee recommended must have served with merit for not less than six months immediately prior to the covering in order.

Incidentally, one of the first agencies to be covered in, officials say, is Public Works Administration, which is liquidating fast. The LEADER has exclusive information that the PWA regional office in New York will be closed and employees there thrown out of work within the next few weeks. Should these employees get a Civil Service status they would be eligible to transfer to other federal jobs.

### Exempt Jobs

Jobs specifically exempted by Congress from the Ramspeck Bill were an estimated 25,000 Works Projects Administration supervisory employees, all Tennessee Valley Authority workers, all presidential appointees requiring Senate confirma-

tion, and assistant U. S. District attorneys.

Deputy U. S. marshalls and deputy collectors of Internal Revenue can be brought under merit by the bill.

### Equal Pay for Equal Work

Of particular interest to all Federal employees in New York is Section 2 of the bill which gives the President authority to extend the Classification Act to the field. The Classification Act was passed in 1923 to give equal pay for equal work. Jobs in the field are badly out of line and Section 2 probably will correct it. Budget Bureau has estimated that between \$10,000,000 and \$14,000,000 annually will be added to Uncle Sam's payroll when the act gets into operation in all field offices. Stenographers in some field offices, for example, are paid \$1,000 a year while in another city stenographers doing similar work are paid \$1,620. Section 2, when extended, will give the same pay to each.

### Boards of Review

The third section of the bill requires each federal department to set up one or more boards of review to pass upon efficiency rating complaints. Apparently no other employee grievance can be taken up before the boards as the bill specifies efficiency ratings.

Each board will have three members, the chairman appointed by the Civil Service Commission, and an employee and department representative.

The bill also raises the salaries of the three Civil Service Commissioners from \$8,500 to \$10,000 each, which is in line with other commissioners' salaries.

### Who's Included?

Included in the possible 250,000 figure are laborers, seamen, and foreign service officials, all of whom wouldn't be covered in. The number of eligible employees in each agency that could be covered in are as follows:

Agriculture, 65,000; Post Office, 4,000; State, 5,000; Treasury, 20,000; Commerce, 9,500; Interior, 25,000; Navy, 7,000; War, 50,000; Federal

Loan, 19,000; Federal Works, 13,000; Justice, 5,000; Labor, 500; General Accounting Office, 3,000; Veterans Administration, 2,000; National Labor Relations Board, 400; Securities & Exchange, 700; Federal Reserve, 450; Executive Offices, 650; Maritime Commission, 140; Interstate Commerce, 140; Federal Trade, 325, and Federal Power, 300.

### Guards Wanted

A new competitive examination for Departmental Guard has just been announced by the U. S. Civil Service Commission. The position pays \$1,200 a year, and jobs will be filled in Washington, D. C., and elsewhere from the eligible list. Applicants must have had one year of experience as soldier, sailor, marine, policeman, guard, fireman, sheriff, or in a similar occupation. They must be between 21 and 55 and in sound physical condition. Full details are published in The LEADER on page 12.

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## Behind the Ramspeck Bill

### How It Was Passed— Here's the Inside Story

New York will be among the first cities where the U. S. Civil Service Commission will substitute the use of fingerprints for photographs in connection with Civil Service tests.

New York post offices already have fingerprint equipment installed to register aliens. The same equipment will be used to fingerprint applicants for Civil Service exams.

Behind the Commission's action in banning photographs is a long and involved story. Civil Service officials have known for some time that photographs have led to discrimination against Jews, Negroes and women, chiefly middle-aged and elderly women. The Commission investigated the possibility of changing the identification process, but the cost of fingerprint equipment was so great that the plan was pigeon-holed. Incidentally, photographs were first required when the use of fingerprints wasn't widely accepted.

Then came the Ramspeck Bill. Senator Sherman Minton, Indiana Democrat up for re-election, got the Senate to adopt an amendment barring photographs at the request of Negro organizations. The bill was sent back to the House, where it was promptly sidetracked.

The House tally revealed that 41 Southern Democrats who had originally voted for the Ramspeck Bill had voted to send the conference report back to conference. Southerners denounced the photograph amendment as a "sop to Negro voters." This all happened a few weeks before the presidential election.

### Mead's Strategy

Senator James Mead immediately called on the President to abolish the use of photographs by executive order so as to save the Ramspeck Bill by taking the photograph fight out of politics. Mead got the three Civil Service commissioners to agree to the change, and last week the commissioners, with presidential blessings, took the matter in their own hands and abolished the use of photographs. The amendment, of course, was dropped from the Ramspeck Bill and Southern Democrats, for the most part, voted for the Ramspeck Bill as it passed.

The other controversial amendment to the bill—the Keller-Nichols amendment—was tossed out. The amendment would have prevented New Yorkers from being brought under Civil Service since the state is

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# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## "Unfair," Say Lawyers Of Referee Exam

With papers written a week ago Saturday for Unemployment Insurance Referee still coming in from upstate cities, the State Civil Service Commission has not yet even opened the packages in which the papers were submitted.

It is known that a number of protests on the examination questions have reached the Commission. Protests hinge on two grounds: 1) the time allowed for part one was too short; 2) the questions covered a number of alleged irrelevant subjects.

The Commission's examinations division will make an analysis of each question on the test, as is its policy with all its tests. Should it be found that a large proportion of the candidates failed any particular question or questions, these may be stricken out.

Establishment of the list depends on how many pass the first part, which was made up of 280 short-answer questions. Only those who pass on this section will be marked on the four essay questions of part two. In any case, it will be at least

six months before the 3,000 papers are completely marked.

### Complaint

Most comprehensive of the many letters on the test that have been received by THE LEADER is the following:

Sirs: On Saturday, November 16, 1940, I was one of hundreds who took the examination for Unemployment Insurance Referee at Seward High School. This letter is intended as a criticism and a protest.

It is due entirely to a deep sense of concern over the lot and, in most cases, plight of those who anxiously wait, sometimes for years, for the opportunity to qualify for a position of importance, that I feel constrained to lift my voice in protest over the methods employed by those conducting the examination in arriving at the measure of the knowledge, the intellectual attainment, and power of legalistic analysis of the applicants.

Were I the only one that felt aggrieved, I assure you I could and would feel that my disgruntlement is entirely due to my own shortcomings, lack of knowledge, and general inability to qualify. This, however, is not the case. I made it a point to hear all about me, and this without exception in any instance, the criticisms of all who took part. The consensus of opinion was unremittingly to the effect that the examination was unfair and that it could not measure the qualifications of the applicants and could not therefore determine those best fitted for the position.

All around one could hear the muttered protests, "This is unfair..." "This is an outrage..." "The positions are already being filled by the chosen so this examination is just to comply with the legal requirements..." "Everybody knows it's unfair, but it's taken out in muttered protests, no one ever does anything about it..." So, I am doing something about it. I'm writing to you. In all my life I have never written a letter of protest before!

### Too Short a Time

The examination consisted of two parts. One of 280 questions in the

### Title Examiner List by Jan. 1

The Title Examiner list will probably be out before January 1, 1941, according to State Civil Service Commission officials. Experience of the 248 candidates is now being rated.

This test was held jointly by the State and New York City commissions in December, 1939, with candidates in both jurisdictions taking part I, and State candidates staying for part II. The city list appeared several months ago.

### Hospital Attendant Names Entered on Cards

Names of eligibles on the Hospital Attendant list, for which an exam was taken June 29 by 16,250 candidates, are already being entered on cards in the certification bureau of the State Civil Service Commission. The list itself is expected about December 15, and first appointments will be made January 1, 1941, when the job of Hospital Attendant officially moves from the non-competitive into the competitive class.

Under the proposed plan, zones are to be set up, and residents will be eligible for institutions only within their own zone. A subcommittee of the Governor's Committee on Re-classification will make the report on the zones at a meeting December 7 in New York City. The zones will not cross county lines.

morning for which we were allowed four hours. One in the afternoon of four parts which with subdivisions consisted of about 14 questions for which we were allowed two and a half hours. I will confine myself to an analysis of the morning examination, as I think this will suffice to make the picture sufficiently clear to you—you be the judge!

Of the 280 questions, some 180 required at least two operations of the mind—"Is it true or is it false?" questions). In the nature of a digression (I consider it important, however), I would submit that the human mind is already hard enough put to it to retain real and true facts and knowledge without being snared and snarled with tricked up and apparently plausible hypotheses to plague it forever after the framer of the questions has had his little fling at that grand game of the radio—"True or False?"

### Monumental Pencil Thrusts

All answers had to be made on an answer sheet separate and apart (Continued on Page 14)

## Filing Ends This Week On State Trooper Test

Men between the ages of 21 and 40 who measure 5 feet 10 or over, have until the first of next week to file for the December 16th State Trooper test. Applications filed by mail must be postmarked by midnight of Sunday, December 1, or if filed in person at the office of the Division of State Police in the Capitol at Albany, they must be in by midnight of Monday, December 2.

Application blanks are available at only one place—the office of the State Police at Albany, where they may be obtained by mail or in person. Police officials ask candidates not to write to the State Civil Service Commission or any place else. There is no filing fee.

The opening salary of \$900 actually amounts to considerably more since all maintenance is paid by the State. In the expressive language of a Trooper official, a new appointee is asked to "bring only his underwear." Everything else is given to him.

### List Lasts Till April

Number 236 is still the latest to be appointed on the current list, established last April. This list will remain in existence until April 24, 1941, or later should the new list not be out by that date. Trooper officials refuse to make any predictions on how many appointments will be made between now and April 24, saying that "anything may happen."

Although previous State Trooper exams were conducted only in the State Capitol, the coming test is to be held at the Westchester County Center Building in White Plains as well. This is to accommodate can-

didates from the metropolitan area. Candidates from the Capitol district and those from upstate will take their exam in Albany.

Troopers are eligible to take promotion exams according to the following scale:

Corporal—after three years as Trooper.  
Sergeant—after two years as Corporal.

Lieutenant—after two years as Sergeant.

Candidates for the coming test will be rated on four different parts: 1) Written, covering matters of general information and other subjects designed to test general intelligence. The applicant must obtain a rating of 75 percent on each of the several sections of this test.

2) Oral interview, to determine mental alertness, soundness of mind, initiative, intelligence, judgment, address, and appearance.

3) Physical.

4) Investigation of moral character.

Fourteen requirements must be met by each candidate:

1. United States citizen.  
2. He must have reached his 21st birthday and not have passed his 40th birthday by December 16.

3. Of sound constitution.

(Continued on Page 14)

## Draft Rights for State Workers

State employees and eligibles, sitting on pins and needles for weeks, finally got guarantees of their rights when they are called into military service because of the draft. An announcement sent last week to appointing officers by Frank H. Densler, executive officer of the State Civil Service Commission, covers such matters as opportunities to take open and promotion tests, establishment of special lists of eligibles to last one year after discharge, special promotion exams for those in service, and other pertinent subjects.

National Guardsmen and members of the Naval Militia and Federal Reserve Corps are again guaranteed their full civil pay for the first 30 days of service, and the difference between civil and military pay for the remainder of their time in uniform. When the State Legislature convenes in January a move to bring these same financial rights to all employees, draftees or volunteers, will be launched.

### The full announcement:

1. Persons who are drafted or ordered into the military service will be given a reasonable opportunity to take open competitive and promotion examinations. Wherever possible, such examinations will be held near the places where such persons are stationed.

2. Persons whose names appear on open competitive eligible lists and who are in the federal military, naval, or marine service, and who are therefore unable to accept appointments made from names appearing upon such lists, will have their names continued and placed on separate eligible lists. Names from such separate eligible lists will be certified for appointment at such time as such military service shall cease, before certification is made from any subsequent eligible lists. The special eligible lists shall continue for a period of one year from the date of honorable discharge from military service of persons appearing on such lists.

### Promotion Lists

3. Persons whose names appear on promotion eligible lists and who are in the federal military, naval, or marine service shall be given consideration in the making of certifications and appointments from such lists.

4. If a person who is on military leave is unable to compete in a promotion examination because of military service, he will be given a comparable promotion examination upon his discharge from military service and return to his position in the public service. His name will be placed on the eligible list if found qualified and he will be certified in accordance with the Civil Service Law and Rules.

5. Temporary and permanent employees who are members of the National Guard or Naval Militia or

Federal Reserve Corps and who are ordered to military service are entitled to receive their full civil pay for 30 days and, for the period in

excess thereof, such part of the civil pay as equals the excess, if any, of such pay over their military pay. (To Be Continued)

### CIVIL SERVICE PREPARATION

## FIREMAN

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

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

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

## PATROLMAN

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

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

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

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# Civil Service LEADER

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Tuesday, November 26, 1940

## A Big Job Well Done

WELL, the Ramspeck bill passed Congress last week.

Something about the devious course of this great Civil Service measure is told on another page in this issue.

To Senator Mead and to Congressman Ramspeck, The LEADER offers congratulations on a big job well done.

And as for us—the LEADER staff—we admit a certain glow of pride, because the Ramspeck bill might have died if we hadn't got after Jim Mead to take on the task of putting it through.

## Subway Trouble

THE present subway dispute won't be solved by name calling and threats. On the face of it, the Board of Transportation doesn't enter this dispute with clean hands. The attempt to use provisionals—when names have been certified for those jobs by the Civil Service Commission—looks to us like pretty high-handed procedure. And to post threats against the men, warning them that they would lose their jobs in case of strike, this sounds very much like provocation; it shows the Board in its customary role of dictator over the men. The whole matter of the relationship between a Civil Service union and the management is in a nebulous state—and for the Board to set itself up in this manner as sole arbiter in a dispute in which it is one of the parties—that's not good public relations, in our opinion.

The proposal to sit down calmly, and take up one by one the issues that divide the two camps, seems a reasonable one. That suggestion was made by the men, not by the Board.

## We Suggest - - -

THAT HIGH SCHOOL AND COLLEGE ATHLETES, in preparing for a career, keep Civil Service jobs in mind. Every four years, at an average of a little less than once each year, exams are announced for Police, Fire, and Sanitation jobs—all of which offer excellent career opportunities. In each of these tests a young man with physical skill and ability stands an excellent chance. In addition to such jobs, there are others open, such as Border Patrolman in the Federal government and State Trooper in New York State.

THAT ALL COPS sign the LEADER petition for the 11-squad chart. Enough pressure will put this over and give all members of the Police Department decent working conditions.

THAT ALL EMPLOYEES, ELIGIBLES AND CANDIDATES give their support to legislation which will protect their interests in case they are drafted.

THAT MEN AND WOMEN who are looking for federal jobs write to the U. S. Civil Service Commission outlining their education, experience and other qualifications. When exams for which they are qualified are announced, the Commission will notify them.

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

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

Name.....  
Precinct.....  
Home Address.....

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

## Merit Man

William Eugene Cashin



“... they'll be found out anyway.”

ON A CHEERY Spring day in 1926, troopers from Troop G, Division of State Police, were giving an exhibition in trick riding. The newsreel cameras were clicking away merrily as the adept troopers knocked off one difficult feat after another.

Suddenly the crowd shrieked. The horse of one of the troopers had shied from the cameras. The trooper was swinging on the side as the horse dashed madly against a nearby tree. The exhibition came to a tragic end as the trooper lay limp on the ground.

Curiously, this eventful day turned out to be one of the luckiest in the life of William Eugene Cashin, the trooper in question. He woke up in a hospital, and the white card at the foot of the bed showed that he had fractured his pelvis and every rib but one. Learned doctors shook their heads, doubting if the gallant trooper would ever walk again.

Bill Cashin learned of their fears. He had visions of living for the rest of his days on a disability pension, but these were quickly swept aside.

### Uncle and Namesake

He got in touch with his uncle and namesake, Rt. Rev. Msgr. William E. Cashin, then chaplain of Sing Sing, now pastor of St. Andrew's Church, spiritual haven for hundreds of Civil Service workers about New York City's Foley Square section. Rev. Cashin introduced his ailing nephew to Clara L. Parsons, director of the Division of Criminal Identification, Records and Statistics, in the Correction Department.

The next months were spent recuperating in the hospital and learning the principles of fingerprinting from Miss Parsons.

When Bill Cashin walked out of the hospital—the doctors had

been wrong—he found that he was unique in his newly-gained knowledge. Two years later a fingerprinting bureau was established in the Division of State Police. Trooper Cashin, the only trooper who knew anything about whorls and loops, was placed in charge.

Miss Parsons died in 1935, and an open competitive exam was held for the job. Trooper Cashin, then a sergeant instructing in fingerprinting at the State Police School, came out first. He soon became successor to the woman who had been his teacher.

### Second to Scotland Yard

As director of the Division of Criminal Identification, the oldest bureau of its kind in the country and second only to Scotland Yard in the world, he is in charge of an ever-expanding series of file cabinets on the 17th floor of the State Office Building in Albany. Here are close to 1,000,000 active prints, with new ones coming in every day from hundreds of police officers, courts, and district attorneys. In addition, the Division has “mug and profile” pictures of another 250,000 men and women, the criminals of another day.

A new activity of the Division is the fingerprinting of non-criminals. At the end of last month, 111,860 such records were on file. With the national defense program, selection of a peace-time army, increasing concern with aliens, these are constantly being added to. On November 1, the State launched a policy of keeping the prints of all Civil Service appointees.

Cashin's main educational job is to assure the public that to be fingerprinted is not to classify one as a criminal.

“Civilians have nothing to worry about,” he earnestly points out. “The fingerprint merely identifies the individual. If he's

Don't Repeat This!



EMPLOYEES at Creedmoor State Hospital are aroused over a fellow-worker who recently contracted tuberculosis after close contact with patients... That better instructor in one of the courses for the recent Unemployment Insurance Referee test wasn't eligible to take the test. Five years practice was called for, and he got out of law school in 1936... Immigration officials aren't asking registrants to produce written permission to leave the country.

### Recipe

To all you gals who wrote in for J. Edgar Hoover's turtle soup recipe: “Put one quart of brown stock in a sauce-pan, add the liquid from cooking the turtle, two egg whites slightly beaten and one-half lemon rind cut in thin strips. Bring to a boil, stirring constantly. Let simmer for five minutes and set in a warm place. Strain through a napkin. Just before serving, add one pound of green turtle meat cut in small cubes, reheat, add one teaspoon salt, a little black pepper, one-fourth cup of sherry.” And oh yes—write to the FBI for latest dope on how to catch the turtle.

### Printing Dept.

The Bureau of the printing racket is expected within the week... Hospitals are trying every which-way to get prospective nurses. They fear what will happen if war comes... Massachusetts' governor takes charge of handing out 10,000 license plates. The Motor Vehicle Commissioner gets only 30... Coming months will see the appointment of a flock of new Wardens in the State's prisons... A DPUI employee is still wearing smoked glasses. Says it's because of eyestrain from the Unemployment Insurance Referee test... Henry Feinstein received a card from a former city employee, now traveling. The card featured a photo of Joliet Prison. It read: “Wish you were here.”

going to get into trouble, he'll be found out anyway.”

### Recognition

The name of William Eugene Cashin today stands for progress in the techniques of identification. Recognition has come from his colleagues who two years ago chose him as president of the International Association of Identification.

## letters

# Says the Gals Ain't So Hot

Sirs: You may say what you like about Civil Service, but I have one great big complaint—

The girls in Civil Service are so plain-looking!

I've been hanging around Civil Service for a good many years now—and the men, says I, are OK. But the women--&%¼\*\*\*?x! That goes for New York City, the State, and the U. S.—especially N. Y. C. Remember the old adage: “Beautiful but dumb”? I'm won-

flat-chested, sallow-skinned females.

Will somebody please tell me why pretty girls don't pass Civil Service exams?

As for me, back to Texas, where the gals are a right fine inspiration to sore eyes!

Arthur S.

Well, boys and gals, do you agree? Let's have some opinions. Frankly, we think something's eating Arthur S.—EDITOR.

### Future Sanitation Man Likes Expose Articles

Sirs: I'm writing in reference to the marvelous revelations about the Sanitation Department that are being made by your paper. Fortunately, I received a decent grade in the recent Sanitation exam, but unfortunately the boys and myself will probably be compelled to contend with the present racketeering situation.

Am willing to aid in any way possible and want to congratulate you on the good work you are doing.

Thanks, from a future Sanitation man.

M. B.

### Objects to Extending Post Office List

Sirs: Somehow I overlooked reading an article in THE LEADER concerning the extension of the Post Office eligible lists. This article was brought to my attention by a letter of thanks to THE LEADER from Alfred Avallone, chairman of the Post Office Eligibles Association.

I was greatly surprised upon learning that THE LEADER, whom I thought to be a great champion of fairness to those in, eligible for, and aspirant to Civil Service positions, approved and abetted the extension of these lists. They had been extended once already. Is this an association (P.O.E.) of selfishness and unsportsmanship? If these eligibles are not fortunate enough to be appointed, they can take another competitive examination and give others an opportunity to be at least fellow members of this association.

I hope that THE LEADER can see more fairness in this letter than in Mr. Avallone's or in its article.

ASPIRANT  
On the contrary, THE LEADER doesn't take sides in this question. Presumably the U. S. Commission knows what it is doing when it extends the Postal list. The article in question merely announced that eligibles were putting up a fight for further extension.—EDITOR.



He says they ain't purty!

dering if it doesn't work in reverse too—“smart but plain.”

Don't take my word for it, Mr. Editor. Just have a look around for yourself—choose any department you like. I'm willing to put up a pretty hefty wager you'll be disappointed by what you'll see around—grim-faced, thin-lipped,

# POLICE CALLS

By BURNETT MURPHEY

## Rookies

The 300 rookies who were appointed early last summer will complete their probationary period in December and will automatically go on a \$2,000 a year basis instead of the \$1,200 they have been receiving.

## PBA Meets Tuesday

The next meeting of the Patrolman's Eligibles Association will be held Tuesday, November 26, at Washington Irving High School at 8:30 p.m. A number of prominent speakers are scheduled to attend.

## Still Kicking Around

The 63-year mandatory retirement bill which would affect all members of the Police Department is still kicking around in the City Council and the chances of its passage aren't very bright.

## Let Them Brood

City officials who have pinched pennies with the New York Police Department, and have allowed a grand total of only 300 new appointments in 18 months, or an average of 16 a month, could well brood over the latest report of the Citizens Committee on the Control of Crime in New York.

The report, released last week, shows that there has been a sharp increase in crime in the city in the last 12 months. For the past three years the average number of felonies in the city was 43,718. This year they jumped to 53,449. Felonies and misdemeanors together numbered 83,269 this year, against a three-year average of 79,003.

The Committee searched out some of the reasons for rising crime and pointed, in part, to "Patrolmen who do not patrol."

"During the typical month of June, 12,106 'out of command' assignments were made. Each assignment took a Patrolman away from his regular work for an eight-hour day. The 12,106 days thus accounted for were the equivalent of taking 404 men off the force for the 30 days of the month—2.6 percent of the 15,788 members of the uniformed force.

"Altogether, five percent of the uniformed force are taken away each day from the duty that constitutes their primary function—patrol of the streets and the control of crime involved in that patrol."

This, plus the fact that the Police Department continued to operate with a force more than 500 under quota, should give city officials something to mull over.

While PBA officials clamor for 5,000 new cops and Councilman Edward Vogel, in a resolution, calls for 1,000 immediate appointments, this column modestly asks the city to make at least a FEW—say 300 or 400 without any more dilly-dallying.

## Thanksgiving Party

The Third Annual Thanksgiving Party and Dance of the New York City Garrison No. 3,100 of the Army and Navy Union, U. S. A., will be held on Friday, November 29, at the Hotel Diplomat, 110 West 43rd St., Manhattan. This year's affair will be held in honor of the Garrison's two past commanders, Comrade Louis W. Prochaska, National Junior Vice-Commander of the Army and Navy Union, and Comrade Hyman Ludacer, Commander of the Department of New York Army and Navy Union. Comrade David Abrams, Junior Vice-Commander of the Garrison and chairman of the arrangement committee, promises a good time for everyone who attends.

# FIRE BELLS

By JAMES DENNIS



## What Happened To Retired Firemen?

In answer to many inquiries this column has looked up the laws and regulations relating to 88 retired firemen who get jobs in the city, state or federal service. Section 32 of the State Civil Service Law, and section 897 of the City Charter provide that retired firemen as well as other former employees who get other governmental jobs will not receive their pensions as long as they are employed, providing that the salary is more than \$1,200.

## Fire-Fighting in War

Ralph Ingersoll, editor of PM, returned from an inspection trip from London last week with some interesting facts about fires and fire-fighting from the besieged British capitol. There have been 20,000 major fires since the blitzkrieg started. The London Fire Brigade doesn't bother to count the small ones. Two thousand firemen have been killed or wounded. There are 20,000 men on active duty and 10,000 on reserve. Ingersoll said that on September 15, the day of the fiercest bombardment, the English were almost beaten, but the firemen refused to give up and with herculean efforts got the hundreds of raging fires under control and effectively administered the first defeat of Hitler's air force.

## What, No Chief?

Whatever became of that promotion exam to Fire Chief which the Municipal Civil Service Commission ordered months ago? There's a vacancy in the position, as we recall.

## List in 10 Days

The new eligible list for Fire Lieutenant should be ready within 10 days, according to the latest information furnished to this column

by the Municipal Civil Service Commission. As soon as it is officially released, the list will be published in The LEADER.

## American Legion Post Holds Dance

The Uniformed Firemen's Post 1171, American Legion, will hold an installation dinner and dance at the McCarthy and Hayes Restaurant, 469 Kings Highway, Brooklyn, on December 3.

## They Ruffed Turkeys

The Fire Eligibles Association held a regular meeting on Tuesday, November 19, at P.S. 27, East 42d St. About 300 members attended the session, which was featured by the raffling of 10 turkeys as door prizes. The eligibles are putting on a determined drive to get as many appointments as possible from the list, which has only 13 more months to go.

## Memorial Mass

The annual memorial mass of the Holy Name Society, Branch 141, of the Fire Department, will be held on Saturday, November 30, at 9:30 a.m. in the Church of Christ the King, Grand Concourse and Marcy Place. Fire Chaplain Patrick F. O'Connor, the spiritual director of the society, will lead the services.

## Anchor Club Ball

The Anchor Club of the Fire Department will hold its annual ball on Wednesday, November 27, at Manhattan Center; and on December 3 the St. George Association will give its annual affair at the same place.

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

# Welfare Department News

By HENRY TRAVERS

## Case Supervisor's Job

The committee appointed by Acting First Deputy Commissioner Jackson to consider certain aspects of the Case Supervisor's job has turned in an interesting report. Mr. Jackson had asked the group to consider all the policies and procedures which now require the Case Supervisor's approval in individual case situations and to recommend what specific actions could be eliminated as functions of the Case Supervisor.

As a result of the committee's report, indicated changes will be made shortly.

Additional aspects of the Case Supervisor's job will be studied, particularly the matter of a uniform system of supervisory controls. The supervisory controls maintained by the Unit Supervisors will also be reviewed, since these are directly related to, and should be coordinated with, those maintained by the Case Supervisor.

Mr. Jackson pointed out these reviews are in line with the Department's policy of constantly reviewing all phases of its operations with the participation of the operating staff.

Members of the committee included Miss Dorothy Villiger, Field Administrator, who served as chairman; Miss Dorothy Swanson, Administrator; Miss Dorothy Bird, Training Supervisor; and Mrs. Celia Brody, Mrs. Genevieve Dzik and Mr. Ellis Radinsky, Case Supervisors.

## Life Goes On

George T. Clarke, social investigator in d. o. 53, is a pop. The gal, born October 30, has been named Judith Camella.

Richard Brumbach, social investigator in d. o. 34, is on leave of absence attending the New York School of Social Work. Dick is doing his field work with the Community Service Society.

Add Inter-City-Departmental romances:—

Miss Rosalyn Schulman, unit clerk in d. o. 53, wedded Saturday, November 16 to Samuel J. Stolm of the Department of Hospitals.

Margaret Mary Sullivan, ediphone typist in d. o. 53, changed the date of her marriage from November 28 to November 21 when it was officially declared that Thanksgiving Day would be celebrated again this year on Thursday the 21st. Peggy walked the aisle with Walter Malloy.

Eleanor Besse, who was recently transferred from her duties as office manager in d. o. 53 to a similar post in d. o. 20, was given a luncheon by her former co-workers last week at Butler's in Jamaica. It pays to be popular.

David Finn, clerk in the Administrative Office of the Municipal Lodging House, has given up bachelorhood. The bride is Mildred Masterson. The couple have set up house-keeping at 8603 102nd street, Richmond Hill, Queens.

Lloyd Thompson, social investigator in the Division of Shelter Care, who was recently transferred to district office 26, got a farewell luncheon party last week from his co-workers on the Local Homeless staff. As a remembrance Lloyd was presented with a set of door chimes and a massive electric clock for his new the first of its bi-weekly meetings

## Training Program

The Department of Welfare's new training program for members of the case supervisory staff, which will run for approximately two months, got under way with the first of its bi-weekly meetings last Monday.

Practically the entire staff of d. o. 48 turned out for the farewell party given to Anthony Rotante, office manager, last week at Dolfi's restaurant. Anthony is now office manager at district office 24 and keeping very punctual by the elegant gold wrist watch given him by his former friends and co-workers in token of many pleasant years of cooperation.

# PARK TOPICS

By B. R. MEEHAN

## The Retirement System

(Continued from last week)

After the completion of ten years of service and continuous membership, regardless of age, one may demand a retirement allowance if found after proper examination by the Retirement Medical Board to be sufficiently disabled for employment.

The allowance is given in proportion to the number of years in service, salary and age. The minimum in most cases is 25 percent.

## Accident Disability Retirement

If you are disabled as result of accidental injuries in performance of duty, through no negligence of your own, you are entitled to receive ¾ pay pension (reduced by the value of any reward made by Workman's Compensation Bureau). This is payable for life, or until you can resume profitable employment, plus the annuity purchasable by your own contributions.

## Ordinary Death Benefit

If death occurs while you are a member in a city service, your estate, or beneficiary whom you elected, will be paid:

(a) Accumulated deductions from your salary plus compound interest at 4 percent per annum; and,

(b) After allowable service in 10 years or less a cash sum equal to the amount you could have earned in the six months preceding death; or

(c) After allowable service in more than 10 years, the amount earnable by you while a member in the twelve months preceding death.

On your election or, upon your death, that of your duly designated beneficiary, the actuarial equivalent of the cash ordinary death benefit may be paid as a monthly annuity to said beneficiary, based on the beneficiary's age at the time of member's death and payable thereafter throughout the remaining life of the beneficiary.

## Accidental Death Benefit

Upon the occurrence of death in the performance of duty, regardless of the length of service, there will be paid to (a) widow (b) children under 18 years of age (c) a dependent father or mother, an annual pension of one-half of your "final compensation," the total not less than the ordinary death benefit. The refund of accumulated deductions will be paid to your estate or beneficiary whom you have elected.

(Continued next week)

## Promotion to Gardener

Study Series No. 2

Directions: Examine each of the following statements and decide which is TRUE or FALSE. If you decide a statement is TRUE encircle

- the "T" or "F" if the statement is FALSE.
- 6. The Warren is a type of hoe. T. F.
- 7. Bone meal is a good fertilizer for evergreen shrubs. T. F.
- 8. Salt hay is used for winter mulching. T. F.
- 9. Orange shellac is commonly used for permanent tree wound coverings. T. F.
- 10. All cacti are succulents, while all succulents are not cacti. T. F.
- Directions: In each of the following items four possible answers are suggested to complete each statement. On the answer sheet write the letter of the statement which is best of these suggested.
- 11. Wardian cases are used for

(a) winter storage of tuberous roots (b) storage of fertilizers (c) glass gardens (d) shipping of peatmoss.

12. A wielding is (a) a type of hoe (b) a lawn edger (c) an uncultivated plant (d) a pruning shears.

13. Plants are hardened off (a) in cold frames (b) with a dibber (c) by excessive evaporation (d) with a tamper.

14. A secateur is (a) a pruning shears (b) a sod cutting machine (c) a type of lawn broom (d) a leaf eating beetle.

15. The purpose of applying sand to heavy soils is (a) because of its tendency to retain moisture (b) because of its nitrogen contents (c) because of its binding qualities (d) because it provides aeration.

Clip and paste in scrap book. To be continued when space permits.

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

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# Question, Please?

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

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

## Temporary Status

B. W.—An eligible who has been appointed from an eligible list for temporary service may resign from the temporary position and still continue his eligibility for permanent service. A person may resign from a temporary position in order to accept a better employment in private industry without losing his eligibility for permanent appointment.

## Rule of Two

D. S.—The rule against more than two members of the same family not being eligible for appointment to the federal service does not apply to two persons who are not living together.

## Certified Eight Times

F. T.—It is possible for an eligible on a federal list to be certified as many as eight times and still not receive an appointment. The department head has the right to select one out of three of those certified. In the State and city services, however, an eligible is not certified more than three times for one department.

## Non-Citizens

G. H.—Only in rare cases are non-citizens appointed to positions in any branch of the Civil Service. Exceptions can be made for highly-trained experts, but this is not often done.

## Take the Chance

T. J.—I would go ahead and take the exam in which you are interested. The fact that you were once caught using a plug nickel in a subway and received a suspended sentence probably will not disqualify you in view of your good record since that time.

## Can't Fix Salary

G. Y.—The State Civil Service Commission has no jurisdiction as to the salary to be paid for any position in the county services in New York City or elsewhere. The Commission merely fixes the salary grades for purposes of determining and controlling promotions, layoffs, etc. The salary for each employee of the county is fixed

by the head of the office, subject to the budget authorization. The head of department may not pay an employee more than the maximum of his grade. This can be done only after a competitive promotion test is given to the employee entitled to promotion to the next higher grade.

## Retirement Option

B. M.—An employee who has chosen the option to retire at the age of 55 and is contributing to the pension fund on that basis may, of course, continue in his employment after he has reached the age of 55. In that case he may voluntarily retire at any time after reaching the age of 55 and get the retirement allowance for which he has contributed. He may continue to contribute beyond the age of 55, and such additional contributions will add to his annuity fund allowance after retirement.

## No Court Action

M. K.—If you were dismissed from the Civil Service as long ago as last November, you may not bring any court proceedings for reinstatement at this late date. Such proceedings must be brought within four months after dismissal.

## Heart Murmur

M. M.—It is possible for a person who has a heart murmur to be appointed to certain types of positions where physical exertion is not strenuous. In most instances, because of the possible effect of the pension system, candidates having such heart conditions are rejected. If the defect is only slight, consideration will be given the candidate on the merits of each particular instance.

## State Job Abolished

E. L. S.—When a position in the State service is abolished for lack of funds or lack of work, the persons go on preferred lists; but they are eligible only for reinstatement in the State service itself. The preferred list is used for making reinstatements—first to the department from which the employee was originally laid-off;

and secondly, to any other department where a vacancy exists.

## Turning Down Job

B. M.—The Municipal Civil Service Commission will permit you to turn down a job because of "temporary inability." This refers to such things as illness, working in another job which requires time to complete, attendance at college or other school courses, etc.

## Dismissed Without Charges

K. A.—An eligible appointed to a position in the federal service for an "indefinite probationary" period may be dropped at any time without charges. If he serves for a continuous period beyond the usual probationary period (now six months) he acquires permanent status.

## Leaves of Absence

H. L.—As a rule leaves of absence are not given to provisional or temporary appointees. The department, however, does have discretion to grant leaves for illness or other reason, with or without pay. Leaves must be applied for through the regular channels of the department; that is, through your superior officer. No particular formality is required. It may be oral or in writing.

## No Veteran Preference On Preferred Lists

L. J. M.—Disabled veterans whose positions are abolished for reasons of economy appear to have no more rights or privileges than any other veterans. If there is a vacancy in a similar position at the time of abolition of his position, a veteran is entitled to transfer to such vacancy. If there is no vacancy available, then the name of the veteran, like all others, is placed on a preferred list in the order of his seniority in the service. When a disabled veteran is placed on a preferred list he has no preference right such as he would have in original appointment or promotion.

## These Books Will Help You In Training for a Career

The Leader has compiled a listing of books on a wide variety of occupations, avocations, and careers. Individuals who may desire more detailed information may communicate with the Book Editor, CIVIL SERVICE LEADER, 97 Duane Street, New York City.

### Accounting

*Accounting Principles and Practice* \$2.25. College Press, 1940.  
*Pace Secretarial Acct. and Financial Procedure, Work Assignment Book*, by H. Pace. \$1.50. Business Text Book Pubs., Inc. 1939-40.  
*Accting, Princ. and Practice*, by R. G. Snails. \$3.50. Ryerson Press.  
*Exercises and Problems*, by C. E. Walker. 50c. Ryerson Press.  
*Theory Questions With Answers*, by J. C. Myer, CPA. \$4.75. J. Sobelsohn, 1938.  
*Bookkeeping-Accounting*. \$2.00. Pergande Pub. Co. 1934.  
*Mental Multiplication*, by Charles Lipkin. 25c. Charles Lipkin Cert. Public Acct.

### Aeronautical Engineering

*Inspection of Aircraft*, by S. J. Norton. \$1.40. Petman Pub. Corp.  
*Airplanes and Elementary Engineering*, by S. J. Brimm. \$1.80. International Textbook Co. 1939.  
*General Aeronautics*, by H. F. Lusk. \$3.75. Ronald Press Co. 1940.  
*Aeronautical and Radio Law*, by H. S. Le Roy. \$3.00. Tel-Aero-Lex Pubs. 1939.  
*How to Be an Aviator*, by H. Merrill. \$2.00. Robert McBride & Co. 1939.  
*Handbook of Aeronautical Vocations*. 25c. Zealand Record Co. 1939.  
*Aircraft Blueprint Reading*, by H. V. Almen and R. K. Mead. \$1.00. Petman Pub. Co.

### Agriculture

*Farmer's Handbook*, by R. C. Andrew. Oxford University Press. 1939.  
*Arithmetic in Agriculture*, by T. H. Fenshe. \$1.40. Webb Book Pub. Co. 1939.  
*Modern Agricultural*, by M. Nadler. \$2.00. Orange Judd Pub. Co. 1940.  
*Agricultural Index*. H. W. Wilson. 1937-39.

### Air-Conditioning

*Heating, Ventilating, Air-Conditioning Guide*. \$5.00. American Society of

Heating and Ventilating. 1938-40.  
*Treatise on Acoustics in Air-Conditioned Enclosures*, by H. Kunen. \$1.00. Anemostat Corp. of Amer. 1939.  
*Air-Conditioning Primer*, by W. Stangle. \$2.50. McGraw Hill Book Pub. Co. 1940.

### Architecture

*Working Details*, by M. M. White. \$4.25. Chemical Pub. Co. 1939.

### Art

*Outline of the Theory of Drawing and Painting and Principles of Design*, by A. Pope. 50c. Fogg Art Museum.  
*Art Education Today*. \$1.25. Columbia University. 1940.  
*Technique and Practice of Advertising Art*, by R. P. Hymers. \$12.00. Petman Pub. Co. 1940.  
*Modern Publicity*. \$4.50. Studio Publications. 1939-40.  
*Decorative Art*. \$4.50. Studio Publications. 1940.

### Automobile

*Elements of Automobile Engineering*, by M. Platt. \$2.00. Petman Pub. Corp. 1940.  
*Modern Ignition Simply Explained*, by H. Cross. American Tech. Society. 1940.  
*Trouble-Shooters Handbook*. \$2.00. Automobile Digest. 1939.  
*Automotive Diesel Maintenance*. \$1.75. Petman Pub. Corp.  
*Audel New Auto Guide*. \$4.00. Theodore Audel and Co.  
*Questions and Answers on Motor Vehicle and Traffic Law for Motor Vehicle Examiner and Police*. \$1.00. P. Gage.

### Aviation

*Inspection of Aircraft After Overhaul*. \$1.40. Pitman Publ. Co.  
*Airplane and Elementary Engineering*. \$1.80. International Text Co. 1940.  
*General Aeronautics*. \$3.75. Ronald Press. 1940.  
*Aeronautics and Radio Law*. \$3.00. Tel-Aero-Lex. Pub. 1939.  
(To be continued)

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



## complaint corner

### Canvassing State Audit Clerk List

Sirs: On September 24, you stated that 30 jobs were reclassified to Assistant Account and Audit Clerk from the title of Junior Examiner of State Expenditures, Department of Audit and Control. To date these jobs have not been filled. This is contrary to Civil Service law. Your article also stated that the list had been canvassed but does not state that the canvass was for temporary appointments only.

What is happening to the State Civil Service Commission? Does an eligible list mean anything? We think it is high time that someone should do something about it.

ASSISTANT ACCOUNT AND AUDIT CLERKS OF ALBANY

The story, according to Frederick Hollowell, secretary of the Department of Audit and Control, is briefly this: Following reclassification, the Department canvassed for temporary jobs on August 15 pending permanent allocations from the Budget Director. The canvass said that these temporary jobs would end September 30, at which time the Department figured that the permanent allocations would be given and the jobs filled permanently. When September 30 came round, however, the Department learned that the Budget Director would not make the permanent allocations until the full picture could be seen. The temporary workers are still on. Hollowell expects that the jobs will be filled permanently before the first of next year. Meanwhile, a promo-

tion exam was given about a month ago to the Assistant grade. —EDITOR.

### Promotion, Please, For Type-Copyist

It is now several years since a promotion examination has been held for Type-Copyist, Grade 2.

Promotion examinations have been held to Grade 2, Clerk, and Grade 2, Stenographer, and thousands who have been appointed in 1937 and 1938 to Type-Copyist had to forego their Grade 2 title to obtain positions as Grade 1, they had to forego the Grade 2 title and salary in order to get these jobs, it was a matter of take it or leave it, and so surely these Type-Copyists have the legal right to have a promotion examination for their benefit. I think sufficient time has elapsed to give them that advantage and chance seeing that the Clerks and the Stenographers were given a promotion examination.

Is there any way this will be given them, or is there any way we can go about and get this examination? We are ten girls in this category who are very anxious for advancement in the city service.

Your advice and help in this matter will be greatly appreciated. May I suggest that all Type-Copyist employees write to the Civil Service Commission and to the Mayor asking for their rights in this matter, and the only way for us eligibles to get their rightful advancements is to keep after the men in charge by writing them. So all of you do your part. FRANCES DEEGAN, ET AL.

## A Career in Aviation

ONE NEED but look at the latest headline or switch on the nearest radio to learn the importance of aviation in our lives. But as sure as we are of aviation's present significance, we are even more certain that it is destined to play a greater part in our future.

To the melancholy thought that the war greatly increases our air-consciousness is added the more pleasant realization that each year our airlines are carrying a greater percentage of our passenger and freight traffic. We have a whole sky above us for expansion.

Two branches of the United States government—the Army and Navy—have already been the training ground for the pilots of the past 20 years. Today's great expansion, made necessary by our need for national defense, is also being handled by this Army and Navy, which keeps up a constant call for fit young men to learn to fly. The pilots of the Army and Navy planes of today will be the pilots of the airlines of tomorrow.

### Government Is Choosy

The air belongs to the young. The Navy will accept candidates between 20 and 27 only; the Army does approximately the same. You may say that the government is choosy. But we must admit it has right to be that way when we reflect for a moment that it costs the taxpayers the sizable sum of \$75,000 to train each pilot. Let us think of this each time we're tempted to criticize a government which sets up pretty rigid standards.

To be a pilot requires more than steady nerves and the ability to look well in a uniform. Flying is a complex matter, where mathematics, geometry, calculus and trigonometry are but a few of the subjects called into use. The prospective Army flying cadet actually has to pass written

exams, although the Navy takes the word of educational authorities, selecting men on the basis of their formal education as seen in high school and college records.

### Educational Requirements

These educational requirements also vary in the two services. The Army calls for at least two years of college work or its equivalent. The Navy is a bit less strict, in that it accepts additional types of training. The preliminary educational requirements prior to admission to the naval flight school is either: (1) graduation from a Naval Reserve Officers' Training Corps unit, plus certification as eligible for a commission in the Naval Reserve; or (2) college graduation, including a course in aeronautical engineering; or (3) college graduation; or (4) completion of two years college work, with specialization in mathematics.

### Physical Requirements

The physical examination of the flight surgeon beats all others for toughness. The requirements contain a long list of "musts." Of particular importance, because they are responsible for a majority of the failures, are the requisites for excellent teeth and eyes. First, you're expected to have a fine set of your own teeth. As for eyes, remember that

an awful lot depends on the eyesight of the pilot. That's why the Army and Navy are uncompromising in insisting on 20/20 vision in each eye.

Mental and physical requirements met, the prospective cadet is sent to the base nearest his home. Here he spends one hour getting the feel of flying, 10 hours of dual instruction, and then after a while he's allowed to make his first solo flight.

This all takes but a month, during which time he is constantly being watched. One-third of the men fail to make the grade. The remaining two-thirds become cadets, and go to one of the nation's training schools down South for an intensive nine-month course.

During the three years' service that follows, the cadet—now an Ensign in the Navy or a Second Lieutenant in the Army—is learning that a pilot makes good money. Starting salary is \$205 monthly, with virtually all expenses paid. Incidentally, the Army cadet was making \$75 a month while learning. These salaries increase as the pilot goes up the step-ladder of promotion. In the Navy, promotion comes after examinations and selection, in the Army through seniority.

In the Army and Navy the pilot has a good, steady income, security, knowledge that he is helping his country. He also has the realization that he is preparing himself in a vocation that is the acknowledged field of the future. Aviation is already broad—and ready to expand in every direction. For every pilot there are a dozen other employees of the industry—the hostesses, maintenance men, salesmen, radio operators, meteorologists. Each of these callings demands training of a special nature, plus a willingness to throw in one's lot with the industry of the future.

# Teachers Newsweekly

THE CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS

PAGE NINE



## You and I

by May Andres Healy

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

**A** SURPRISINGLY large number of teachers have written to me about last week's article on the Board of Examiners Survey Report—the vast majority agree with me on my views about the out-of-town educators—in other words, the bugaboo of inbreeding is not taken seriously by our teachers!

The proposal to extend the competitive system to virtually all the higher positions is also vetoed by most of those from whom I heard.

Many disagree with me, however, on the fixed passing mark. They give as their reason that no two examinations on a given subject can be equally fair to the applicants. I do not mean to infer that 75 percent or 80 percent shall be the passing mark for all subjects. I do contend that the applicant should know in advance what the passing mark will be for a particular examination.

### Merging of Lists

One of the suggestions made by Dr. Kandel which I did not discuss last week was the merging of lists. I hope that we shall never return to this practice; for, like political manipulation in the Board of Education before State control of education was established, the merging of lists almost bordered on a scandal.

At the present moment we have a long list of License No. 1 eligibles, some of whom will never be appointed. The merging of lists is not the solution. A few years ago no appointments were being made, due to a supposed financial emergency in the city. Lists were promulgated year after year, and not an appointment was made from them. Because of this fact the State Legislature extended the life of these lists.

There was a good reason then to do this, but since the Van der Woodie decision, which forced appointments to existing vacancies, there was no need to continue extending the existent lists. Some of these lists will have been active for thirteen years by 1942, the last date of extension.

### Many Have Never Taught

Hundreds on these lists have not taught a day. Some have equipped themselves for other fields of work and, when appointments are offered, refuse them. Those who are still willing to accept appointment will be stale as teachers if they have not been substituting or working in private schools since attaining a place on a list.

My solution, although not popular with some, is to let all extended lists die in 1943, and thereafter allow only the normal life of three years to any list, except, perhaps, the Principal list.

With a fixed passing mark the lists will not be so long and will in the normal course be cleared up during the three years they have to run.

## It's Spanish

As go the newspaper headlines, so goes the enrollment in foreign-language classes! With Germany in the world's doghouse, there has been a sharp decrease in the number of students studying German; and this semester, since Italy entered the war, there was also a drop in the number taking Italian. Interest has sharply turned in the direction of South America, with more students studying Spanish than ever before. Spanish is the only language showing an increase in enrollment this semester.

Other languages taught in the city's schools: Latin, Greek, French and Hebrew.

## Wagner Case

Teachers and other government employees who have their own pension systems will not be brought under the scope of the social security system by the Wagner bill extending that system, the Joint Committee of Teachers Organizations announced today. Senator Wagner has amended his bill in accordance with the request of the Joint Committee, which submitted to him the draft of the amendment he has now incorporated in the bill.

Before the inclusion of this amendment, teachers, policemen, firemen and other civil employees feared that the Wagner bill might bring them into the social security system, and that this might threaten their present pension systems. Thousands of teachers have paid large sums into the Teachers Retirement System over a period of many years, and the teachers are especially anxious to protect the reserves they have built up for their retirement.

At the beginning of this month Senator Wagner assured the Joint Committee that he would amend his bill in accordance with its wishes. He has now complied with that promise, the Joint Committee learns.

The amendment introduced by Senator Wagner reads:

"Service performed in the employ of a State, or any political subdivision thereof, or any instrumentality of any one or more of the foregoing which is wholly owned by one or more State or political subdivisions, or any instrumentality or authority created and existing by virtue of legislative acts of two or more States, where the employee performing such service is a beneficiary, or a contributing member, or has an unrealized interest therein, or is designated as a future bene-



### PUPPETRY

is one of the arts which children learn in the New York schools.

fiary by the rules thereof, of any pension, relief, or retirement fund, established and maintained by authority of the constitution or statutes of a state, provision of a municipal charter, or ordinance of a municipality or other political subdivision. Provided, however, such persons as are separated from said service without pension, retirement, or compensation award shall not thereafter be affected by the provisions of this paragraph."

## Exams

Busy on their main activity for the next few weeks, the Board of Examiners is finishing final arrangements for those of the license examinations which have not as yet been conducted. One suggestion which the Board is considering seriously is to hold the common-subject matter parts of all grades of the same examination at the same time and then

set different dates for the other parts of the examination.

Chairman Henry Levy of the Board of Examiners is working on this and other ways to conduct the examinations as efficiently as possible. Candidates have all been notified of the date and place of their examination. This list was carried in last week's LEADER.

## Religion

The one hour a week of religious instruction for New York public school children is scheduled to go into effect this week. Although the Board of Education was prepared to release children with proper excuses last week, the various religious organizations had not completed their teaching plans, as required by the MacLoughlin Law. The work of procuring excuses and organizing classes is up to the parents and the religious organizations.

## Like to Teach Indians?

The United States Civil Service Commission has just announced a competitive examination for Teacher in Indian Community and Boarding Schools. There are seven optional subjects: (1) Agriculture, \$1,800 and \$2,000; (2) Elementary Grades—one to six—\$1,620 and \$1,800; (3) Home Economics, \$1,620 and \$1,800; (4) Remedial Reading, \$1,800; (5) Special or Opportunity Classes, \$1,620; (6) Music, \$1,620 and \$1,800; (7) Art, \$1,620 and \$2,000.

These jobs will be filled in the Indian Field Service (Including Alaska), Department of the Interior. Applicants must file by January 3. Eligibles who accept appointment in Alaska will have their transportation paid from Seattle, Washington.

### Duties

The following duties are outlined by the Commission for the various optional subjects:

Under general supervision to serve as teacher in an Indian community or boarding school. Most of these schools are located in isolated rural areas with meager resources where the land has been seriously depleted by overgrazing, recurring droughts, and improper farm practices. They are often at some distance from the nearest white community, and in some sections where the Indians themselves do not live in villages the schools are somewhat remote from human habitation. In the north-

ern reservations and in Alaska, some schools are cut off for months at a time from travel communication. Ability, therefore, to adjust to association with a limited number of people in such isolated situations is essential to success in one of these positions.

The primary objectives of Indian schools are: To give students an understanding and appreciation of their own tribal lore, art, music, and community organization; to teach students through their own participation in school and community government to become constructive citizens of their communities; to aid students in analyzing the economic resources of their reservation and in planning more effective ways of utilizing these resources for the improvement of standards of living; to teach, through actual demonstration, intelligent conservation of natural resources; to give students first-hand experience in livestock management, use of native materials in housing and clothing, in subsistence gardening, cooperative marketing, farm mechanics, and whatever other vocational skills are needed to earn a livelihood in the region; to develop better health habits, improved sanitation, and higher standards of diet with a view to prevention of trichoma, tuberculosis, and infant diseases; to give students an understanding of the social and economic world immediately about them and to aid them in achieving some mastery over their environment; and to serve as a community center in meeting the social and economic needs of the community.

Teachers in Indian schools associate constantly with Indians, and it is necessary that they have a full appreciation of the Indian viewpoint and Indian culture, including native arts and crafts, music, and religious ceremonies. Indian Service teachers are expected to be not only teachers in the usual sense, but to be active participants in the community in which they work and exercise educational leadership. They must be conversant with problems of rural economy and eager to elevate and dignify rural life.

Indian schools do not follow prescribed courses of study. Teachers are expected to find within the environment much of the material for their educational program. Emphasis is placed upon free and spontaneous use of English, upon group discussions, and other informal processes.

To be eligible for the examination, candidates must meet the following requirements: Education.—Option 1: Agriculture.—Applicants must have successfully completed a full 4-year course leading to

a bachelor's degree in an agricultural college of recognized standing, which course included or was supplemented by 9 semester credits in the teaching of agriculture and 4 semester credits in farm mechanics.

Option 2: Elementary grades (1-6).—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, which course included or was supplemented by 18 semester credits in education, including 6 semester hours in elementary education.

Option 3: Home economics.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, which course included or was supplemented by 20 semester credits in home economics.

Option 4: Remedial reading.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, which course included or was supplemented by 8 semester credits in methods and techniques of remedial reading.

Option 5: Special or opportunity classes.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, which course included or was supplemented by 18 semester credits in education.

Option 6: Music.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, which course included or was supplemented by 20 semester credits in music. For the education described above, applicants may substitute, year for year, full-time study in a school of music.

Option 7: Art.—Applicants must have successfully completed a full 4-year course leading to a bachelor's degree in a college or university of recognized standing, which course included or was supplemented by 20 semester credits in art. For the education described above, applicants may substitute, year for year, full-time study in a school of art.

Experience.—Applicants must have had within the 7 years immediately preceding the closing date for receipt of applications specified in (b) at the head of this announcement, a minimum of 2 years of successful full-time paid teaching experience in schools below college level in which they developed an educational program based upon needs, activities, or customs prevailing

(Continued on Page 14)

## CONTENTMENT



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# Examination Requirements

## City Tests

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

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

### Dentist (Part Time) (Competitive)

This is an amended announcement. Candidates who filed last month, may, if they wish, amend their application. Salary: \$5 a day for approximately 200 days or more a year. The eligible list may be used for appropriate positions in a lower grade. Candidates will be appointed for a five-year term. Filing period: November 6 to 27. Fee, \$1.

**Requirements**  
Candidates must be graduates of an accredited college of dentistry; licensed to practice dentistry in the State of New York, and must have had two years of experience in the practice of dentistry.

### Deputy Medical Superintendent, Grade 4 (Competitive)

Salary: \$2,700 with maintenance, or \$4,000 without. File by November 27. Fee, \$3.

**Requirements**  
Candidates must be graduates with an M.D. degree from an approved medical school and must have served an internship (after graduation) of at least one year in an approved hospital. They must be licensed to practice medicine in the State of New York. They must, in addition, have had one year's recent administrative experience, or one year's recent work of combined administrative experience, or one year's recent work of combined administrative and clinical experience in an approved hospital or medical institution.

### Junior Engineer (Mechanical), Grade 3 (Competitive)

File by November 26. Fee, \$2. Salary, \$2,160 to \$3,120.  
The eligible list will be certified as appropriate for vacancies in the positions of: Mechanical Draftsman, Grade 3; Mechanical Draftsman (Housing and Ventilating), Grade 3; Junior Mechanical Draftsman (Heating and Ventilating), Grade 3; Mechanical Draftsman (Sanitary), Grade 3; and Junior Mechanical Draftsman (Sanitary), Grade 3.

**Requirements**  
An engineering degree before June, 1941; or graduation from a four-year day high school and eight years' satisfactory practical experience in mechanical engineering; or a satisfactory equivalent. General knowledge of the fundamental principles of mechanical engineering, of physics and mathematics; and of the ordinary sources of mechanical engineering information; ability to prepare field notes or data for plans and reports; familiarity with the use of drafting instruments, instruments of precision and mathematical tables required in the performance of mechanical engineering work.

### Marine Engineer (Competitive)

Salary: \$2,520 and \$2,340. The eligible list may be used for appropriate positions in a lower grade. Fee, \$2. File by November 27.

**Requirements**  
Five years' practical experience below decks on harbor or sea-going self-propelled boats of more than 300 tons, and in addition, prior to the date of the practical test for a Department of Commerce unlimited chief engineer's license for ocean-going vessels, or a chief engineer's license for ferry boats of not less than 2,500 tons, or a chief engineer's license for lakes, bays, and sounds for not less than 2,500 tons, and in addition, a chief engineer's license for Diesel powered boats of not less than 300 tons. The steam license must be exhibited prior to taking the practical test on the steam ferry boat and the Diesel license must be shown prior to taking the practical on the Diesel ferry boat.

### Supervising Tabulating Machine Operator (I.B.M. Equipment), Grade 4 (Promotion)

This exam will be held at the same time the competitive test for

this position is held. The salary, filing fee, duties, etc., are the same for this as for the competitive exam.

#### Requirements

Open to all Office Appliance Operators, Grade 2, formerly Tabulating Machine Operators, in the Department of Health who have served for two years in that title, and who have been in the department six months.

### Supervising Tabulating Machine Operator (I.B.M. Equipment), Grade 4 (Competitive)

Salary: \$1,800. File by November 27. Fee, \$1.

#### Requirements

Three years of full-time experience as a tabulating machine operator, or a key punch operator, or operator of other auxiliary machines in an I.B.M. installation, one year of which must have been in the supervision of a tabulating machine installation which included such machines as accounting, key punch,

sorters, collators, comparing reproducers, multipliers, etc.

Written, 60; experience, 40.

### Head Dietitian (Promotion)

This is an amended notice. The exam is open to employees of the Department of Hospitals. File by November 27. Fee, \$1. Salary: \$1,440 to \$1,800.

#### Requirements

Open to all permanent employees of the Department of Hospitals who now hold or have held the title of Senior Dietitian and who have served continuously in the title for six months on the date of the written test.

### Marine Engineer (City-wide promotion)

File by November 27. Fee, \$2. Salary, \$2,520 and \$2,320.

#### Requirements

Open to marine stokers, water tenders, marine oilers, stationary engineers (custodian engineers) and marine engineers (Diesel) who have had one year's service in the title and six months' service in their department and who have the additional experience requirements outlined under the competitive exam for this position.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Inspector, \$2,000; Ship Construction, \$2,600.

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

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

Navy Dept., for duty in the field. File until further notice.

(Continued on Page 11)

## U. S. Tests

### Elevator Mechanician

Salary: \$1,500. File by November 27. The list will be used to fill positions of Junior Elevator Mechanic. Age limits: 20 to 50.

### Boilermaker

Salary: \$1,590, less \$330 for maintenance. File by December 6. Place of employment: Army Transport Service, War Department, Brooklyn.

### Deck Engineer

Salary: \$1,590. File by December 31. Place of employment: Army Transport Service, War Dept., Brooklyn (home port). For duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco and Hawaii. Age limit: 50.

### Storekeeper (Deck)

Salary \$1,182, less \$252 for maintenance. File by December 31. Place of employment: Army Transport Service, War Department, Brooklyn (home port). For duty on transports plying between Brooklyn, Panama, Puerto Rico, San Francisco and Hawaii. Age limit: 53.

### Chief Laboratory Mechanic

Salary: \$2,600 (when actually employed). File by December 9. Cotton Hosiery Investigations Project, Bureau of Home Economics, Department of Agriculture. Age limit: 50.

### Principal Translator

Optional subjects: 1) Portuguese; 2) Spanish. Salary: \$2,600. Department of State. File by December 9. Age limit: 53.

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

Associate, \$3,500, and Assistant, \$3,200; Civil Aeronautics Authority, Dept. of Commerce. File until further notice. Age: 24-40 (Associate), 24-35 (Assistant). Applicants must have pilot's certificate, solo flying hours and instruction experience.

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

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

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

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

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

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

Applicants must have an aircraft mechanics' certificate of competency and (1) two-year supervisory experience in the mechanical field of modern civil aircraft manufacture or repair, or

(2) three years' experience in the same field, which includes components, sub-assemblies, instruments, and accessories, or final assembly inspection.

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

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

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

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

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

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

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

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

## How to Apply for a Test

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

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

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

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

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

Fees are charged for city and State exams, not for federal. Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. One year for State jobs must have been New York State residents for one year.

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

# U. S. Issues Urgent Call for Skilled Workers

(Continued from Page 10)  
Age limit: 55. Applicants must have had inspectional experience, appropriate for the grade and optional branch.

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

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.  
Applicants must have had at least 18 semester hours' study in organic chemistry. Additional experience may be substituted for part of this requirement. For all grades except Junior Inspector applicants must have had experience in analytical work in a chemical laboratory, or inspection of powder and explosives.

## Junior Engineer (\$2,000)

Optional Branches: (1) Aeronautical and (2) naval architecture and marine engineering. File until further notice. Age limit: 40.  
Applicants must have a bachelor's degree in the optional branch for which application is made. Substitution of 10 specialized college credit hours or one year's experience in the optional branch is permitted.

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

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

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

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

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

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

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

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

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

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

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept.,

War Dept. File until further notice. Age limit: 55.

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

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

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

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

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

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

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

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

Assistant, \$2,600; Associate, \$3,200; Naval Architect, \$3,800;

Senior, \$4,600; Principal, \$5,600. Various optional branches. File by June 30, 1941. Age limits: for Senior and Principal, 70; for other grades, 60.

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

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

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

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

## Marine Surveyor (\$3,200)

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

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

## Junior Graduate Nurse (\$1,620)

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

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

## Senior Radiosonde Technician (\$2,000)

File until further notice. Age limit: 55.

Applicants must have four years' experience in the installa-

tion, maintenance and repair of radio equipment, which included six months with radiosonde (radiometerograph) ground receiving and recording equipment.

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

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

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

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

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

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

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

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

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

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

Associate, \$3,200; Medical Officer, \$3,800; Senior, \$4,600. Optional branches: aviation medicine; cardiology; dermatology; eye, ear, nose and throat (singly or combined); general practice; (Continued on Page 12)

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- Questions & Answers for Motor Vehicle Examiner and Police..... 1.00
- Questions & Answers SGT's Examination Study..... 1.00
- State Trooper Examination..... 1.00
- Definitions..... .50

### GENERAL PREPARATION

- Everyday Law..... .50
- Everyday Mathematics..... .50
- General Federal Test Guide—Procedure, preparation, sample test, analogies, spelling, reasoning, vocabulary..... 1.50
- Civil Service Handbook—1,000 Civil Service questions..... .79
- Guide to Municipal Government..... 1.25
- Outline Chart of Municipal Government..... .25
- Your Federal Civil Service—A 500-page manual on procedure..... 2.50
- Civil Service Handbook—Procedure, sample questions..... 1.50

### MISCELLANEOUS

- Legal, Political and Business Guide—A practical handbook on politics, licenses, welfare agencies, taxes and labor laws.... 1.70
- Mental Multiplication—A pamphlet by Charles Lipkin that trains for rapid mental calculation..... .25
- Let's Play Vocabulary—A series of games that build vocabulary without too much strain on the gray matter..... .25
- Draft Facts..... .10
- Conscription..... .25
- Building Code..... 1.50
- Sanitary Code..... .50
- Penal Code..... 2.50
- C.S. Retirement Law..... .20
- C.S. Arithmetic..... .50

## Study Corner

THE only past questions available for Jr. Pharmacist Exam (Federal) are in the last city test, available at the Commission's Record Room, 299 Broadway. The American Technical Society has just put out a home study book on Bookkeeping which sells for \$2.25. It'll be reviewed in this corner next week.

What with the Draft taking the cream of the student crop out of the schools, there has been a new demand for career training that can be done in spare moments at Fort Dix or Annandale. So the LEADER published this week a complete index for home study.

There are, of course, a number of schools that give complete courses so that you can prepare for a Civil Service Exam wherever you are. If you miss the high school education requirements, you can take a 4-year course at American Schools, Times Building, N. Y., at \$5 a month in as little as 2 years.

For a more specific training for special tests there are a number of correspondence schools: Franklin Institute, at 130 W. 42d Street; Citizens Preparatory Institute, 830 Broad Street, Newark, N. J.; International Correspondence School, Scranton, Pa., and a few others. The Institute of Applied Science at 1920 Sunnyside Avenue, Chicago, gives a course for Finger Print Classifier, especially pertinent at this time.

Two publishers have put out State Trooper study books, Cord and Aid. Both sell for \$1.00. There are a few other books on the subject at the Municipal Reference Library: "Crime and the State Police," by

August Vollmer and Alfred E. Parker.

"The State Police—Organization and Administration," by Bruce Smith.

"Grey Riders—The Story of the New York State Troopers," by Frederick Van de Water.

Candidates will do well to glance through the annual Report of the Division of State Police for current material.

Teacher-candidates are roaming the city for study material... Best bet is the East 58th Street Branch of the Public Library which specializes in teaching material... The Board of Ed. is putting out a booklet or past exam questions in English and History... If the oral part of the exam is what you're afraid of, you can bone up on word lists. Biggest list is in "Words—Words—Words," which sells for \$1.00. A hand book, and the easiest one to learn from is, "You Don't Say—Or Do You," by Fred F. Tilden. It sells for 50c.

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# Easy Requirements for Job of U. S. Guard

(Continued from Page 11)

Industrial medicine (a. gas analysis or toxic dust, b. general); internal medicine and diagnosis; medical pharmacology; neuropsychiatry; pathology, bacteriology and roentgenology (singly or combined); public health (a. general, b. venereal); surgery (a. general, b. orthopedic, c. chest); tuberculosis; urology.

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

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

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

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

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

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

### Machinist (\$6.92-\$8.82)

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

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

### Toolmaker

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

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

### Navy Yard Jobs

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

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

Holder-On, \$5.38 to \$6.34. Loftsman, \$8.26 to \$9.22; Molder, \$8.99 to \$9.89; Pipecover and Insulator, \$7.78 to \$8.74; Puncher and Shearer, \$6.05 to \$7.01; Riveter, \$7.78 to \$8.74; Rigger, \$7.87 to \$8.83; Rivet Heater, \$4.80 to

\$5.76; Sailmaker, \$7.68 to \$8.64; Saw Filer, \$9.02 to \$9.98; Sheet Metal Worker, \$8.45 to \$9.41; Shipfitter, \$7.78 to \$8.74; Shipwright, \$7.97 to \$8.93; Toolmaker, \$8.35 to \$9.31; Welder, Electric (Specially Skilled), \$7.78 to \$8.74; Welder, Gas, \$7.58 to \$8.54.

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

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

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

### Civilian Medical Officer (Temporary & Part-Time)

Full time duty, \$3,200 or higher; part-time duty, salary is commensurate with hours of duty. File until further notice. Appointment with U. S. Army hospitals, camps, etc.

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

### Inspector of Hats, \$2,000

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

### Inspector of Textiles, \$2,000

### Junior Inspector of Textiles, \$1,620

### Inspector of Clothing, \$2,000

### Junior Inspector of Clothing, \$1,620

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

### Machinist

Salary: \$1,590. File by December 4. Age limit: 50.

### Requirements

Four years of apprenticeship in the machinist trade or four years of practical experience in the trade. Applicants must have included in their experience not less than one year on marine machinery.

### Basis of Ratings

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

### Senior Medical Technician, \$2,000

Optional subject: Roentgenology

### Medical Technician, \$1,800

Optional subjects: 1) surgical; 2) roentgenology

### Assistant Medical Technician, \$1,620

Optional subjects: 1) surgical; 2) roentgenology

File by November 28. Positions will be filled in the War Department. Age limit: 53.

### Assistant Fingerprint Classifier

Salary: \$1,620. File by December 5. Appointments in the Bureau of Navigation, Navy Department. Age limits: 20 to 53.

### Requirements

Applicants must have received instruction in the Henry system

of fingerprint classification and must show that they have had at least six months of paid experience in classifying, searching and filing fingerprints under the Henry system. Applicants who have completed courses but who have not had the required paid experience will not be admitted to the examination.

### Senior Artist Illustrator (Animation Artist)

Salary: \$2,000. File by November 28. Age limit: 53.

### Senior Artistic Lithographer, \$2,000

### Artistic Lithographer, \$1,800

### Negative Cutter, \$1,800

### Assistant Artistic Lithographer, \$1,620

### Junior Copper Plate Map Engraver, \$1,440

### Junior Artistic Lithographer, \$1,440

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

### Printer, Slug Machine Operator, \$1.26 an Hour

### Printer, Monotype Keyboard Operator \$1.26 an Hour

### Printer, Hand Composer, \$1.20 an Hour

Government Printing Office, Washington, D. C. File by Nov. 28. Forty-hour week. Age limit: 50.

### Associate Physicist (Any Specialized Branch), \$3,200

### Assistant Physicist (Any Specialized Branch), \$2,600

File by December 12. Age limit: 53.

Examinations for high grades of Physicist, Senior Physicist, and Principal Physicist with salaries of \$3,800; \$4,600 and \$5,600 a year, respectively, are now open. Separate application forms should be filed for the higher grade positions.

### Requirements

College graduation, including 24 hours of study in physics.

Experience: Associate Physicist, three years of progressive, professional, scientific experience in physics, including at least two years of research or investigation in some specialized branch of physics which has demonstrated the applicant's initiative and resourcefulness, and ability to perform difficult scientific work under only general supervision.

Assistant Physicist: Two years of professional experience in experimental research or investigative work in physics.

For the higher grades of Physicist, Senior Physicist, and Principal Physicist, additional experience of a responsible nature is required.

### Senior Superintendent of Metal Furniture Factories, \$4,600

### Superintendent of Metal Furniture Factories, \$3,800

### Associate Superintendent of Metal Furniture Factories, \$3,500

### Assistant Superintendent of Metal Furniture Factories, \$3,200

### Senior Foreman of Metal Furniture Factories, \$2,600

### Foreman of Metal Furniture Factories, \$2,300

### Assistant Foreman of Metal Furniture Factories, \$2,000

File by December 13. Place of employment: Federal Penitentiary, Department of Justice, Lewisburg, Pa.; Federal Correctional Institution, Department of Justice, Milan, Michigan. Age limit: 55.

### Requirements

Completion of a four-year apprenticeship in a mechanical trade directly connected with the manufacture of metal furniture, or four years of practical experience in such trade.

Additional requirements: Superintendent positions—applicants must show that they have had, for the assistant grade, one year, associate grade, two years; superintendent grade, three years; and senior grade four years of supervisory experience in charge of one or more departments of a metal working factory engaged in manufacturing metal articles comparable to metal furniture, on a commercial scale.

Foreman positions: applicants

must have had, for the assistant grade, one year; for the foreman grade, two years; and senior grade three years of supervisory experience over a crew of metal workers engaged in the manufacture of metal articles comparable to metal furniture, on a commercial scale.

Substitution: for each year of the required apprenticeship specified under requirements, applicants may substitute each year of successfully completed study in engineering at an engineering college or university.

### Inspector Engineering Materials (Optical Instruments)

Salary: \$2,000. File by December 17. Place of employment: Navy Department, New York City. Age limits: 21 to 53.

### Requirements

Four years of experience in the inspection and testing of optical instruments and other instruments equipped with lenses and prisms to determine proper workmanship and compliance with specifications. This experience must have included the reading of drawings and specifications and the making of any necessary computations to determine

compliance therewith.

Substitution: in lieu of the exact inspection experience specified, substitution of other experience, up to a maximum of three years, will be accepted as follows:

Each completed year of experience (including apprenticeship) as machinist, instrument maker, or toolmaker, for six months of the required experience; or each year of experience as instrument mechanic or repairman on optical, fire control and/or related instruments, for one year of the required experience.

### Appointments

Here's some late news on recent popular State lists:

Industrial Relations Investigator, Department of Labor—No. 2, Edward A. Hurley, Troy, disabled veteran, has been appointed at \$1,600 in Albany.

Interpreter (Italian with knowledge of Spanish), County Court, Kings County—No. 2, Rose E. Loring, 2157 82nd St., Brooklyn, appointed at \$1,800.

## This Week's Federal Exams

### Tool Hardener

Salary: \$7.60, \$7.92, \$8.24. File by December 9. Age limits: 18 to 55. Place of employment: Ordnance Service, War Department, Watervliet (N. Y.) Arsenal.

### Duties

Under general supervision with some latitude for independent planning or laying out of working details, to perform tasks of average difficulty involved in hardening and tempering various tools and machine parts and gun parts, and to perform related work as assigned.

### Requirements

Applicants must show that they have had at least two years of experience in the occupation of tool hardener.

### Basis of Rating

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

### Departmental Guard

Salary: \$1,200. File by December 6. Age limits: 21 to 53.

### Duties

To patrol and guard buildings and grounds to prevent trespass, fire, theft, and damage or defacement of buildings and contents; to prevent unlawful removal of property, to protect the occupants of the buildings from outside annoyances and interference by solicitors, peddlers, and other unauthorized persons; to direct visitors and give information; to preserve peace and order; and to perform related duties as required.

### Requirements

Experience: applicants must show that they have had at least one year of experience in such occupation as soldier, sailor, marine, policeman, guard, city fireman, sheriff, full-time deputy sheriff, full-time constable, or comparable occupation.

Non-qualifying experience: experience in purely honorary positions, or experience in positions, such as ordinary night watchman, the duties of which require only casual contact with the public, will not be accepted as qualifying.

Physical requirements: applicants, at the time of appointment, must be in sound physical health and capable of performing arduous duty. They must be well proportioned as to height and weight. For certain positions which may be filled from

this exam, they must measure at least 67 inches in height, without shoes. Vision must be at least 20/40 (Snellen) in one eye and 20/70 in the other without glasses. Hearing, ordinary conversation must be heard and understood at a distance of at least 15 feet with each ear.

If, in the judgment of the Commission, the duties of particular positions which may be filled from this exam necessitate higher physical requirements than those specified above, persons not meeting such higher requirements may be disqualified for appointment to the positions in question, but their standing on the register, and eligibility for other positions will not be affected.

### Basis of Rating

Applicants will be rated on a general test lasting about two hours. Applicants must score at least 70.

### Queens County Promotion Tests

Two promotion exams for Index Clerks in the Queens County Surrogate's Office were announced this week by the State Civil Service Commission. Filing deadline for each is November 28. Here's the vital data:

Index Clerk, Grade 7. Usual salary range \$3,500-\$4,250. Fee, \$3.

Index Clerk, Grade 6. Usual salary range \$2,641-\$3,240. Fee \$2.

Several appointments are expected in each grade.

### Women Voters Look At Civil Service

BUFFALO.—During coming months, the Erie County League of Women Voters plans to spend most of its time discussing Civil Service in its Federal, State, and local varieties. Mrs. Lewis W. T. Ulrich is chairman of the program.

## STATE PROMOTION TESTS

The following promotion exams were opened this week by the State Civil Service Commission:

Senior Medical Stenographer, Hermann M. Biggs Memorial Hospital, Department of Health. (Usual salary range \$1,800-\$2,100; appointment expected at minimum but may be made at less.) Fee, \$1. File by November 29.

Assistant Account Clerk, Division of the Treasury, Stock Transfer Tax Bureau and Unemployment Insurance Benefit Section, Department of Taxation and Finance. (Usual salary range \$1,200-\$1,700.) Fee, \$1. File by November 30.

Supervising Industrial Homework Investigator, Division of Women in Industry and Minimum Wage, Department of Labor. (Usual salary range \$3,120-\$3,870; appointment may be made at less than minimum.) Fee, \$3. File by November 30.

Assistant Clerk, Department of State. (Usual salary range \$1,200-\$1,700.) Fee, \$1. File by November 30. Appointment expected in the Albany Office. Preference in certification will be given to eligibles in the promotion unit in which the vacancy exists.

Assistant Clerk, Albany Office, Division of Parole, Executive De-

partment. (Usual salary range \$1,200-\$1,700.) Fee, \$1. File by November 30.

Senior Insurance Service Investigator, Executive Director's Office, New York Office, State Insurance Fund. (Usual salary range \$2,800-\$3,550; appointment may be made at less than minimum.) Fee, \$2. File by November 30.

Senior Agency or Examiner, Division of Old-Age Assistance and Aid to the Blind, Department of Public Welfare, Suffolk County. (Appointment expected at \$1,800.) Fee, \$1. File by November 30.

Junior Civil Engineer, Department of Highways, Suffolk County. (Usual salary range \$2,400-\$3,000.) Fee, \$3. File by November 30.

Steward, Department of Public Welfare, Westchester County. (Usual salary range \$2,400-\$2,760 without maintenance.) Fee, \$2. File by November 30.

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### No Raises, Say Cut-the-Budget Boys

**YONKERS.**—The Municipal Civil Service Commission has asked that the salaries of its three members and its assistant secretary be increased in the next budget. Here's what the Committee of 100, civic cut-the-budget group, has to say about the Commission:

"We believe there has been some improvement in the conduct of this commission but do not think this has been sufficient as yet to restore public confidence in this bureau. The 1940 budget is none too large to do a proper job. Accordingly, we see little room for economy here."

### Examiners May Now Work Together

Since no one appeared for or against a proposed change in the rules of the Municipal Civil Service Commission at a public hearing held last Wednesday, the Commission adopted an amendment which changed the rules as follows:

Instead of reading "each subject shall be rated by two examiners acting separately," the proviso now is changed to "each subject shall be rated by two examiners."

This deletion of the words "acting separately" will permit examiners to confer with each other in determining the final scores to be given candidates on practical and written tests.

### Extra Credit for Study

City employees who are on leave of absence to take special courses of study under scholarships granted by government auspices will receive satisfactory service ratings for each period they are absent from their regular work. This new policy was adopted last week by the Municipal Civil Service Commission. It provides, however, that to receive a satisfactory service rating, the studies of an employee must be satisfactorily completed.

### Classified Advertisements

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  - 1938 FORD 2-door trunk sedan, low mileage, \$345
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# BULLETIN BOARD

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

### Climbers, Pruners Urged to Attend Confab

A meeting of the Climber and Pruner Eligibles Association will be held on Thursday, November 28, at Germania Hall, 16th St. and 3rd Ave., Manhattan at 8 p. m. All eligibles have been urged to attend this session.

### Stenotypists In Regular Meeting

The New York City Chapter of the Associated Stenotypists of America will hold its regular meeting November 28 at 8:30 p. m. at 147 West 42nd St. (11th floor). Members of the group have been urged to attend the session. Information can be secured by writing to Box 65, Times Plaza Station, Brooklyn, N. Y.

### Machinists Meet Dec. 6

The next meeting of the Brotherhood of Certified Civil Service Machinists and Helpers of the City of New York will be held in Germania Hall, 160 Third Ave., on Friday, December 6 at 8 p.m.

### Attendant Messengers Discuss Appointments

The Attendant Messenger Eligibles Association will hold a meeting on Friday, November 29, at 8:30 p.m. at 3 Beekman St. Ways and means of securing additional appointments and the possible effects of the draft on eligibles will be discussed.

### Card Party for Sholem Society

The Sholem Society, composed of Jewish employees of the Independent, BMT and IRT divisions of the New York City Transit System will hold a dutch card and supper party at its new home in the Fraternal Club, 110 West 48th St., at 8:30 p.m., December 23. All employees of the unified lines have been invited by Charles I. Green, president, to attend the affair.

### Customs Eligibles Meet on Wednesday

The next meeting of the Customs and Immigration Eligibles Association will be held at Germania Hall, 160 Third Ave. (16th St.) on Wednesday, November 27, at 8 p.m.

### Telephone Operators Called to Meeting

Those provisional telephone operators who are on the police eligible list are urged to attend an eligible meeting Tuesday, November 26. Business pertaining directly to their welfare will be discussed. As usual, the meeting will be held at the Washington Irving High School.

### ABC Eligibles To Discuss List

Eligibles on the Investigator, ABC Board, list will meet Friday at 7:30 p.m. at the World Building, 63 Park Row, New York City, to discuss further efforts to extend the use of the list.

The executive committee of the eligibles association has scheduled on its agenda three points:

- 1) Increase the scope of the liquor board.
- 2) Have the list declared appropriate for other jobs.
- 3) Enlist the aid of the State Legislature and of the Budget Director.

### When You Forget Fee

Candidates for city jobs who fail to include fees with their application forms will be given five days after the closing date for the receipt of applications to forward the necessary money. This policy was adopted last week by the Municipal Civil Service Commission.

The system of collecting fees for Civil Service exams was inaugurated by the Commission five years ago, and has been an important revenue producing source. The fee for an exam is generally one-tenth of one percent of the annual salary for the position.

### Sanitation Benevolent Group Meets Wednesday

An important meeting of the Sanitation Benevolent Association will be held on Wednesday, November 27, at 8 p.m., in the Times Square Hotel, 43rd St. and 8th Ave., Manhattan. Among the matters to be taken up are THE CIVIL SERVICE LEADER'S revelations about the four organizations in the Joint Council.

### Truck Driver Eligibles

A special meeting of the Auto Truck Drivers Eligible Association will be held on Thursday, November 28, at 10 Seventh Ave., South, at 8 p.m. Important business will be discussed and all eligibles up to 27-250 have been urged to attend.

### Naer Tormid Society

The Naer Tormid Society of the New York Fire Department will hold memorial services in memory of the late Hon. William W. Cohen on Friday, November 29, at 8 p.m., at Riverside Synagogue, 310 West 103d St., Manhattan.

### Dominicans Hold Fete For Poor Boys Ass'n

National, State, and city officials are expected at the second annual reception, entertainment, and dance for the Deserving Poor Boys Priesthood Association for the Dominican Order. The affair is scheduled for Siena Hall, 420 E. 69th St., on Friday night.

Thomas M. Farley, Deputy Collector of Internal Revenue, Third U. S. District, is chairman.

The Poor Boys Association is located at 141 E. 65th St.

### Federation Considers Increase in Dues

The Federation of Municipal Employees will hold a special meeting on Tuesday, November 26, 7 p.m., at Room 1013, 63 Park Row. To be taken up at this meeting is the proposal to increase dues from \$2 to \$6 per year. Henry Feinstein is President of the Federation.

### Enginemen Nominate

The Municipal Auto Enginemen, affiliated with the Federation of Municipal Employees, nominate officers for the coming year at a meeting scheduled for Tuesday, November 26. Place: Room 1013, 63 Park Row.

### Ass't Sanitation Foremen Meet

Assistant Foreman Eligibles of the Sanitation Department meet on Wednesday, November 27, in the Conference Room of the Sanitation Building, 125 Worth St., N. Y. C. Councilman Walter R. Hart will speak. Harry Scharaga is president of the group. Charles DeMartin is secretary.

### It's Hard to Get Title Changed

Daniel E. Fooks, a maintenance man in the Department of Hospitals, last week lost a suit in which he sought to have his title changed to Blacksmith in the competitive class and his salary upped from \$960 to \$1,750 to \$2,375.

Fooks was appointed a Hospital Helper in 1934 to \$840 and remained in that title until May, 1938, when he was transferred from the non-competitive class to the labor class as Maintenance Man at \$960.

In turning down the Fooks petition, Justice McLaughlin declared: "The petition is based solely on the claim that the duties performed by the petitioner were appropriate to the title of Blacksmith and contains no allegation that the salary of the petitioner was appropriate to the salary of such title. Appropriateness of salary as well as of duties is required, and it is clear that a salary of \$1,740 is not appropriate to a salary of \$840."

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**SPECIAL ATTENTION TO TRANSIT EMPLOYEES and THEIR FAMILIES**

# Postal News

By DONALD MacDOUGAL

## Wynne Addresses Fed

Last week, the New York Federation of Post Office Clerks, Local 10, heard Dr. Shirley Wynne, former N. Y. C. Health Commissioner, and now trustee of the Associated Health Foundation.

So well did the men like the doc's talk that they gave him a rising vote of thanks. With Dr. Wynne was Mr. Scott, of the Foundation, who explained to the members the advantages of a cooperative health plan.

## Fed Basketball Team

And while we're talking about the Federation, here's a bit of news for you sports fans. A basketball team has been entered in the Trade Union Athletic League. Uniforms are now on order. The boys say they're good. Their first game is at Seward Park High School on November 30. How about a big turnout, boys and girls?

## Dance

The Dance of the Federation of Clerks has been plugged in the Station Bulletin Boards, and now is the time for all good Feds to hustle the ticket sale to their friends and relatives. All are promised a rousing good time, and rousing, my friends, mean rousing—yeah man! Date: Dec. 7. Time: 9 p.m. Place: Manhattan Center. It's a big place—plenty of room. We'll be seeing you!

## Retirement Bill

We're no expert on everything (the editor said it a bit more strongly the other day), so we asked Max R. Schissel to do a piece for us on the Bulow Retirement Bill. Max, you remember, edits the "N. Y. Fed."

And does he know his stuff! Just read what he wrote for us:

In addition to the 5 percent deduction requested, some of the striking differences between the provisions of the Bulow Bill and our present retirement law are of such far-reaching proportions that a detailed comparison is vital to understand what the Bulow bill proposes to do.

Section 1 under the new bill gives the Department or the employee the option to request the retirement of an employee at the age of 60. Where a department head makes the request, the Civil Service Commission must determine by examination whether or not such employee is disqualified and should be retired. The decision of the Commission would in such cases be final.

This section is new, having first appeared in the Neely Bill and has raised in many quarters considerable opposition to it. The contention has been made that the Department should not have the power to retire employees at sixty years of age.

Another portion of Section 1 permits the employee at 55 with thirty years of service to voluntary retirement on disability. This is a fair change were it not for the limitation. But those who retire at 55 will be compelled unless the disability for which they retired is permanent to submit to a medical examination once a year until he reaches sixty years of age. It seems that after 30 years of service and at the age of 55, if the employee is unable to carry on he would have the option to retire without any further examinations. His disability, once established at 55, should be sufficient at all times.

Section 3, subdivision A, is a drastic change and requires further thought. It concisely states that all appointive officers and employees of

the executive, judicial and legislative branches of the United States and of the municipal government of the District of Columbia shall be incorporated into the Retirement law. How this will affect the retirement fund it is difficult to say at this writing. Surely more facts and figures on the all important problem are necessary to enable one to make any conclusions.

Some of the provisions which appear to be favorable are as follows:

Section 6. Permits employee who have rendered at least five years of service and become involuntarily separated from the service not for cause to elect an immediate refund of his money or an annuity at the age of 62 or an immediate life annuity beginning at the age of 55.

Section 9, Subdivision B1. Where employee becomes separated from the service voluntarily, the amount credited to his individual account shall be returned with interest at 4 percent per annum.

Section 11. In the event of death of employee leaving surviving widow or children, there shall be paid in addition to the other benefits provided by this Act, to the widow or children the following monthly rates: Widow, but no child, \$30.00 per month; widow, and one child, \$35.00 per month; widow, and two children, \$40.00 per month; no widow, but one child, \$20.00 per month; no widow, but two children, \$30.00 equally divided.

This bill is by far a vast improvement over the Neely Bill introduced last year and passed by both the House and Senate, but which failed to gain consent by the House and Senate conferees. The context of the bill evidences a keen desire to bring into effect a liberal retirement law. While the bill does not conform with our platform and convention pledge of a 30-year optional retirement law, it is a move in that direction, a move which we should not ignore.

The emphasis, however, must be placed on the clause which permits the employee at his option to retire at 60 instead of 63.

Any questions? Mr. Schissel will be glad to answer them.

## 8-Hour Day

Last week, Postmaster General Walker announced the amendment of postal rules and regulations to provide for an 8-hour day to many workers who aren't now getting it. Here's the news, straight from Washington:

Section 464, paragraph 7, Postal Laws and Regulations, as amended by Order No. 12983, June 3, 1939, is further amended to read as follows:

"7. Dispatchers, mechanics in charge, special mechanics, general mechanics, mechanics' helpers, driver-mechanics, and garagemen-drivers in the motor vehicle service, and employees of the pneumatic-tube system shall be required to work not more than 8 hours a day. The 8 hours of service shall not extend over a longer period than 10 consecutive hours and the schedules of duties of the employees shall be regulated accordingly. In cases of emergency, or if the needs of the service require, special clerks, clerks, dispatchers, mechanics in charge, special mechanics, general mechanics, mechanics' helpers, driver-mechanics, and garagemen-drivers in the motor vehicle service, and employees of the pneumatic-tube system, can be required to work in excess of 8 hours per day, and for such overtime service they shall be paid on the basis of the annual pay received by such employees. In computing the compensation for such overtime the annual salary or compensation for such employees shall be divided by 306, the number of working days in the year less all Sundays and legal holidays enumerated in the act of July 28, 1916; the quotient thus obtained will be the daily compensation which divided by eight will give the hourly compensation for such overtime service. When the needs of the service require the employment on Sundays and holidays of route supervisors, special clerks, clerks, dispatchers, mechanics in charge, special mechanics, general mechanics, mechanics' helpers, driver-mechanics, and garagemen-drivers in the motor vehicle service, and employees of the pneumatic-tube system, they shall be allowed compensatory time on 1 day within 6 days next succeeding the Sunday, except the last 3 Sundays in the calendar year, and on 1 day within 30 days next succeeding the holiday and the last 3 Sundays in the year on which service is performed: Provided, however, That the Postmaster General may, if the exigencies of the

## Even the Weather

The conditions under which we worked were anything but favorable. Consult the weather bureau and you will find the weather was cold—so was the building in which we were examined. The seats and accompanying writing desks which we were compelled to use were little children's desks and seats, close to the floor, small, cramped, no room to hold the papers. It required a shoe horn to get into the vice-like grip of one of the seats and thus cramped and cold and suffering physical discomfort, we were expected, so arrayed, to tilt a lance against the tribes of True or False. We rode forth against the enemy in go-carts!

This might all be very funny if it only wasn't so very pitiful for those who, like myself, spent months of preparation, yearning and hoping and always preparing for an opportunity to be employed so that we might not become a burden to the great State in which we live.

D. M. (20 years an attorney at law).

THE LEADER will regularly publish latest information on this test.

# Filing Ends for Troopers

(Continued from Page 5)

- 4. He must measure not less than 5 feet 10 inches in bare feet.
- 5. Free from all physical defects.
- 6. Physically strong, active, and well proportioned.
- 7. Weight in proportion to general build.
- 8. Have satisfactory hearing.
- 9. Have satisfactory eyesight without glasses.
- 10. Of good moral character and habits.
- 11. Mentally alert and sound of mind.
- 12. Prove graduation from senior high school or its equivalent.
- 13. Have a New York State auto driver's license.

14. Have no conviction for crime within New York State or elsewhere. Candidates are not to mail their citizenship papers, birth certificates, school certificates, or driver's licenses, proving that they meet the several requirements, but are to produce them at the time of the physical exam.

Appointment will not change the conscription status of registrants under the Selective Service and Training Act, states the announcement of the exam.

THE LEADER will keep candidates fully informed on progress of this test.

# Referee Test "Unfair"

(Continued from Page 5)

from the examination questions sheet. This contained numerals and subdivisions corresponding to the questions and with a special pencil had to be marked with a heavy line in the a, b, c, or d column, whichever was decided to be the correct answer. The instructions specifically said unless you marked over your answer three or four times with the pencil provided, it would not show up on the answer machine. Three or four times! Think of it! 280 questions requiring 760 operations of the mind and necessitating 280 markings on an answer sheet, each mark necessitating going over it three or four times—a total of from 840 to 1,120 pencil operations! And lest you forget, each pencil marking had to be between two narrow lines of dots under the particular subdivision which constituted the right answer or else it might not show up in the answer machine!

Thus have I stated everything which might be considered germane to the questions of fair examination. Consider, please, that 280 questions requiring 760 operations of the mind

and from 840 to 1,120 mechanical operations to indicate the answer to them, had to be correctly answered in 240 minutes allotted! Working at break-neck speed, for each operation required, the time allotted was less than nine seconds! Working under the most favorable conditions it might be argued this was a test of speed, not of knowledge.

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service require it, authorize the payment of overtime in lieu of compensatory time for services on Sundays and holidays."

(Act approved, Oct. 9, 1940, Public Law No. 823, 76th Congress.)

## Hot Campaign

So you think the Presidential campaign was hot?

Mild stuff compared to the sizzling goings-on in the battle between the McHale ticket, on the one hand, and the Kushelewitz-Hague machine, on the other. They're putting out bulletins and newspapers, making regular election speeches, challenging one another to debates, and using all the paraphernalia of good old-fashioned American electioneering.

The election, of course, is that of Branch 36, the National Association of Letter Carriers. Voting date is Sunday, December 1. Voting machines will "take" the vote of over 3,000 letter carriers in their choice

of officers for 1941. Scene of the balloting is the Central Opera House, 205 East 67th St., 9 a.m. to 6 p.m. They'll be swarming in from all five boroughs and from Jersey to cast their vote.

## Joint Conference

The Joint Conference of Affiliated Postal Employees of Greater New York and vicinity meet on Wednesday, November 27, at 8 p.m., in the offices of the NY Letter Carriers Ass'n. Place: Hotel Capitol, 51st St. and 8th Ave. On the agenda are nomination and election of officers for the coming year. William F. McHale, President of the Letter Carriers will chair the Conference. All in all, 16,000 employees are represented by the group. Included are letter carriers, clerks, railway mail clerks, laborers and motor vehicle employees. Discussed, too, will be the legislative program of the session.

# Like to Teach Indians?

(Continued from Page 9)

in the local area, as outlined under each of the options in the paragraphs below.

Option 1: Agriculture.—Applicants must have taught practical agriculture, livestock farming, and farm mechanics. In addition, applicants for this option must have had at least 2 years of practical farming experience.

Option 2: Elementary grades (1-6).—Applicants must have taught in schools which have served as centers of community life and must show active participation in a program which integrated school and community life. This experience must have been secured in one or more of the first six grades.

Not more than 1 year of experience as a kindergarten or nursery school teacher may be substituted for experience in the first six grades.

Experience confined to teaching any one subject such as English or arithmetic, or special subjects such as music or art will not be accepted as qualifying for this option.

Option 3: Home economics.—Applicants must have taught home economics in a community where resources are meager and must have related their teaching to the problem of improving living standards within the limitations of these resources.

Option 4: Remedial reading.—Applicants must have given special instruction in remedial reading in special classes for students with reading handicaps, or in a specially organized program of individual instruction in remedial reading.

Option 5: Special or opportunity classes.—Applicants must have taught in special classes made up of children

suffering retardation because of unfamiliarity with the English language, subnormality, or deficiencies in hearing, and must have built an educational program for these children based on their interests, capacities, and every-day experiences.

Option 6: Music.—Applicants must have taught music with emphasis on student participation in the creative side of music by teaching the recording by notation of original melodies, by using local folk music, by organizing and directing singing groups and community singing, or by other similar effective means.

Option 7: Art.—Applicants must have taught creative art. Those reporting for the oral examination will be required at the time of that examination to submit samples of art work done by children in their classes including several samples of a single child's work over a period of approximately 9 months, and samples of several children's work. The exact age of the child must be stated with each exhibit.

Applicants whose total teaching experience is 2 years, but whose teaching experience has been in a combination of subjects will not be disqualified provided that the major portion of each year's experience is in the option in which they are rated.

## No Written Test

No written tests will be given for these teaching jobs. Applicants will be rated on their experience and fitness on a scale of 100. An oral examination or interview probably will be given. Application forms can be secured at the U. S. Civil Service Commission, 641 Washington St., New York City, or at any first or second-class postoffice.

# Mental Hygiene Notes

By JOHN F. MONTGOMERY

## Sensible Words

"Remember, we are not given sick leave with pay, as other State employees. Therefore let us do the next best thing by buying non-occupational health and accident coverage. Its cost is slight; in fact, the cheapest form of insurance of its kind. Payroll deductions are permitted, and the amounts deducted never felt."

These were the sensible words with which John Livingstone, president of the Association at Hudson River State, announced last Wednesday's regular monthly meeting. 200 members of the insurance plan is the goal set for the Poughkeepsie institution, and there are lots of cash prizes in the offing if the quota's reached.

## Doing Your Bit

How can I do my share in the national defense program? you may ask. Here are several hints:

- 1) join your local Red Cross chapter and attend its first-aid classes;
  - 2) donate blood through the blood bank group;
  - 3) join your local Home Defense Guard;
  - 4) start classes for practical nurses.
- Got any other suggestions?

## Biography

Here's a brief resume of the career of Dr. Robert Woodman, who retired as superintendent of Middletown State Homeopathic Hospital at the beginning of this month:

Following graduation from Hahnemann Medical College in 1896, he interned for a year in the Rochester Homeopathic Hospital, then practiced medicine for another year in Lambertville. He entered the State service as an interne in Middletown State Hospital on June 1, 1898. Promotions: to Assistant Physician on March 1, 1900; to First Assistant Physician on August 1, 1902; to Superintendent on July 1, 1923.

## Vol. 1, No. 1

Dr. Edward J. Humphreys, Director of Research at Letchworth Village, is editor of the American Journal of Mental Deficiency, new

periodical of the American Association on Mental Deficiency. The opinion of the trade is that the new magazine is already among the top-ranking journals in the psychiatric and psychological fields.

## Half Century

Anna Gutkowska, Special Assistant in the Clothing Department at Hudson River State, completes 50 years, eight months, and 28 days in service on Sunday. A farewell party for Miss Gutkowska is to be held Friday at 12:30 p.m. in the Amusement Hall.

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# Amusement Parade

By JAMES CLANCY MUNROE

**Plays**

**BOYS AND GIRLS TOGETHER.** This is Ed Wynn's show no matter who else is in it and he's as irresistible as ever. As usual he busts into everybody else's act at unexpected moments. Most of his gags sound like ad libs and sometimes they are. His costumes are as varied as his act. His charm. The boys and nitty and if we can put up with Jane Pickens, you can.

**TWELFTH NIGHT.** This production almost lived up to our expectations. The settings and the direction of Margaret Webster are really beautifully done. Although Shakespeare does not give to Viola as much character as he does to some of his other comediennes, Helen Hayes is enchanting in the part. Unquestionably the role is limited in scope and one cannot compare her "Viola" to her "Victoria." Maurice Evans shows deep insight by speaking with a cockney accent in his role as Malvolio. He bridges the passage of the centuries since Shakespeare's time and makes the conceits of Malvolio as contemporary as those of whom shall we choose?—Max Baer. The role, too, makes fewer demands on his abilities than his role as the monstrous roysterer, Falstaff. Supporting roles in the play are well filled. If you have never really enjoyed Shakespeare before, here is a production that will make you forget the words "classic" and "genius"; in fact, you'll just forget yourself and enjoy it.

**GEORGE WASHINGTON SLEPT HERE.** Wags say of this one: "George Kaufman slipped here."

**LIFE WITH FATHER.** If you're a play-goer, you've doubtless seen this one by now. If not, briefly: "Father" is an upper middle class New Yorker with a wife and young children living in the convention-steeped nineties. He is almost ferociously respectable, Episcopalian, and Republican. He cannot conceive of truth or beauty lying outside his patterns of thought, a limited personality, he is yet the absolute arbiter of his family's activities in an inflexible period. Whether we are young or old, the play contains situations which are true for all of us. From the sympathetic pen of the late Clarence Day comes a play of great truth and quiet humor.

**Movies**

**THE KISS OF FIRE** (Little Carnegie). Floods of French movies are upon us, and perhaps it isn't such a good idea to use up an im-

port which may be cut off for some time to come. Like so many French films and plays, this one deals mercilessly with the relationship between the sexes. The French, being

Lorre, Boris Karloff, and Bela Lugosi. The heck of it is that, try as you will you can't work yourself into a spooky state. Mr. Kyser is constantly on hand and we know



HELD OVER

Jeannette MacDonald can be seen again this week at the Music Hall in Noel Cowards technicolored "Bitter Sweet."

almost free from the obfuscating Puritan tradition, do a more honest job than we in most cases, and this film is no exception. Too, the French admit that this is fundamentally a man's world and that, for all the smokescreens, women are the pursuers, not the pursued. In this film Vivianne Romance is a plenty sexy queen competing with a less sexy lady of pure subtlety for a gent's affections. The gent knows it and knows that he need not exert himself to please, but has merely to choose. You'll like it, if you can be honest about such matters.

**YOU'LL FIND OUT,** Kay Kyser the irrepressible but resistible, band leader is in this one with those purveyors of psychopathology Peter

that the principles of Americanism are safe.

**BETE DAVIS** in "The Letter" held over for a second week at the Strand Theatre. The number one actress of the screen, supported by James Stephenson, gives a powerful demonstration of her ability. Ozzie Nelson and his band featuring Harriet Hilliard and others is the stage attraction.

**BITTER SWEET** at Radio City Music Hall featuring Jeannette MacDonald and Nelson Eddy held over for the second week.

**TIN PAN ALLEY** with Alice Faye, Betty Grable and Jack Oakie and John Payne in a fast moving musical which is now in its second week at the Roxy.

ing of the written examination is still in progress.

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

**Maintainer's Helper, Group B:** The rating of the written test is in progress.

**Maintainer's Helper, Group C:** The rating of the written test is in progress.

**Maintainer's Helper, Group D:** Rating of the written test complete.

### PROMOTION

**Assistant Engineer, Grade 4 (City Wide):** The oral interview completed November 22.

**Clerk, Grade 3:** 75 percent of the written test has been completed.

**Clerk, Grade 4:** 60 percent of the written test has been completed.

**Lieutenant (Fire Dept.):** The rating of the written test has been completed. The list probably will be available this month.

**Stenographer-Typewriter, Grade 2 (City Wide):** Rating of the dictation test has been completed. The list is being compiled.

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

### LICENSING TESTS

**Motion Picture Operator:** Rating of the written test has been completed. The oral-practical began on October 19th and will continue until December 28th.

**Oil Burner Installer:** The written test was conducted October 26th.

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

## Your Chances for Appointment And Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified to city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also, it is not necessary for the department making the appointment to notify all the persons certified to it by the Commission.

Anyone who has a question concerning the certification of his list should call or write the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, COrtlandt 7-8880.

**Accountant, Gr. 2 (for indefinite appointment).** Last number appointed, 125.

**Addressograph Operator, Gr. 2.** Last number certified, 51.

**Airbrake Repairman (R.R.), (promotion)** Board of Transportation, 80 cents an hour, probably permanent. Last number certified, 31.

**Assessor, Tax Department (promotion),** \$3,000, probably permanent. Last number certified, 17a.

**Assistant Gardener (for permanent appointment).** Last number appointed, 335.

**Assistant Engineer, Gr. 4 (promotion)—**  
(1) Office of the Comptroller, \$3,120, probably permanent. Last number certified, 45. (2) Acting President—Borough of Brooklyn, \$3,120, probably permanent. Last number certified, 43.

**Assistant Supervisor, Gr. 2.** Last number appointed, 617.

**Assistant Foreman, Dept. of Sanitation, (promotion).** Last number appointed 84.

**Attendant-Messenger — (app. for Stock Assistant)** Dept. of Hospitals, \$1,014, temporary. Last number certified, 852.

**Auto Truck Driver, (app. for Laborer)—**  
(1) Acting President, Borough of Brooklyn, \$1,500, probably permanent. Last number certified, 26,597. (2) Dept. of Health, \$1,140, probably permanent. Last number certified, 26,729.

**Blacksmith—Dept. of Sanitation,** \$9.50 per day, probably permanent. Last number certified, 7.

**Butcher — Dept. of Hospitals,** \$1,020, probably permanent. Last number certified, 35,466.

**Car Repair Man (R.R.), Welding—Bd. of Transportation,** 80 cents an hour, probably permanent. Last number certified, 4.

**Carriage Upholsterer, (app. for Harness Maker)** Dept. of Parks, \$3 per day, probably permanent. Last number certified, 3.

**Cement Mason.** Last number appointed, 3.

**Chief Fire Telegraph Dispatcher, (promotion).** Fire Dept. \$3,500, probably permanent. Last number certified, 5.

**Chief Marine Engineer.** Last number certified, 12.

**Clerk, Gr. 2 (app. of Gr. 1)—(1)** Board of Assessors, \$840, probably permanent. Last number certified, 4,567. (2) Dept. of Housing and Buildings, \$840, temporary. Last number certified, 4,528. (3) Bd. of Transportation, \$840, probably permanent. Last number certified, 3,173a. (4) NYC Housing Authority, \$840, probably permanent. Last number certified, 3,214. (5) Dept. of Welfare, (promotion), \$1,200 to \$1,740, probably permanent. Last number certified, 459. (6) Dept. of Hospitals, \$840, probably permanent. Last number certified, 4,649. (7) Triborough Bridge Authority, \$840, probably permanent. Last number certified, 1,506. (8) Bd. of Water Supply, \$840, probably permanent. Last number certified, 5,409. (9) Tax Department, \$840, probably permanent. Last number certified, 4,503.

**Collection Agent—Bd. of Transportation,** \$6 per day, probably permanent. Last number certified, 38.

**Court Attendant—Last number certified,** 101.

**Dispatcher (R.R.) Power, (promotion)—**Bd. of Transportation, \$2,900, probably permanent. Last number certified, 7.

**Electrical Repairman, (app. for Car Maintainer)** Bd. of Transportation, 75 cents an hour, probably permanent. Last number certified, 80. (2) (app. for Wireman) Dept. of Public Works, \$9 per day, probably permanent. Last number certified, 73.

**Elevator Mechanic—(1)** Dept. of Public Works, \$2,400, probably permanent. Last number certified, 12. (2) Dept. of Hospitals, \$2,400, probably permanent. Last number certified, 18. (3) (app. for Inspector of Elevators, Gr. 2) \$2,100, probably permanent. Last number certified, 18.

**Elevator Operator.** Last number certified, 287.

**Fire Telegraph Operator and Radio Dispatcher—(app. for Radio Operator),** Municipal Broadcasting System, \$1,560, probably permanent. Last number certified, 23.

**Fireman (app. for Patrolman, Aqueduct)—**Bd. of Water Supply, \$1,500, temporary. Last number certified, 2,776.

**Foreman (AA) Mechanical Repairs, (promotion)—Board of Transportation,** \$2,700, probably permanent. Last number certified, 3.

**Foreman (RR) Sub-Station Equipment, (promotion)—Board of Transportation,** \$3,000, probably permanent. Last number certified, 16.

**Foreman, Signals and Lighting, (promotion)—**Board of Transportation, \$2,700, probably permanent. Last number certified, 8.

**Inspector of Foods, Gr. 2, (app. for Health Inspector)** Dept. of Health, \$1,800, probably permanent. Last number certified, 80.

**Inspector of Masonry and Carpentry, Gr. 3.** Last number certified, 44.

**Inspector of Plumbing, Gr. 3.** Last number certified, 17.

**Janitor (Custodian) Gr. 3—Dept. of Health,** 1,440, probably permanent. Last number certified, 120.

**Janitor Engineer—Board of Education,** \$4,968, probably permanent. Last number certified, 42.

**Junior Assessor, (promotion)** Tax Department, \$1,920, probably permanent. Last number certified, 25.

**Junior Bacteriologist—Dept. of Hospitals,** \$1,500, temporary. Last number certified, 21.

**Junior Statistician—(1)** Dept. of Welfare, \$1,200, probably permanent. Last number certified, 40. (2) (promotion) Dept. of Welfare, \$1,200, probably permanent. Last number certified, 20.

**Laboratory Assistant—Dept. of Hospitals,** Last number certified, 126.

**Laboratory Helper, (for appropriate appointment).** Last number certified, 597.

**Machinist—(1)** Dept. of Sanitation, \$7 per day, probably permanent. Last number certified, 43. (2) Dept. of Sanitation, \$8 per day, probably permanent. Last number certified, 12.

**Mechanical Maintainer—Bd. of Transportation,** 80 cents an hour, probably permanent. Last number certified, 15.

**Medical Inspector, (app. for Physician)—**Dept. of Health, \$5 per session, 200 sessions per year. Last number certified, 135.

**Patrolman, P.D.—Last number appointed** 355.

**Patrolman, P.D., (List No. 3)—Last number certified,** 20.

**Policewoman—Last number appointed,** 60.

**Porter (app. for Cleaner)—Dept. of Public Works,** \$1,200, probably permanent. Last number certified, 451.

**Power Maintainer — Bd. of Transportation,** \$2,250, probably permanent. Last number certified, 12.

**Repairman (app. for Signal Maintainer, Group A)—Board of Transportation,** 80 cents an hour, probably permanent. Last number certified, 6.

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

**Public Health Nurse, Gr. 1—Last number appointed,** 177.

**Resident Physician, Gr. 1—Dept. of Correction,** \$1,360 and \$1,500, probably permanent. Last number certified, 14.

**Road Car Inspector—Bd. of Transportation,** 75 cents an hour, probably permanent. Last number certified, 49.

**Social Investigator—Last number appointed,** 612.

**Special Patrolman—Last number temporarily appointed,** 481.

**Signal Maintainer—Bd. of Transportation,** 80 cents an hour, probably permanent. Last number certified, 16.

**Station Agent—Last number appointed,** 847.

**Steamfitter — NYC Tunnel Authority,** \$2,000, probably permanent. Last number certified, 9.

**Stenographer and Typewriter, Gr. 2—**  
(1) NYC Housing Authority, \$1,200, probably permanent. Last number certified, 1,033. (2) Dept. of Hospitals, \$1,200, probably permanent. Last number certified, 1,013. (3) Dept. of Hospitals, \$1,200, probably permanent. Last number certified, 1,001. (4) Bd. of Transportation, \$1,200, probably permanent. Last number certified, 970.

**Telephone Operator, Gr. 1—Last number certified,** 6.

**Typewriting Copyist, Gr. 2—NYC Housing Authority,** \$960, probably permanent. Last number certified, 2,440. (2) Dept. of Hospitals, \$1,200, temporary. Last number certified, 265. (3) Finance, \$960, indefinite. Last number certified, 2,448.

**Trackman—Last number certified,** 7.

**Watchman-Attendant — Dept. of Hospitals,** \$600 with maintenance, probably permanent. Last number certified, 960.

**Stock Assistant—Dept. of Hospitals,** \$774, with maintenance, probably permanent. Last number certified, 264.

**Supervising Fire Telegraph Dispatcher—**Fire Department, \$3,300, probably permanent. Last number certified, 6.

## Stokers On Preferred List

A number of marine stokers recently dismissed from the Department of Docks and placed on preferred lists for reappointment will receive jobs as Licensed Firemen in the Fire Department, the Municipal Civil Service Commission ruled last week. The men will get the jobs provided they can obtain the necessary licenses for the positions.

Henry Levine, attorney of 11 Broadway, made the request to the Commission, in behalf of the Marine Stokers, that they receive the Licensed Fireman posts. In his memo on the matter, Levine pointed out that "the twelve positions referred to... as marine stokers are at present filled by uniformed firemen. Thirteen out of fourteen of my clients have taken the physical examination for this position and have passed successfully. I note that a list for Marine Stokers in the Fire Department will be published in the very near future. Thus, I hope that no appointments from this list will be made until my clients have received their preferred status upon actual termination of their services with the Department of Docks."

## Jones Chairman Of League Pow-wow

State Civil Service Commissioner Howard P. Jones, who is also executive director of the National Municipal League, was chairman at the League's convention last week in Springfield, Mass. Catherine E. Shanahan, Senior Municipal Research Assistant for the State Commission, was one of the speakers.

## Is Your Exam Here ?

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

### COMPETITIVE

**Accompanist:** The practical tests began Nov. 18. They will end Nov. 28.

**Administrative Assistant (Welfare):** Part II was held October 30th and 31st, and the rating is in progress.

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

**Assistant Engineer, Grade 4:** The oral interview concluded Nov. 22.

**Baker:** The rating of the written paper is in progress.

**Clerk, Grade 2 (Board of Higher Education):** The rating of the written test is in progress.

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

**Court Stenographer:** The rating of the written test is in progress.

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

**Elevator Mechanic's Helper:** All parts of this examination have been completed. The list will probably appear soon.

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

**Jr. Engineer Sanitary, Grade 3:**

Rating of Part I has been completed. Rating of Part II is now in progress.

**Management Assistant (Housing), Grade 3:** Rating of written test has been completed. The oral interviews began on November 25.

**Management Assistant (Housing), Grade 4:** Same as above.

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

**Office Appliance Operator:** The practical tests are continuing.

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

**Playground Director (Female):** Rating of the written test has been completed. The oral practical test will be administered in a month.

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

**Sanitation Man, Class A:** Coordination tests have been completed. Final computations are being prepared. List is expected shortly.

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

**Structure Maintainer:** Rating of the written test has begun. The practical test will begin this month.

**Typewriting Copyist, Grade 1:** Rat-

# Training For a Mental Test

ONCE you know that you meet the requirements to admit you to a Civil Service examination, the next big step is to prepare for the examination itself. And that usually means a written test. While the federal government frequently rates candidates on the basis of their experience alone, and while there are physical, practical, and oral tests, the big thing is still the written test. Frequently, even when a physical or practical or oral is given, you must pass a written test first in order to qualify for the other parts.

In recent years the Civil Service Commissions have leaned more and more to the so-called "short answer" test. Usually just one mark is all that is necessary to answer a question. With thousands of candidates competing in popular exams, this type of question saves money. Examinations are rated by machine, and the eligible lists can be established in a fraction of the time taken when all questions are hand-rated.

Another trend in mental tests has been to the examination which tests general intelligence rather than knowledge of a certain subject. These mental tests are particularly given for the basic jobs. The commissions are anxious to find the young people most likely to grow in the job who show an aptitude for learning and for adjusting to the duties.

Here is a sample test given by the United States Civil Service Commission. See how you make out on it.

Write the NUMBER of the BEST answer:

1. PREVIOUS means most nearly (1)abandoned (2)timely (3)former (4)successive (5)younger.
2. ENCOUNTER means most nearly (1)meet (2)recall (3)overcome (4)weaken (5)retreat.
3. Drinking fountains are used in public schools CHIEFLY because (1) they are convenient (2)the parents request them (3)they are inexpensive (4)they are sanitary (5)the children prefer them.
4. Wood is better than coal for starting a fire because wood (1)is tougher (2)is easily chopped (3)catches fire more easily (4)burns longer (5)is light.
5. The saying, "To know the road, ask of those who have traveled it," means most nearly (1)Know your destination before you start. (2)Seek counsel of experienced persons. (3) When in doubt, stop. (4)The traveled road is the easiest route. (5)If you would advance, profit by your past.
6. The saying, "One robin does not mean a summer," means most nearly (1)A single stroke falls not the tree. (2)Events have many interpretations. (3)Do not be convinced by a single sign. (4)Experience teaches us to judge carefully. (5)All signs fail in dry weather.
7. In each of the two following questions the first two words in capital letters go together in some way. Find how they are related. Then write a NUMBER to show which of the last

## Kern Upsets Hearing

Paul J. Kern, president of the Municipal Civil Service Commission, yesterday muscled into a public hearing of the City Council's committee which is investigating his agency, and set off a round of verbal clashes, arguments, and name-calling. At several points Kern was nearly thrown out bodily.

The Council committee had planned to examine a number of witnesses, including Dr. John J. Furia, director of the Commission's Bureau of Training, on details of the recent examination for Building Superintendent in the Department of Housing. Just as the session got under way, Kern marched in with some of his aides and brought along recording equipment to play the records in the oral part of the test being probed by the committee.

The appearance of Kern caused the committee to call a hasty executive session. When they returned, Emil K. Ellis, counsel for the committee, ordered Kern to remove the recording equipment, and then declared that, while the committee would permit him to testify on the Building Superintendent case, it would not permit him to give his side in any of the other cases which have been presented to date.

### Demands Hearing

"I came here to demand a hearing and to answer charges which are false. It is of no use for the Civil Service Commission to be called in November, 1941," Kern shouted at the committee members.

"This is the height of something or

other," Ellis, replied, calling Kern "impudent."

And so it went all through the hearing.

Midway in the session, Kern handed out a prepared statement to reporters, in which he discussed the Building Superintendent exam, and charged that Ellis lied in implying that there had been manipulation in the outcome of the test.

When Kern was handing out his press release, several members of the committee moved to have him ejected from the room. Again, when Kern popped up to defend Joseph Watson, a Civil Service employee, who was on the witness stand, Councilman Louis Cohen asked the guard to remove the Commission president.

Cohen and Councilman Robert Straus got into a heated argument after Cohen accused Watson of acting as though the hearing was a burlesque show. Kern jumped to his feet and shouted that he wouldn't have his employees accused of attending burlesque shows.

All in all, Monday's hearing was a lively show.

five words goes with the third word in capital letters in the same way that the second word in capital letters goes with the first.

7. CROWD is to PERSONS as FLEET is to (1)guns (2)officers (3)navy (4)ships (5)expedition.

A crowd is made up of persons and a fleet is made up of ships. Therefore "4," the number before "ships," is the correct answer.

8. MONEY is to BANK as MERCHANTISE is to (1)customer (2)store (3)clerk (4)price (5)profit.

Read each paragraph and question and then write the answer. From the five suggestions for answer, select the one statement which best answers the question.

9. [Reading] There is one type of advertising on which it is difficult to calculate the return. It is the radio program, offered by so many industries today. The chief return is goodwill,

which industries consider valuable enough to warrant expenditures of vast sums of money.

The paragraph states that radio advertising by industries (1)is more expensive than other advertising (2)has its chief value in creating goodwill (3)is used by all large industries (4)is of little value (5)is the most valuable form of advertising.

The paragraph does not state that radio advertising by industries is more expensive than other advertising, is used by all large industries, is of little value, or is the most valuable form of advertising. It does state that it has its chief value in creating goodwill. Therefore "2" is the correct answer.

10. [Reading] The application of the steam engine to the sawmill changed the whole lumber industry. Formerly the mills remained near the streams; now they follow the timber. Formerly the logs were floated downstream to their destination; now they are carried by the railroads.

According to the paragraph, what besides the method of transportation has changed in the lumber industry? (1) speed of cutting timber (2)location of market (3)type of timber sold (4)route of railroads (5)source of power.

Below are the answers to these sample questions. Compare your answers with these to be sure that you understand how to answer the questions. The answers are in bold face.

- 1...3, 2...1, 3...4, 4...3, 5...2, 6...3, 7...4, 8...2, 9...2, 10...5.

### Words, Judgment, Ability

You will notice that these questions fall into five general groups. Questions 1 and 2 test your knowledge of the meaning of words, 3 and 4 test judgment, 5 and 6 test ability to reason out the meaning of proverbs, 7 and 8 test ability to select analogies which are logical, and 9 and 10 test ability to interpret what you have read.

It is admittedly difficult to cram for a test of this kind, as it puts no premium at all on memory. But that doesn't mean that you can't study for such a test. For example, even reading over the questions from a previous test gives you a good idea of the type of question to expect.

On the meaning of words, get a good dictionary. Each day make it your business to learn the meaning of several words which had previously been strange to you. Try to use these new words in conversation. You will soon find yourself enjoying a much wider and richer vocabulary.

### Mental Test

At the same time that the government uses a mental-intelligence examination to test general mental ability, it also wants to make sure that its prospective employee knows something about the work he'll be called upon to perform. Because of this, questions on the duties of the job are also given.

To prepare for such an examination, the candidate must by training or study learn about the particular subject in question. Civil Service publishers put out books aimed at such training; these give concentrated lessons in how to study for

# If You're Good With Tools

In the wide range of positions in the federal service there are jobs for men with every sort of mechanical training and experience. Today, as the nation quickens its defense efforts, men who are skilled in mechanical trades are more and more in demand, and there is a long list of positions in which a shortage, in some cases a serious one exists.

Until recently, the requirements for a mechanical trade job were usually either four years of apprenticeship or four years of actual experience which was the equivalent of such apprenticeship. The age limits ranged from 18 to 53. For many jobs, however, these requirements have been relaxed and men with less than four years experience or apprenticeship are now accepted. Age limits have also been extended.

### Positions for Apprentices

The Federal Civil Service Commission has now adopted the policy of announcing from time to time, examinations for Helper Trainee and Apprentice in the mechanical trades, and for these positions no experience is required. It is probable that more of this type of test will be forthcoming in the future. The federal government has also made a beginning in a training program for skilled workers and this program

the coming examination. The candidate who has more time would do well to go to the public library and borrow a good general text-book. Remember that there are hundreds, sometimes thousands, who are just as anxious as you to get that job. The victory goes to the candidate who best prepares himself.

These examinations on the duties of a job are of various kinds. Here, for example, are several true-and-false questions given last summer on a State test for Hospital Attendant. After reading each statement below, you must say whether it's true or false.

1. Salt flows more freely from a salt shaker if some rice is placed in the shaker.
2. The best way to keep rubber sheets when they are not in use is to fold them before placing them in the linen closet.
3. Blankets should be dried slowly after being laundered.
4. The best way to remove a plug from an electric iron is to pull on the cord instead of the plug.
5. Silk dresses should be pressed with a hotter iron than cotton uniforms.

The answers, according to a board of experts, are: 1, True; 2, False; 3, True; 4, False; 5, False.

A Hospital Attendant is expected to know the correct answers to these questions, for they are based on the work he does. This test was made up of 100 true-and-false and multiple-choice questions.

Anything You Want to Know about Civil Service and Civil Service exams visit the

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will be enlarged and extended as the needs of the service increase.

So, if you're handy with tools, look into this branch of government service for a possible career. A listing of some mechanical trade positions, picked at random, will show in general the duties, salary ranges, age limits, and experience requirements that apply to the entire field.

Here are a few: **Blacksmith**—Salary, \$1,680 a year. Age, under 50. Four years' apprenticeship or four years' experience is required.

**Pneumatic Driller**: The duties are to use metal with portable pneumatic drills and do similar work. Salary: \$5.76 to \$6.72 a day. Age limits: 20 to 48. From one to six months of experience in setting up and operating pneumatic drills on plates and structural steel members.

**Riveter**: Salary: \$6.72 to \$7.68 a day. Age limits: 20 to 48. Four years' experience or apprenticeship.

**Machinist**: Salary: \$1,980 a year. Age limits: 18 to 55. Applicants must be in sound physical condition. Four years of apprenticeship or experience required.

**Carpenter**: Salary: \$1,690. Age limit: under 50. Four years' apprenticeship or experience.

These are just a few of the many jobs in the skilled and mechanical trades which are now open in the federal Civil Service. In addition, there are jobs for Anglesmiths, Heavy Fires, \$8.54 to \$9.50; Anglesmith, Other Fires, \$7.50 to \$8.54; Boatbuilder, \$7.87 to \$8.83; Boiler-maker, \$7.87 to \$8.83; Chipper and Caulker, Iron, \$7.58 to \$8.54; Copper-smith, \$8.54 to \$9.51; Die Sinker, \$8.83 to \$9.79; Flange Turner, \$8.08 to \$9.02; Frame Bender, \$8.06 to \$9.02; Gas Cutter or Burner, \$6.62 to \$7.58.

Holder-on, \$5.38 to \$6.34; Loftman, \$8.26 to \$9.22; Molder, \$8.99 to \$9.99; Pipecover and Insulator, \$7.78 to \$8.74; Puncher and Shearer, \$6.05 to \$7.01; Riveter, \$7.78 to \$8.74; Rigger, \$7.87 to \$8.83; Sheet Metal Worker, \$8.45 to \$9.41; Toolmaker, \$8.35 to \$9.31; and many others.

### No Written Tests

In these mechanical trade jobs, no written tests are given. Candidates are rated on a scale of 100 according to the quantity and quality of their experience. For apprentice and Helper Trainee examination, general written tests are given.

The field of Mechanical Trades is not one in which the opportunities are only temporary. The national defense program is based on a long-time program. That part of the program which has to do with the Navy has already contracted for a building schedule that will not be completed until 1946. That means that six years will be required to complete the building that is already contracted for. New demands and new needs will extend the program for years to come. And the chances are that no other field will offer as attractive opportunities as those in the mechanical trades.

## The Comptroller of the State of New York

will sell at his office at Albany, New York

December 3, 1940 at 12 o'clock noon

**\$25,000,000.00**

## Elimination of Grade Crossings

Serial Bonds of the

## State of New York

Dated December 4, 1940 and maturing as follows:

\$625,000.00—Annually December 4, 1941 to 1980 inclusive

Principal and semi-annual interest June 4th and December 4th payable in lawful money of the United States of America at the Bank of the Manhattan Company, 40 Wall Street, New York City.

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Bidders for these bonds will be required to name the rate of interest which the bonds are to bear not exceeding 4 (four) per centum per annum. Such interest rates must be in multiples of one-fourth of one per centum and not more than a single rate of interest shall be named for the issue.

Bidders may condition their bids upon the award to them of all but no part of the entire \$25,000,000.00 bonds and the highest bidder on the basis of "all or none" will be the one whose bid figures the lowest interest cost to the State after deducting the amount of premium bid if any.

No bids will be accepted for separate maturities or for less than par value of the bonds nor unless accompanied by a deposit of money or by a certified check or bank draft upon a solvent bank or trust company of the cities of Albany or New York, payable to the order of the "Comptroller of the State of New York" for at least two per cent of the par value of the bonds bid for. No interest will be allowed upon the good faith check of the successful bidder.

All proposals, together with the security deposits, must be sealed and endorsed "Proposal for bonds" and enclosed in a sealed envelope directed to the "Comptroller of the State of New York, Albany, N. Y."

The Comptroller reserves the right to reject any or all bids which are not in his opinion advantageous to the interest of the State.

Approving opinion of Honorable John J. Bennett, Jr., Attorney General of the State, as to the legality of these bonds and the regularity of their issue will be furnished the successful bidder upon delivery of the bonds to him.

If the Definitive Bonds of this issue can not be prepared and delivered at a time to suit the purchaser, the State reserves the right to deliver Interim Certificates pending preparation of the Definitive Bonds, and will endeavor to have these Interim Certificates ready for delivery on or about December 4, 1940.

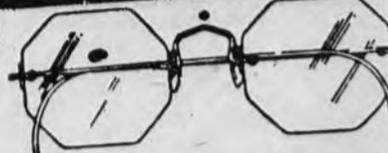
The net debt of the State of New York, on November 1, 1940, amounted to \$701,439,588.59 which is about 2.7 per cent of the total assessed valuation of the real and personal property of the State subject to taxation for State purposes.

MORRIS S. TREMAINE, State Comptroller, Albany, N. Y.

Dated November 21, 1940

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