

NOV 26 1941

# Civil Service LEADER

Race Bias  
In  
Civil Service

See Pages 9, 10

Vol. 3 No. 11 ★★★ New York, November 25, 1941 Price Five Cents

RECEIVED  
NOV 25 1941  
BUREAU OF INVESTIGATION

## Full Requirements NEW STATE TESTS

*Applications Now Ready*

See Page 12

## FBI SEEKS STUDENT FINGERPRINT CLERKS

See Page 20

## Longer Hours, Harder Work, More Pay *for* U.S. WORKERS

See Page 2

## Defense Training Courses Get Civil Service Credit

See Page 8

## Apprentice Test May Open to All

See Page 3

## How Secure Is a Welfare Job?

See Page 5

## NEW ORDERS AWAIT FDR'S SIGNATURE

F.D.R. has issued several executive orders recently affecting federal workers, but several others are awaiting his signature. Among the executive orders signed and to be signed are these:

1. Persons appointed from the emergency replacement list to civil service jobs prior to July 1 are now eligible for transfer and promotion. Their jobs had been "frozen" until January 1.

2. Meantime, attorneys have been more or less "frozen" into their jobs. An order forbids the transfer of any attorney from one federal job to another unless the attorney has the consent of the department in which he's working or the Board of Legal Examiners.

3. A third order will give some Farm Security employees, now barred from civil service, a chance for merit standing by transferring them from their present jobs to positions on another payroll. F.D.R. made his order effective to July 1, which means the employees transferred will be brought under merit by the Ramspeck Act.

One of the orders awaiting F.D.R.'s signature would establish new sets of so-called schedules A and B, which would exempt a number of employees from the Ramspeck Act. About 40,000 government workers were exempted under schedules A and B but they were wiped out by F.D.R. in an executive order of July 26.

Civil Service employees should follow **The LEADER** regularly. Every week **The LEADER** contains special articles dealing with forthcoming and current tests.



By CHARLES SULLIVAN

# Longer Hours, Harder Work, More Pay in U. S. Service

The War Department did it several months ago. Now the Navy Department has lengthened the working hours of its civilian employees from 40 to 44. For many of the employees, this simply gives official stamp to a situation which has actually been in effect for some time. About 11,000 employees in Washington are affected. The order, issued by Secretary of the Navy Frank Knox, exempts certain professional and semi-professional workers who receive overtime pay.

The revised schedule of hours: 8 a. m. to 4.30 p. m. except Saturdays, when the schedule is 8 a. m. to 12 noon. The night shift continues on a 40-hour schedule.

It is anticipated that other agencies will follow the lead of the Navy Department and lengthen the hours of work.

### How It Happened

There's an interesting inside story on the extension of employee hours. Some months ago War Secretary Stimson and Navy Secretary Knox got together and decided to extend the work-week of their civilian employees from

39 and 40 respectively to 44 hours. Stimson made the announcement, it's reported, without further consultations.

Stimson's move created a furore in official New Deal circles—that was about the time that everyone was saying that we could prepare ourselves without sacrificing social gains obtained under the New Deal. Knox, of course, didn't go through with his extension order.

Months have passed and now a different attitude is taken toward the war in Washington—it's all out to whip Hitler—and when Knox had a memo sent to the Budget Bureau, for clearance with FDR on his proposal to lengthen hours, his memo is reported to have been sent back with no comment. In other words, Knox was told that if he wanted to extend hours, that was his business and it was okay with FDR.

### FDR Said No

FDR was asked if he had any plans to lengthen hours for Federal employees at a press conference. His answer was no, but don't be misled by that. **The LEADER** has definite information that several other defense

agencies are looking into plans to extend hours and the entire matter has been discussed, along with an increase in employee salaries, in official circles. We know that to be a fact.

It takes time for these things to shape up, but make no mistake about it, the trend in Washington today is toward longer hours, harder work and higher pay.

### Canadian Plan Studied

A most significant statement was made the other day by one of the Democratic leaders on Capitol Hill. This leader said FDR had told him he was studying the Canadian plan to raise salaries based on the increased cost of living.

What's so very interesting to Federal workers is the fact that Canada's cost of living wage plan covers the Dominion employees who are paid \$2,100 and under. The cost of living in Canada hasn't risen as high as it has here, yet Canada pays her low-paid public employees a bonus based on the increased cost of living.

And if FDR is looking into the plan—it can't be long before we can expect some action on pay-raises-for-Federal-employees from the White House.

## Dates for U. S. Tests

Dates for Civil Service exams: Junior bank examiner, December 9; stenographer and typist, November 26 and December 4 (only one test will be given in December. The next one will be in January), and junior professional assistant, junior economist, junior business analyst, and junior administrative technician options, November 29.

## Census Employees' Jobs Again Wobble

Several hundred New Yorkers employed in temporary jobs in the Census Bureau in Washington are threatened with the ax. In fact, work on the entire 1940 Census is faced with drastic curtailment and the jobs of several thousand employees are at stake because the \$45,000,000 Congress appropriated to do the job is fast running out. Several thousand employees will have to be laid off around January 1 unless additional funds are forthcoming.

Census officials estimated the \$45,000,000 cost in 1938. Costs have risen appreciably since that time and now Census is the victim. An effort will be made to get more money to finish the job but there's a lot of doubt over getting it out of Congress.

## Treasury Needs Purchasing Men

Procurement Division, a unit of the Treasury Department, needs purchasing officers who have had government experience or who have experience buying lumber, steel, aluminum, iron, zinc, trucks, tractors, autos, roadbuilding, surgical and biological equipment. The jobs are of indefinite tenure. Minimum salary is \$2,600. Send your application to Room 646, Procurement Division, 7th and D streets, S.W., Washington.

## Furniture...

### AND WHY TO BUY IT HERE

See... a complete line of Furniture of all types. See 35,000 square feet of display space chock full of new furniture.

Select... what you need with the help of experienced interior decorators. Yes, our salesmen are experienced decorators, and their services are yours for the asking.

Save... in three different ways by buying here and now. You save the increased taxes yet to come. You save by buying direct. You save up to 50% by merely presenting your identification card.

Come In... See... Select... and Save at...

## WELT FURNITURE CORP.

39 to 47 WEST 19th ST. Between 5th & 6th Aves.  
CHelsea 3-5350 Open Daily 9 A.M. to 6 P.M., Incl. Sat.  
CHelsea 3-5351 Thursdays till 9 P.M.

"Welt Built Is Well Built"

## Your Name Featured

Here is a way to help establish your name and integrity in your community —

Issue "Personal" Checks of this bank with  
**YOUR NAME PRINTED ON EACH CHECK**

You'll be surprised at the convenience and time saving you effect by settling your accounts this easy way. Just consider the high points of our TRUSTCO CHECK SERVICE

**\$1.00 OPENS AN ACCOUNT**—No service charge made regardless of how small your balance. Checks certified without charge.

**ONLY COST 7/10 PER CHECK DRAWN**—No charge for items deposited.

**STATEMENT MAILED** with cancelled checks every three months at no cost.

Checks Printed With Your Name Delivered Immediately on Opening Account

Mail your next pay check for deposit. It isn't necessary to come to the bank to open your account.

All City, Federal or State employees given immediate credit on their salary checks deposited.

## TRUST COMPANY of NORTH AMERICA

115 BROADWAY—NEW YORK

Member Federal Deposit Insurance Corporation

## Postal Men Oppose Retirement Act

### Clash of Opinion on Federal Legislation

A strong clash of opinion occurred last week between two big groups of federal employees: the National Federation of Federal Employees, on the one hand, and the National Federation of Letter Carriers, on the other. The clash was over the Ramspeck Retirement Bill, bearing the number H.R. 3487, which would radically revise the present retirement procedure affecting federal employees.

The disparate attitudes of the two organizations means that the bill is in for a real fight, and quite possibly drastic revision, before it passes through Congress.

The bill, sponsored by the NFFE, contains the following main features:

#### Must Retire at 70

1. Compulsory retirement at age of 70.

2. Optional retirement at age 55

with 30 years service; optional retirement at age 62 if the employee has 15 years of service or more; and the right of the department head to appeal the retirement option if he considers it unsatisfactory (known as double option).

3. The act includes all officers and employees in the executive, legislative, and judicial branches of the government.

4. Optional retirement at age of 55 with 30 years service at the rate of the present worth of a deferred annuity—optional with employees only.

5. Employee who becomes separated from the service with more than five years of service before becoming eligible for retirement, will receive a deferred annuity beginning with age 62 in proportion to service (means if separation or resignation from service after 5 years service, cannot withdraw his deductions into the fund but has to wait for age 62 and deferred annuity).

6. All deductions, deposits or redeposits, with interest, made effective date of this bill can be withdrawn as in the past.

7. Individual account will receive 3% interest.

8. Deductions — 5%, effective January 1, 1942.

9. Employee separated from service before completing five years service will receive all deductions credited to his account with 4% interest.

#### Objections

The objections of the postal workers, as stated by national president, William C. Doherty, are these:

1. Opposition to the "double option" feature.

2. Opposition to increasing the mandatory retirement age from 65 to 70.

3. Employees with a salary greater than \$2,400 a year would increase to a greater extent than those earning less than this figure.

## Need Continues for Secretarial Workers

WASHINGTON — A total of more than 100,000 stenographers, typists, and secretaries will be on payroll in Federal civil service by June 30, 1942, about twice the number employed in December, 1938. The expanding activities of the national defense program have not only greatly increased the need for additional stenographers, the Commission stated, but they have also increased the turnover of employees in the Federal service. Recent experience indicates that the number of stenographers appointed for replacements in regular positions is approximately as large as the number appointed to fill new jobs.

A study of the employees in the Federal Civil Service in December, 1938, shows that out of a total of 862,000, 53,000 were stenographers, typists, and secretaries. Of these, 45,000 were women—more than one-quarter of all the women in the Federal service at that time. In August, 1941, the Federal service had increased its personnel to 1,445,000, and the number of stenographers, typists, and secretaries is now estimated at about 85,000.

The increased demand for this class of employees during the past few years is clearly shown by the number of persons appointed from the Federal Civil Service registers for stenographers and typists. During the 12 months, July 1, 1939, to June 30, 1940, 2,868 appointments were made from the stenog-

rapher registers and 5,555 from the typist registers.

The number of requests for stenographers since July 1, 1941, indicates that the need for the coming year will be fully as great as they have been in the recent past, and it is becoming increasingly difficult to maintain an adequate supply of qualified persons who are available and willing to accept positions where they are needed. Approximately 50 per cent of the eligible stenographers are declining offers of appointment in Washington. To meet this situation, the Civil Service Commission is holding examinations for typists and stenographers twice a month. At present the number of eligibles on the typist registers is adequate to meet the current demand, except for temporary positions. Stenographers are being certified to appointing officers as fast as their eligibility is established.

#### CIVIL SERVICE LEADER

Copyright, 1941, by Civil Service Publications, Inc. Entered as second-class matter Oct. 2, 1939, at the post office at New York, N. Y., under the Act of March 3, 1879.

CIVIL SERVICE IN NEW YORK CITY

# Your Chance of Passing N.Y.C. Patrolman Exam Better Than Ever

If you are young, healthy, alert, endowed with a normal amount of common sense and have had a suppressed desire to become a member of New York's Finest, you have the best chance in many years to pass a patrolman examination and be appointed to the Police Department.

Main reason why you will have the best chance now is that less candidates are expected to file applications. Officials of the Civil Service Commission have sharply revised their original estimates of the number of candidates expected to file applications. Over six months ago, civil service authorities were of the opinion that the appeal of a police job would attract 50,000 young men. Now, the same experts think that the number of young men who file applications will not even approach the number of 33,000 who filed in 1938 for the last examination.

### Cuts Down Applicants

The defense boom and the draft are the two big reasons why the number of those applying for this

test is expected to be small. Many qualified young men in military service will fail to realize that they can file for the test just as well as those who are at home. Others who are earning high wages in defense jobs will not be interested.

Draftees and enlisted men serving their country in the armed forces should remember that they can write to the Municipal Civil Service Commission, 299 Broadway, for both an application and a military service form. The military service form is filled out by the candidate and signed by his superior officer. The form is then returned to the Commission with the application and the fee by the candidate during the time specified. As long as he has that military service form on file, the prospective cop's rights will be fully protected. He will be entitled to take a patrolman test even though he may be in Alaska, Hawaii, or Texas at the time the test is held in New York.

The fact that many candidates who file applications for the coming patrolman test, will be in military service, will make it even easier for the boys at home to pass the test. The reason is ob-

vious. In recent examinations, it has been the Commission's policy not to set a definite passing mark. Instead, the Commission announces that the passing mark will be the mark received by the 3,000th or 5,000th candidate, or some such number.

### 5,000 to Pass

If you took the last patrolman test, you will remember that 33,000 candidates filed applications. Before the test was given, every candidate was told that the passing mark would be the mark received by the 3,600th candidate. That meant that one out of nine would have to fail. The boys who passed the test would have to be pretty good.

Undoubtedly, the same system will work this time. But, here's the catch. This time Uncle Sam is building up a large army to defend his shores. All the lads who file will not sit in at the test. Supposing the Commission does get 30,000 applications. Present plans call for the passing grade to be set at the mark received by the 5,000th candidate. Supposing 5,000 of the candidates are in the army. Thus, instead of the chances being only one

out of ten for the boys at home to pass, the chances will be reduced to one out of five. And don't forget, the test, itself, will be easier.

Oh yes, there's one more question you might like to have answered. The question is "When will the applications be out?"

As announced in last week's issue of The LEADER, no official date has been set yet, even though two newspapers have announced that the applications will be issued December 3.

The date of December 3 as the opening date of the patrolman exam is definitely incorrect. Filing will, however, open sometime during the first half of next month. We have the authority of Commissioner Wallace Sayre for this statement.

Watch next week's LEADER for further information concerning the announcement of dates and requirements for the coming patrolman test.

Lack of space in this issue prevented the publication of Bert Wray's study material for the police test. The material will appear in next week's LEADER.

## SIGNAL WORKERS BARR'D FROM PROMOTION TEST

On the recommendation of Fred H. Hedin, civil service examiner in charge of subway tests, the Civil Service Commission denied the request of Matthew E. White, secretary, Signal Section Employees' Committee, that maintainers' helpers in the signal section be permitted to take the forthcoming promotion examination for towerman.

Mr. Hedin stated that the signal section is in the maintenance bureau of the War Department and towermen are employed in the transportation department of the Board of Transportation. He pointed out that eligibility to take promotion examinations in the Board of Transportation is not extended outside a given department in the transit system as a matter of policy. Helpers in the signal section, he said, have ample opportunity for promotion to such positions as signal maintainer, in their own department.

In questioning eligibility for the signal section maintainer's helpers to take the towerman test, Mr. White pointed out that the commissioners of the Board of Transportation decided that the signal maintainers should be qualified to take the towerman tests because of the nature of their duties. Mr. White also said that other employees such as porters were allowed to take interdepartmental promotion tests in the Board of Transportation.

## No Test for Water Inspector

There will be no open-competitive examination for inspector of water consumption, grade 2. So ruled the Civil Service Commission at its meeting last week.

The request was made by the Department of Water Supply, Gas and Electricity, which has seven vacancies in the title, at present. In addition the Department expects to have six or seven more jobs open in a few months. The salary for inspector of water consumption, grade 2, is \$1,800 per year.

In denying the request the Commission decided to certify the list for Inspector of Plumbing, grade 3, appropriate for the inspector of water consumption vacancies.

# Apprentice Exam Postponed

Will Be Announced in January; All May Participate

Sorry, boys, but that apprentice (automotive trades) exam about which we told you last week will have to wait another month.

It was scheduled for announcement early in December, but what between the Budget Director and working out the requirements, Commissioner Wallace Sayre tells us the Civil Service Commission just had to hold it off for another month. He's sorry about it, because this test happens to one of his particular pets, but he says that definitely January is the month, and there will be no further delays.

### Physical, Medical Requirements

There will be certain physical and medical requirements which

the young men who take the test will have to meet. What these are have not yet been accurately determined. There will be a written test, too. It will inquire into the applicants' knowledge of such things as combustion. Also, it will probably make some slight effort to determine general intelligence. If you would like to take this test, then start studying up immediately on elementary science and how an auto works.

While there was some talk at the Commission of restricting entrance requirements to those who already have some vocational training in the automotive trades, there appeared a trend this week to let everybody in, and decide by

test who passes and who fails.

Details like these are what's holding up the test for another month.

### Reservoir of Skilled Men

The essential idea of the apprentice test is to do two things; provide for young men of high school age an opportunity to enter into the city service and also to provide for the city a reservoir of trained, skilled workers, from which it may draw in case there's a shortage. The automotive trades is only the first of a whole series of apprentice tests being mapped out by the Civil Service Commission. The others await the results of this one.

Those who pass the test in ap-

prentice (automotive trades) will be trained by the Sanitation Department in its Central Motor Repair Shop and paid by the city during the period of learning. The salary at which the young man starts is \$2.83 a day. He stays at this salary for a year, after which he gets \$1 a day raise. He continues getting raises each year, until at the end of his 4-year apprenticeship, he is earning \$5.88 a day.

As to the requirements: first, there are no age limits. A young man can't go to work until he's 18, but he'll be able to take the test at 14. A Civil Service list lasts 4 years, that's why such young lads will be able to participate. In fact, even 13-year-olds may take part, because it takes some time to set up a list after an exam is held.

## Predicament of Nurses

They're Unrecognized, Underpaid

The Civil Service LEADER last week received a letter, reprinted in full below, which deserves the attention of every official in the Department of Hospitals, of the Budget Director's Office, and of the Civil Service Commission. The letter deals with the plight of nurses who work for the city, and have not yet been accorded the full benefits of competitive status under civil service. The letter is entirely unedited. It follows:

A startling example of injustice to faithful civil employees exists today in the unfortunate status of the 5,600 nurses in New York City's public hospitals. Daily these people risk infection, disease and bodily harm in their occupations, yet they receive salaries far below those of other civil workers who have similar responsibilities and undergo comparable hazards.

### Exposed to Hazards

Constantly, these nurses are exposed to tuberculosis, pneumonia, venereal diseases, and almost every other type of disease on record. With little complaint they toil unceasingly on behalf of the unfortunates of their fellow-men. In our city hospitals nurses care for approximately thirty patients each, risking contamination from every one, yet for these great services they receive only half the compensation of private duty nurses giving similar care to only one patient at a time.

In the psychopathic wards where there are overactive, men-

tally disturbed patients and prisoners' nurses constantly jeopardize their physical, as well as, possibly, mental well-being. They must deal with disturbed mentally unbalanced patients who may rush at them brandishing chairs or other weapons. They must care for delirious alcoholics. They must work with hardened criminals. They must handle scratching, biting and kicking maniacs. Yet, by law nurses are forbidden the right of adequate self-protection in many cases. As a result many nurses have worn bandages for weeks after such encounters, for such are every-day hazards in this type of work.

### Receive Substandard Ratings

Like policemen and firemen, these nurses receive substandard ratings when applying for life insurance, but unlike policemen and firemen, they receive sub-standard salaries as well. Their rate of pay is only slightly above that of hospital elevator boys and porters who, ninety per cent of their time are guarded from the patients by locked doors while the nurse remains inside in direct contact with the dangers.

For years the nurses have rendered loyal services, some of the highest type, and for inadequate compensation. They have seen other groups of workers forge ahead and secure advantages by forceful action. They have watched industrial employees unionize and reap tremendous benefits by striking or threatening, yet not once have nurses

considered such a method for making known their desires, for they realized that striking meant endangering the very lives of their charges.

### Underpaid

While other types of civil employees have progressed and secured comparatively great privileges and advantages the "profession" of nursing has gradually become a highly honored one but a grossly underpaid occupation. Men nurses, essential in the care of psychopathic cases, are becoming scarcer and scarcer because other branches of civil employment are far more attractive and more paying. Veteran nurses have suffered long. They have labored under the hope that their services would be recognized for what they are worth. That time should be now! The threatening shortage of nurses is becoming a serious problem. At the same time the morale of many of the present members of the "profession" seems to be weakening. Attendants, with little training, are taking jobs that formerly were held by nurses. Why? The answer is simple. Nurses are leaving the city hospitals where work and responsibilities threaten to become heavier, and no hope in sight for advancement in salaries of these well-trained workers. Besides a high school education (and in many cases, college) the nurse spends three long years preparing for her work, and for what?

### Want Recognition

The claims of the nurses are entirely just. All that they want is recognition as classified civil service employees and remunerative compensation based on work, responsibilities and risks. The

## Buck McNeill Rides No More; He's 70, So He's Got to Retire

Husky, healthy, Peter H. (Buck) McNeill, Dock Department hero, will be seventy years of age this month. The law states that city employees must retire on the first day of the month following their seventieth birthday. Even though he has never missed a day's work in forty years on the job and has voluntarily rescued over 285 people from drowning in the wind-whipped waters off the Battery, the law applies to Buck just as it does to others. So, on December 1, Buck McNeill, dock master at the Battery and hero extraordinary, will enter retirement.

On April 29, Buck McNeill was the subject of the merit man column in the Civil Service LEADER. Last week, New York daily papers, in news stories, editorials, and waterfront columns, published announcements of Buck's impending retirement.

The following editorial, a remarkable tribute to a civil service employee, appeared in the New York Herald Tribune, Monday, November 17:

### Retirement of a Hero

First the Aquarium was doomed. And now the news comes that

justice of these principles has been acknowledged in the granting of the same claims to the employees of the Sanitation, Fire and Police departments. The nurses, too, deserve this just reward for services being rendered. E.R.N.

Peter (Buck) McNeill, is going to retire. The Battery will never be quite the same again. This grizzled Paul Bunyan of the waterfront, hefty and friendly and as courageous as they come, has been a fixture at the Battery for forty years. An employee of the Department of Docks, he was usually referred to as the Battery dockmaster, and his "office" was in a small circular shack beside the seawall. It was not exactly a part of his job to save lives, but it was by saving lives that Buck McNeill became famous. He saved them, he often explained, because he "couldn't help it." Some one was in the water, whether by accident or design, and soon Buck would be in there doing his stuff. The total number of persons saved, if we count mass rescues from the old excursion steamer Keyport and from the floating bath house that once broke loose, runs to more than 280. He has received eighteen medals—pretty to look at, nice to own, but not much good for paying rent and buying food for a big family. Buck will be seventy on November 27; on December 4 some of his admirers will give him a testimonial dinner, and it should be a grand affair. It is only fair that the community should thank him, for the people he pulled out of the water, with one or two exceptions, were strangely remiss about this little courtesy.

## Typist Promotion To Office Appliance Operator

An office appliance operator promotion examination has been ordered by the Municipal Civil Service Commission. Chief feature of the new examination is that employees in the city service will be permitted to take the test even though they are unfamiliar with the operation of the various machines for which the test will be held.

According to present plans, employees in every city department in the title of typist, grade 1, are eligible to take the examination. It is highly possible that other grade one employees will be included when the test is officially announced.

The promotion examination will

be a written one. Employees who succeed in making the resultant eligible list will be enrolled in an in-service training course on the machines in which they want to qualify. The course will be conducted by the Civil Service Commission's Bureau of Training. Upon the completion of the course, candidates will be given a qualifying practical test.

As announced in last week's LEADER, only 503 candidates filed applications for the open-competitive office appliance operator examinations announced in October. The options for which applications were accepted include IBM Alphabetic Accounting machine, IBM Numeric punch machine, IBM Numeric Accounting machine, Remington Rand Powers key punch machine.

## City Moves Swiftly In Sheriff Exam

While its attorneys prepare to defend its action in court, the city moved speedily ahead last week with plans to have city-wide registers available for sheriff and register so that Mayor LaGuardia might make one appointment in each title by January 1.

Filing of applications ended at noon Saturday, with estimates of 600 candidates for each test probable. Definite figures were not available as The LEADER went to press.

As previously announced, the tests are to be held on Tuesday and Wednesday evenings, December 2 and 3, at DeWitt Clinton High School, Moshulu Parkway, Bronx. Separate evenings were chosen so that candidates could take both tests.

### Five-Man Board

In preparation for the oral test, to be given about ten days after the written, President Paul J. Kern of the Municipal Civil Service Commission made public the five-man examining board:

Walter Frank, lawyer and civic worker, chairman; former Solicitor General Thomas D. Thacher; Adam Schneider Jr., president of the Roosevelt Savings Bank; Richard S. Childs, former president of the City Club, and Bruce Smith, of the Institute of Public Administration. These examiners will determine training, experience, and qualifications, which

are to account for 70 per cent of the final mark.

To make things official, the Commission itself this week amended the classification of the administrative service of the competitive class to include the following two titles: Register, \$5,000-\$7,500; Sheriff, \$6,000-\$7,500.

### Legal Skirmish

First legal skirmish in the battle that has been promised ever since New York City's voters decided on Election Day to substitute a city-wide Sheriff and Register picked by Civil Service for the county-wide elected officials is scheduled for tomorrow. New York City, through Assistant Corporation Counsel Seymour B. Quell, must show why the exam should not be held up.

Legal action is being taken by attorney Abram Raff on behalf of taxpayers Harold and Viola Burke, with Mayor LaGuardia, Comptroller McGoldrick, and the Civil Service Commission joint defendants. Although the action is limited to the Brooklyn sheriff, the city-wide proposal for both offices is at stake.

Raff argues a number of points: the elected sheriff in Brooklyn received more votes than did the proposition in the same borough; the pluralities for the five "elected" sheriffs exceeded the pluralities for the proposition; voters had no chance to vote separately on sheriff and register; a referendum may violate home rule; the proposition is indefinite on a number of details.

# City Reaches Formula On Prevailing Pay

Civil Service employees: the city's contributions to your pension and your vacation and sick leave are worth 10 percent of your salary.

That's the sum and substance of a new policy on the matter of meeting prevailing wages of private industry, declared on Friday by Comptroller Joseph D. McGoldrick.

McGoldrick's long-awaited announcement came after a series of conferences with Mayor LaGuardia. Whether the mechanics and other skilled employees affected by it will be satisfied is another question. Hearings for the various groups are continuing in the office of Assistant Deputy Comptroller Morris Paris.

### How It Works

This is how the declared policy is to work: Suppose a Civil Ser-

vice employee is earning \$7.50 a day for work which pays \$10 in private industry. Ten per cent of the prevailing wage is \$1. This is added to the salary of the city employee, bringing it to \$8.50. The difference between \$8.50 and \$10 or \$1.50, is what the employee is entitled to. And that is what he will be able to claim in suits against the city for back wages.

### Basis of Settlement

This formula has already been the basis of settlement in three titles: Motor Grader, Tractor Operator, and Keystone Shovel Operator. Only one employee works in the last-mentioned title.

Paris announced the following additions to the schedule of hearings: December 12, Dock Builders; December 15, Bridgemen and Riveters; December 17, Bridge Painters; December 19, Steam Roller Engineers; December 22, Pile Driving Engineers; January

District Attorney, New York County.

Dec. 17—The Children's Court and Juvenile Delinquency. John Warren Hill, Presiding Justice, Domestic Relations Court.

On Nov. 19, Raphael R. Murphy, City Magistrate, began the lectures with a lecture on the Magistrates' Courts.

## BROADCAST COURSE ON LAW ENFORCEMENT

For the second successive year, WNYC, New York City's own station, began broadcasting the Civil Service Commission lectures on "Criminal Law Enforcement" in New York City. The programs, broadcast from the auditorium of Metropolitan Vocational High School in Manhattan, are heard each Wednesday from 6 to 6:25 p. m.

Begun last year as an aid to Civil Service employees who desire to advance in their particular departments, this second semester of the course will deal with four general subjects: the Courts, Institutional Treatment of Offenders, Parole and the Interrelationship of Law Enforcement Agencies.

The schedule of programs through December is as follows: Nov. 26—The Court of Special Sessions. William R. Bayes, Chief Justice, Court of Special Sessions.

Dec. 3—The Court of General Sessions. James G. Wallace, Judge, Court of General Sessions.

Dec. 10—The Grand Jury. Harold W. Hastings, former Assistant

## SUPERMEN CALL MASS MEETING

A mass meeting and a new service are the latest items to stem from the Sanitation Eligibles Association (supermen to you!)

Problems involved in the use of the list will be taken up at the mass meeting, scheduled for Friday night, November 28, at 8 o'clock, at P. S. 27, 42nd street and Third avenue, New York City. Basketball players and bowlers are particularly urged to attend.

The new service involves motor vehicles. Any member with a problem on getting a driver's or operator's license will get free information from the association.

Investigations Commissioner William B. Herlands will be a speaker at a coming meeting of the eligibles.

## City Civil Service News Briefs

Norman S. Abramson, 2030 Walton Avenue, the Bronx, was promoted to bookkeeper, grade 1, in the New York City Tunnel Authority. The promotion brings with it a salary of \$1,200 per year with annual raises of \$120 for five years.

Certified for one clerk, grade 2, promotion in the Department of Public Works at \$1,200 per year were four names. In the order of their standing, they are: David E. Greenberg, Jerome J. Pearlman, Frank Meyer, Jr., and Eli M. Val.

Three names were certified by the Commission for one promotion to Foreman, (Auto Machinist) in the Department of Sanitation at \$3,120 per year. The three, in the order of their standing on the promotion list are: Carl C. Ottoson, Denslow D. Hill, and John F. Elliott.

Samuel Ury, a disabled veteran, was the top of five eligibles on the promotion list for assistant train dispatcher, Independent System, New York City Transit System, certified for one \$2,000 per year job as assistant train dispatcher. The four eligibles, each of whom finished higher than Ury on the examination, certified in the order of their standing were: Abraham Polikoff, Patrick Casey, Herbert A. Kilden, and Russell P. Marks.

# Want a Course in Bombing?

There's Still Time to Apply, If You're a Technician

Technically trained city employees have until tomorrow, November 26, to enroll for an in-service training course aimed at studying problems arising from modern warfare in the maintenance of municipal services. Titled "Municipal Bombardment Protection," the course is sponsored by New York University as part of the Engineering, Science, and Management Defense Training program of the U. S. Office of Education.

Fifteen two-hour lectures are to be given, starting Monday evening, December 8, at 6 o'clock, and continuing on successive Mondays. One-hour departmental discussions will take place on another evening of the week, and an exam will be given at the course's conclusion.

Eligible for the course are employees in all departments in titles of engineer, assistant engineer, architect, assistant architect, draftsman, inspector, and engineering assistant. High school graduation is a requisite. Those who attend 80 per cent of the lectures and take the final exam receive rating credits.

### Contents of Course

Contents of the course, according to the announcement: "description and characteristics of explosive bombs; effects of bombing on all types of structures; blackouts, camouflage, and gas protection; reinforcing present structures; design and construction of bombproof structures; in-

spection requirements; protections against sabotage; incendiary bombs and fire protection; consideration of health; legal aspects of the defense program."

John C. Reidel, chief engineer of the Board of Estimate, is chairman of the course, while Professor Harold E. Wessman of N.Y.U. is educational director. Among the lecturers scheduled are officials of the Army, the Office of Civilian Defense, and of these city departments: Fire, Police, Health, Housing and Buildings, Water Supply, Gas and Electricity, and the Office of Manhattan's Borough President.

## New Councilman on City Station

Adam Clayton Powell, Jr., recently elected member of the City Council, was the guest speaker when "Negroes Who Have Made Good" came to the WNYC microphones last Sunday.

This is the first appearance of the new member on the air since his election to his new post. Rev. Powell is the pastor of the Abyssinian Baptist Church, in Harlem.

Frank J. Di Lorenzo, 221 Ralph Avenue, Brooklyn, an employee of the Board of Assessors, was promoted to bookkeeper, grade 1, at \$1,200 per year.

6, Crane Engineers; January 3, Asphalt Workers; January 12, Pavers and Rammers.

Here is the schedule for this week: Tuesday, Firemen; Wednesday, Machinists; Friday, Machinists' Helpers; Monday, Blacksmiths. All hearings are held at 2 p. m. in Room 632, Municipal Building.


**STENOGRAPHY**  
**TYPEWRITING • BOOKKEEPING**  
**IN FOUR MONTHS**  
*Day and Evening Classes*  
*Moderate Fee • Budget Plan*  
**BORO HALL ACADEMY**  
**382 FLATBUSH AVENUE EXTENSION**  
 Opp. B'klyn Paramount Phone MAin 4-8558  
 Preparation for all Civil Service Exams


**Motor Vehicle Examiner**  
 Tues. and Thurs., 7 P. M. Fee: \$15.  
**Jr. Professional Asst.**  
 Mon., Tues., Wed., Thurs., 6 P. M.  
**Assistant Interviewer**  
 Class Forming

**RAND** EDUCATIONAL INST.  
 7 E. 15 St. • ALg. 4-3094  
 "A Non-Profit Institution"

**SHERIFF EXAM.**  
 LECTURES—Mon. and Thurs., 6 P. M.  
 FEE, \$10  
**Jr. Professional Asst.**  
 Economist—Bus. Analyst—Adm. Tech.  
**INTENSIVE REVIEW INSTRUCTION**  
 Including Home Study Material.  
 Dairy & Food Inspector, Jr. Personnel Technician, Jr. Signal Engineer, Health Inspector, Housing Inspector, Subway Exams, Patrolman, Card Punch Operator, Motor Vehicle Examiner, Postal Clerk-Carrier, Register, All City, State, Federal and Promotion Exams.  
 Drafting, aeronautical, mechanical, electrical, piping, ship, structural, topographical, surveying, blueprint reading, mathematics. Preparation licenses, professional engineer, stationary engineer, electrician, engineering colleges, flying cadet, army, navy exams.  
**MONDELL INSTITUTE**  
 230 WEST 41st ST. Wisc. 7-8066

**SECRETARIAL DRAFTING JOURNALISM CIVIL SERVICE**  
 Day, Night; After Business  
 Enroll Now  
**DRAKE'S**  
 154 NASSAU ST.  
 (Opposite City Hall)  
 Tel. BEekman 3-4840  
 Bronx Fordham Rd. FO 7-3500  
 Wash. Hgts. W. 181st St. WA 3-2000  
 Brooklyn Fulton St. NE 8-4342  
 Brooklyn Broadway FO 9-8147  
 Jamaica Sutphin Blvd. JA 6-3535  
 Flushing Main St. FL 3-3535

**AIRCRAFT INSTRUMENTS**  
 Prepare for SKILLED and HIGH SALARIED positions as AIRCRAFT INSTRUMENT TECHNICIAN with Aircraft Instrument Manufacturers, Aircraft Factories, Airlines and Instrument Repair Stations.  
  
**OUR COURSE QUALIFIES YOU IN FULL FOR**  
**Civil Service Positions As Aircraft Instrument Mechanic**  
**NO EXAMINATION REQUIRED**  
**SALARY TO START \$1680**  
 Visit or phone for complete information about the career offered the Aircraft Instrument Man NOW and AFTER THE EMERGENCY.  
**All Instructors U.S. Gov't Licensed Day-Eve. Free Employment Service, N.Y. State Licensed Open to 10 P.M.**  
**N. Y. SCHOOL OF AIRCRAFT INSTRUMENTS**  
 1860-N. BROADWAY (61st) CL 6-0346

**PATROLMAN \$1 Per Week**  
 POLICE DEPT., NEW YORK CITY  
**INTENSIVE TRAINING for MENTAL & PHYSICAL UNTIL EXAMINATION.** — Small Enrollment Fee.  
 All instruction under personal supervision of Deputy Chief Robert E. McGannon (Retired), New York Fire Dept. Over 30 years of experience in Civil Service FOR BEST RESULTS IT'S THE  
  
**McGannon**  
**SCHOOL OF CIVIL SERVICE**  
 976 3RD AVE (59th St) PLaza 8-0085

# If Welfare Hits Rock-Bottom

## How Secure Are the Jobs of Employees in the Welfare Department?

How secure is the position of a Welfare Department employee?

The general rise in employment, the fall in the home relief load, has given many an investigator pause. As this process continues, what happens to the job of the investigator, the stenographer, the supervisor? Will the Department of Welfare fall from its position as one of the powerful city agencies, and slip into a tiny unit performing a perfunctory job?

That's the kind of question we're being asked. Everybody is interested in holding onto his job, and in times like these, when so many things are in a state of flux, it's not odd to find Welfare people wondering "What's next?" So we decided to send a reporter over and talk to some of the people in the Welfare Department, and discover just what's what, if possible.

### It Isn't All Black

The story he brought back isn't as black as some of the Welfare people have pessimistically thought—not by a long shot. Of course, boys and girls on the investigator list are pretty much out of luck; their chances of getting placed aren't so good. But those now in the department won't be dismissed, predicting some major and unpredictable catastrophe. The caseload is getting smaller and smaller, and so is the staff. At first blush, it may seem difficult to reconcile the fact that there aren't any dismissals and that the staff is getting smaller. It's done by the simple process of not filling vacancies. When a gal goes off to have a baby, or a man goes into the army, or somebody takes a long leave, the position is left unfilled. And that's all there is to it. So that, taking all in all, there has been a fairly stable ratio between staff-size and caseload-size.

One man wheedled some "futures" figures out of an official. "What," he inquired, "is the smallest this department can become?" We don't vouch for the following extremely rough estimates, but here they are just as

they were given to us—an estimate of the number of New York the Welfare Department would have under its wing if employment reaches an all-time high, if we go to war, if relief hits rock-bottom.

|   |        |
|---|--------|
| Dependent Children                                    | 20,000 |
| Old Age Assistance                                    | 50,000 |
| Veteran Relief  | 6,000  |
| Blind   | 2,000  |
| Division of Child Welfare                             | 20,000 |
| Unemployables   | 75,000 |
| Non-Settled and Homeless                              | 10,000 |
| That totals up to 183,000 people to be taken care of. |        |

### We Try Some Math

Now we're going to try some fast mathematics. We're going to try to discover the lowest number of people which the Department will employ, if it ever hits those rock-bottom figures. We're not so good at math, but here goes:

Old Age Assistance has an average case load of 120. That means roughly 417 investigators.

Veteran Relief has an average case load per investigator of 60. That means 100 investigators.

Blind Relief has an average case load per investigator of 60. This makes approximately 34 investigators.

In the Division of Child Welfare, it's difficult to arrive at a caseload basis, but one official estimated that an average for each investigator might be 200 cases. That gives 100 investigators.

The investigators in Dependent Children handle 110 cases each. That comes to about 182 investigators.

In the Home Relief Division, which takes care of unemployables, with a caseload per investigator of 65, we figure 1,154 positions.

For Non-Settled and Homeless, with each investigator of 60 cases, we estimate a need for 166 investigators.

Now (presuming our long-division has been correct, for which we don't vouch) let's add up the total number of investigator jobs.

We get a total of 2,153 investigators.

Now, for each 8 investigators, there is one supervisor. That gives us 269 plus a piece of another supervisor. Let's say 269 straight. To this figure add 50 more top

administrators. This add up to 319.

For every social service employee, there is one non-social service worker.

We get a grand total of 4,944 employees in the Welfare Department if it falls to a low that none, at this point, expects it to reach (and providing our figures, based on estimates given us by officials, are right).

That still leaves it one of the big New York City departments. And this figure won't be approached by firings. In fact, it is known that Commissioner Hodson is concerned with the war and post-war problems of his department and employees. Don't be surprised if one of these days you learn of a full-fledged plan to assure the security of Welfare Department workers.

## Law Dept. Issues Report

The question of the right of the Municipal Civil Service Commission to give credits on a Patrolman exam for college work—a matter that made newspaper headlines back in 1939—was resurrected last week when the Law Department issued its report for the years 1939-40.

Outlining the successive legal battles through the courts, the report has this to say about the final decision of the Court of Appeals in upholding the Commission: "The decision is a forward step in defining and sustaining the authority of the Municipal Civil Service Commission to do the work for which it was created."

In the Court of Appeals decision, the rights of the Commission to set the passing mark as that scored by the 3600th on the list and to order that mental tests be held before physical tests were also sustained.

This decision, in the case of Thomas vs. Kern, is particularly significant now in view of the coming Patrolman test.

## Clerks Invited to Become Attendants

How would you like to be a female attendant?

Twenty-eight eligibles on the clerk, grade 2, (female) list will receive a letter from the office of the president of the Borough of Brooklyn some time in the near future asking them this question. The eligibles were certified from the clerk, grade 2 list during the week by the Civil Service Commission. There are three jobs open at \$1,200 per year.

The highest certification on this certification was number 1070.

The shortages in Civil Service are getting ever greater. Requirements for civil service jobs are being lowered. Your chances of landing a civil service position are better than ever before.

## 61 SUPERMEN GO TO 3 DEPARTMENTS

During the week 61 names of the Sanitation eligible list were certified to three different city departments to fill jobs in the title of laborer at \$1,500 per year. Seventeen names up to eligible number 694 were certified to the Department of Purchase for one vacancy—15 names up to 694 to the Borough President of Richmond for one job and 29 supermen up to number 900 on the list to the Borough President of Brooklyn for three jobs.

The Civil Service Commission requested the departments concerned to notify all eligibles that acceptance of these appropriate jobs would remove them from the sanitation list for a period of one year.

## Fire List Not Quite Ready

The 2,506 eligibles who passed the recent fireman test will have to wait at least another week before they can see their names in print.

The Commission has finished rating the second questionnaire, failure notices have been sent out, passing marks are being sent out—but the list is not ready for publication yet.

Even if the list is released for publication, as expected, before December 14, the date the current list expires, it will not take effect until December 15.

# PATROLMAN PREPARATION

Applications for Patrolman open in December. The examination will be held early in 1942. Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us. Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and observe a physical class in session. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

### MOTOR VEHICLE LICENSE EXAMINER

Entrance Salary \$1,800 per annum. Classes meet TUESDAY and THURSDAY, at 1:15, 6:15 and 8:30 p.m.

### MOTOR VEHICLE INSPECTOR (Bus)

Entrance Salary \$2,400 per annum. Classes meet on WEDNESDAY and FRIDAY, at 8:30 p.m.

### DAIRY AND FOOD INSPECTOR

We offer a thorough correspondence course covering all phases of this examination.

### CARD PUNCH OPERATORS

Applications will be received until further notice for Alphabetic Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our course not only prepares you for Federal examinations, but also qualifies you for employment in the commercial field. A good typist may efficiently operate a card punch machine after 60 hours of instruction.

### JUNIOR TYPIST AND JUNIOR STENOGRAPHER

EMPLOYMENT IN WASHINGTON, D. C. AND NEW YORK

Applications are now being issued and may be obtained for an indefinite period.

### POST OFFICE CLERK-CARRIER — RAILWAY POSTAL CLERK

Classes in preparation for this examination which should be held within the next few months are meeting on MONDAY and FRIDAY of each week at hours to suit the convenience of the student.

ASST. GARDENER—Physical and Mental Classes meet three times weekly.

HEALTH INSPECTOR (Gr. 2)—Classes meet Wednesday and Friday at 10:30 A.M. and 8:30 P.M.

INSPECTOR OF HOUSING (Gr. 2)—Wednesday and Friday at 8:30 P.M.

INSPECTOR OF ELEVATORS (Gr. 3) — Classes meet Friday at 8:30 P.M.

FINGERPRINT TECHNICIAN—Class forms Friday, Nov. 28 at 8 P.M.

### TRAINING FOR DEFENSE JOBS

We specialize in training young men as Aircraft Production Mechanics, Machine Tool Operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out the defense program. Anyone interested in any of these courses is invited to call, visit our various shops, when full details will be explained.

OFFICE HOURS: 9 A.M. TO 10 P.M. DAILY — SATURDAY 9 A.M. TO 5 P.M.

Attend the school with a background of over 350,000 satisfied students over a period of 30 years.

# The DELEHANTY INSTITUTE

• 115 East 15th Street, N. Y. C. STuyvesant 9-6900 •



Now Available  
**The MUST Book**

FOR ALL

## PATROLMAN CANDIDATES

### "Home Study Guide for Patrolman"

BY

LIEUT. BERTRAND P. WRAY  
New York City Police Department (Ret.)

AND

EUGENE B. SCHWARTZ, Esq.  
Civil Service Author and Lecturer

PUBLISHED BY THE

**Civil Service LEADER**

144 PRINTED PAGES

Multiple Choice Questions, Rules and Regulations, Police Methods and Operations—Law, Government, Mathematics.

Only \$1.50

Order Your Copy NOW

CIVIL SERVICE LEADER  
97 Duane Street, N. Y. C.

Kindly send me a copy of the "Home Study Guide for Patrolman," for which I enclose \$1.50 (cash, check, money order).

Name .....

Address .....

# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## DPUI Under U. S.? Lehman Hasn't Made Up His Mind

ALBANY.—Governor Herbert H. Lehman may become a strong factor either in advancing or resisting the proposal for federalization of all State placement and unemployment insurance agencies. That is the conclusion to be drawn from his address this week to a regional conference of employment security administrators of several States.

Although the subject of federalization was more or less taboo and not openly discussed, the Governor himself took the initiative in recognizing one of the greatest problems personally perplexing every one of the administrators and their assistants at the conference. Among those who took part in the three-day meeting were Milton O. Loysen, executive director of the New York DPUI;

W. O. Hake of Nashville, president of the Interstate Conference of Employment Security Agencies; Ewan Clague, director of the Federal Bureau of Employment Security; former Gov. Harold G. Hoffman, director of the New Jersey Unemployment Compensation Commission, and William McCaw, of the Federal Social Security Board.

### His Mind Not Made Up

The Governor, always a staunch fighter for social progress and reform, has almost invariably supported New Deal proposals for social welfare and security. But in the matter of centralization in Washington of unemployment and other social security administration he has not made up his mind, he disclosed. If he should decide to resist the proposal his voice unquestionably would carry immense weight in the nation's

Capital.

At one point in his address to the administrators, the Governor warned them that "the future expansion of your usefulness necessarily will lie in part in the increased fluidity of the your intercity and interstate relationships. The enterprise of the Social Security Board in arranging these inter-regional conferences . . . is a significant step toward this goal."

From the remarks that followed he disclosed that he is taking a deep personal interest in the proposal and that he would expect detailed reports from a number of sources, including the Unemployment Insurance Advisory Council on this subject. From his comment, many believed that he might reveal his position in his annual message to the Legislature in January, or a little later. In any event, those who are opposed

to the federalization scheme hope they can convince the Governor that such a move would be impractical and unwholesome.

Revealing that he himself has now an open mind on the proposal he said:

"I am not familiar with the details of the proposal. Its consummation, however, would mark a

most vital change in our present system. I am not prepared at this time to express any opinion with regard to the soundness or value of the proposal. It is one which will have to be very carefully studied in all its phases. I sincerely hope that every State in the Union will address itself to such a study.

"We in New York have an open mind in the matter. I can assure you it will receive the most careful study and consideration by the Governor, by the administration of our unemployment insurance and other social security activities, and by our Unemployment Insurance Advisory Council, in the hope that we may arrive at conclusions that will be in the interest of this State and Nation."

## DPUI Lecture Summaries Study Data for Coming Promotions

Attendance at the study course conducted by the DPUI committee of the New York City chapter of the State Association has taken on such huge proportions that the lectures have been forced to move from 80 Centre street to Textile High School, 351 West 18th street, where they are to remain. Proceeds of the lecture series, which is to prepare employees for coming DPUI promotion tests, go to the United Service Organizations.

Some minor changes in the schedule, published in full recently in The LEADER, have been made in lectures already given. In addition, a lecture on "Training and Induction of Personnel" will be given Monday night, December 1, by Miss Ruth Kellogg, Assistant District Superintendent, and Loretta Sofer will substitute for Constance A. Ball tomorrow night in describing the domestic service placement set-up.

As a service to candidates for coming promotion tests for positions in the Division of Placement and Unemployment Insurance, The LEADER is presenting summaries of these lectures.

"Principles of Unemployment Insurance," by Louis Natanson, Chief Referee, DPUI:

The difference between private and public insurance: in the former the risk is shared, while the principle of public insurance is to build ahead for contingencies arising in

the structure of the life of the employed worker. Unemployment is one of these contingencies. It is a constant factor for which logical planning in advance is possible when the most prevalent causes are considered. There are 17 major causes:

Prevalence of casual labor, seasonal fluctuations, weather conditions, technological claims, existence of monopoly, decaying industries, migration of workers, cyclical depressions (1907-14-21-29), industrial conflicts, style and habit changes, increase in number of working people, increase in number of self-employed, shifting of market and labor centers, overproduction, geographical reasons, general ebb and flow of supply and demand of labor, terrific business mortality.

Section 500 of the State Labor Law is the keystone and summation of the validity of the reasons for the Unemployment Insurance Law.

"The Social Security Act in Relation to DPUI," by Dr. Meredith B. Givens, Director, Bureau of Research and Statistics, DPUI:

The social security act is not the first legislation enacting a form of social insurance. The Workmen's Compensation Law of New York State stands in first place. To round out this vital cycle of laws creating full coverage for the worker under social insurance, the fourth form of this type of legislation is to be health insurance. This is now being carefully considered.

Tax collection for unemployment insurance is done by the individual States while collection of taxes for old-age insurance is a federal function. Both taxes are taken from the same persons. In considering taxes for health insurance, it is apparent that the tax-collection device must be simplified.

The basis difference between pub-

lic assistance (relief) and unemployment insurance: the latter requires no means test. Unemployment insurance is partially preventative; relief is alleviative.

Pressure is being placed on the employment services by dislocations in the labor market brought about by the defense program. A number of projects are now being created, to be used in the inevitable post-defense period.

"Appeals Procedure and Interpretation; Recent Amendments and Their Effect," by Robert N. Purcell:

The claimant must file a claim-register-report weekly-certify to unemployment-report any work and wages-be available and capable-accept suitable employment. The Industrial Commission, through the DPUI, determines validity of the claim-amount of benefits-initial determination. A dissatisfied claimant may appeal within 20 days.

At a referee's hearing testimony is taken under oath-stenographic record made-attorney may represent claimant-fee 10 percent maximum-produce witnesses, cross examine. Referee conducts hearing informally-may adjourn for further information, etc.

After hearing, referee dictates decision-mails it to interested parties-right to appeal in writing to Appeal Board within 20 days-decision final if not appealed from.

Appeal Board may conduct hearing or decide any case on the basis of the record without a hearing, or remand a case to a referee for further testimony. One member of Board may hear case and render decision. Board may reverse itself. Decision final as to fact but on legal matters may be appealed within 30 days to Appellate Division of Supreme Court, Part III, and appeals take precedence over all but compensation cases. Further appeal to Court of Appeals subject to limitations applying to civil actions. Board supervises referees, holds regular meetings, fixes and approves fees for attorneys, and its decisions are final if not appealed from. Board reviews and adjudicates referee inconsistencies.

The concluding portion of the summary of Mr. Purcell's lecture and other summaries will appear next week.

### Bargains at Buddy's

If you're one of the bargain hunting public who likes good clothes, you'll be interested in Buddy's selection of overcoats and suits. Odds and ends with some of the best labels are available there at prices from \$16.80 up. We picked out a sports jacket for \$8.90 which P.M. marked "outstanding value."

## ALL FORMS OF INSURANCE—ANYWHERE

- FIRE
- LIFE
- LIABILITY
- BURGLARY
- AUTOMOBILE
- PLATE GLASS
- COMPENSATION
- HEALTH and ACCIDENT

Let Us Protect You Under the New York State Automobile Insurance Law.

John Treiber Co., Inc.  
Telephone TRAK 2-6746  
194 BROADWAY, BROOKLYN, N. Y.

## GLAMOUR SHOP

### Clothing

A DRESS SHOP UNIQUE  
**DAYTIME & EVENING GOWNS**  
At a Great Saving  
Including Orig. Models, \$12.95 Up

Exclusive Millinery Personally Designed By  
**Ruby & Henne, 6.95 Up**  
Hat Remodelling at Reasonable Prices  
**KAHN-BOGART, INC**  
665 Fifth Avenue at 53d St.  
Room 501

### Hair Removed

**DON'T LET UGLY HAIR SPOIL YOUR BEAUTY**

ON FACE - ARMS - LEGS  
Remove It Permanently  
Inexpensively—FREE "get acquainted" offer. Expert operators.  
Eve Pollinger & Helen Schaefer  
**ELECTROLYSIS STUDIOS, Inc.**  
200 W. 34th St. (7th Ave.) LACK. 4-0869

**NETTIE'S specialties**  
123 Montague St., Brooklyn, N. Y.  
TRIANGLE 5-4312

**Hosiery**  
Sportswear • Lingerie  
Special Consideration Will Be Given to Civil Service Employees

Oldest Establishment of **ELECTROLYSIS** in **BROOKLYN**

**Superfluous Hair**  
Permanently Removed and Painlessly

Methods Endorsed by All Prominent Physicians  
Hours By Appointment  
**MRS. J. T. SALMAN**  
26 COURT ST. Brooklyn  
TRIANGLE 5-5560  
N. Y. Office: 51 East 42d Street  
MURRAY HILL 2-5310

### Furs

**FUR TRIMMED CLOTH COATS**  
Large Sizes, \$25.00 Up  
Fur Trimming  
For Your Hat or Muff Free  
Values Unbelievable  
**MADAME SPORN**  
48 West 57th Street, N. Y.  
Open Evenings Till 9 P.M.  
Credit Extended If Preferred  
10% Discount on Presentation of This Ad

Improve **YOUR LOOKS**  
UNUSUAL HAIR REMOVED  
Permanently and Painlessly  
HOURS BY APPOINTMENT  
**EDITH ARTHUR**  
110 West 34th Street  
Opp. Macy's (Room 901) N.Y.C.  
CHICKERING 4-6669

**Fur Coats**  
FROM MANUFACTURER TO YOU AT WHOLESALE PRICES  
Furs from all parts of the world made into the latest and smartest styles. Also full line of Fur trimmed Cloth Coats.

**BROADWAY MFG. FURRIERS**  
Incorporated  
172 West 48th St., Cor. 7th Ave.  
Phone: CHICKERING 4-6995-6-7

**Hair Styling**

**A Beautiful Hair-Do**  
Styled by Nicholas  
Cut-Shampoo-Set . . . . . \$2.00  
Custom Permanent from . \$5.00  
**NICHOLAS HAIRDRESSER**  
605 FIFTH AVENUE  
New York City VO. 5-0488

**Expert Remodelling**  
New Furs From Old  
Individual 1942 Styles \$20.00  
3 Years Free Storage  
Showroom samples. Exceptional value  
**BLUE RIBBON FUR SHOP**  
Manufacturers Custom Ready Made FURS  
208 West 27th Street, N. Y.  
LACKAWANNA 4-6552

**SPECIAL!**  
Albert's Offers Our Regular \$5 Permanent Wave For \$3.98  
With This Ad Only  
**ALBERT'S BEAUTY SALON**  
2545 Grand Concourse  
Fordham 5-8450 Bronx, N. Y.

**E. E. BALDWIN**  
**Furs Since 1870**  
"Baldwin Designed" Stands for ORIGINAL CREATION and Best Workmanship and Material  
34-36 East 10th Street  
ST. 9-4335-9 New York City

**Permanent Wave**

**FRANCOIS of the BEVERLY**  
The Permanent Waver Par Excellence  
Every Head of Hair Styled By FRANCOIS HIMSELF  
**ABILITY - WORKMANSHIP**  
A Single Price, \$5.00  
Open Evenings, Thursday and Friday  
125 East 50th St., N. Y.  
WICKERSHAM 2-3968

**FUR COATS**  
From Factory to You at unheard of **LOW PRICES**  
Save the Middleman's Profit. BUY DIRECT FROM OUR FACTORY BRANCH.  
**JAYS FUR**  
168-18 Jamaica Ave., L. I.  
Open Evenings Until 9 P. M.  
Or 53 West 36th St. N. Y. 3d FL.

**Reducing**

**SLENDERIZE**  
Exercise, Pine Vapor Cabinet, Blanket Pack, Showers & Swedish Massage  
Courses as low as \$7.50  
Call or Write for Particulars  
Complete Beauty Department at Moderate Prices  
OPEN EVENINGS TILL 9  
**SYMMETRY SHOP**  
HOTEL PIERREPONT  
85 PIERREPONT ST., BROOKLYN  
MAIN 4-5500  
5 minutes from Wall St.

## BOOK CLUB of AMERICA

OFFERS TO MEMBERS

**33 1/3 to 40% OFF LIST PRICE!**  
**ON \*ANY BOOK PUBLISHED!**

An annual membership fee of \$2 entitles you to purchase as many as 50 Books of your selection. Books will be shipped C. O. D. plus mailing charges.

### ENROLL NOW!

Get those Civil Service Manuals and books you have always wanted at an **ACTUAL CASH SAVINGS**

\*except text and price-fixed books

Tear and Mail

BOOK CLUB of AMERICA  
35-37-39 Germania Place  
Brooklyn, N. Y.

MANsfield 6-3536

[ ] Send me further information on Book Club of America.  
[ ] Enclosed find check or money order for \$2. Please enroll me as a member. I understand I am to be entitled to full benefits as described.

NAME .....

ADDRESS .....

Membership Card and Order Blanks to be mailed upon receipt.

# WHO GETS PAY DIFFERENTIALS

Ever since America became defense conscious and her young men started to build up a man-sized American army, the problem of salary differentials has been a sore one for New York State Section 245 of the Military Law provides for payment of the differential to those public employees who are members of the National Guard or Naval Militia, or "of the reserve corps of forces in the federal military, naval or marine service."

Just who fits within this definition? There's been considerable confusion on this for months. This week Attorney General Bennett tried to answer some of the questions in an eight-page communication to Comptroller Joseph V. O'Leary. Here are some of his conclusions:

### Who's in it?

These are the main reserve forces covered:

**Air Reserve Corps:** Regular Army Service, Officers Reserve Corps, Enlisted Reserve Corps, Reserve Nurses of Army Nurse Corps.

**Naval Reserve:** Fleet Reserve, Organized Reserve, Merchant Marine Reserve, Volunteer Reserve (including female nurses), Reserve Nurses of Navy Nurse Corps.

**Marine Corps Reserve:** Fleet Marine Corps Reserve, Organized Marine Corps Reserve, Volunteer Marine Corps Reserve.

**United States Coast Guard Reserve.**

Flying cadets in the Army Air Corps who are commissioned in the Officers Reserve Corps will get reserve status and be entitled to the differential.

There is much doubt as to what will happen to selectees following their service who become part of on reserve force or another.

Employees who join National Guard units already called into service are not entitled to the differential.

# Pay Boost Problems

## Fight Becomes Bitter; Career Bill May Be Affected

ALBANY.—State employee organizations and taxpayer groups are headed for a thunderous clash over pay-increase proposals. This is evident here as both sides prepare for a showdown conflict before the 1942 Legislature.

Almost on the eve of a mammoth taxpayer meeting here on December 4, representatives of the Association of State Civil Service Employees (ASCSE) and the State, County and Municipal Workers of America (SCMWA) disclosed their own separate pay-rise objectives. At the same time encouragement came from the Legislature itself as Senator Phelps Phelps, New York Democrat, revealed he would introduce a bill in January calling for a flat 10 per cent pay boost for all State workers getting less than \$2,000 a year.

The union wants a flat \$200 a year increase for every state employee with a \$1,200 a year minimum. The Association expects an early report from its special committee headed by Dr. Frank L. Tolman of the Education Department, which was authorized at the annual meeting to draw up a plan for legislation to guarantee "emergency pay increases" based on rises in living costs.

### Taxpayers' Meeting

The taxpayers' meeting at the Ten Eyck Hotel is sponsored

jointly by the Citizens Public Expenditure Survey and the State Taxpayers' Federation, two private organizations. They are calling their pre-session meeting a "Taxpayers' Rally on Non-Defense Governmental Spending." According to the sponsors, the rally is "considered necessary to offset the heavy federal defense levies." Big guns in previous drives of these groups to pressure the Legislature into slashing the Governor's executive budgets are among those who will participate.

It has been estimated that the SCMWA proposal for a flat \$200 a year boost would cost about \$10,000,000 a year additional. The Phelps plan would cost a minimum of \$3,000,000 a year, based upon a breakdown of personnel figures in the groups affected made several years ago. How much the plan of the Association would cost is undeterminable at this time. It involves, at least tentatively, "emergency" increases in multiples of 10 per cent at fixed periods and based upon a cost of living index to be promulgated jointly by the Division of the Budget, and the Social Welfare and Labor departments. The Association leaders said they are "striving for a scientific formula that will appeal to reason" and will offer no pay increase legis-

lation until "a plan has been thoroughly worked out."

### May Affect Feld-Hamilton

Several significant aspects of the forthcoming pay-boost problem are already becoming obvious. One is concern in some quarters whether the drive for pay increases at this time may affect the fundamental Feld-Hamilton career law. Another is whether the State workers, whose organizations are drafting all-inclusive legislative programs, will suffer in the long run if the pay-rise situation becomes bitter. Many wonder whether such objectives as the emancipation of the institutional employees, now suffering under a bewildering mass of special acts regulating their pay and maintenance, will go by the boards this year. There are other eminent objectives that some feel may suffer, while others are confident that the Legislature will consider the emergency pay proposals strictly on the basis of existing abnormal economic conditions.

Be all that as it may, the fight is shaping up and employees are not unmindful that next year is a political year when voters will elect a complete State ticket and an entirely new Legislature. But that fact hasn't escaped the taxpayer groups, either. It looks like a nice battle.

# CLERK PROTEST TO BE ANALYZED

ALBANY. — Protests to one of more answers in the clerk examinations of October 4 now total more than 300, but the aggregate is considered phenomenally insignificant when it is recalled that more than 60,000 men and women participated in the tests. Civil Service Department executives, including those immediately in charge of the examinations, are thus far well pleased with the results of the experimental plan of opening channels for the easy filing of complaints.

As an offset against the 300 protests, the department received several letters from candidates expressing satisfaction with the way the whole business was conducted. They had received their key answers, compared them with their own, and were prompted to commend the department.

Analysis of the protests will be made next week, it was said. A determination will then be made of what course to take.

**Pill** Says: **'Buddy's'**

is the men's clothing store in a Klein's and Ohrbach's. You pick what you want from the racks. . . . Self-service and 5-day money back. Too! NATIONALLY ADVERTISED

**MEN'S SUITS and OVERCOATS**

at cut rate \$13.99 and higher

**Buddy's**

**BROADWAY at 11th St. GRamercy 5-9563**

# License Examiner's Duties

## Must Watch His Ethics, Avoid Liquor, Be Courteous

What do motor vehicle license examiners do? What are the rules under which they work? What, in other words, is it all about? These are things you'll want to know before you take the coming test.

### Duties

Duties of examiners: 1. conducting road tests for applicants for chauffeurs' and operators' licenses; 2. conducting eye, English, and color tests for learners' permits; 3. making such investigations as ordered by the Deputy Commissioner or District Tax Supervisor or Supervising Motor Vehicle License Examiner.

### Attitude Toward Public

The members of the inspection force should keep in mind the position which they occupy, and "service with courtesy" should govern their actions at all times. The public will appreciate advice and instructions in the provisions of the law governing motor ve-

hicles. Examiners should bear in mind that all State employees are but the servants of the citizens of the State, and such citizens are entitled to every courtesy that can be extended to them while they are transacting any business with the Bureau of Motor Vehicles.

### Intoxicating Liquors

The use of intoxicating liquors while on duty is strictly prohibited while conducting a road test examination.

### Gratuities

The Code of Ethics and Official Rules and Regulations of the Tax and Finance Department strictly forbid the acceptance of gratuities or rewards. Any examiner violating this rule may be immediately dismissed from the service, and in addition subject to prosecution in a criminal proceeding.

### Reports

All weekly reports must be in the district office not later than the Monday morning following the week for which the report

is made. To insure accuracy, the examiners must keep daily records for use in preparing their weekly report. Road test examination results are to be returned daily to the issuing office. In event of sickness or absence of an examiner, provision must be made that any examination permits or other work in his possession is to be in the issuing office not later than the following working day.

All road test permits are to be held by the examiner until completion of his day's work, except in any emergency case when a particular permit may be returned to the issuing office at a written request for the person in charge of the office.

Further details on the examiner job will appear next week.

**Loans**

ON DIAMONDS, JEWELRY PERSONAL PROPERTY

**EDELSTEIN BROS.**

28-13 Jackson Ave. L. I. City

**at Queens Plaza**

**WARNING**

GOVERNOR LEHMAN has signed the new AUTO LAW. You cannot drive or own a car if you are involved in an accident where damages of \$25 or more have resulted. You need

**AUTO INSURANCE**

CONSULT

Clarence R. Knickman

164-05 HILLSIDE AVENUE

Time Payments Jamaica 6-5026-7

**15 Minutes before the Kick-off**

Listen to

**WEAF-WJZ**

**"PRE-GAME" RALLY**

Every Saturday

**BRONX COUNTY Trust Company**

THIRD AVE. at 148 St.

**MEIrose 5-6900**

PERSONAL LOAN SERVICE

12-18-24 MONTHS

Member Federal Reserve System Federal Deposit Insurance Corp.

**FREE PRACTICE ON ALL RENTED TYPEWRITERS**

RENT A NEW PORTABLE ROYAL

LARGE SELECTION OF ALL LATE MODEL BUSINESS MACHINES

Royal Underwood Remington L. C. Smith Woodstock

We Deliver and Call for Machines At All Examinations

Thousands Have Passed on Our Machines

**WILLIAM WEISS**

219 WEST 37th STREET LONG. 5-2481

**LEGAL SUMMONS**

will be served upon thousands of New York State motorists who may lose the right to operate an automobile, unless they provide the security that is necessary under the New York Motor Vehicle Safety Responsibility Act effective January 1, 1942.

**THIS NEW LAW** requires the commissioner of Motor Vehicles to suspend the operator's license and revoke the owner's registration certificate, of an automobile involved in an accident causing death, bodily injury to property over \$25.00, unless sufficient security is furnished both for the accident which has happened and for future accidents, whether or not the operator is at fault. Hereafter you were permitted on accident before security was required.

**UNDER THE NEW LAW** can you afford in the event of an accident to put up hundreds or even thousands of dollars until the courts decide whether you or the other motorist was at fault? Unless you have made proper provision, you may be required to do that or lose your right to drive.

**THE LAW** provides that unless security is furnished:

1. The automobile cannot be driven by anyone, nor can its title be transferred to any other person.
2. Neither the owner, nor the driver can register or operate any car in New York. Violation may mean \$500.00 fine and 6 months in jail.

**AN AUTOMOBILE LIABILITY POLICY** with adequate limits at low cost will meet the demand of the law.

TERMS ARRANGED

NO PAY ASSIGNMENT ASKED

For information write or phone:

**VALENTINE, ITTNER, POGGENBURG**

Incorporated

166 Montague Street, Brooklyn, N. Y. MAin 4-7500

# Future State Tests

The State law says that titles of open competitive tests requested by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the title are urged to communicate with the State Commission. The following titles are now being advertised (the date denotes when the fifteen days are up):

- November 27—Senior Hearing Stenographer—New York Office, Alcoholic Beverage Control Board.
- November 27—Psychiatric Social Worker—State Industrial School, Industry, Social Welfare.
- November 28—Assistant Personnel Technician (municipal service)—Civil Service.
- November 29—Institution Teacher (child care)—Westfield State Farm, Correction.
- November 30—Gas Inspector—Public Service Commission.
- December 3—Chief, Bureau of Research for Women in Industry—Labor.

### State Appointments

Here are some late appointments from State lists:

Prison Guard—No. 173, as Building Guard, Education Dept., at \$1,500.

ABC Investigator—No. 6, in Buffalo, at \$2,400.

# Promotion Lists Expected

Two promotion lists—for Assistant Office Appliance Operator, DPUI, and Assistant Clerk, Health Dept.—are expected any minute from the State Civil Service Commission.

There are less applicants than ever before—your chances of getting a civil service job are greater than ever before. Apply now!

# WANT \$1,260 to \$2,100 a YEAR?

## Work for "Uncle Sam"

MEN — WOMEN

**PREPARE IMMEDIATELY FOR 1942 EXAMINATIONS**

**FOR NEW YORK, BROOKLYN, NEW JERSEY and VICINITY**

**BORDER PATROLMAN WANTED**

Men 21-35 \$2,000 First Year

New York and Vicinity Applications Close Nov. 28

Many Other Government Jobs Obtainable

# Full Particulars and 32-PAGE CIVIL SERVICE BOOK—FREE

Call or write your name and address on coupon and mail at once. This may result in your getting a big paid U. S. Government job. Open until 9 P.M.; Saturday until 6 P.M.

**FRANKLIN INSTITUTE**

Dept. F-247, 130 West 42d St. (Nr. B'way), New York City

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

Name .....

Address .....

Age .....

Use This Coupon Before You Mislaid It — Write or Print Plainly

# DEFENSE news

## Civil Service Credit for Defense Training Courses

WASHINGTON — Important news to the many thousands of persons taking defense training courses:

The Federal Civil Service Commission last week addressed a letter to its district managers throughout the United States directing them to give credit in the rating of civil service examinations to the defense training courses set up in cooperation with the Office of Education. The Commission included with its letter a statement listing the approved defense training courses offered at college and universities throughout the country. The schools in New York State, and the course affected, are these:

**Clarkson College of Technology,** Potsdam  
Control and Relays, Electrical Engineering, Elements, Electrical Measurement, Electrical Circuits, Electric Machines, Engineering Costs, Engineering Drawing, Engineering Mathematics (In-service).

**(Massena, Watertown)**  
Hydraulics, Machine Design, Elements, Map Making and Surveyings, Mechanics and Strength of Materials, Metallurgy, Production Management, Soil Mechanics and Foundations, Structures.

**College of the City of New York,** New York  
Chemical Plant Equipment Design, Chemistry of Powder and Explosives, Descriptive Geometry (Applied) for Aircraft Draftings, Engineering Metallurgy, Geodetic Computations, Industrial Building and Hangar Design, El. Map Preparation and Use, Mechanics and Strength of Machine and Structural Elements.

**(Long Island City)**  
Organic Constructional Materials, Physical Metallurgy, Advanced, Physical Metallurgy and Pyrometry, Physical Properties and Testing—Alloy Steels and Non-Ferrous Metals, Physical Properties and Testing—Ferrous Materials, Radiography—Appl. to Testing and Powder Metallurgy, Inspection.

**Columbia University—New York** Aircraft Structural Layout, (Bethpage, L. I.) Photo-Micrography.

**Cornell University—Ithaca** Aircraft Structures, Elem. (A, B), Aircraft Structures, Intermediate (A, B), Cost Control, DIESEL ENGINES (For Navy officers), Electrical Engineering, Principles, (Auburn, Binghamton, Buffalo, Corning, Elmira, Endicott, Geneva, Sidney)

Materials Processing, Materials Testing and Inspection, Mathematics, Applied (In-service), Mechanics and Design, Elem. (A, B).

**Defense Training Institute of the Engineering Colleges of Greater New York,** 375 Pearl Street, Brooklyn.

**SUB-PROFESSIONAL ENGINEERING COURSE.** **Manhattan College—New York** Electrical Design, Elements, Engineering Drawing, Advanced, Engineering Mathematics, In-service.

**Brooklyn, Mount Vernon, West New Brighton** Industrial Costs, Industrial Safety, Materials Testing, Chemical, Metals Testing, Mechanism and Machines, Sanitation, Strength of Materials (Elem., Advanced), Testing and Inspection of Electrical Equipment.

**New York University—New York** Accident Prevention and Safety Engrg., Aerial Bombardment Protection, Aeronautical Engineering, Fundamentals.

**ABRONAUTICAL ENGINEERING (INTENSIVE FOR CIVILIANS).** Aircraft Structural Design, Airport Engineering, Aviation Communications, Chemistry of Engineering Materials.

**Farmingdale, L. I.** Industrial Chemical Calculations, Labor Relations for Supervisors, Marine Engineering, Metallurgy and Metallography, Methods and Motion Study, Military Sanitation, Naval Architecture, Optics, Applied, Piping Layout and Drafting, Production Gaging and Inspn. Methods, Production Inspection and Quality Control, Production Supervision, Protective Finishing for Engrg. Production, Supervisory Training, Time and Operation Study.

**Polytechnic Institute of Brooklyn** Brooklyn Aircraft Jigs and Fixture Design, Aircraft Lofting, Airfield Surfacing and Drainage, Chemical Analysis, Applied, CHEMISTRY OR POWDER AND EXPLOSIVES B, Die Design, Die Resign, Advanced, Die Drafting, Emergency Protection of Water Supply and Sewerage Systems.

**Long Island City** Engineering Physics.

Marine Drafting, Paint Technology, Paint Technology—Elements, PHYSICAL INSPECTION OF METALS, Tool Design, Tool Design, Advanced, Tool Drafting.

**Pratt Institute—Brooklyn** Production Methods, Stress Analysis (Adv.)—Piping and Pressure Vessels, Structural Air Raid Precautions, Tool and Die Design.

**Rensselaer Polytechnic Institute** Troy, N. Y. Engineering Metallurgy, Machine Design, Materials Testing and Inspection, Motion and Time Study, Production Engineering, Production Supervision, Public Water Supplies: Collection, Treatment, Distribution, Radio Engineering, Structural Engineering, Surveying Theory, Scientific Bases of Welding.

**Syracuse University—Syracuse** Aerial Photogrammetry, Chemical Engineering Unit Operations, Dies, Jig, and Fixtures—Design, Electrical Communications, Electrical Engineering, Elementary, Electrical Measurements, Electrical Tubes and their Uses, Hydraulics, Industrial Chemistry, Mechanical Drawing, Mechanics of Materials, Production Supervision, Route Surveying and Highway Engineering, Spectrographic Instruments, Structural Engineering.

**Union College—Schenectady** Chemical and Scientific Measurements, Chemistry, Analytical (In-service), Chemistry, Industrial, Drafting, Advanced, Drafting and Drafting Room Practice, Electrical Theory and Practice, Elementary, Electronics, Materials, Engineering, Mathematical Methods in Engrg., Advanced, Mathematics, Practical Applications, Mechanical Power Plant Engineering, Mechanics, Elem. Engrg., Methods Improvement by Motion Study, Optics, Applied, Physics, Elem. Practical, Production and Cost Control, Radio Communication, Structural Planning and Design, Surveying, Elementary, Tool Design—Jigs and Fixtures.

**University of Buffalo, Buffalo** Geometrical Optics and Opt. Instruments, Industrial Chemistry, Industrial Safety, Personnel Management and Labor Relations.

**University of Rochester, Rochester** Engineering Drawing, Engineering Mathematics (In-service), Electrical Machinery and Circuits, Engineering Physics, Machine Design, Mechanics, Applied, Metallurgy of Welding, Safety Engineering, Time and Motion Study, Tool Design, Advanced.

**University of Buffalo, Buffalo** Geometrical Optics and Opt. Instruments, Industrial Chemistry, Industrial Safety, Personnel Management and Labor Relations.

**University of Rochester, Rochester** Engineering Drawing, Engineering Mathematics (In-service), Electrical Machinery and Circuits, Engineering Physics, Machine Design, Mechanics, Applied, Metallurgy of Welding, Safety Engineering, Time and Motion Study, Tool Design, Advanced.

## Defense Openings In Private Industry

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

### Technical

(Phone LExington 2-0160)

**Ceramic Engineer**—Must have degree in ceramic engineering from recognized college. To do research on control and production processes for insulating material. Experience on insulating material preferred. (Ask for Mr. Moore.)

**Radio Engineer**—With E. E. degree or equivalent training, to work as transmitter tube designer and draftsman; also some research and control work. Must have three to five years experience. Must be citizen. (Ask for Mr. Pope.)

**Construction Inspectors**—To work in Greenland and Newfoundland. Must have experience in underground work—tunnels, foundations or harbor dredging. Must pass strict physical examination. Must be citizens and eligible for British visa. (Ask for Mr. Moore.)

**Mechanical Designers**—At least 5 years experience in automatic machinery, power turrets, precision instruments, etc. To design mechanical control equipment. (Ask for Mr. Pope.)

**Naval Architect and Draftsman**—Previous experience on deep water ships. Experience on deep water ships. Experience on small pleasure craft, or training without experience, not acceptable. Must be citizen. (Ask for Mr. Moore.)

**Reinforced Concrete and Structural Steel Designer**—Drafting and design experience on heavy industrial buildings or bridge work preferred. (Ask for Mr. Pope.)

### Industrial

(Phone LExington 2-8910)

**Boilermakers (Shipbuilding)**—Able to perform all machine and hand operations, read blueprints and do own layout. Able to roll tubes. Must be citizen. (Ask for Mr. Hawes.)

**Blacksmith**—Coal fires only. Will accept hand hammer experience, but prefer steam, electric or air hammer. To make chains, clips, brackets and other marine parts. Layout experience preferred but not essential. Must be citizen. (Ask for Mr. Hawes.)

**Coil Callibrators**—Experience making A.C. bridge measurements and coil adjustments. (Ask for Mr. Burnham.)

**Coil Winders (Female)**—Experienced on single and multiple wire-winding machines. (Ask for Mr. Burnham.)

**Coppersmiths (Marine)**—Experienced in marine work. Kitchen equipment and related lines not acceptable. Must be citizen. (Ask for Mr. Hawes.)

**Exhaust Operators**—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests, etc. (Ask for Mr. Burnham.)

**Flare and Fire Setters**—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. (Ask for Mr. Burnham.)

**Lathe Hands (Marine)**—Experienced setting-up and operating 24 in. to 48 in. swing lathes on all types of heavy marine work. Must be citizen. (Ask for Mr. Hawes.)

**Plier Workers**—Must be experienced claspers, tippers, beaders, stringers, pasters, enamellers and have had other similar experience. (Ask for Mr. Brosseau.)

**Radio Laboratory Technicians**—Must have heavy manufacturing experience on URF transmitters. (Ask for Mr. Burnham.)

**Radio Production Foreman**—To supervise complete production operations on radio receivers. Must be able to lay out work from laboratory samples. Permanent job with a growing concern doing non-defense work. (Ask for Mr. Burnham.)

**Radio Testers**—Must have recent manufacturing experience on multi-band sets. (Ask for Mr. Burnham.)

**Radio Wiremen**—To do cable lacing, bus bar wiring, etc. Must have transmitter or set manufacturing experience. (Ask for Mr. Burnham.)

**Shipfitters**—On new and repair work. Able to make templates, lay-out special forms not predetermined in mold loft and able to lift templates. Must be citizen. (Ask for Mr. Hawes.)

**Writers and Electric Hand Iron Solderers (Female)**—Must be experienced in radio set manufacture. (Ask for Mr. Burnham.)

## FOR DEFENSE



**BUY UNITED STATES SAVINGS BONDS AND STAMPS**

ON SALE AT YOUR POST OFFICE OR BANK

## FLYING CADETS

College credits not required. Over 300 men successfully prepared. Intensive training for February examinations starting NOW. Evening classes—all subjects. Reasonable rates. CALL OR WRITE

**SCHOOL OF TEN**  
113 W. 57th St., N. Y. Circle G-6888

## WELDING

NEEDED for DEFENSE TRIAL LESSON FREE 100% Practical Training Gas, Elec., Naval, Aircraft, Pipe Placement Service. Low rates. Easy terms. State Licensed. Booklet L SMITH SCHOOL OF WELDING (Established 1927) 250 W. 54th St., N. Y. © Day-Eve.

**MACHINIST TRADE SCHOOL**  
Short-Intensive-Practical Training Individual Instruction, Day-Eve. A Machine For Each Man ACTIVE PLACEMENT SERVICE 250 WEST 54 ST.

**LEARN-TO-FLY**  
CAREER OF THE FUTURE IT'S EASY AND INEXPENSIVE Student Instruction by Licensed Government Instructors Call LAurelton 5-9367 or Write Dept. A EAST COAST FLYING SCHOOL Queens County Airport, Jamaica, L. I. Entrance—157th and Rockaway Blvd. Near Sunrise Highway

**IN WELDING ITS HALLER**

**ELECTRIC & GAS**  
Free Trial Lesson. Ask for Booklet 'L'. Reasonable Fees. • Payment Plan Day - Evening HALLER WELDING SCHOOL Near Flatbush Ave.

**Inspection Instruments**  
FOR EXAMINATION OF INTERNAL SURFACES, SUCH AS BORES, RIFLE BARRELS, ETC. Send Us Details of Your Inspection Problems Write for Literature American Cystoscope Makers, Inc. NEW YORK 1241 LAFAYETTE AVE. (BRONX)

**ASK TO SEE IT! JUST OUT!**  
AUDELS ANSWERS ON BLUE PRINT READING FOR MECHANICS AND BUILDERS By F.D. GRAMM

**FOR THE MAN WHO WORKS FROM BLUE PRINTS**  
"The Blue Print of Today is the Machine of Tomorrow." AUDELS ANSWERS ON BLUE PRINT READING covers all types of plan reading including AIRCRAFT & SHIP BUILDING—tells How to Easily Understand Working Drawings, How to look for first, Tells what each Line and each Symbol Means, The relation of one part to another, How to Understand Scales & Specifications, How to Make a Sketch, How to Make Blue Prints, A Key Book for Every Mechanic, Builder & Draughtsman—352 pages—It's New, Comprehensive, Fully Illustrated, Gives Short Cuts, Helps, Hints, Suggestions. Accept \$2 on approval—No Money Down. To get this assistance for yourself, simply fill in and mail today. \$2 AUDEL Publishers, 49 W. 23rd St., N. Y. Please mail AUDELS BLUE PRINT READING (Price \$2.00) satisfactory, I will remit \$2 on its safe arrival, otherwise I will return the book. Name: Address: Occupation: Employed by: "Civil"

**CIVIL SERVICE JOBS**  
THE PRACTICAL WAY TO PREPARE FOR  
**AIRCRAFT INSTRUMENTS**  
SHORT-INTENSIVE COURSES, 2 and 4 Months. DAY OR EVENING. Qualifies you for immediate LABORATORY JOBS. Then continue on, and EARN WHILE LEARNING by taking SPECIAL COURSE for JUNIOR TECHNICIAN, which places you on list WITHOUT EXAMINATION, upon completion of training. FOR FULL DETAILS VISIT ANY DAY, 9 A.M. - 9 P.M. EASTERN AIRCRAFT INSTRUMENT SCHOOL  
NEW YORK CITY: 701 WEST 42d ST., N. Y. 13th & Sixth Avenue Wisconsin 7-5474  
JERSEY CITY: 100-111 BUILDING At Grove St. Tube Station B'ergen 4-8250

**WE LEARN WELDING**  
THE PRACTICAL EXPERIENCED WAY  
William P. Wicks, owner of the WICKS WELDING WORKS trains you in the requirements of industry, based on his 20 years experience. Only U.S. Citizens who pass our five hour aptitude test are accepted. Day-Eve. Gas & Electric Welding Low Cost. Pay As You Learn N. Y. STATE LICENSED WICKS WELDING SCHOOL 54-15A Bridge Plaza N., L. I. C. ST. 4-5345



This Week's New York City and State Eligible Lists

CITY LISTS
PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Board of Transportation—Construction Division

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
New York City Transit System, Independent Division

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Hospitals

PROMOTION TO MECHANICAL MAINTAINER, GROUP "C"
Independent Division, New York City Transit System

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Fire Department

PROMOTION TO ASSISTANT FOREMAN (TRACK)
Independent Division, New York City Transit System

PROMOTION TO BOOKKEEPER, GRADE 1
Department of Finance

PROMOTION TO BOOKKEEPER, GRADE 1
President, Borough of Manhattan

PROMOTION TO BOOKKEEPER, GRADE 1
Domestic Relations Court

10 Guida, Giacomo J., 77.40
11 Rosenthal, Sidney, 77.27
12 Erick, Morris J., 77.17
13 Golowsky, Estelle, 77.17
14 Siegel, Solomon L., 76.22

PROMOTION TO BOOKKEEPER, GRADE 1
Office of Comptroller Bureau of Audit

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Law Department Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

PROMOTION TO BOOKKEEPER, GRADE 1
Department of Parks

PROMOTION TO BOOKKEEPER, GRADE 1
President, Borough of Manhattan

PROMOTION TO BOOKKEEPER, GRADE 1
Domestic Relations Court

1 Abt, Sylvia M., 79.52
2 Rubenstein, Sarah, 77.30

PROMOTION TO BOOKKEEPER, GRADE 1
City Magistrates' Court

PROMOTION TO BOOKKEEPER, GRADE 1
Department of Public Works

PROMOTION TO BOOKKEEPER, GRADE 1
Department of Health

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Borough President of Bronx Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Law Department Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Department of Welfare Subject to Investigation

15 Considine, Thomas J., 78.90
16 Hamakers, A. H., 78.84
17 Van Steen, L. M., 78.77

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
Bureau of the Budget Subject to Investigation

PROMOTION TO JUNIOR ADMINISTRATIVE ASSISTANT
New York City Tunnel Authority Subject to Investigation

MARINE ENGINEER
Subject to Medical Examination

OPERATOR-TELEPHONE OPERATOR, GRADE 2
Tri-Boro Bridge Authority

OFFICE APPLIANCE OPERATOR, GRADE 2
(L.S.M. Duplicating Punch Machine)

Subject to Qualifying Written Examination and Subject to Medical Examination

1 Fein, Beatrice, 100.00
2 Burstein, Blanche, 100.00
3 Cutglass, Miriam, 100.00

1 Blackwell, Clarence W., 82.05
2 Porter, Cecil E., 81.75
3 Shamo, Frank V., 81.53

1 Kerner, J. T., 80.655
2 Mahan, Adeline M., 77.39

22 Baldwin, Ruth M., 78.40
23 McIntire, Anne, 77.39
24 Nichols, Katherine E., 75.60

CITY MARSHALL
Subject to Medical Examination Subject to Investigation

1 Feiler, Sidney L., 93.90
2 Friedman, Edwin H., 93.00
3 Dickstein, Louis, 92.00

18 Lane, M. Samuel, 90.00
19 Rosenblatt, N., 90.00
20 Kavesch, Harry, 90.00

1 Wagner, Francis V., 78.835

1 Koesmehl, Max G., 85.00

1 Allesky, Alice, 75.025

8 Weber Dorothy, 96.0
9 Chernick, Yetta, 95.90

10 Kogan, Nathan, 88.00
11 Schoen, Benjamin, 88.00
12 Berlant, Rose, 98.10

13 Kagan, Nathan, 88.00
14 Schoen, Benjamin, 88.00
15 Gross, Gershon A., 88.00

16 Zinkler, Alfred, 87.00
17 Katsel, Edward, 87.00

65 Levine, William V., 87.00
66 Engelmeier, Samuel, 87.00
67 Blaser, George B., 87.00

70 Trugman, Harry, 87.00
71 Greenberg, Herman, 87.00
72 Trugman, Harry, 87.00

91 Meltzer, Milton J., 87.00
92 Kirschen, David W., 87.00
93 Slote, Samuel, 87.00

94 Hades, Samuel, 87.00
95 Bogart, Mark A., 87.00
96 Gale, David, 87.00

97 Zimmerman, L. J., 87.00
98 Liptzin, David M., 87.00
99 Easton, Henry J., 87.00

100 Kane, A. E., 87.00
101 Silverman, A. M., 87.00

1 Petluck, Chas. A., 91.00
2 Lockyer, Edith A., 88.20
3 Scanlan, Wm. A., 88.20

4 Starck, Ed. J., 88.00
5 Broderick, John J., 87.80
6 Doherty, Thos., 87.30

7 Segal, Judah L., 87.30
8 Kahn, Ray M., 86.80
9 Doell, Henry V., 86.50

10 Sherwood, Eugene, 86.50
11 Evans, Adele, 86.30
12 Richter, H. W., 85.30

13 Field, Helen P., 84.20
14 Almsone, John, 83.70
15 Shulman, Fred E., 82.60

16 Lipston, Sidney, 82.50
17 Nagelsberg, J., 82.10
18 Hendron, Jas. J., 81.50

19 Scanlan, Jos. S., 81.20
20 Lerner, Thelma S., 80.80
21 Coady, Ray P., 80.80

22 Mass, Vivian H., 79.00

LIBRARIAN
Supreme Court Library, Utica, Onondaga Counties

1 Kenny, Geo. H., 91.00
2 Miville, Marg. B., 89.70
3 Pucher, Michael S., 88.60

4 Brahe, M. J., Marg., 86.90

Race Bias in Civil Service Where Do I Stand?

Prepared exclusively for the CIVIL SERVICE LEADER by the National Association for the Advancement of Colored People Charlotte Crump, Executive Staff

DEFENSE JOBS! Trained welders are urgently needed in defense industry. RELIABLE Welding School. Bay Ridge's only welding school! Will train you to fill a responsible defense job.

BROWNE'S BUSINESS COLLEGE. A New City - Office Machine Test is to be announced soon. So Start Preparing Now!

Negro Americans are not cornered, but they know the bitter truth of this principle. They meet it in private employment, in labor unions, and worse, in federal agencies.

The responsibility for enforcing the rules and regulations governing the local offices of federal agencies is 90 per cent with local heads. That is where the federal government's attempt to halt discrimination on account of race or color in Civil Service has hit a serious snag.

When the photo requirement accompanying applications was abolished, Negroes were glad. But they found they still had to fight their way through red tape unbound in bales—sometimes by interviewers and appointing officers; sometimes by employers.

The files of the National Association for the Advancement of Colored People are full of illustrations of this disillusionment. One of the clearest examples of how color prejudice works is furnished by the experience of Oscar B. Perkins, Jr., Seattle, Wash., a stenographer with Civil Service rating.

Calif.; to the War Department in Aberdeen, Md.; to the Naval Experimental Station at Annapolis; to the Navy Department at Philadelphia and New York. After each certification Bramwell returned the forms in proper order, accepting without reservation the positions offered.

President Creates Committee. In March, this year, when he appealed to the NAACP, there was no effective official machinery for investigating complaints of discrimination on account of race.

Henry Alston of Fort Worth, Tex., was a little more fortunate. He was certified for a job with the public service hospital at Fort Worth three times, and passed three times. The excuse given him by Dr. Victor H. Vogel, executive officer, was that there were not sufficient Negro patients at the hospital to warrant a Negro attendant.

The interview is the biggest hurdle a colored applicant now has to jump. It has taken the place of the photo, for time after time complaints state: "Everything was all right until I went for my interview and they saw I am colored."

Division, to include Negroes according to qualification in a revised set-up. The Carpenter plan was to divide the employment center in Washington into three parts—clients, employers, and personnel—and to have Negroes and whites, work, be served and placed without regard to race or color.

Someone was afraid. Someone wrote, had mimeographed and circulated in government offices anonymous sheets urging continuance of the segregated plan and bitterly opposing the Carpenter plan. It deliberately played upon race hatred. Washington is swamped with Southerners.

The Carpenter proposal, if put into effect, was to serve as a model for government agencies throughout the country. Someone saw that this would help immeasurably to break down racial prejudice from coast to coast. And someone didn't want racial prejudice broken down.

In view of all these facts, Negroes are more and more resentful of talk of "supreme sacrifices for the democratic way of life." "What democratic way of life?"

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

Table with columns for position, salary, and status. Includes Junior Clerk, Junior Stenographer, Junior Typist, Assistant File Clerk, Assistant Stenographer, Assistant Typist, and Librarian.

During September, according to the Federal Security Agency, the State Employment Services filled 545,700 jobs, the highest monthly total since the beginning of the defense program, and 65 per cent more than in the same month last year.

# Civil Service LEADER

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway), New York, N.Y. Phone: COrtlandt 7-5665  
Copyright 1941 by Civil Service Publications, Inc.

Jerry Finkelstein, *Publisher*; Seward Brisbane, *Editor*; Maxwell Lehman, *Executive Editor*; Charles Sullivan, *Washington Editor*; H. Eliot Kaplan, *Contributing Editor*; David Robinson, *Art Director*.

## —Subscription Rates—

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

Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, November 25, 1941

## A Statement On Race Bias

**N**O CLEARER, more purposeful statement on the problem of discrimination has been made than that by the President of the United States in a memorandum to William S. Knudsen and Sidney Hillman:

"No nation combatting the increasing threat of totalitarianism can afford arbitrarily to exclude large segments of its population from its defense industries. Even more important is it for us to strengthen our unity and morale by refuting at home the very theories which we are fighting abroad."

That discrimination exists, both in civil service and defense industries, is undeniable. That discrimination is a weakening element in a democracy facing totalitarianism is, too, undeniable.

The Civil Service LEADER, now as in the past, opposes race bias in civil service. We have said so editorially many times. We have brought the issue to the attention of officials. We have gone to bat for individuals in specific cases. We intend to continue this policy.

The President of the United States has spoken out clearly on the issue. We think it's about time that all personnel heads listen to him.

P.S.—The LEADER carries on page 9 a significant statement on this problem prepared by the National Association for the Advancement of Colored People.

## A Good Experiment

**C**OMING soon is an interesting experiment of the New York City Civil Service Commission. Young men will be invited to take a new kind of examination—for apprentice in the automotive trades. Those who succeed will be given a substantial education by the city, and permitted to earn while they learn. This is the first of a projected series of apprentice tests, and if it works satisfactorily, more will be mapped out. Basic idea is to provide a reservoir of trained, skilled workers, whom the city will be able to call upon in the event that shortages become acute.

The plan is a farsighted, progressive innovation. We hope it works.

## Two Letters

**W**E PUBLISH this week on page 3 and on page 20, two letters that came in simultaneously. Both speak eloquently of the primitiveness with which we still, at this late date, conceive the position of the person who cares for our ill. Both speak eloquently of the need for positive action.

The letters themselves, in their indictment of working conditions, contain the seed of what is to be done. Eventually the status of nurses and hospital attendants will be recognized in their full importance. They will be treated as human beings with inherent privileges performing a notable job for the city and the state. Why and how long—must that day be delayed?

A series of articles of especial importance to employees and eligibles begins next week. They explain just how the Federal and New York City Civil Service operate.

# Don't

## Repeat This!



**F**DR and Ed Flynn are heading for a clash over the Ramspeck Act. Flynn wants a number of federal jobs to remain outside Civil Service. . . . That plan to set up a "company union" of city employees, revealed last month in The LEADER, was first talked of three years ago. A big-shot Republican leader had a whole constitution drawn up but showed it to too many people. . . . Only half a dozen copies got out of that city department's report with a grammatical error on the front cover. . . . Cliques within various groups in the Mental Hygiene Department are seriously hampering effective employee action. . . .

### Mental Hygiene

They tell the story of a visitor to one of the Long Island institutions who observed a patient "painting" a wall with a brush that had no paint. On inquiry, the patient admitted that he knew there was no paint on the brush, but explained that he was "only playing crazy." He and two fellow-crooks, it turned out, had been captured after burying a \$25,000 stolen payroll. His colleagues were in Sing Sing, and all he was looking for was someone he could trust to dig up the hidden treasure and hold it until he was released.

The visitor eagerly offered his services, which were readily accepted. The patient gave explicit directions to locate the hidden treasure. The visitor soon returned, dishevelled and angry, explaining that he had been digging without

PROMOTED THIS WEEK to junior civil service examiner will be quiet, scholarly, 32-year-old William Brody, examining assistant in the New York City Civil Service Commission.

Like many promotions in the city service, Brody's is merely the budget director's recognition of a good job well done. Actually, Brody was promoted several months ago when he was made assistant to Samuel Galston, assistant director of the Commission's examining division.

Personnel expert, teacher, author, Brody can look back upon a year of unusual success. In the early part of the year he was awarded a scholarship in the Public Administration division of New York University. Nine months ago, he became a father of a baby girl. Recently, he was assigned to the administrative task of assisting Mr. Galston. Last week he was made liaison officer between the Civil Service Commission and the budget director's office. This week, his study of the promotion systems operated by fire departments in the ten largest cities in the country appears in Public Personnel Quarterly. This week, also, his promotion to a higher grade in the city service becomes effective.

### Born in Brooklyn

A native New Yorker, Brody was born in Brooklyn, has lived in every borough but Richmond, and lives at present in the borough in which he was born. He graduated from Boys' High in 1925. Six years later he returned to Boys' High as a teacher of mathematics. In the interim he obtained his B.S. and B.A. at New York University.

In six years, as a substitute teacher, Brody also taught English in Haaren High School and Alexander Hamilton High School, Business Management and Economic Geography in Eastern District High School, and Latin on a return engagement in Boys' High.

Although he liked teaching, and has the attributes which are found in the makeup of good teachers, Brody took a civil service test for examining assistant and was ap-

success for three days. The patient, without a word, offered the visitor a second paintless brush.

### Private Property

Your Civil Service application is not to be gazed at by the interested public even after you've sent it in. It remains your personal property. . . . The Tremont Avenue subway station on the In-

## Merit Men

pointed to the Civil Service Commission in 1937. Here, he soon discovered that his talents, temperament, and ability were even more suited to his new work. In the past four years, he has assisted in the preparation and rating of numerous examinations. Like all civil service examiners he has been responsible for many recommendations for the improvement of the merit system, some of which have since been adopted by the Civil Service Commission and are now part of the examining procedure.

### He's Good at Exams

An expert in examination preparation, Brody is just as proficient in taking examinations. In the past few years he has established the unusual record of obtaining the highest rating on oral examinations in two separate tests, the open competitive junior examiner test and the more recently held test for assistant director of New York City's Information Center. Brody finished twelfth on the junior examiner test and third on the information center exam. His spot on the promotion list for junior civil service examiner, through which he obtained his present promotion, is 6a. He is also on the New York State list for senior personnel technician, and the federal lists for associate personnel technician and assistant personnel technician.

Asked for hints on how to pass an oral test, Brody thought for a moment and said: "This might sound insipid but it's the truth: If you know your subject you'll get a good mark on an oral exam." Which sounds like very good advice, indeed.

### He and His Daughter

Pleasant, friendly, Brody is looking forward to getting his Master's degree in public administration and to many happy hours in his work. His one hobby—outside his profession—is amateur photography. Chief subject of his hobby is his nine-months-old daughter. Or perhaps we should say his hobby is his daughter and taking pictures of her is one way of enjoying that hobby.

dependent line has a big sign at the entrance: "Don't jump!" . . . It's high time Buffalo had an office of the State Commission where applications can be distributed. . . . The OPM has turned down a project for a sandwich and coffee vending machine in the State Capitol. The materials are needed for defense.

## letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. It is the intention of this department to be an open forum for people interested in civil service.

### Praise Act of Transit Board

Sirs: This is an open letter to the Board of Transportation.

This is just a letter of congratulation upon your new policy of allowing more running time on both the Trolley and Bus Lines of New York City Transit System. To say that this is appreciated by the men is a misstatement. We are more than just appreciative. We are thankful. I know you'll be rewarded by smoother operation of the lines, less accidents and less complaints about the surliness of the operators.

BUS OPERATOR GRIMES.

### Speaks for Vets

Sirs: Being a constant reader of your paper as well as an eligible applicant in the Civil Service field, I read two articles of particular interest to me in this week's copy, namely: Why Wasn't I Appointed, and Vets Cry Discrimination; a survey which was made by the Veterans' Civil Service League.

In regards to the first article, I believe a previous letter of mine explained that I think the majority of us are not complaining so much about not getting an appointment as we are about never getting a call (or certification). One might overlook not being appointed if he at least got a notice to appear at one of the numerous agencies for a job. This would prove that the list

was active and applicants were getting some attention.

In regards to the second article I wish to say that this organization deserves all the support and then some that it can get. Not alone from the vets' angle, but from all those that seem to have the constant disadvantage of the age question. I note in particular that they hold the U. S. Commission responsible for lack of appointments. The Commission in turn passes the buck onto the appointing officer of the various agencies. I for one do not know if the Commission has the power to change its present set-up or if it is a legislative matter. If it is, I for one feel that it is badly in need of some drastic changes that would be beneficial to the applicants, be they vets or not. As I see it, the greatest hindrance seems to be in this triplicate form of certification. This naturally gives the appointing officer the right to pick whom he likes, perhaps good looks, youth, or even religion might be an influence. The only thing one knows is that two go without a job, even though all three passed the examination. It may also be that the one with the best rating is accepted, which again brings us back to the age question. There is no question of doubt that a person of 45 to 50 cannot be expected to be as physically fit as one of 20 or so. This is very true in the case of vision and minor things as teeth and so forth.

O. SCHAFER.

### She Likes Us

Sirs: I read your reply to my problem in the Civil Service LEADER. I am writing this letter to thank you for the promptness and completeness of your answer. You have helped me to solve my problem. Also, I want to thank the Civil Service LEADER and Editor Brisbane for carrying such a fine service and such good, helpful articles. It is a swell newspaper, and I am grateful to have such a place to come to with my problems. It certainly makes things a lot easier for us government employees, than it used to be before The LEADER was in business.

Thank you again, and I wish "Question Please" and The LEADER will have a long, successful life.

DOROTHY SIMMONS.

Thank you, Miss Simmons, and all the other readers who have expressed similar sentiments.

—EDITOR.

### Testing Eyesight

In Chicago, employees of the Park Department are urged to obtain correction of visual defects. This is part of a general medical program. The Parks District has given its employees motor vehicle driving tests, too, and among the battery of visual tests which car-driving employees take are these: color vision, field of vision, depth perception, glare sensitivity, dark adaption "Visual safety" tests for drivers of municipal motor vehicles are spreading over the country.

# Question, Please?

by H. Eliot Kaplan  
Contributing Editor

## No Appointment Of Toll Collectors

**J. B.:** To date no appointments have been made from the New York State open-competitive list for toll collector. The list will be in existence for four years.

## Housing List Has 3 Years to Go

**L.D.:** The New York City eligible list for senior administrative assistant, Housing Authority, was established November 13, 1940. No appointments have been made from this list to date. The list will expire November 12, 1944.

## Chance For U. S. Job

**M. V.:** Sorry, but we cannot estimate your chances for appointment on the federal list for card-punch operator, because of the various factors which influence federal appointments. Included among these factors are the quota rule, the one-out-of-three rule, the fact that the Commission does not release registers for publication, etc.

## Military Service

**P. T.:** If you have not already done so, write to the Municipal Civil Service Commission, 299 Broadway. Notify them of your induction into military service. They will send you a military service form to be filled out and signed by your commanding officer. As long as you have this form on file with the Commission, your rights will be fully protected.

If the eligible list for patrolman has expired by the time you return to civilian life, you will be placed on a special military preferred list, which will be in existence for a period of one year. Appointments to the Police Department must be made from the special military preferred list before they can be made from any subsequently established eligible list.

## No Exam for 'Secretary'

**B. B.:** There are no Civil Service examinations for the specific title of secretary. Examinations are frequently held for typists and stenographers. At present the U. S. Civil Service Commission is issuing applications con-

tinuously for junior stenographer and junior typist. Applications are open to men for employment in both Washington, D. C., and in federal agencies in New York State. Applications for women are only issued for employment in Washington, D. C. The salary for junior typist, in the federal service, is \$1,260 per year; for junior stenographer, \$1,440.

## New Test Doesn't Kill Old One

**J. K.:** The fact that the Municipal Civil Service Commission accepted the applications for hospital helper this month does not mean that you will not be certified for employment from the hospital helper list promulgated September 9 of this year. You will be certified by the Commission as soon as your number is reached. By consulting the column "Your Chances for Appointment" on another page of The LEADER, you may see the highest number certified to date on this particular list. If you have any doubt about your certification, you may visit the Certification Bureau on the sixth floor of the Municipal Building, 299 Broadway, New York. If you visit this bureau, be sure to bring your notice of rating with you.

## Consular Service

**G. W.:** Examinations for the Consular service are held by the State Department, not by the U. S. Civil Service Commission. Although college education has never been required specifically for admittance to this examination, it would most likely be needed in order to pass the examination. In the past only college graduates have succeeded in obtaining appointments as a result of these examinations. We suggest that you correspond with

the Department of State, Washington, D. C., for further details concerning the Consular examinations.

## Can't Review U. S. Exam Paper

**D. P.:** The U. S. Civil Service Commission does not maintain a Record Room, similar to that operated by the Municipal Civil Service Commission, in which candidates who have failed examinations may review their own examination papers. The federal Commission is greatly overworked at present due to the need for defense recruitment. It is highly doubtful, if, even under normal conditions, the practise of letting candidates review their papers could be followed by the federal Commission. However, you have the right of appealing your mark to the federal Commission.

## Motor Bureau Where It Was

**ALBANY.**—The Motor Vehicle Bureau will not move into its new quarters in upper Central avenue, more than a mile from the Capitol, until late next month—at the earliest. Persons applying for low or special auto registration number plates had been instructed to return their applications to the Central avenue address. This gave rise to reports that the bureau was about to move. The post office here has been instructed to ignore the Central avenue return address printed on some envelopes and to continue to route all Motor Vehicle mail to the State Office Building until further notice.

# POLICE CALLS

By MIKE SULLIVAN

## Honor Legion Notes

Only contest in the December elections will be for the office of president. Vice-President Bill Neumann has been nominated to oppose Dave Salter, incumbent. . . . Detective member of the Board of Trustees, William Jones, will run, unopposed, for the vice-presidency. Also unopposed are Detective James F. Stapleton, who will be named Detective member and John Padian, who will replace Conrad Rothengast as Captain member. . . . Husky Jim McDonnell, chairman of the election committee informed members that electioneering would be limited to the balcony of the Florentine Grill. . . . The boys' band was in excellent form at the meeting last week. Inspired, no doubt, by its honorary majorette, pretty, 14-year-old Jane Shine.

## Now It Can Be Told

Last month's affair at the Astor grossed \$7,400 . . . which was \$1,200 more than the take at any one of the preceding 28 annual shindigs. . . . Over \$1,000 of this was sold by three men, last year's leader and still champion Frank S. Hansen, who accounted for \$410 worth of tickets; ticket-seller extraordinary Nicholas Paul, who got rid of \$400 worth of ducats and Edwin T. O'Keefe, who sold \$275 worth of his tickets his first year in the Legion. . . . The amount of money handed in by the Boys' Band for tickets sold will be returned to the band. . . . Speakers at last week's meeting of the Honor Legion included tall, husky Warden Sackett of New Hampton Farms Prison, and young-looking Mayor Ornstein of Long Beach. . . . After listening to the mayor rave about the virtues and advantages of Long

## Liquor License

Notice is hereby given that License No. EB 2806 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 438 East 77th Street, City and County of New York for on-premises consumption. Fred's Restaurant, 438 East 77th Street.

Beach, Dave Salter agreed with hizzoner. . . . "Long Beach is a good place," Dave cracked, "It's on the way to Rockaway. . . ."

## Busy Man

The old saying, "If you want to get things done, give them to a busy man," must have been in the minds of the Honor Legion officers when they selected the chairman for this year's Christmas Kiddie party. The chairman for the December 23 affair at the Riverside Plaza is none other than author-teacher Bert Wray. The choice was a good one. Bert, the father of seven children, has a warm spot in his heart for the kiddies. . . . If you want to join the committee for the party, send your name in to Miss Young at Honor Legion headquarters, Room 707, 15 West 44th Street.

## Newsnotes

Monday, December 1, is election day for members of Garrison 3100, Army and Navy Union. Bill Gossman, retiring president, has nominated Gunnar Steen to succeed him. He will be opposed by James McGurl. . . . The Park Avenue Pent House Club, on the 28th floor of 2 Park Avenue will be the scene of the installation dinner and dance of Police Post, 460, American Legion. . . . If you missed your turkey on Thanksgiving, don't miss this affair. Main course of the dinner will be roast young turkey and cranberry sauce. . . . Three of those green things containing Washington's picture will get you a ticket. Reservations must be in by this Friday. If you haven't made your reservations yet, get in touch with George Hackett, at the Clubhouse, 440 W. 33rd Street pronto. . . . The Post will run its Christmas party, assisted by the Ladies' Auxiliary, Saturday afternoon, December 20, at the clubhouse. . . . The Civil Service Commission okayed the Police Department's request to grant a \$60 per year increase to 12 porters who are now earning \$1,200. . . .

# Postal News

By DONALD MacDOUGAL

## Where the Subs Stand Now

The answer is, they don't! Subs are earning more than they did a year ago, but they're working furious hours and performing the functions of regulars.

Here's the story of the subs, as we get it from the Feds, who are making a general study.

The subs are angry. And well might be. They are getting a raw deal. And they don't like it a bit. More than 400 subs have already entered their fifth year of substitution and additional hundreds are rapidly completing their fourth year as substitutes. These men have long since passed their apprenticeship. They are seasoned veterans in the best Post Office tradition. They know their jobs, have passed their schemes and perform the duties of regular clerks. They merit judicious consideration. Unfortunately such has not been the case.

For years the subs have suffered the painful insecurity of inadequate and uncertain earnings, the demoralization of long and irregular hours and the inadequacies of meager sick leave and vacation. Subbing is a brutal experience and the last four years have proven no exception. But the subs have persevered. They have served loyally in the belief that increased postal revenues would soon justify additional regular appointments. But such has not been the case. Postal revenues are now the highest in history. Yet appointments are at a standstill. Such a condition is intolerable!

The need for additional regulars is everywhere glaringly evident. Official confirmation is not lacking. Preparations are now under way for the induction of a record number of Christmas temps. Postmaster Goldman declared, "Our receipts this year will be an all-time high record and will approximate \$89,000,000." Postmaster Goldman's statistics are reflected in the increased earnings and unreasonably long hours of the subs. Eight and ten-hour tours for subs are widespread. Many earn enough to justify their appointment as regulars. The committee for additional regulars has adduced evidence to prove that the sub clerks of three divisions have been working 8 to 10 hours constantly. Their investigation prompted a request for the immediate appointment of 200 additional regulars. Superintendent of Delivery Willon has already requested 120 more regulars. That was a month ago. To date no additional regulars have been appointed!

The subs are not prosperity's step-children. They cannot be expected to continue to perform the duties of a regular for the wages of a sub. Their demand for

MORE REGULARS NOW more than justified.

## Fed News

One hundred and twenty additional regular clerks have been appointed in the N.Y.C. Post Office . . . Number 39 on the Fed Sub List is now number 1 . . . Local 10 is mapping a mass rally in support of the defense program . . . On November 22, the Woman's Auxiliary of Local 10 held a dinner and card party at New Hankow Restaurant . . . We should have told you earlier that the Fed office has moved to larger quarters at 206 West 23rd street, Manhattan . . . Big entertainment is promised for December 6 when the Feds will make merry at Manhattan Center. Delegates have tickets available . . . The Feds are still urging amalgamation with the UNAPOCS. They say they won't cease working for it till it's achieved . . . There's \$1,272.46 in the longevity button fund . . . And the longevity fight isn't over by any means, say the Feds. Watch for big doings soon . . .

"Handbook for Civilian Defense" By H. Mayer-Daxlauer, D. Sc., \$1.00 What Can YOU Do in an Emergency? Why not prepare yourself, by attending a series of lectures on civilian defense duties. CIVILIAN ADVISORY SERVICE, Inc. 41 Park Row, N. Y. C. Worth 2-7497

BROOKLYN'S LEADING CIVIL SERVICE BOOKSTORE Featuring ARCO Publications AMERICAN Book Exchange 1 Willoughby St. BROOKLYN, N. Y. (At Boro Hall)

MACY'S FEATURES ARCO BOOKS MOTOR VEHICLE LICENSE Examiner MODERN, THOROUGH \$1.50 Border Patrolman . . . \$1.00 Jr. Professional Asst. \$1.00 Hospital Attendant. \$1.00 Ask for Arco: R. H. Macy's, Barnes & Noble, A. & S., Municipal Building ARCO 480 Lexington Avenue Plaza 3-7063

# STUDY

YOUR Way to the TOP

BEGIN PREPARATION NOW FOR A CAREER IN CIVIL SERVICE

|  |      |
|--|------|
| Accounting and Auditing Examinations . . . . .                     | 1.50 |
| Court Attendant . . . . .  | 1.50 |
| Clerk-Typist-Stenographer . . . . .                                | 1.50 |
| General Civil Service Test Guide . . . . .                         | 1.50 |
| Junior Professional Assistant . . . . .                            | 1.00 |
| Manual for Postal Positions . . . . .                              | 1.50 |
| Playground Director . . . . .                                      | 1.50 |
| Ramspeck Positions . . . . .                                       | 1.50 |
| Typist Stenographer (Jr. and Sr.) . . . . .                        | 1.00 |
| Rules and Regulations and Manual of Procedure Police Dept. . . . . | 1.00 |
| Police Interrogations . . . . .                                    | 2.00 |
| Policeman's Textbook . . . . .                                     | 3.00 |
| Modern Police Work . . . . .                                       | 3.00 |
| Identification Problems . . . . .                                  | 2.00 |
| Police Systems in United States . . . . .                          | 4.00 |
| Plumbing Manual . . . . .  | 1.00 |
| Your Federal Civil Service . . . . .                               | 2.50 |
| Ramspeck Positions . . . . .                                       | 1.50 |
| N. Y. Criminal Law — Schwartz & Goffen . . . . .                   | 5.00 |
| Manual for Lawyers and Law Clerks . . . . .                        | 5.00 |

The Leader Bookshop 97 DUANE STREET NEW YORK

KEEN SIGHT OPTICAL SPECIALISTS 276 LIVINGSTON ST., BROOKLYN SCIENTIFIC EYE EXAMINATION MODERATE PRICES Dr. A. R. Cooley, Optometrist A. J. Heller, Optician Contact Lenses Expertly Fitted TR. 5-1065

All Makes Typewriters RENTED FOR HOME USE OR CIVIL SERVICE EXAMS New York's Largest Typewriter Store Known for Better Machines and Better Service J. E. ALBRIGHT & CO. 833 BROADWAY, Nr. 13th St. N.Y.C. Albright Bldg. ALgonquin 4-4828

FINE FURNITURE at Prices Close-to-Our-Wholesale-Cost SAVINGS 35% to 60% SPECIAL VALUES in upholstered sofa and chairs of exclusive designs, quality and enduring comfort at EXCELLENT DISCOUNTS. Selected in the show-rooms of the finest manufacturers. L. Berman Furniture Co. Manufacturer's Distributors 2 PARK AVE. (33d St. — 1225) LEX. 2-2784

# Examination Requirements

## State Tests

## How to Apply for a Test

**Assistant Librarian**  
Court of Appeals Library, Syracuse. Appointment expected at \$2,000. Fee, \$1. This examination is open only to residents of the Fifth Judicial District, comprising the counties of Herkimer, Jefferson, Lewis, Oneida, Onondaga and Oswego. To be eligible, candidates must be legal residents of the Fifth Judicial District for four months immediately preceding the date of the examination. File by December 5.

**Duties**  
Under direction, assist the Librarian of a law library of approximately 70,000 volumes; related work.

**Requirements**  
Candidates must be admitted to the Bar of the State of New York. Either (a) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted and one of the following: (1) an LL.B. degree from a law school approved by the New York State Education Department and/or the American Bar Association; or (2) two years' experience in the practice of law including or supplemented by the equivalent of six months full-time employment in a law library containing at least 10,000 volumes; or by a degree such as LL.M. or J.S.D. or the equivalent, granted by a law school, so approved, for graduate work in law, or by service for at least six months as legal secretary or law clerk to an appellate court judge or by at least one-half an academic year of regular law teaching at a law school, so approved, or by at least six months' experience in the preparation of briefs on appeal or in legal research; or (3) two years' experience in the teaching of law in a law school, so approved; or (4) two years' experience as a full-time paid librarian or assistant librarian in a law library of a law school, so approved, or in any other law library containing at least 10,000 volumes; or (5) two years' experience as legal secretary or law clerk to a judge of an appellate court; or (b) equivalent combination. In rating training and experience, credit will be given for study in or graduation from a law school accredited by the American Library Association and for the successful completion of law school courses, evidenced by transcripts.

To Relieve Misery of

# COLDS

Take 666

LIQUID, TABLETS, SALVE, NOSE DROPS

Cleanly Bathe

# PIMPLES ECZEMA

BODY AND FACE

IN REAL MEDICATED SOAP

Finish your treatment of UGLY Pimples, Eczema Rash by bathing with rich REAL medicated soap containing the same medical ingredients as famed 100 year old Palmer's SKIN SUCCESS Ointment. See the difference. Fragrant Palmer's SKIN SUCCESS Soap (25c) is guaranteed to satisfy or money back. For face, breast, body.

Palmer's SKIN SUCCESS SOAP 25c

If Your Dealer Cannot Supply, Send 25c to E. T. Browne Drug Co., Inc., N.Y. City

**Basis of Rating**  
Written, 4; training and experience, 6.

**Dairy and Food Inspector**  
Department of Agriculture and Markets. Usual salary range \$2,100-\$2,600; appointment expected at minimum but may be made at less. Fee, \$2. File by December 5.

**Duties**  
Under general supervision, in an assigned district, procure samples of products and make sanitary inspections of premises where foods, and fertilizers are manufactured, stored, sold, or handled in order to enforce prescribed standards of sanitation, purity, grading and labeling; investigate sales by commission merchants; related work.

**Requirements**  
Candidates must have had three years' experience in one or more of the following: (a) producing or wholesale marketing of food products; (b) large scale manufacturing or canning of food products; (c) as manager or in an equally responsible capacity in a large food market; (d) in a responsible, supervisory position engaged in large scale purchasing, handling, or storage of food products; (e) investigative work for the purpose of enforcing laws pertaining to food products or similar laws.

**Basis of Rating**  
Written, 6; training and experience, 4.

**Head Nurse (Cardiac Service)**  
New York Reconstruction Home, Department of Health. Usual salary, \$1,200 and maintenance. Fee, \$1. File by December 5.

**Duties**  
Under supervision, have charge of the professional nursing service of one or more wards of the cardiac service at the New York State Reconstruction Home; related work.

**Requirements**  
Candidates must be graduates of a standard senior high school and be graduates of an accredited school of nursing, and must be registered professional nurses in the State, or be eligible for such registration. Either (a) one year's nursing experience on a pediatric service in an approved hospital, and completion of four credit hours of work in courses in ward teaching, ward supervision and teaching principles and methods of teaching at a recognized college or university; or (b) an equivalent combination.

**Basis of Rating**  
Written, 5; training and experience, 5.

**Hospital Attendant**  
State and County Institutions. Usual salary range \$54-\$60 a month and maintenance. Fee, 50 cents. Appointment will be made at \$54 a month plus maintenance for self (but not family). The salary is increased \$4 a month at the end of every six months of service until it reaches \$66 a month at the end of 18 months of service. Also, automatic time service payments further increase the salary to \$86 a month in a period of years. There are opportunities for promotion to other competitive positions in institutional service and some hospital attendants may enter the Nurse Training Schools. Age limits: 17 to 51st birthday. File by December 5.

**Requirements**  
Applicants for this examination must use special Hospital Attendant Application Blank. Do not use regular application blank. In writing specify "Hospital Attendant."

**Duties**  
Under immediate supervision on an assigned shift, perform routine ward work in the care of patients and their quarters in State hospitals and other institutions for the mentally and physically ill; mental defectives, and epileptics; related work.

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

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

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

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

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

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

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

Applicants for State jobs must have been New York State residents for one year.

work as required: Personally bathing patients either in tub, in shower, or in bed; personally bringing trays of food to patients, watching them in the dining room or assisting feeding them; personally assisting patients in getting dressed and undressed; personally changing patients and their beds, clothes, and quarters clean; personally changing or assisting patients in changing their clothes when they soiled them, personally changing soiled bed linen and preparing it for the laundry, and scrubbing and cleaning beds and rooms when these have been soiled by the patients; assisting with housecleaning of wards and rooms; keeping order and maintaining the welfare of patients; watching over patients and reporting upon their actions and conditions; overseeing the activities of patients while at work and during recreation; escorting patients to and from work, church, recreation, assemblies, and meals; assisting doctors and nurses in preparing patients for treatments and attending them while undergoing prescribed treatments; distributing clothing, laundry, supplies; courteously attending and escorting visitors when required, assisting in the dining room, kitchen, and laundry; assisting with outside maintenance and operation of institution, buildings, and grounds other than ward service; personally working on the lawns, in the coal yard, in snow removal or helping on the farm or garden in its planting, cultivation and harvesting.

**Requirements**  
Candidates must be able to speak, read, and write the English language understandingly; they must have the ability to understand and carry out simple oral and written directions; to oversee the work, amusements, and exercise of patients; to keep simple written records and make simple reports; to size up and adapt themselves to situations arising in the performance of the work; to accept discipline, and to get along well with others. Candidates must have good moral character, temperate habits, reliability, cheerfulness, tact, patience, neat personal appearance, sympathetic attitude toward the mentally and physically ill, and willingness to live in an institution. (There are no quarters available in the institutions for wives and children.) Candidates must be in good physical conditions; possess satisfactory vision and hearing, and be physically proportioned within the range of accepted standards. Candidates must undergo medical examination at time of appointment. For the purpose of character investigation, candidates must submit the names of not fewer than three reputable persons (not relatives) at the time of filing application. Candidates will be fingerprinted. Applicants who have been removed from public employment for cause, or who have court records considered to affect proper performance of the duties or who have been confined as patients in mental institutions may be determined to be ineligible.

**Requirements**  
Candidates must be free from any physical defect which may tend to prevent satisfactory performance of the duties of the position. Among the defects for which candidates will be rejected are the following:

- Defective hearing: Inability to hear normal conversation at 20 feet.
- Defective eyesight: If candidate brings eyeglasses, vision with glasses, poorer than 20/40 (Snellen) in one eye and 20/70 (Snellen) in other eye, and also uncorrected vision poorer than 20/100 (Snellen) in each eye. If candidate is not equipped with eyeglasses vision without glasses poorer than 20/40 (Snellen) in one eye and poorer than 20/70 (Snellen) in other eye;
- Tuberculosis;
- Heart ailments: Abnormal conditions of arteries or blood pressure;
- Venereal diseases: Gonorrhea, chancreoid, early syphilis;
- Mental diseases: Epilepsy, mental deficiency, alcoholism;
- Deformities of the arms, legs, hands, feet; curvature of the spine;

- Hemorrhoids (piles), fistulas;
  - Flat feet: Third degree in either foot;
  - Varicose veins: Enlarged, varicose, hydrocele;
  - Hernia (rupture), single or double;
  - Swollen joints;
  - Arthritis;
  - Teeth: Badly decayed, diseases of the mouth, pyorrhea, gingivitis;
  - Excessive overweight or underweight;
  - Any other serious defects.
- In accordance with General Order No. 21 of the Mental Hygiene Department, institution superintendents shall arrange for the immunization of all new employees against smallpox, typhoid fever, and diphtheria as soon as practicable after they enter the institution, but only when the physical condition of the person warrants the procedure.

**Basis of Rating**  
Written examination, testing general intelligence and elementary knowledge of the skills involved in the bathing, clothing, feeding, and cleaning of patients, and in making of beds, cleaning of wards, and caring for the clothing and other property of patients, and an elementary knowledge of "first aid" and of common health, safety, and precautionary measures required in the care of patients, 100 per cent.

**Certification**  
Certification will be made according to residence in territorial zones and by sex where nature of work requires sex selection.

**Institutional Vocational Instructor (Woodworking Machinery and Cabinet Making)**

Department of Correction. Usual salary range \$1,800-\$2,300. Appointment expected at minimum but may be made at less. Fee, \$1. File by December 5.

**Duties**  
Under general direction, teach groups of inmates the trade of cabinet making and the purposes and use of woodworking machinery; related work.

**Requirements**  
Candidates must either possess a New York State certificate for teaching the trade of cabinet making or be eligible for such a certificate. Candidates must state whether they have a certificate for teaching the trade of cabinet making. Candidates who lack complete eligibility for a trade teacher certificate may be allowed to compete in this examination but if successful in appointment, will be expected to avail themselves of the opportunity to be offered for obtaining professional teacher training and to complete the requirements for teacher certification within a reasonable time. Candidates must have completed a program of elementary and secondary education equivalent to completion of the ninth grade and five years of approved and appropriate journeyman experience in the trade of cabinet making.

**Basis of Rating**  
Written or performance test, or both, 7; training and experience, 3. The performance test, if given, will be held at a date later than December 20, and candidates will be notified when and where to appear.

**Junior Draftsman**  
Department of Public Works. Usual salary range \$1,400-\$1,900; appointment expected at the minimum but may be made at less. Fee, \$1. File by December 5.

**Duties**  
Under immediate supervision, do routine work of ordinary difficulty and responsibility in the preparation of drawings and making and checking of computations for highway engineering projects in a drafting room; related work.

**Requirements**  
Either (a) two years' drafting experience, of which one year must have been in the preparation of plans or tracings in the field of civil engineering, and graduation from senior high school; or (b) two years of satisfactory experience in engineering, of which one year must have been in the prepara-

tion of plans or tracings in the field of civil engineering, and graduation from senior high school; or (c) the satisfactory completion of two years of a four-year day course in engineering for which a degree is granted by a recognized college or university; or (d) equivalent combination.

**Basis of Rating**  
Written, 6; training and experience, 4.

**Junior Milk Sanitarian**  
Bureau of Milk Sanitation, Department of Health. Usual salary range \$1,800-\$2,300. Appointments expected at minimum but may be made at less. Fee, \$1. File by December 5.

**Duties**  
Under general supervision, assist in the field and laboratory work of the milk sanitation program throughout the State in connection with the production, processing, and handling of milk and milk products; related work.

**Requirements**  
Two years' experience in field and laboratory work including the chemical and bacteriological examination of milk and the inspection of milk plants and dairies, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with specialization in public health, sanitary engineering, veterinary medicine, pre-medicine or agriculture, including the completion of acceptable courses in dairy bacteriology; or satisfactory education of equal or greater value.

**Basis of Rating**  
Written, 5; training and experience, 5.

**Junior Personnel Technician**  
Department of Civil Service. Usual salary range, \$1,800-\$2,300; appointment expected at minimum but may be made at less. Fee, \$1. File by December 5.

In order to meet the needs in various fields, this exam has been planned to cover four sub-divisions of the class and a separate eligible list for each sub-division will be established: (a) Accounting, (b) Engineering, (c) Police, and (d) Public Administration, with specific requirements for each.

**Duties**  
Under supervision, assist in the technical phases of personnel work, including recruiting, testing, placement, classification, service record rating, research and other public personnel activities; related work.

**Requirements**  
(a) Accounting: Graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, including or supplemented by com-

(Continued on Following Page)

**OPTICIAN :: OPTOMETRIST**  
EST. 1909

**DR. ALBERT POLEN**

Estimates Cheerfully Given—Low Prices  
155 3d AVE. GRamercy 3-3021  
Daily 9 A.M. to 8:30 P.M.

**Dr. D. G. POLLOCK**  
Surgeon Dentist

Brooklyn Paramount Theatre Bldg.  
One Flight Up  
Brooklyn, N. Y., TRiangle 5-8620  
B. M. T. DeKalb Av. Subway Station  
I. R. T. Nevins St. Subway Station  
Hours: Daily 9-9; Sunday 10-1

**LEG AILMENTS**  
Varicose Veins, Open Leg Sores  
Phlebitis, Rheumatism, Arthritis,  
Eczema

Treated Without Operations  
Examination Free

Daily 1-6 P.M.  
Monday and Thursday 1-3:30 P.M.  
NO OFFICE HOURS ON SUNDAYS

**L. A. BEHLA, M.D.**  
320 W. 86th St., New York City

**CHRONIC DISEASES**  
of BLOOD, NERVES and SKIN  
Stomach, Kidneys, Bladder, General  
Weakness, Lame Back, Swollen Glands

**PILES HEALED**  
Positive Proof? Former patients  
can tell you how I healed their  
piles without hospital, knife or  
pain.

Consultation FREE X-RAY  
Examination & TREATMENT  
Laboratory Test \$2 AVAILABLE  
VARICOSE VEINS TREATED  
FEES TO SUIT YOU

**Dr. Burton Davis**  
Corner 43d St.  
415 Lexington Ave. Fourth Floor.  
Hrs. Dx: 9 a.m. to 7:30 p.m., Tues.,  
Thurs., 9 to 4 Only, Sun. & Holidays, 10-1

**K. MARTIN WILEY**  
CHIROPRACTOR

Palmer Graduate '29  
JACKSON HEIGHTS, N. Y.  
HAvemeyer 9-2665

follow — THE LEADER

- COMPLETE
- ACCURATE
- IMPARTIAL
- FIRST

With All the Civil Service News . . .

SUBSCRIPTION DEPARTMENT  
CIVIL SERVICE LEADER  
97 Duane Street  
New York City

Gentlemen:

Please send me the CIVIL SERVICE LEADER every week for the Next:

Year, I enclose \$2.

6 Months, I enclose \$1.

Name .....

Address .....

City .....

Please check if renewal

# Four Options in Jr. Personnel Technician Test

(Continued from Page Twelve)

pletion of 24 credit hours in accounting with courses in advanced accounting problems, auditing, and theory of accounts.

(b) **Engineering:** Graduation in engineering from a recognized college or university from a four-year course for which a bachelor's degree is granted with specialization in civil, mechanical, electrical, or similar branches of engineering.

(c) **Police:** Graduation from a standard senior high school and two years' experience as police officer in an organized police department having 25 men on the force. In addition, they must show evidence of having completed a course at an approved Police School of 100 clock hours of instruction.

Candidates for Accounting, Engineering, and Police must have the ability to prepare and rate tests in their special field of work.

(d) **Public Administration:** Graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted with 15 credit hours in any of the following subjects: public administration, personnel administration, public finance, local administration, budgeting, research techniques, tests and measurements, or other closely related subjects.

Candidates who expect to graduate with a degree in June, 1942, and who meet all other requirements will be admitted to examinations A, B, and D, but will not be certified for appointment until they have received their degrees and have so notified the Department of Civil Service.

**Basis of Rating**

Written, 6; training and experience, 4.

**Junior Signal Engineer**

Transit Commission. Usual salary range \$2,400-\$3,000; appointment expected at minimum but may be made at less. Fee, \$2. File by December 5.

**Duties**

Under general supervision, have direct charge of the supervision of the railroad signal installations on grade separation projects; examine and comment on plans submitted by the railroad companies for automatic signals and interlocking plants for all types of track layouts; prepare similar plans when necessary; examine, check, or prepare estimates on all types of signal protection, including power requirements for both automatic signal systems and power interlocking plants; attend conferences with railroad representatives on matters pertaining to signal layouts on installations of grade crossing elimination projects.

**Requirements**

Either (a) two years' practical experience covering the installation, maintenance, and inspection of railway signal systems, and graduation from a recognized college or university from a four-year course for which a degree in electrical engineering has been granted; or (b) four years' practical experience as described under (a); or (c) equivalent combination.

**Basis of Rating**

Written, 5; training and experience, 5.

**Senior Hearing Stenographer**

State and County Departments. Usual salary range \$2,000-\$2,500; appointment expected at minimum but may be made at less. Several appointments expected in the Department of Labor and the Division of Placement and Unemployment Insurance. Candidates must be free to travel to other sections of the State when necessary. Fee, \$1. File by December 5.

**Duties**

Under general supervision, make verbatim records of formal hearings involving especially difficult technical and medical testimony;

make verbatim transcripts of such records by typewriter when necessary; related work.

**Requirements**

Candidates must have had two years' verbatim reporting, preferably including the taking of medical, legal, or other technical verbatim hearings, a good command of English and spelling, and must be familiar with legal terms. They must state clearly on their applications the type of verbatim reporting in which they have had experience and the usual subject matter, preferably including samples of their work. The stenographic test will probably simulate a hearing, including examination of witnesses. A preliminary qualifying test of one part dictation at the rate of 175 standard words a minute may be given before the test simulating a hearing. Candidates who fail to obtain a rating of 75 per cent on this may be disqualified from further participation in the rest of the examination which may be given at a later date. The examination will probably be given only in the following centers: Albany, Buffalo, New York, Rochester, Syracuse, and Utica.

**Basis of Rating**

Test of accuracy in recording material dictated at the rate of 175 standard words a minute and test in verbatim transcription of the record a rate of not less than 30 standard words a minute, 7; training and experience, 3.

**Senior Housing Control Architect**

Division of Housing, Executive Department. Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less. Fee, \$3. File by December 5.

**Duties**

Under supervision of the Housing Technical Director, consult and advise with local housing authorities and municipalities throughout the State relative to the preparation of applications for loans from the time of the initial request by the local housing authority or municipality to the execution of the loan contract; visit prospective sites and analyze the advantages of same; prepare financial analyses of costs, rents, and local and State subsidies; review said applications and prepare detailed reports on same for the approval of the Housing Technical Director; review and approve pertinent sections of the loan contract; after signing of the loan contract act as coordinator between the local agencies and the Division of Housing in the preparation of preliminary and final plans, specifications, job programs, working drawings, cost estimates and material and labor contracts; review these preliminary and final plans, specifications, etc., and prepare detailed reports thereon to the Housing Technical Director; coordinate with other members of the Technical Section to ascertain that proper standards of planning and construction are being complied with; related work.

**Requirements**

Candidates must be graduates of a recognized college or university from a four-year course for which a degree in architecture or civil engineering is granted and, in addition, must have had five years' experience in architectural office practice, of which three years must have been in the field of large scale housing developments. Experience in the field of private detached housing or multiple dwellings of less than 100 families will not be considered satisfactory experience under this definition. Experience will be allowed credit in lieu of education in proportion to its value. For each year lacking of college education in architecture or engineering, candidates may substitute one additional year of the general experience required. Candidates must be licensed to practice architecture or professional engineering in the State of New York on the date of filing application.

**Basis of Rating**

Written, 4; training and experience, 6.

**Senior Sanitary Engineer**

Division of Engineering, Department of Public Works. Usual salary range \$4,000-\$5,000; one appointment expected at minimum but may be made at less. Fee, \$3. File by December 5.

A promotion examination for this

position will be held at the same time as this open competitive examination. In accordance with the law, preference in certification for this position will be given candidates on the promotion eligible list.

**Duties**

Under general direction, do professional sanitary engineering work of more than ordinary difficulty and responsibility; related work.

**Requirements**

Candidates must be licensed as professional engineers in the State of New York on the date of filing application, and graduates of a recognized college or university from a four-year course for which a degree is granted in sanitary engineering, or civil engineering which included satisfactory optional courses in sanitary engineering. Either (a) six years' sanitary engineering experience in a federal, state, or county health department or in an organization performing sanitary engineering work similar in scope or nature; or (b) seven years' experience in the design or construction of water supply systems and sewage disposal plants, the major portion of which time must have been on sewage disposal plants, and three years of which must have been on the design of such projects; or (c) an equivalent combination.

**Basis of Rating**

Written, 5; training and experience, 5.

The following county tests are open only to residents of the individual counties of four months' standing:

**Rensselaer County**

**Court Officer**

Children's Court. Appointment expected at \$1,200. Fee, \$1. File by December 5.

**Duties**

Under supervision, attend the sessions of the court; serve process thereof; transport persons to and from court; perform clerical duties; related work.

**Requirements**

Either (a) two years' experience as a law clerk; or (b) one year's experience in court work, criminal investigative work, or public law enforcement work; or (c) graduation from a recognized law school; or (d) equivalent combination.

**Basis of Rating**

Written, 5; training and experience, 5.

**Westchester County**

**Fire Inspector**

Department of Public Welfare. Usual salary range \$1,500-\$1,860. Age limits: 21st to 45th birthday. Fee, \$1. File by December 5.

**Duties**

Under supervision, have charge of fire prevention and fire fighting in the buildings of the Department of Public Welfare; to assist in accident prevention; related work.

**Requirements**

Either (a) two years' experience in work involving fire fighting and fire prevention, within the past 10 years, and graduation from senior high school; or (b) equivalent combination. Candidates must also meet the following requirements: Minimum height 5 feet 7 inches in bare feet; minimum weight 135 pounds stripped; satisfactory eyesight without glasses (vision not less than 20/40 in each eye).

**Basis of Rating**

Written, 4; training and experience, 6.

**Junior Social Case Worker**

Department of Family and Child Welfare, Department of Public Welfare. Usual salary range \$1,380-\$1,500; appointments expected at \$1,380 without maintenance. Fee, \$1. File by December 5.

**Duties**

Under the supervision of a Supervisor of Case Work, and as a learner in the Department of Family and Child Welfare, assist with social case work with neglected, dependent, and delinquent children and with families and individuals applying for or receiving old age assistance or other forms of public assistance administered by the Department; related work.

**Requirements**

Either (a) graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, with courses in sociology, psychology, and allied social sciences; or (b) an equivalent combination of experience in social case work and the foregoing education, which must have included a satisfactory amount of college education.

**Basis of Rating**

Written, 6; training and experience, 4.

**Medical Record Clerk**

Department of Public Welfare. Usual salary range \$1,200-\$1,560; appointment expected in Grasslands Hospital at \$1,200 without maintenance. Fee, \$1. File by December 5.

Under supervision of the historian perform clerical work in connection with the classifying and checking of medical records of patients at Grasslands Hospital; related work.

**Requirements**

Either (a) two years' clerical experience in medicine or related fields, and graduation from senior school; or (b) three and one-half years' clerical experience in medicine or related fields, and completion of a junior high school course; or (c) an equivalent combination. Candidates must be able to operate a typewriter and must be familiar with the standard nomenclature of disease and soundex phonetic system of filing and with medical terms and records.

**Basis of Rating**

Written, including a test in typing at the rate of 25 standard words a minute, 4; training and experience, 6.

**Plant Operator**

Buildings and Power Plant Division, Department of Public Welfare. Usual salary range \$1,620-\$1,980; appointment expected at \$1,620. Fee, \$1. File by December 5.

**Duties**

Under general supervision, be in charge of the boiler room or heating plant and auxiliaries in a county building or institution during an assigned shift; related work.

**Requirements**

Either (a) two years' experience in the operation of high pressure steam boiler and auxiliaries, and education equivalent to that represented by completion of the eighth grade of school; or (b) one year of the practical experience described under (a), and education equivalent to that represented by completion of a two year course in a recognized trade school, with courses in the operation of high pressure boilers and equipment, and in other related mechanical lines; or (c) equivalent combination.

**Basis of Rating**

Written, 5; training and experience, 5.

**Sanitary Inspector**

Department of Health. Usual salary range \$1,680-\$2,040; appointment expected at \$1,680. Fee, \$1. File by December 5.

**Duties**

Under the direction of the Director, Division of Sanitation, make field inspections for the Westchester County Department of Health of the manner of conducting various types of business, to aid their proprietors in complying with the sanitary code and to protect the public from unsanitary products and conditions that endanger health; related work.

**Requirements**

Either (a) two years' experience in work involving inspections to secure compliance with standards, or investigations to secure facts or extensive contacts with the public, and education equivalent to that represented by completion of a four-year high school course; or (b) education equivalent to that represented by graduation from a four-year course in a recognized college or university for which a degree of Bachelor of Science is granted; or (c) an equivalent combination of education and inspecting, investigating, or public contact work.

**Basis of Rating**

Written, weight 5; training and experience, 5.

**State-Wide Unwritten Test**

**Assistant Secretary**

Department of Mental Hygiene. Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less. Fee, \$1. File by December 19.

**Duties**

Under general supervision, assist the Secretary in the administrative work of the Department of Mental Hygiene; related work.

**Requirements**

Either (a) 10 years' business or office experience, of which eight years must have been in a mental hygiene or social welfare department or an association dealing with mental hygiene or social welfare problems; and two years of which must have been in a responsible administrative, or executive capacity in the mental hygiene or social welfare field, and graduation from senior high school; or (b) six years' business or office experience, of which four years must have been in a mental hygiene or social welfare department or an association dealing with mental hygiene or social welfare problems, of which two years must have been in a responsible administrative or executive capacity in the mental hygiene or social welfare field, and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted, preferably with specialization in business administration; or (c) an equivalent combination.

**SPECIAL**  
**CARD PUNCH**  
**COURSE**  
Specialized training on IBM Alpha-Beta-Numeric Key Punches. Course includes all key punches of both types, 90 hours of actual training on machines. Card and supplies free.  
ALPHABETIC-NUMERIC A-C-COUNTING MACHINES (TABULATOR.) Includes Plug Board Wiring, machines operation of Tabulator and Sorter and Summary Reproducer. Low tuition. Class Now Forming.  
Call or write for full particulars  
**Accounting Machines Institute**  
School for Card Punch Operators  
221 W. 57th St., N.Y.C. CI. 5-6425

**LEARN TO BE A**  
**FINGERPRINT**  
**TECHNICIAN**  
In a Modern Laboratory  
Individual Instructions  
Practical Experience . .  
Under New York State License  
**FAUROT FINGERPRINT SCHOOL**  
240 MADISON AVENUE  
New York City

**SPEED**  
**PREPARATION**  
**STENOGRAPHER**  
**TYPIST EXAMS**  
Also COMPLETE  
SECRETARIAL COURSES  
Including BUSINESS MACHINES  
**McGANNON** Secretarial School  
162 E. 59th ST. (Opp. Bloomingdale's)  
PLAZA 8-0085

**HAVE YOU PLANNED IT?**  
Learn Quickly  
**COMPTONOMETRY - CALCULATING**  
Enjoy better starting pay -  
Work more steadily.  
Daily - 9 A. M. to 8 P. M.  
Low Tuition - Budget Plan  
Free Placement  
Strictly individual teaching attention by expert teacher.  
**Lighting Computing School**  
7 East 42nd St. VA. 6-1168

**DIPLOMATIC**  
**CONSULAR OFFICERS**  
LATIN AMERICAN INSTITUTE offers special preparation for coming examinations. Groups now forming. Also Spanish - English - Portuguese; Stenography, Conversation, Complete Secretarial-Exporting Courses.  
11 W. 42d ST. LA. 4-2835

**Civil Service**  
**DICTATION**  
\$1 WEEK (DAILY)  
Morning, Afternoon, Evening  
Graded classrooms, 60 to 220 w.p.m.  
Typing \$1 week (daily)  
Gregg-Pitman beginners, review  
**BOWERS**  
225 W. 42d St. • BRyant 9-9092

**DON'T** BE SATISFIED  
with just any place on the list  
**GET OUT ON TOP!**  
Prepare for  
**Stenographer-Typist Exams**  
at **EASTMAN SCHOOL**  
Registered by Board of Regents  
441 Lexington Ave. (43rd St.) N.Y.  
Est. 1893 Tel. MURray Hill 2-3827

**LAZINESS**  
**Pays No Dividends**  
Wake Up Your Talents and  
Increase Your Earnings  
For example learn the **NEW TUCH-RITE SYSTEM** which enables you to learn touch system in typing in a few hours.  
**Mary A. Mooney**  
Can Help You Solve Your Employment Problems and Answer Your Civil Service Questions.  
*Mrs. Mooney, An Expert in*  
Her Field, Is Located at  
**Brown's Business College**  
7 LAFAYETTE AVE., (BROOK)  
NEVins 8-2941

**TYPEWRITERS**  
**RENTED**  
**FOR CIVIL SERVICE EXAMS**  
**AND FOR HOME USE**  
All Makes — All Models — Delivered and Called For  
**J. S. MORSE**  
COrtland 7-0405-6 296 BROADWAY

**U. S. Tests**  
Applications for the following examinations can be obtained at the local office of the U. S. Civil Service Commission, 641 Washington Street, New York. These applications will be issued until further notice, unless the closing date is specified. Copies of complete requirements for these examinations are given to all applicants by the Civil Service Commission.  
**GENERAL**  
Chemist, \$3,800; principal, \$5,000; senior, \$4,024; associate, \$3,290; assistant, \$2,600; all in explosives. Applications will be rated as received until November 30, 1941.  
Metallurgical engineer, \$3,800; also principal, \$5,000; senior, \$4,000; associate, \$3,200. Metallurgical \$3,800; also principal, \$3,600; senior, \$4,600; associate, \$3,200. Applications will be rated as received until December 31, 1941.  
Principal meteorologist, \$5,600; senior meteorologist, \$4,600; meteorologist, \$3,800; associate meteorologist, \$3,200; and assistant meteorologist, \$2,600; applications will be rated as received until December 31.  
Multiline cameraman, platemaker and multilith press operator. Rated as received until June 30, 1942.  
Alphabetic card-punch operator, \$1,200.  
Artistic lithographer, \$1,800.  
Associate air carrier inspector (operations), \$3,800.  
Associate aircraft inspector (factory), \$2,900.  
Inspector, engineering materials.  
(Continued on Page Fourteen)

(Continued from Page Thirteen)

- \$2,300.
- Inspector, engineering materials (aero-nautical), \$2,300.
- Inspector, engineering materials (optical), \$2,000.
- Inspector of clothing, \$2,000.
- Inspector of coal, \$1,800.
- Inspector of hats, \$2,500.
- Inspector of textiles, \$2,000.
- Inspector of ordnance materials, \$2,300.
- Inspector (powder and explosives), \$2,300.
- Inspector (ship construction), \$2,300.
- Inspector (signal corps equipment), \$2,300.
- Instrument maker, \$2,200.
- Junior communications operator (air navigation), \$1,440.
- Junior communications operator (high speed radio equipment), \$1,620.
- Junior copper plate map engraver, \$1,440.
- Junior graduate nurse, \$1,620.
- Junior meteorologist, \$2,000. Applications will be rated as received until June 30, 1942.
- Junior instructor, air corps technical school, \$2,000.
- Junior stenographer, Junior typist, Washington, D. C. only.
- Junior stenographer, \$1,440, and Junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York.
- Horizontal sorting machine operator, \$1,200. Appointment in Washington, D. C. only.
- Link trainer operator instructor, \$2,300; link trainer operator, \$2,000. Civil Aeronautics Administration.
- Student physiotherapy aid, \$420 w. w.; apprentice physiotherapy aid, \$1,440.
- Senior medical officer, \$1,620; medical officer, \$3,800; and associate medical officer, \$3,200.
- Head photographer, \$2,000; senior photographer, \$2,000; assistant photographer, \$1,620; under photographer, \$1,200. Last filing date is June 30, 1942.
- Tabulating machine operator, \$1,200 to \$1,440 a year.
- Junior veterinarian, \$2,000.
- Technologist, \$2,000 to \$5,000. Last filing date is December 31.
- Pharmacologist, \$2,000 to \$4,500. Last filing date is December 31.
- Physicist, \$2,500 to \$5,000. Last filing date is December 31.
- Research chemist, \$2,000 to \$5,000. Last filing date is December 31.
- Blueprint operator, \$1,200 to \$1,440. Last filing date is June 30, 1942.
- Under mimeograph operator, \$1,200.
- Senior radioonde technician, \$2,000.
- Junior soil conservationist, \$2,000. Last filing date December 31.
- Economist, \$2,000 to \$5,000.
- Coal mine inspector, \$2,000 to \$4,000. File by December 31.
- Inspector, plant protection, \$2,000 to \$1,600.

(Continued in Third Column)

# Enlarge Your Vocabulary

## The second of a series of articles on proper preparation for Civil Service examinations

By Gertrude B. Slavin, B.S., M.A. and Alvin Slavin, B.A., M.A.

In our first article last week on proper preparation for civil service examinations, we discussed the testing methods utilized by the Federal, State, and municipal examining divisions. One of the essential principles mentioned was the high correlation between general intelligence and the degree of facility of language usage of candidates. Vocabulary is one important aspect of language usage. It is often the determining factor that measures the degree of success achieved by persons in school, industry, government service, and particularly in Civil Service examinations. It is especially important for Civil Service candidates because Civil Service examinations embody specific questions on word meanings. We shall demonstrate through practical methods and exercises how you can proceed to enrich your vocabulary. Knowing the meaning of words, you are able to eliminate the process of guessing and so cut down the waste of precious examination time.

### Many Methods to Increase Vocabulary

There are numerous methods of building a rich and varied vocabulary. It is our purpose, however, to sift out only those methods which will be of practical value to the candidate in preparing himself for Civil Service.

The English language is derived from three major sources: Anglo-Saxon, Latin, and Greek. Anglo-Saxon has given to English our everyday, common words with which most of us are familiar. Those English words, however, which have Latin or Greek parentage are the words whose meanings and use we find most difficult. Many English words are formed from Latin or Greek roots. The root or stem is the main part of a word. The syllable added before the root is called a prefix. The syllable added at the end of the root is called a suffix. A knowledge of the important Greek and Latin roots, prefixes, and suffixes will enable a candidate to understand the meanings of a great variety of words.

### An Example

For example, in the word contradiction, *contra* is the prefix; *dict* is the root; *ion* is the suffix. *Dict* is a Latin root meaning to speak; *contra* is the prefix *against*; *ion* is the suffix meaning *act*. The literal meaning of the word contradiction is "Act of saying against," and the dictionary definition is "An assertion of the contrary." There are many other words that can be formed from the same root *dict*: prediction, dictation, verdict, benediction, malediction, valedictory, diction, and dictionary. Knowing the meaning of the root *dict* will give you an important clue to the meanings of many other words containing that root. The knowledge of important Latin and Greek roots, for prefixes, and suffixes will broaden your vocabulary and prepare you for questions on word meanings.

### Synonyms and Antonyms

Another method of building a larger vocabulary is by knowing other words which are similar or opposite in meaning. Words that are alike in meaning are called synonyms. Words that are opposite in meaning are called antonyms. This method is especially important for Civil Service candidates because the Civil Service examination is composed of questions based upon synonym or antonym comprehension. Words are listed with five alternative meanings, only one of which is the accurate synonym. A knowledge of many synonyms for words is of practical value in answering this type of question.

The best method of acquiring a wide variety of synonyms or antonyms for words is to use the dictionary. It is desirable to acquire the habit of consulting the dictionary for definitions, for synonyms, and for antonyms. All of us encounter unfamiliar words in the reading of newspapers, magazines, books, and in conversations in our business or social relationships. Looking up the unfamiliar word in the dictionary and knowing its meaning is not enough. You must make a determined effort to incorporate these new words into your own vocabulary by using it frequently in speaking and writing. It is only by constant use that new words can become a part of your active vocabulary.

Below you will find three short exercises based upon the two methods of vocabulary building mentioned above. The first exercise will be based upon learning a few roots, prefixes, and suffixes, and the other two exercises will test your synonym and antonym comprehension. As far as possible, we shall continue giving similar exercises in forthcoming issues of *The Leader* so that by the end of this series of articles you will have acquired the most important roots, prefixes, and suffixes, as well as learning the synonyms and antonyms of many words often given in Civil Service examinations.

### Roots, Prefixes, and Suffixes to be used in Exercise I:

| Root Meaning                  | Prefix Meaning        | Suffix Meaning           |
|-------------------------------|-----------------------|--------------------------|
| 1. anim—life, soul, mind      | 1. in—in or not       | 1. ate—having quality of |
| 2. aud—to hear                | 2. un (i)—one         | 2. ible—capable of       |
| 3. cred—belief                | 3. pro—forward        | 3. ion—state of, act of  |
| 4. grad, gress—step, walk, go | 4. re—back, again     | 4. ous—full of           |
| 5. mit miss—to send           | 5. trans—over, across |                          |
|                               | 6. sub—under          |                          |

### EXERCISE I

The following exercise is based upon the above list of roots, prefixes and suffixes. You are asked to choose from the five alternative words the best definition in the space provided at the right of each question.

- INANIMATE —A. carnivorous B. lifeless C. epileptic D. asleep E. quiescent
- INAUDIBLE —A. involuntary B. variable C. admissible D. listening E. silent
- REGRESSION —A. looking backward B. grievance C. segregation D. returning E. digression
- TRANSCRIPT —A. transflux B. sibilant C. duplicate D. slander E. writing
- INCREDIBLE —A. unalterable B. credulous C. odious D. unbelievable E. indispensable
- AUDITION —A. hearing B. hearing C. augury D. rehearsal E. distinction
- PROGRESSION —A. advancement B. liberal C. salient D. prolific E. redundant
- INSCRIPTION —A. insculp B. reduposition C. engraving D. composition E. rendition
- UNANIMOUS —A. omnipresent B. of one mind C. unchangeable D. unbounded E. unbiased
- TRANSMIT —A. transform B. return C. fulfill D. initiate E. send
- CREED —A. prejudice B. opinion C. knowledge D. ethic E. emotion
- SUBSCRIBE —A. subsit B. to return C. to sign D. presume E. expend
- REANIMATE —A. resurrect B. reimburse C. reimburse D. aggravate E. interpolate
- TRANSGRESS —A. perambulate B. transform C. reprobate D. act of walking E. violate
- SUBMISSION —A. compliance B. subversive C. clandestine D. vindication E. depression

(More Next Week)

(Continued from Column 1)

- Inspector (subsistence supplies), \$1,300 to \$2,000.
- Industrial specialist, \$2,000 to \$5,000.
- Agent, trade and industrial education, \$3,800 to \$4,000.
- Staff dietitian, \$1,800.
- Radio mechanic-technician, \$1,620 to \$2,300.
- Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.
- Assistant agricultural statistician, \$2,500; junior agricultural statistician, \$2,000.
- Junior physicist, \$2,000.
- Communications operator, \$1,440 to \$1,620.
- Junior laboratory helper, \$1,440.
- Medical officer, \$3,800.
- Medical technician, \$1,800.
- Metalurgist, \$3,800. (Dec. 31, 1941.)
- Negative cutter, \$1,800.
- Pharmacologist, \$3,800. (Dec. 31, 1941.)
- Physiotherapy aid, \$1,800.
- Procurement inspector, \$2,300.
- Public health nurse, \$2,000.
- Regional agent, trade and industrial education, \$4,000.
- Second assistant (marine), \$2,190 to \$2,550.
- Shipyard inspector (various specialties), \$3,200.
- Staff dietitian, \$1,800.
- Technologist (any specialized branch), \$3,800. (Dec. 31, 1941.)
- Under tabulating machine operator, \$1,200.
- Coal mine inspector, \$3,800; senior, \$4,000; associate, \$3,200; assistant, \$2,600.
- Dental hygienist, \$1,620.
- Medical guard attendant, \$1,620; medical technical assistant, \$2,000.
- Senior blueprint operator, \$1,440; junior, \$1,200; senior photostat operator, \$1,440; junior, \$1,200. For appointment in Washington, D. C. only.
- Under mimeograph operator \$1,200. For appointment in Washington, D. C. only.
- Specialist in maternal and child health, various grades, \$3,200 to \$5,000.
- Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600.
- Graduate nurse. Optional branches; general staff duty and psychiatry, \$18.75 a month. Panama Canal service only.
- Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (operations), \$3,500. Civil Aeronautics Administration, Department of Commerce.
- Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce.
- Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service, Federal Security Agency and War Department.
- Procurement inspector, various grades; \$1,620 to \$2,600 a year. Material Division, Air Corps, War Department. Twelve optional subjects.
- Junior administrative procurement inspector, \$2,000; Material Division Air Corps, War Department. Twelve optional subjects.
- Inspector, ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at large, War Department, New York Ordnance District and Rochester Ordnance District.
- Border patrolman, \$2,000. Border Patrol, Department of Justice. File by November 28.
- Junior communications operator (high speed radio equipment), \$1,620.
- Instructor, various grades, \$2,000 to \$4,000. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical. War Department.
- Assistant accountant and auditor, \$2,600. Principal accounting and auditing assistant, \$2,300. Optional branches: Rail lines; pipe, private car, and water line carriers. Interstate Commerce Commission. File by November 28.
- Junior communications operator (high speed equipment), \$1,620. War Department.
- Public health nurse, \$2,000. Indian Field Service, including Alaska, Department of the Interior, United States Public Health Service, Federal Security Agency.
- Graduate nurse, general staff duty \$1,800. Indian Field Service, including Alaska, Department of the Interior.
- Senior inspector, naval ordnance materials, \$2,600; inspector, naval ordnance materials, \$2,300. Optional branches: optical or fire control instruments, naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials, \$2,000; assistant inspector, naval ordnance materials, \$1,800, and junior inspector, naval ordnance materials, \$1,620.
- Librarian (technical processes), \$3,800.

800. Last filing date December 4.

Assistant air-way traffic controller, \$2,300.  
 Senior flight instructor, \$3,800. Flight supervisor, \$3,200.  
 Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,000.

### Drafting

Engineering draftsman: \$1,620 to \$2,000. Applications will be received until December 31, 1941.

### Naval Architecture

Naval architect: \$2,600 to \$5,000. June 30, 1942 is last filing date.  
 Marine engineer: \$2,000 to \$5,000. June 30, 1942 is last filing date.  
 Shipyard inspector: \$2,300 to \$3,800.

### Medical

Medical officer, \$3,200 to \$3,800.  
 Medical guard attendant, \$1,620.  
 Medical technical assistant, \$2,000.  
 Dental hygienist, \$1,620.  
 Junior graduate nurse, \$1,620.  
 Junior public health nurse, \$1,800.  
 Public health nurse, \$2,000.  
 Graduate nurse, general staff duty, \$1,800.  
 Medical technician, \$1,620 to \$2,000.  
 Junior laboratory helper, \$1,440.

### Engineering, Also Ordnance and Explosives Inspection

Engineer, \$3,800. File by June 30, 1942.  
 Junior engineer, \$2,000. File by June 30, 1942.  
 Chief engineering aid, \$2,000; principal, \$2,300; senior, \$2,000; engineering aid, \$1,500. Last filing date June 30, 1942.  
 Senior engineering aid (topographic), \$2,000. Applications will be rated as received until December 31, 1941.

### Navy Yard Jobs

Anglesmith (navy fires), \$6.00 to \$9.52.  
 Anglesmith (other fires), \$7.00 to \$8.56.  
 Armament machinist, \$1,800 to \$2,200.  
 Brakeman, \$6.88, \$7.36 and \$7.84 a day.  
 Trackman, 5.92, \$6.40 and \$6.88 a day.  
 Wharfbuilder, \$7.92, \$9.40 and \$8.88 a day.  
 Machinist, from \$1,300 a year to \$1,040 an hour.  
 Toolmaker from \$6.24 a day to \$1.17 an hour.  
 Shipfitter, from \$6.81 to \$8.93 a day.  
 Liftsman, from \$1.04 to \$1.12 an hour.  
 Lens grinder, from \$5.92 to \$8 a day.  
 Instrument maker, from \$1.44 a day to \$1.24 an hour.  
 Automotive spare parts expert, \$3,200.  
 Blacksmith (heavy fires), \$8.56 to \$9.52.  
 Blacksmith (other fires), \$7.76 to \$8.72.  
 Boatbuilder, \$7.92 to \$8.88.  
 Boilermaker, \$7.92 to \$8.88.  
 Chemical engineer, \$3,800.  
 Chemist (explosives), \$3,800.  
 Chipper and caulker (iron), \$7.60 to \$8.56.  
 Coppermith, \$8.56 to \$9.52.  
 Die sinker, \$8.56 to \$9.52.  
 Driller (pneumatic), \$8.72 to \$7.68.  
 Expediter (marine propelling and outfitting equipment), \$3,200.  
 Flange turner, \$8.08 to \$9.04.  
 Forger, drop, \$7.84, \$8.52, \$8.80.  
 Frame bender, 8.08 to \$9.04.  
 Gas cutter or burner, \$7.04 to \$8.00.  
 Helper-shipfitter, \$5.12, \$5.60, 6.08.  
 Holder-on, \$5.92 to \$6.88.  
 Molder, \$8.96 to \$9.92.  
 Pipe coverer and insulator, \$7.40 to \$8.36.  
 Puncher and shearer, \$6.40 to \$7.36.  
 Riveter, \$7.84 to \$8.80.  
 Rivet heater, \$4.80 to \$5.70.  
 Saw filler, \$9.04 to \$10.00.  
 Shipfitter, \$7.84 to \$8.80.  
 Shipwright, \$7.96 to \$8.93.  
 Tool and gauge designer, \$1,800.  
 Toolmaker, \$7.20 a day to \$1.08 an hour.  
 Welder, electric or gas, \$7.04 to \$8.56.

### NEW TESTS

File by December 18.  
 Senior marketing specialist, \$4,000.  
 Marketing specialist, \$3,800.  
 Associate marketing specialist, \$3,200.  
 Assistant marketing specialist, \$2,000.  
 Associate tobacco inspector, \$3,200.  
 Assistant tobacco inspector, \$2,000.  
 Junior tobacco inspector, \$2,000.  
 Junior tobacco inspector (trained), \$1,620.  
 Physiotherapy aide, \$1,500.  
 Junior physiotherapy aide, \$1,620.  
 File by December 30.  
 Student Dietitian, \$420.  
 Assistant Chief Nurse, \$2,000.  
 Assistant Soil Scientist, \$2,000.

## START PREPARING NOW!

FOR

# MOTOR VEHICLE LICENSE EXAMINER

State Dept. of Taxation and Finance, Bureau of Motor Vehicles — Test Expected Early in 1942  
 Salaries Start at \$2,100

Requirements: Five Years Driving Experience

## Civil Service LEADER Study Manual

MORE THAN 500 QUESTIONS AND ANSWERS \$ 1  
 72 Printed Pages Post Free

CONTENTS  
 The Vehicle and Traffic Law (important sections in simple language)  
 Latest Additions to the Law The Previous Test (With Official Answers) Duties of an Examiner 100 Safe-Driving Questions Answered  
 Sample Questions and Answers Hints on Mathematics Motor Vehicle Authorities

On Sale at The Leader Bookshop 97 Duane St., New York City

CIVIL SERVICE LEADER  
 97 Duane St., New York City  
 Kindly send me a copy of your Motor Vehicle License Examiner Study Manual for which I enclose \$1 (cash, check, money order).

Name .....  
 Address .....

**The EVERGREENS**  
 (Non-Sectarian)  
 Bushwick Av. & Conway St. Brooklyn  
 Glenmore 5-5300-5301  
 Price of Lots - Depending Upon Location - Time Payments Arranged. - Single Graves for three interments in the New Park Section with perpetual care and including the first opening \$175  
 Single Graves for three interments in other sections, without perpetual care but including the first opening \$100

**Thomas M. Quinn & Sons**  
 INC.  
 LONG ISLAND'S LARGEST FUNERAL DIRECTORS  
**9 OUT OF 10**

9 out of 10 of our new clients come to us through the recommendations of those whom we have served in the past.  
 Complete Quality **\$150** Funerals from  
 OVER 60 SERVICES INCLUDED IN EVERY QUINN FUNERAL REGARDLESS OF COST

Long Island City: 36-10 BROADWAY Phone ASToria 8-0700  
 Jamaica: 168-31 HILLSIDE AVENUE Phone REpublic 9-8117  
 Flushing • Corona • Astoria  
 Lynbrook • Queens Village  
 45 YEARS OF KNOWING HOW

Special Courtesy to Civil Service Employees  
 CHAPEL WITHOUT CHARGE Interment in All Cemeteries  
**NICHOLAS COPPOLA**  
 Established 1912  
 FUNERAL DIRECTOR  
 4901 104th St. Corona, L. I.  
 Newtown 9-3400  
 508 E. Main St., Patchogue P.A. 350

**JOSEPH T. KENNEDY FUNERAL CHAPEL, INC.**  
 Offers to Civil Service Employees COMPLETE FUNERALS \$115 As Low As  
 Funeral Chapel Without Charge 24-Hour Service  
 Interment in All Cemeteries  
 755 Amsterdam Ave. (97th St.)  
 2139 Amsterdam Ave. (166th St.)  
 931 Amsterdam Ave. (104th St.)  
 New York, N. Y. AC. 2-8600

ADVERTISEMENT ADVERTISEMENT

# SCHOOL DIRECTORY

## LISTING OF CAREER TRAINING SCHOOLS

**ACADEMIC & COMMERCIAL - COLLEGE PREPARATORY**  
 Hall Academy—DeKalb and Flatbush Ext., Brooklyn—Regents accredited—Main 4-8558.  
 School—853 Broadway, at 14th St. Gramercy 7-5923  
 Day and Evening Classes

**ACCOUNTING MACHINES**  
 Accounting Machines Institute—221 W. 57 St.—Day and Evening Classes—Circle 5-6425.  
 Manhattan Calculating Co.—10 E. 40th St.—Day and Evening Classes—All Business Machines—Lexington 2-4458.

**BUSINESS MACHINES**  
 Typewriter School—299 Broadway—Worth 2-5393

**DRAFTING**  
 New York Drafting Institute—276 W. 43 St.—Day and Evening Classes—WI. 7-0366.  
 Manhattan Technical Institute—1823 Broadway (59th)—Day and Evening Classes—Circle 5-7857.  
 Mendell Institute—230 W. 41st St.—Day and Evening Classes—Wisconsin 7-2086.

## Progress of State Tests

The following is the latest news on the marking of large tests given by the State Civil Service Commission. This listing is a regular feature of The LEADER.

**Open Competitive**

Printer, Public Works—Rating of Part II of the written is in progress. 694 took the test, held in October, 1940.

Farm Product Promotion Agent—Assistant, and Supervisor, Agriculture and Markets—Rating of training and experience is in progress. A total of 228 took the three tests, held in March.

Industrial Homework Investigator, Labor—Interviews are in progress; 78 took this test, held in March.

Milk Promotion Agent, Assistant, and Supervisor, Agriculture and Markets—Rating of training and experience is in progress. A total of 86 took the three tests, held in March.

Senior Inspector, Standards and Purchase—The list has gone to the administration division for printing; 50 took this test, held in March.

Court Attendant, First and Second Judicial Districts—Rating of the written is in progress; 3,279 took this test, held in May.

Compensation Examining Physician, Labor—Interviews have been scheduled; 124 took this test, held in May.

Intermediate Account Clerk and Stenographer, Westchester County—The list has gone to the administration division for printing; 100 took this test, held in May.

Labor Mediator, Labor—Interviews are to be held; 115 took this test, held in May.

Pharmacist—Rating of training and experience is in progress; 391 took this test, held in May.

Probation Officer, Erie County Children's Court—The list has gone to the administration division for printing; 125 took this test, held in May.

Public Health Nurse, County—Rating of training and experience is in progress; 170 took this test, held in May.

Senior and Assistant Examiner, Methods and Procedures—The lists have gone to the administration division for printing. A total of 64 took the two tests, held in May.

Supervising Tax Examiner, Tax—Rating of the written is in progress. A total of 198 took this test and the promotion, held in May.

Visitor, Monroe County—Rating of training and experience is in progress; 82 took this test, held in May.

Compensation Hearing Representative, State Insurance Fund—Rating of the written is in progress; 69 took this test, held in June.

First Assistant Physician, Mental Hygiene—Interviews are to be held; 111 took this test, held July 19.

Junior Civil Engineer (Highways), Division of Highways, Public Works—Three tests have been completed; one more is to be rated. A total of 420 took this test, held July 19.

Assistant Physician, Mental Hygiene—Interviews are in progress; 55 took this test, held July 19.

Junior Stenographer, Westchester County—Experience is to be rated; 265 took this test, held July 19.

Junior Typist, Westchester County—Typing and experience are to be rated; 291 took this test, held July 19.

Law Stenographer, Supreme Court, Second Judicial District—Stenography, and experience are to be rated; 552 took this test, held July 19.

Photographer, Mental Hygiene—Rating of the written is in progress; 340 took this test, held July 19.

**Promotion**

Senior Clerk, Tax—The list has gone to the administration division for printing; 268 took this test, held in October, 1940.

Senior Case Worker, Erie County—Rating of training and experience is in progress. Service record ratings have been requested; 209 took this test, held in March.

Senior Compensation Claims Clerk, State Insurance Fund—Service record rating appeals are to be settled; 166 took this test, held in March.

Senior Investigator, Onondaga County—Rating of training and experience is in progress. Service record ratings have been requested; 118 took this test, held in March.

Assistant Compensation Clerk, Labor—The list has gone to the administration division for printing; 78 took this test, held in May.

Assistant Clerk, Audit and Control—The list has gone to the administration division for printing; 63 took this test, held in May.

Assistant Typist, State Insurance Fund—Rating of training and experience is in progress; 115 took this test, held in May.

Bookkeeper - Paymaster, Mental Hygiene—Rating of the written is in progress; 91 took this test, held in May.

Clerk, Grade 7, Supreme Court, Kings County—Interviews are to be held; 60 took this test, held in May.

Supervising Tax Examiner, Tax—Rating of the written is in progress. A total of 198 took this test and the open-competitive, held in May.

## CLASSIFIED ADVERTISEMENTS

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

**Beauty Culture**  
 ATTENTION! Ladies Regular \$7.50 Individual Oil Permalents only \$3. Experts on difficult hair. Mr. Charles, MU. 2-0041. Strand Beauty Shop, 12 East 12nd St.  
 BEAUTY REST Salon's \$5 Oil Waves only \$3. Attended by Experts. Beauty Rest Salon, 355 Fulton St., Bklyn. MAin 4-9034. Opposite May's Dept. Store.

**Brassieres and Corsets**  
 DORIS STEIN, 28 West 56th St., New York—Custom and ready made. Individually designed. Reasonably priced. Slips, Panties and Bathing Suits. COlumbus 5-9338.  
 Registered - SPENCER - Corsetiere Designs created especially for you. Style and Surgical Garments. Appointments your home or mine. Miss Lillian J. Kerr, 608 Sterling Place, Brooklyn, MAin 2-0698.  
 FOR that youthful figure see Jane Stringer, Spencer Corsetiere for style, beauty and comfort. Also surgical corsets. Jane Stringer, 500 5th Ave., Room 905. PENNSYLVANIA 6-3225.

**Dancing Instruction**  
 The Anderson Studio of Dancing. All types of dancing taught. Toe, Tap, Acrobatic & Ballroom. Babies—Children—Adults. 108-02 89th Ave., Jamaica. REpublic 9-6418.  
 ALL BALLROOM DANCES. Modern Dance. Class, Private. Dance Sessions Every Saturday, 3-5:30. Morelle, 108 4th Ave. (12th St.) ORchard 4-1903.

**Entertainment**  
 PERSONAL CONSULTATION and Scientific Astrological Reading with booklet. "As the Cards Fall." \$2. Mine, Cassandra, 230 W. 42d St., Suite 1625. LONgacre 5-7574. Open Sundays.  
 BRIDGE, Ballroom, Square Dancing, Rhythmic, Glee Club, Languages, Lectures, Sports, Dances, Parties. New York League of Girls Clubs, 55 West 44th St., VA. 6-3954.

**Foods**  
 IF IT SWIMS we have it. Fresh Sea Food for Shore Dinners. Frogs' Legs, Brook Trout, Maine Lobsters, Petrosino Bros. Washington Market. BA. 7-3399.  
 DELICIOUS SANDWICHES, finest in quality, sanitary. Delivered to your department immediately. Phone Savoy Service, BO. 9-4758. 77 Washington St. Special Rates for all affairs.  
 ROSE LYNN'S—Choicest Cheese Cake—Fruited Upside-down Cake—Chocolate Cake—Cookies—Cakes. Sure hits at your office or home parties. Phone SC. 4-2478.

**Funeral Directors**  
 COMPLETE FUNERALS as low as \$125. Free chapel. Financed to meet conditions. Chas. Peter Nagel, 352 E. 87th St., N. Y. C. ATwater 9-2221.  
 MICKEY FUNERAL SERVICE, INC., 228 Lenox Ave., in the HARLEM SECTION, offers its best attention to CIVIL SERVICE EMPLOYEES of N. Y. C. LE. 4-0699.

**Furs**  
 FOR reasonably priced custom made fur coats see Mr. Spielberg. Also for expert remodeling and repairs. Located at 115 W. 30 St. LONgacre 5-3525. Mr. Spielberg.  
 PAUL GRABOIS, Specialist in re-styling, repairing. New coats and jackets to order at reasonable prices. Storage, glazing, ironing. 210 W. 29 St. LA. 4-9634.

**Help Wanted—Agencies**  
 A BACKGROUND OF SATISFACTION in personnel service since 1910. Secretaries, Stenographers, File—Law Clerks, Switchboard Operators, Brody Agency (Henriette Roden, Licensee), 240 Broadway. BR. 7-8135.  
 FAIRMOUNT EMPLOYMENT AGENCY. Stenographers Typists, Clerks. Immediate placement. Fairmount Employment Agency, 305 Broadway. BE. 3-9474-5. Opposite Civil Service Commission.  
 BOOKKEEPERS - Stenographers - Billing and Bookkeeping Machines operators, all office assistants. Desirable positions available daily. Kahn Employment Agency, Inc., 15 West 38th St. WI. 7-3900.

**Hospitals**  
 MATERNITY, 865 up. General Surgery, Member of Associated Hospitals. Compensation cases accepted free. Prospect Hospital, 730 Kelly St., Bronx, N. Y. DAYton 9-6900.

**Instruction**  
 FREE Trial Lesson. Learn to play the Accordion at the De Bellis Accordion School. Accordians furnished. 159 West 4th St. and Sixth Ave. CH. 3-3429.  
 SPANISH conversation, private lessons. \$1.50. Groups \$1. Afternoon, evenings. South American Lady. Madame De Edgar MU. 4-2893.  
 SWIM for health and safety—Instructions to men, women and children. Women's Swimming Assn., 470 West 24th St. CH. 2-2227.

**De Revuelta**  
 (D. RAY-WELTA) Est. 1924  
 Sunday Tea Dances, 5-9 P.M.  
 Coffee Dances, 9-11:30 P.M.  
 Groups Tues., Thurs., Sat. at 9  
 Instruction Incl.—Escort Unnecessary  
 Samba, Conga, Rumba, Tango, Waltz  
 Private Lessons Daily, 11-11  
 Largest Pan-Am. Dancing School  
 133 EAST 61st ST., N. Y.

**BE POPULAR... Learn Dancing at WEBER STUDIOS**  
 Ballroom • Rhumba • Foxtrot  
 Waltz • Conga • Samba • Tango  
 Children's Classes in  
 BALLET — TAP — BALLROOM  
 487-489 Washington Ave., Brooklyn  
 (Bet. Gates Ave and Fulton St.)  
 Phone MAin 2-5769  
 5th Ave. 'A' Expres. (Wash. Av. Sta.)  
 at corner. 5 minutes from Boro Hall.

**Watch The LEADER exam pages every week for tests now open. The exam pages contain details of city, state and federal tests open for application.**

**FINGERPRINTING**  
 National Fingerprint and Identification School—9 E. 46th St.—Individual Instruction; Licensed by State of New York—PLaza 5-6868.

**MECHANICAL DENTISTRY**  
 New York School of Mechanical Dentistry—125a W. 31st St.—Day and Evening—Employment Service—Free Booklet—CHickering 4-3994

**STENOGRAPHY IN ALL LANGUAGES**  
 Terboro Institute—152 W. 42d St.—Wisconsin 7-3835—Day and Evening Classes.

**SECRETARIAL SCHOOLS**  
 Riverside Business and Secretarial School—2061 Broadway (72d St.)—Intensive, Beginners, Advanced classes—Day-Eve.—TR. 4-2191.  
 Washington Business School—130 W. 42d St.—Wisconsin 7-8811 Complete Secretarial Courses—Including Comptometry.  
 Secretarial Institute—225 Broadway—Day and Evening Classes—Beginning and Advanced Classes—BARclay 7-8200.

**WELDING**  
 Modern Technical Institute—Drafting, Slide Rule, Blueprint Reading, Machine Shop—786 Communipaw Ave., Jersey City, N. J.—BERgen 4-6169.

# Park Topics

By B. R. MEEHAN

**Study Aid for Assistant Gardner**  
 Study Aid No. 3

- Is moss on lawn areas an indication of acid soil? How may it be corrected?
- Define the terms (1) deciduous and (2) evergreen with reference to shrubs.
- Name some plants preferring acid type soil. Alkaline soil.
- Name three important soil elements. Give a source of each element. Of what value is each element to plants?
- Define the term: "pricking out." Briefly describe the procedure.
- Explain briefly why lime should be used cautiously on lawn areas.
- What is meant by the term "mulching?" Name some mulching materials.
- State the advantages arising from summer mulching. Winter mulching.
- Briefly explain why light watering of heavy lawn soils is undesirable.
- Name some beneficial garden insects.
- (Clip and paste in scrap book) Answers to the above questions will be published next week.

**ANSWERS**  
**Answers to Study Aid No. 2**

- Dahlia tubers are planted outdoors in May and continued to the end of June. When foliage turns brown and dies down in the fall, remove tubers and store indoors over winter.
- Herbaceous perennials are those nonwoody type plants which die to the ground over winter. Examples: Bleeding Heart, Columbine, Peony, Delphinium, Foxglove, and Oriental Poppy.
- Ground cover plants are generally vines or shrubs used because of their creeping or spreading habit, to conceal the ground in which they thrive. Ground cover plants are used under the following conditions: (a) In shady situations where it is difficult to get plants or lawn grass to thrive; (b) On sloping banks where washing of earth prevents establishment of grass from seed; (c) To reduce cost of maintenance of lawn areas.

Some common ground cover plants used include: Periwinkle (Vinca minor), Pachysandra (Pachysandra terminalis), Hall's Honeysuckle (Lonicera japonica), Thyme (Thymus serpyllum), Memorial Rose (Rosa wichuriana), and Bittersweet (Celastrus scandens).

- The degree of soil acidity or alkalinity is expressed in pH values. The intensity of acidity or alkalinity is designated by pH numbers. Numerical readings indicate the following soil reactions: 3.9 and less, extremely acid; 4.0 to 4.4, very strong acid; 4.5 to 4.9, strongly acid; 5.0 to 5.4, medium strongly acid; 5.5 to 5.9, moderately acid; 6.0 to 6.9, slightly acid; 7.0, neutral; 7.1 to 7.5, slightly alkaline; 7.6 to 8.0, strongly alkaline, 8.1 and over, very strongly alkaline.
- Pruning is the removal of dead wood; or living growth so as to benefit those that remain. Advantages of pruning are: (a) Encourages development of blossoms and fruit. (b) Maintains symmetry of plant. (c) Extends life of plant. (d) Encourages growth of new wood. (e) Open up plants to air and sunlight.
- Advantages arising from the fall planting of leaves includes: (a) Weather conditions are ideal for germination of seed. (b) New grass has less competition with weeds since they are least active. (c) Soil is in good working condition. (d) Grass will stand more adversity in the following spring and summer seasons.
- Jobs-tears, Quaking grass, Fountain grass, Animated oats, Broome grass, Squirrel grass, Cloud grass, and Rabbittail grass.
- Heeling-in is the temporary placing of nursery stock into trenches until such time that they may be placed in their permanent location in the landscape; whereas heading-in, is a pruning method, whereby the young growth on shrubs or trees is shortened.
- Bordeaux mixture is a fungicide containing lime, copper sulphate and water. It is used to prevent blight, mildew, rust, etc., on plants.
- Miscible oils are used as sprays for scale insects or dormant plants. It is a vegetable or mineral oil preparation suspended in water.

**Civil Service Employees: Watch forthcoming issues of The LEADER for special articles on your seniority rights, promotions, retirement, and other subjects of vital interest to you.**

**Prospect Park Riding Academy**  
 25 Ocean Parkway, Brooklyn, N. Y. Windsor 8-9295  
 Free Class Instruction Riding Habits Without Charge Special Courtesy To CIVIL SERVICE EMPLOYEES

**JAMES R. WHITTON**  
**School of Dancing**  
 Expert Instruction All Branches Children's Classes Daily in Ballet, Toe, Tap and Ballroom Dancing Ballroom Classes for Adults High School Boys and Girls 72-10 RIDGE BOULEVARD Shore Road 8-4340

FOR choice wines and liquors, all popular brands, conveniently located for Civil Service patronage. L. J. Newman, 308 Broadway, Worth 2-2995.

# Is Your Exam Here?

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

**OPEN COMPETITIVE TESTS**  
**Actuarial Assistant:** The written test was held November 15.  
**Air Traffic Control Tower Operator:** The written test was held October 24.  
**Assistant Engineer (Specifications), Grade 3, College Equipment and Supplies:** The rating of the written test has been completed.  
**Baker:** The practical test will probably be held the latter part of this month.  
**Bridge Painter:** The rating of the written test has been completed.  
**Car Maintainer, Group A:** The practical tests were held November 17, 18, 19.  
**Car Maintainer, Group B:** This examination is held in abeyance pending the results of the promotion test for this position.  
**Chief Air Traffic Control Operator:** Applications closed Nov. 14.  
**City Medical Officer, Police Surgeon and Medical Officer, Medical Examiner:** The rating of the written test has been completed. The oral interview test will be held as soon as practicable.  
**Court Stenographer:** The elimination test will be held Nov. 29.  
**Dietitian:** The rating of Part II of the written test has begun. The rating of Part I will begin shortly.  
**Director of the Bureau of Child Hygiene:** The rating of the written test has been completed.  
**Electrician:** The rating of Part I of the written test is in progress.  
**Fireman:** The rating of credit for educational and athletic training is in progress.  
**Gasoline Roller Engineer and Asphalt Roller Engineer:** The postponed practical test will be held in November.  
**Health Inspector, Grade 2:** Filing for this examination closed October 14. Exam set for Dec. 6.  
**Housekeeper:** The rating of the written test has been completed.  
**Inspector of Housing, Grade 2:** Exam set for Nov. 29.  
**Inspector of Printing and Stationery, Grade 2:** The rating of qualifying experience has been completed.  
**Interpreter:** The rating of the written test is still in progress.  
**Junior Administrative Assistant (Real Estate Research):** The rating of the written test has been completed.  
**Laboratory Assistant (Bio-Chemistry):** The written test will probably be held this month.  
**Medical Social Worker, Grades 1 and 2:** The rating of the written test has been completed.  
**Principal Chemist (Bio-Chemistry):** Application period closed Oct. 27.  
**Psychiatric Social Worker, Grade 2:** The rating of the written test is still in progress.  
**Power Distribution Maintainer:** Practical tests will be held shortly.  
**Radio Operator:** The rating of qualifying experience has been completed. Written test, Dec. 10.  
**Resident Building Superintendent, Grade 3:** All parts of this examination have been administered.  
**Senior Buyer (New York City Housing Authority):** The rating of the written test has been completed.  
**Spectroscopist-Microanalyst:** The written test was held October 30.

**Superintendent of Camp LaGuardia:** The rating of the written test is in progress.  
**Supervising Air Traffic Control Operator:** Applications closed Nov. 14.  
**Supervising Tabulating Machine Operator, Grade 4:** The rating of the written test has been completed.  
**Telephone Maintainer:** The rating of the written test is completed.  
**PROMOTION TESTS**  
**Accountant (City-Wide):** This examination will be held on December 30.  
**Assistant Foreman (Sanitation):** The rating of the written test has begun.  
**Assistant Foreman (Track):** The practical oral test was held on October 15.  
**Assistant Superintendent of Telegraph (Police):** The written test was held on Nov. 6.  
**Assistant Supervisor, Grade 2, (Social Service), City-Wide:** The

practical test was held November 17, 18, 19.  
**Car Maintainer, Group A:** The rating of the written test has been completed. The practical test will be held this month.  
**Electrician:** The rating of Part I of the written test has begun.  
**Foreman of Bridge Painters (City-Wide):** The rating of the written test has begun.  
**Foreman (Power Distribution):** The rating of the written test has been completed.  
**Gardener (Parks):** The final key answers were approved by the Commission.  
**Housekeeping (Women) Hospitals:** The rating of the written test has been completed.  
**Junior Accountant (City-Wide):** The written test was held October 4. Rating has begun.  
**Power Distribution Maintainer:** Practical tests will be held shortly.  
**Senior Accountant (City-Wide):** This examination will be held on December 30.  
**Sergeant, P.D.:** The rating of Part II of the written test is still in progress.  
**Supervising Tabulating Machine Operator, Grade 3, (Health and Tax Departments):** The rating of the written test has been completed.  
**Supervisor, Grade 3, (Social Service):** The rating of the written test is still in progress.  
**Telephone Maintainer:** The rating of the written test has been completed.  
**Telephone Operator, Grade 2:** The rating of the written test has been completed.  
**Trainmaster:** The rating of the written test has been completed.



**RUSSELL B. DOLAN**, Vice-President of the Gleeson & Dolan Development Corporation and Vice-President of Gleeson & Dolan, Inc., has been appointed exclusive sales agent for Willow Brook Park in Islip, L. I. This is a tract of over 50 acres bordering on Crowc Creek and the Sunrise Highway. A private race track forms a part of the property. As this section is close to the defense industries, Mr. Dolan plans to develop the land along the lines laid down for defense areas. For those interested in this property write to the Gleeson & Dolan Development Corp., Knickerbocker Building, Broadway at 42nd street, New York City or call WISconsin 7-0634.

gladly furnish it upon request. Just write the **FUEL SAVING COMPANY**, 4193 Park Avenue, Bronx, N. Y. . . . Brown, Wheel Harris, Stevens, Inc., have leased the new 18 story and penthouse building recently completed on the southwest corner of Park avenue at 61st street. George A. Horton, vice-president of Pagel, Horton & Co., dealers in crude rubber and pulp; also, in the same building to Arthur Shattuck and to Bernard F. Weadock, of Greenwich, Conn. At the Hotel Chatham, to Edward L. Alperson, 784 Park avenue, to William Simpson, at 350 East 52nd street, to Mrs. Louis Morgan and to Beverly Roberts, for Douglas Elliman & Co., at 163 East 42nd street, to Miss Lillian Clark, 128 East 35th street, to Helen Wellens; at 142 East 27th street, to Mrs. Vera C. Moore, at 108 East 56th street, to Gladys Petch; at 414 Madison avenue, to Miss Lorella Valenti, and at 1303 York avenue, to ward T. Higgins.

Concerning the Fuel Saver Company, about whose services we informed you last week—here are some interesting facts in answer to the many inquiries this department has received. They sell no fuel of any kind—they only save it for you. Their demonstration will convince you. They will demonstrate to you in your home, office, or factory without any obligation to you whatsoever. Bear in mind that their work is guaranteed to save money, anywhere from 20% to 40% on heating bills. If there is any further information or any reference you desire, they will

If there's any information you desire about lots, houses, unfinished or unfurnished apartments, or any other Real Estate problems on which you require assistance, just write to Fred Ashley, Civil Service LEADER, 97 Duane street, N. Y. C.

## Mental Hygiene Notes

**Metropolitan Council?**  
 Formation of a metropolitan council, taking in representatives of the employees in institutions within zone 4, is definitely in the wind. We understand that already the idea has the approval of employees from Manhattan State, Brooklyn State, Creedmoor State, and Kings Park State. This column will keep you posted on further developments.

Nicholas, Harry Fister, Walter Morey, Lucy Cutolo. . . Resigned: Mrs. Belle McNeil, editor of the institution's paper, "The School News"; Bernard McCabezo, Dan Michaels, Mrs. Edna Michael, Mrs. Anna Keeler.

**Brooklyn Elects**  
 John F. Geraghty has just been picked as vice-president of the Brooklyn State Hospital Employees' Association. . . They formed their sets and swung their partners Saturday night at a barn dance in the assembly hall. . . December 15 is the final date to get in your petitions asking for extension of Feld-Hamilton. . . Square dance classes are held Tuesday nights.

**Progress of the Lists**  
 Here's the latest on the progress of the Hospital Attendant lists:  
 The new list was recently exhausted for men in all zone four institutions with the exception of Manhattan State Hospital on Ward's Island. That takes in hospitals both within the five boroughs and outside.  
 As for women, the old list has been exhausted for institutions outside the city. Inside, latest certification is 10,071, latest appointment 9,020. The new list has been certified down to 2,385 for women outside the five boroughs, while appointments have reached to 2,258. The new list hasn't been touched for women inside the city.

**New Officers**  
 Mrs. Mary O. Blessing is the new president of the Civil Service chapter at Wassaic State School. She takes office December 8, along with the following: Carl Sabo, vice-president; Helen Makut, secretary; George Lake, treasurer; Thomas Ahearn and George Penfield, delegates. . . Mary Houghton has transferred to Rome State School. . . New arrivals: Leta Dugan, Tom Ligamari, Paula Young, Mrs. Marie Corton, Mrs. Marian Rudin, Mr. and Mrs. Raymond Clinton, Helen

**Building**  
 Building bids on contracts for two more units in the big Deer Park, Long Island, hospital were opened last week. The first covered construction, heating, sanitary, electric, and refrigeration work, and special electric fixtures for the kitchen and dining structure, known as Building No. 5. Estimate of cost was \$190,000. The second project called for bids on the same type of work for the medical and non-medical staff building, known as Building No. 55. The estimated cost of this project was placed at \$175,000.

# BULLETIN BOARD

**FIVE BORO ASSISTANT GARDENERS**  
 An important meeting of the Five Boro Assistant Gardeners Association will be held Tuesday, December 2, at 8 p. m. in Room 216 of the City Court House, 52 Chambers street, Manhattan. Nomination of officers will be made at the meeting. All members are urged to attend.

Beatrice Allen, Julius Laffal, Angela Massochi, Harry M. Elkin, Sol Resnisk, and August Roselle.  
**ASSISTANT GARDENER ELIGIBLES**  
 Next meeting of the Assistant Gardener Eligibles Association will be held in Room 220, Washington Irving High School Friday, December 12, at 8 p. m. All members of the organization are requested to attend.

**FIRST ANNUAL DANCE NAVY YARD CIVIL SERVICE ASSN.**  
 Thanksgiving Eve was the occasion for the first annual dance of the Navy Yard Civil Service Association at the Hotel Pennsylvania, Manhattan. The affair was a huge success if the number of distinguished guests, including high-ranking officers of the Navy and federal and local governments, who attended is any criterion. Jerome Baum was general chairman of the entertainment and dance committee. He was ably assisted by Diana Jaffee,

**ERD BOOKKEEPER**  
 The eligibles on the promotion to bookkeeper list in the Emergency Revenue Division of the office of the Comptroller had their first general meeting on November 19. A chairman was elected and various committees were formed. The eligibles expressed the opinion that the need for bookkeepers in this department would bring about immediate promotions.

**NEW LAW JAN 1**  
 Protect your right to operate your automobile after Jan. 1 by procuring the proper automobile policy. LET US INSURE YOU ADEQUATELY. Time Payments Arranged.  
**LOUISE E. ISNARDI CO.**  
 7018 - 18th AVENUE, BROOKLYN  
 BEechview 2-1700

**ATTENTION CIVIL SERVICE EMPLOYEES**  
 Over 1,000 Foreclosed Homes TO BE SOLD AS LOW AS  
**\$3,500.00**  
 ALL LOCALITIES TYPES PRICE RANGES  
 Convenient Terms Arranged  
 Act Now! Inquire Today!  
**RALPH VARICHO**  
 111-40 Lefferts Blvd., Richmond Hill  
 Virginia 3-5445 • Call or Write

**Charles W. Brown**  
 Real Estate Broker & Appraiser  
 INSURANCE Founded 1807  
 3428 THIRD AVENUE  
 New York City MEIrose 1-0048

**FIRST COME - FIRST SERVED**  
 I am opening a new development in the Defense Area, with Free BATHING BEACH AND BOAT DOCK.  
**25 Ft. Lots for \$30**  
 Write or Call for FREE Map  
**DOLAN** 152 W. 42nd St., N.Y.  
 WATkins 7-0635

**CHOICE APARTMENTS FOR RENT**

| Address                                    | Rooms & Rent        | Description of Property  |
|--|---------------------|--|
| <b>MANHATTAN</b>                           |                     |  |
| 510 W. 184th St.                           | 5 Rooms \$44 - \$48 | Bright, airy outside rooms in modern building. Well located for access to transit, schools, shops, churches. Tiled baths. Supt. or NEHRING BROTHERS, 182d and St. Nicholas Av. |
| <b>BRONX</b>                               |                     |  |
| 134th St., 358 East<br>Near Alexander Ave. | 6 Rooms \$23        | All improvements, except steam J. M. PREGENZER Real Estate and Insurance 225 Alexander Ave. (138th St.)  |
| 138th St., 416 East<br>Near Subway         | 5 Rooms \$25        | All improvements, except steam J. M. PREGENZER Real Estate and Insurance 225 Alexander Ave. (138th St.)  |
| 284 Willis Ave.<br>At 139th Ste.           | 5 Rooms \$25        | All improvements except steam J. M. PREGENZER Real Estate & Insurance 225 Alexander Ave. (138th St.)   |
| 405 Willis Ave.<br>At 144th St.            | 5 Rooms \$25        | All improvements except steam J. M. PREGENZER Real Estate and Insurance. 225 Alexander Avenue (138th St.)  |
| 145th St., 415 East<br>Good Location       | 4 Box Rms. \$22     | All improvements, except steam J. M. PREGENZER Real Estate and Insurance 225 Alexander Ave. (138th St.)  |
| 147th St., 408 East<br>Near Willis Ave.    | 5 Rooms \$25        | All improvements, except steam J. M. PREGENZER Real Estate and Insurance 225 Alexander Ave. (138th St.)  |
| 750 Westchester Av.<br>Near Subway         | 5 Rooms \$32        | All latest improvements J. M. PREGENZER Real Estate and Insurance 225 Alexander Ave. (138th St.)   |

**Bargain Buys For House and Home**

Cut Down Your FUEL COSTS Let the  
**FUEL SAVER CO.**  
 Investigate Your Heating Plant We Sell No Fuel—We Save It No Miracles—Only Common Sense For Demonstration or Further Information—Phone or Write  
**FUEL SAVER CO.**  
 4193 Park Avenue N. Y. C.  
 TRemont 2-0196  
 No Obligation or Cost to You

ESTABLISHED 1904  
**MATTRESSES**  
 Box Springs—Pillows—Quilts Made over and sterilized equal to new  
 Authorized Agency for  
**U. S. ROYAL FOAM SIMONS MATTRESSES and SPONGES**  
 BEAUTYREST  
**EMPIRE BEDDING SHOP**  
 3599 B'way (nr. 148th St.) ED. 4-4422  
 Special Discount to Civil Service Employees

**SPECIAL COURTESY TO CIVIL SERVICE EMPLOYEES**  
 General Hardware — Paints  
 Painter's Supplies  
 Sole Distributors on the Island for  
**DUPONT (DUCO) PAINTS**  
**J. RASNER & CO., Inc.**  
 251 Jersey St. Gibraltar 7-7791  
 New Brighton, Staten Island

**Defective Heating Plants Corrected**  
 Sections for all makes of boiler. New Heating Plants Installed. Jobbing Promptly Attended.  
**OIL BURNERS INSTALLED**  
 No Down Payment—3 Yrs. to Pay. Estimates Cheerfully Given.  
**J. RUSSO**  
 Plumbing and Heating Corp.  
 267 EAST 164th STREET, N. Y.  
 JERome 7-4737

**YOU CAN'T AFFORD TO LOSE**  
 the use of your car and your driver's license. . . You must have insurance AFTER JAN. 1, 1942  
 Act now and insure with  
**Perfect General Brokerage Co.**  
 982 Findlay Ave., Bronx, J.E. 8-0749  
 Any Kind in Any Company



# FOLLOW THE LEADER.

## Bargain Buys For Leader Readers

By BILL BENNETT

### Eastern Aircraft

The Eastern Aircraft Instrument School, located at 100 West 42nd Street, New York City and 116 Newark avenue, Jersey City, offers a special course for Junior Technicians that automatically places applicants on the list upon completion of training without any examination.

### Fast Math School

The Lightning Computing School at 7 East 42nd Street, under the capable supervision of Miss Lichtman has made an enviable reputation for its success in its field of teaching and in its marvelous record of placements for graduates. We recommend to those of you interested in such a course an interview with Miss Lichtman.

### Reliable Welding

And now, turning to a field that has reached new heights this year... Welding. The Reliable Welding School at 859 60th Street, Brooklyn, under the guidance of Mr. D'Urso offers you a course which when completed will make

you eligible for one of the many positions open in the ever expanding defense industries of America.

### Insurance

The firm of John Treiber Co., 194 Broadway, Brooklyn, N. Y., who have been in the insurance business since 1899, will be pleased to serve you in any of your insurance needs, particularly for protection required of automobile owners under the New York State Law effective January 1, 1942. Call or write John Treiber Co., 194 Broadway, Brooklyn, N. Y.

### Health Foods

In speaking to Mr. Roberts of Health Brands, this week, we learned the benefits of garlic to human beings. Dr. W. C. Minchin once said, "In my settlement work in New York City many years ago, I noticed that despite the dirty and overcrowded conditions under which many of the conglomerate races in New York lived, those who were accustomed to eat garlic were most free from the ravages of pulmonary infections and contagious diseases which prevailed in the

quarters where I worked. I have since come across many similar observations of European physicians explaining that the reason for the small death-rate in squalid sections of Continental cities, is because of the garlic-eating habits of the population." Therefore we suggest you visit Health Brands at 450 West 45th Street, and inquire about Robert's Garlic Extract which gives you all the benefits of garlic without the odor.

### Athlete's Foot

Do you suffer from "Athlete's Foot." Visit Dr. George Arlen, the well known and popular Chiroprapist-Podiatrist at 587 West 181st Street, in the Subway Arcade Bldg. He'll make you feel like a "million" in just a few minutes, relieve you immediately, while clearing up the condition for you. For any foot ailment, visit Dr. Arlen—you'll find that it will more than pay you in the long run.

And now our time is up, so until next week, same time, same corner, this is Bill Bennett saying, "If it's about this or that, just write to your pal at The LEADER." So long now.

### Pastry Shop

**CROYDON PASTRY SHOP**  
Offers  
For Christmas and New Years  
Fruit Cakes, Stollen, Marzipan  
Ginger Cakes  
And Our Famous French Cookies  
"Croydon Pastry Always Tasty"  
Give Your Holiday Order Now  
8306 Baxter Avenue  
Jackson Heights  
Next to Tel. Office Phone HA. 9-6740

### Refreshments

**MILK THAT'S REALLY PROTECTED AND COSTS LESS**  
**HERE'S PROOF**  
1 QUART PER DAY.....16c  
2 QUARTS PER DAY.....15c  
3 QTS. OR MORE PER DAY.....14c  
**EVERY QUART IN A BOTTLE**  
Bottled Fresh Daily  
Early Morning Deliveries to Your Door  
**ALLIED FARMERS LEAGUE**  
SILVER CREST DAIRIES  
34-10 LINDEN ST., FLUSHING, L. I.  
Flushing 3-0010

### KINGSTON AVE.

**Wine & Liquor Co., Inc.**  
Consult Us for Advice on Your Requirements for Banquets—Parties and Other Social Functions  
Special Price on Case Purchase  
FOR PROMPT DELIVERY CALL  
President 3-6820  
106 Kingston Ave. Brooklyn, N.Y.  
Bet. Bergen and Dean St.

## BEER

"Feed the Right Way"  
1/8—1/4 and 1/2 KEGS from  
**Clason Point Beverage Co.**  
Distributors of Eichlers Beer  
444-52 UNDERHILL AVE.  
UNDERHILL 3-2945  
4003 BOSTON ROAD  
FAIRBANKS 4-1170  
Deliveries to Manhattan, Bronx and Westchester County

### Ties

**Civil Service Employees SAVE 50 PER CENT**  
Buy Your Neckties Direct From the Manufacturer...  
**Carl Neckwear Co.**  
1220 Broadway, near 30th St.  
4th Floor L.A. 4-8219  
Selling to Dept. Stores, Jobbers and Manufacturers for 20 Years.

### Typewriters

**Rent Your Typewriter FOR EXAMS**  
We Deliver and Call for It  
All Makes  
SOLD - REPAIRED - EXCHANGED  
Easy Payments  
**International Typewriter Co.**  
240 E. 86th Street RE. 4-7900  
Open until 9 P. M.

**TYPEWRITERS**  
Sold, Rented—Repairs, Supplies  
**Louis P. La France**  
**JERSEY CITY**  
**TYPEWRITER CO.**  
823 Jackson Ave. • Jersey City, N. J.  
DElaware 3-3616

**TYPEWRITERS**  
Compts, Cales, Adders, Rented, Bought, Sold, Portables, Terms,  
EXPERT REPAIRING  
**QUEEN'S TYPEWRITER CO.**  
147 West 42d St., N. Y. WI. 7-6881  
25-20 41st Ave., L. I. City ST. 4-4644

**TYPEWRITERS RENTED FOR EXAMS**  
**Abalon**  
140 WEST 42d STREET  
(at Broadway) BItyant 9-7756

### Arch Supports

**TAKE CARE OF YOUR FEET**  
and  
**THEY'LL TAKE CARE OF YOU**  
Foot Aids Are Safe & Effective  
Give Individual Attention at  
**THE GEORGE ARLEN**  
POD-HEALTH CENTER, Ltd.  
151st St. (Subway Arcade Bldg.)  
New York City WA. 7-0058  
Open 10 A.M. to 9 P.M.  
Discount If You Bring This Ad

### Auto Service

**AUTO SERVICE**  
Automobile Repairing  
on all makes of cars  
**TOWING SERVICE**  
Day and Night  
**CARBURETORS**  
Ignition and Brake Service  
**PROMPT ROAD SERVICE**  
**BARONE**  
500 Victory Blvd., W.N.B.  
Gibraltar 2-5658

**AUTO SEAT COVERS**  
FINEST CUSTOM MADE  
SPECIALLY FOR YOUR CAR  
Largest Selection of Materials  
Reasonable Prices  
Discount to Civil Serv. Employees  
**JOHN BRUECKL**  
421 West 54th Street  
Ambus 5-1945 New York City

**HYDRAULIC BRAKES**  
ADJUSTED BY MACHINE  
Complete Brake-Servicing  
Motor Tune-Up  
Carburetor Reconditioning  
Generator Starting Motor  
and Ignition Service  
Lubrication, Tires, Tubes  
**BUDGET PLAN**  
**Manclif Gas & Service Station**  
84th Ave. Brooklyn, N.Y.  
Wisconsin 5-9763

### Bargain Shop

**Beat the Rising Prices!**  
Buy Quality Merchandise at  
**BARGAIN PRICES**  
Everything for Men, Women & Children  
Antiques, Novelties  
Bric-a-Brac, Home Furnishings  
**THE TIP TOP**  
Greenwich Ave. WA. 9-0828  
New York's Finest Thrift Shop

### Clothing

**CLOTHES FOR MEN, WOMEN AND CHILDREN**  
FIT FOR THE ENTIRE FAMILY  
Large Fur Coat Selection  
Time Payments Arranged  
Weekly or Monthly  
**STORCH MARVEL STORES**  
34th St. Room 302-303  
Empire State Bld. Wis. 7-4410  
5% Discount With This Ad

**For That Formal Occasion**  
**RENT ALL OF**  
Your Requirements — Dress Suits and  
Latest Style Accessories  
**DUBLIN'S TUXEDOS**  
BRIDAL GOWNS  
Manhattan Ave., Bklyn. EV. 4-6460  
MEN'S DEPARTMENT  
Varet St., Bklyn. EVergreen 4-8035

**PRICED FROM \$18 TO \$23**  
**HATS, TOPCOATS AND TUXEDOS**  
made to order from the finest  
Imported & Domestic Woolens  
Lower Overhead Is the Answer  
**EDELMAN**  
TAILOR AND CLOTHIER  
817 Myrtle Ave., Brooklyn, N. Y.  
(Bet. Nostrand and Marcy Aves.)  
Call EVergreen 8-4428

**BRITISH TWEEDS**  
COATS or SUITS  
Women, Misses, Children  
made to Your Measure at Only  
\$30 - \$35 - \$40  
Will Style and Fit to Suit Your  
Individual Taste  
**WILTSHIRE GARMENT CO.**  
270 West 38th St., N. Y.  
LO. 5-1409

### Diaper Service

**ATTENTION MOTHERS**  
YOUR BABY'S HEALTH IS  
SCIENTIFICALLY PROTECTED  
THE AMERICAN WAY  
USE  
**AMERICAN STERILIZED**  
**DIAPER SERVICE**  
Laboratory Tested - Cellophane  
Sealed Sanitary Diapers  
**American Diaper Service, Inc.**  
20 W. 27 St. CHickering 4-2328  
Mention "The Leader"  
For Free Copy of The American  
Baby—A Magazine for Mothers.

## ONE MONTH TO XMAS

Buy Now the Things You'll Want and Need  
at SAVINGS OF 15% to 50%  
ON FINEST QUALITY MERCHANDISE

- |                        |                             |                |
|------------------------|-----------------------------|----------------|
| Appliances, Electrical | Food Mixers                 | Ranges         |
| Auto Radios            | Furniture                   | Razors         |
| Balls                  | Heaters                     | Refrigerators  |
| Bridge Sets            | Hamdriers                   | Sun Lamps      |
| Baby Carriages         | Instruments, Musical        | Silverware     |
| Baby Furniture         | Irons and Ironers           | Sporting Goods |
| Bicycles               | Jewelry                     | Stoves         |
| Binoculars             | Leather Goods               | Syphons        |
| Cameras                | Lamps                       | Tables         |
| Cleaners, Vacuum       | Machines—Sewing and Washing | Toys           |
| Clocks                 | Motors — Outboard           | Typewriters    |
| Diamonds               | Mattresses                  | Tubes          |
| Drink Mixers           | Rugs                        | Watches        |
| Fans                   | Radios                      |                |
| Fountain Pens          | Records                     |                |

**BENCO'S GUARANTEE — SATISFACTION OR YOUR MONEY BACK!**  
**BENCO-FORMAN SALES CO., INC.**  
21 MAIDEN LANE, New York City Worth 2-0300

### Discount Houses

**SAVE \$ ON NATIONALLY ADVERTISED MERCHANDISE**  
Discounts from 15 to 50% on  
Electrical Appliances, Furni-  
ture, Jewelry, Radios, etc.  
**LESTER SALES, Inc.**  
147 W. 42 ST. • 1472 BWAY  
Wis. 7-0034-5 (at Times Square)

**NOW AVAILABLE TO CIVIL SERVICE EMPLOYEES DISCOUNTS UP TO 50% ON All Standard Merchandise**  
Furniture Jewelry  
Radios Cameras  
Typewriters Sporting Goods  
Electrical Appliances  
Get Our Price Before Buying  
**MARKS DISTRIBUTORS**  
123 Cedar Street WO. 2-6530

### Gifts

**SELECT XMAS GIFTS**  
From Our Splendid Selection of  
Hand-Made Mexican Arts  
JEWELRY  
GLASSWARE — POTTERY — ETC.  
Reasonably Priced  
**LAS NOVEDADES**  
87 Christopher Street  
CHelsea 2-7016 New York City

**Do Your Xmas Shopping Early**  
**BICYCLES & WHEEL GOODS**  
TOYS OF ALL KINDS  
A Small Deposit Now Will Hold  
Your Purchase Until Xmas  
**Jimmie's Toyland**  
174 Graham Ave., Brooklyn, N.Y.  
Near Montrose Avenue  
Established 1920

### Health Foods

**Eligibles!**  
If you have Asthma, Bronchitis,  
or Intestinal disorder symptoms,  
by all means, try TIP and get  
yourself in first class condition.  
This is a new product, consisting  
of, fresh Garlic Juice and Wild  
Honey, with no after-odor. It  
makes you feel good!  
**HEALTH BRANDS**  
455 WEST 45th STREET  
New York, N. Y. CO. 5-8092

### Driving Instruction

**BILL'S AUTO SCHOOL**  
**LEARN TO DRIVE**  
\$1 PER LESSON  
Thru Traffic — 1941 Cars  
Steering Gear or Floor Shift  
Dual Safety Controls  
Individual Instruction  
Cars for Road Test  
**CIVIL SERVICE PHOTOS**  
Opposite State Building  
169-171-173 Worth St. Worth 2-6990

### Insurance

**To Civil Service Employees**  
PROTECT YOURSELF Against  
Law Suits — Garnishments — Damages  
BUY AUTO INSURANCE—Consult  
**ABRAHAM ABRAMOWITZ**  
The Friendly Broker—At His Office  
Or Arrange for His to VISIT YOU  
SPECIAL  
Pay Premium in 9 Monthly Installments  
302 Broadway New York City  
COrtlandt 7-5499 - 5487

### Jewelry

**Discounts 15% to 50% On**  
Watches, Diamonds, Jewelry,  
Silverware, Clocks, Fountain Pens,  
Typewriters, Wallets, Razors,  
Electric Appliances, Etc.  
**DAVIDOFF**  
110-14 Jamaica Avenue  
Richmond Hill, N. Y.  
Established 20 Years

### Music Instruction

**Enjoy & Understand Music**  
**Piano - Violin - Voice - Theory**  
The Mabel Corey Watt School Teachers  
Alertness Courses for School Teachers  
Telephone: MAnfield 6-6941  
1702 Newkirk Ave. B'klyn, N.Y.

### Laundry

**3-HOUR SERVICE IF DESIRED**  
**NEPTUNE LAUNDRY**  
"LUXURY AT LITTLE COST"  
MODERN METHODS  
MODERN PRICES  
149 W. 4th St. • GR. 5-8180

### Pants

**PANTS**  
We Match Pants to Your Coat or Vest  
\$1.95 to \$7.95  
Large Assortment of Slacks  
**ALBEE PANTS SHOP**  
Boro Hall Section  
441 Fulton St. (nr. Smith)

### Patents

**PATENT ATTORNEY - PROF. ENGINEER**  
**7. H. POLACHER**  
1224 BROADWAY - NEW YORK - AT 31 ST  
SEND COUPON FOR...  
"AMERICAN INVENTORS  
MAY WIN THE WAR"  
NAME.....  
ADDRESS.....

### Pianos

**BUY DIRECT FROM FACTORY**  
**Weser PIANO CO.**  
Nationally Known Man-  
ufacturers selling con-  
sumer direct. Tremendous  
savings. New, used, Spinets, Grands,  
Steinways, Chickering's, Knabes,  
others. Bona fide values payments  
524 W. 43d — MEDal. 3-3512

### Pharmacy

**THE LEADER**  
In the Prescription Field  
Serving Government Employees for  
Over Fifteen Years  
**PRESCRIPTIONS • GIFTS**  
**DRUGS • CANDY**  
**MARTOCCI Pharmacy**  
7801 13th Ave. Brooklyn  
Phone BEensonhurst 6-7032

### Photography

**PORTRAITS**  
BY THE FAMED  
**KOHN Studios**  
CHRISTMAS GIFTS THEY WILL  
LONG REMEMBER AND CHERISH  
Special Christmas Prices to  
Civil Service Employees  
111 WEST 72nd ST., N. Y. C.  
TRafalgar 4-2646

### Radio Service

**BEN'S**  
**Radio and Electrical**  
Sales — TELEVISION — Service  
Lowest Prices in the City  
Radios for the Car and Home  
Installed and Repaired  
Electrical Repairing and Contracting  
2619 Atlantic Avenue Brooklyn  
APplegate 7-7740  
Where Satisfaction Is Guaranteed

### BERKLEY'S

**RADIO SERVICE**  
Expert Guaranteed Repairs  
• HAVEMEYER 9-5500  
Jackson Heights—87-12 82d St.  
• JAMAICA 6-1200  
Jamaica—175-36 Hillside Ave.  
• BOUN'd 8-3300 • FLush. 9-5300  
CALL NEAREST BRANCH

The Prof Selects

Who's going to win? Each week The Prof predicts which football teams are likely to win the games of the coming Saturday.



Compare these predictions with your own, and then, after the games are played, see what percentage of The Prof's guesses are correct. Following is a list of games to be played on Saturday, November 29.

- Navy to beat Army. Boston College to beat Holy Cross. Brown to beat Rutgers. Stanford to beat California. Pittsburgh to beat Carnegie Tech. Fordham to beat N. Y. U. Tulane to beat L. S. U. Michigan State to beat West Virginia. Penn State to beat South Carolina. North Carolina State to beat William and Mary.

Employees Contribute To Community Chest

ALBANY.—State employees in Albany contributed \$37,866 to the Albany Community Chest, a greater amount than in any previous year, thanks to the inspiration of Mrs. Herbert H. Lehman, wife of the Governor. As head of the State employees' division of the campaign she frequently exhorted department heads and their subordinates to give as generously as their means would permit. This year's total for the state workers compares with such previous aggregates as \$32,000 last year, \$31,000 in 1940, and 38,000 in 1939.

XMAS — NEW YEAR'S MIAMI BEACH

All-Expense Tours 9 to 17 Days from \$67.95 Via "Champion" or "Silver Meteor." Departures Dec. 19-20-21-22-23-24-25. Limited space available—Act at once. Write or Call for literature Miami Beach Travel Tours 1501 Broadway N. Y. City Suite 1606, Paramount Building BRyant 9-1443-4

RESORTS

New Windsor, N. Y.

Take a WINTER VACATION

Shoot the works and point for Plum Point—for a day, a week, or longer. It'll do you good... to ski... ice skate... toboggan... horseback. Inside there's a roaring fire, delicious food, ping pong tables, and a musical library. Sounds wonderful—it is!

plum point ATTRACTIVE RATES FREE BOOKLET New Windsor, N.Y. Newburgh 4270

Restaurants

"ASK THOSE WHO EAT HERE" The Old Reliable Greenstein's Dairy & Vegetarian RESTAURANT We Serve a Full Course De Luxe Dinner from 4 P.M. to 8 P.M.—55c We Bake on Premises Orders Delivered from 10 to 12 A.M. and 2 P.M. to 6 P.M. 332 Broadway (near York St.) W.O. 2-9061 New York City

Here's the Perfect Place for Your Civil Service Banquets or Meetings Entertainment Arranged TERMINAL RESTAURANT Est. 1922 47 Vesey Street, New York City (Opposite Federal Building) Phone WORTH 2-8545-8298

Vacation—Travel

TRAVEL BY CAR APPROXIMATE COST MIAMI \$10.00 Passengers and Private Car Owners Meet and Share Expense to All Points Chauvet Travel Service 551 5th Ave., Rm. 363. V.A. 6-3650

Your Chances for Appointment

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

Table with columns: Title, Department, Salary, P.T.I., Latest List No., Expires. Lists include Able-Bodied Seaman, Accountant, Assistant Engineer, etc.

New York City Hotels

HERE'S VALUE! ROOM WITH PRIVATE BATH AND RADIO \$250 PER DAY AT RADIO CITY IN TIMES SQUARE Accommodations for 1,000 guests

HOTEL CHESTERFIELD 130 West 49th St. NEW YORK Write for Illustrated booklet

HOTEL BRISTOL 3 DINING ROOMS Breakfast from 25c Luncheons 50c Dinners \$1.00 129 W. 48th St. New York City BR. 9-8400

"On the Atlantic" HALF MOON HOTEL 300 Rooms—Sea Water in Every Bath Dining Room—Cocktail Lounge Special Weekly & Monthly Rates Complete Banquet Facilities Boardwalk & W. 29th St., Coney Island MAyflower 9-3300, Paul E. Fulton, Mgr.

THE LEADER IN "Civil Service" FOR BANQUETS, LUNCHEONS, DANCES, TEAS, MEETINGS, ETC. Prime requisites for the unqualified success of any social or business function are proper setting and flawless service.

Here at the Henry Hudson Hotel a wide choice of many attractive banquet rooms and party suites assure a perfect background for any event of 10 to 1200 guests. A capable and competent banquet staff is ever eager to render expert advice for its planning and flawless execution.

Henry Hudson HOTEL 353 WEST 57th ST., NEW YORK John Paul Stack, General Manager

\$10 PER WEEK, beautiful outside single room with private bath, radio, Simmons Beautyrest mattress, all rooms both tub and shower. A 24-story fireproof hotel with every comfort, convenience and luxury at moderate rates.

HOTEL MANHATTAN TOWERS BROADWAY AT 76th ST., NEW YORK

WWRL 1600 KILOCYCLES

ON THE AIR! THE CIVIL SERVICE LEADER WITH THE DAILY CIVIL SERVICE NEWS DAILY OVER WWRL 1600 KILOCYCLES

TUNE IN: "THE HOUSE HUNTER" MONDAY, THRU FRIDAY 9:15 - 9:30 A.M. A GUIDE FOR THE APARTMENT HUNTER AND HOME BUYER

LISTEN TO THE LEADER WWRL—1600-Kc. MON., TUES., THURS., FRI., SAT., SUN. 10:10 P. M. WEDNESDAY, 9:55 P. M.

Personalities IN THE THEATER



CORNELIA OTIS SKINNER Long a great favorite with her monologues, has at last opened as a star in a regular play on Broadway presented by John Golden, entitled "Theatre." Written by Guy Bolton and Somerset Maugham — at the Hudson Theatre



DIANA BARRYMORE Plays a leading role in the George S. Kaufman-Edna Ferber play, "The Land Is Bright," at the Music Box Theatre. Miss Barrymore is the daughter of John and his first wife Michael Strange. She is the only member of the new generation of Barrymores carrying on the "royal family" tradition at the moment.

Radio News

Edward R. Murrow, chief of the Columbia Broadcasting System's European staff of war correspondents, will be honored at a dinner in the grand ballroom of the Waldorf-Astoria, Tuesday, December 2, on the occasion of his return to the United States for an extended vacation. The dinner will be given by William S. Paley, Columbia Broadcasting System president . . . Uncle Don, the well-known radio uncle to millions of nieces and nephews, will entertain the children confined to hospitals in New York City tomorrow . . . The nation's outstanding college football award, the Heisman Trophy, will be presented to the nation's number one player during an exclusive broadcast over WOR and the Mutual Network, Tuesday, December 9.

CIVIL SERVICE ORGANIZATIONS and EMPLOYEES

WHEN you are planning theater parties, banquets, luncheons, dances, teas, meetings, etc., do so through the amusement department of The Civil Service LEADER. Write to:

JOSEPH BURSTIN Amusement Dept. 151 West 40th St. N. Y. C.

Amusement Parade

By Joseph Burstin

Films of the Week

"HOW GREEN WAS MY VALLEY" at the Rivoli Theatre, is one of the most sensational pictures of the year and is sure to find its place on most of the "Ten Best" lists and will be an important contender for the Academy Award. The story follows the book closely, even in dialogue, and is splendidly directed by John Ford. It boasts a large cast of established actors and introduces several promising new-comers. Most of the major roles are ably handled by well-known actors, including Walter Pidgeon, Sara Algood, Donald Crisp, Maureen O'Hara, Anna Lee and Patric Knowles. The picture introduces nine-year-old Roddy McDowell in the role of "Haw" and he handles the difficult part with unusual feeling and emotion. Another performer who seems destined for better roles is James Monks, who plays the role of "Owen," the handsomest of the Morgan brothers.



MAUREEN O'HARA Co-starred with Walter Pidgeon in "How Green Was My Valley," at the Rivoli Theatre.

"SKYLARK" at the New York Paramount, starring Claudette Colbert, Ray Milland, and Brian Aherne, bows into the Paramount as a delightful comedy, smoothly directed by Mark Sandrich.

The screen play tells the often repeated story of a young business executive who neglects his wife, Claudette Colbert, for his business. And his wife, tired of being second fiddle to his clients, does a turnaround and decides to visit Reno to get rid of her charming husband. Brian Aherne, as her counselor, plays second fiddle to cupid, but all turns out well in the end. The Samuel Raphaelson's play of the same name, in which Gertrude Lawrence played the role of Lydia Kenyon, portrayed by Claudette Colbert, ably displays her talents as a fine comedienne. Ray Milland and Brian Aherne do well—and the supporting cast of Walter Abel, Binnie Barnes and Grant Mitchell add their contributions which helps in the dull spots.

"The talking feet of Ray Bolger head the fast moving revue on the Paramount stage, which also includes the celebrated Harry James and his orchestra.

"THEY DIED WITH THEIR BOOTS ON" at the Strand Theatre, enlivens the screen with the ever swashbuckling Errol Flynn as the glorious General George Armstrong Custer, the distinguished Civil War hero, and co-starring Olivia De Havilland, as his charming wife.

Thanks to Warner Bros. for two

hours and twenty minutes of gallant and adventurous events, vividly retold from the pages of history. In your humble report's opinion, Errol Flynn is the perfect General Custer, who inspired the famous 7th Regiment Cavalry in its historical "Custer's Last Stand."

Under the direction of Raoul Walsh, the screen play by Wally Klein and Arthur Mackensie unfolds in bibliography form, starting with General Custer at West Point, Custer's courting of Libby Bacon and following through to a glorious finish, as Custer and his men die with their boots on in the valley of the Little Big Horn. The starring cast is ably supported by Gene Lockhart, Arthur Kennedy, Charles Grapewin, Stanley Ridges, Sidney Greenstreet and Walter Hampden.

Woody Herman and his orchestra head the celebrated in-person show featuring Caroline Grey, Frankie Carlson, and the Four Chips. Also included are Lowe, Hite and Stanley, and the Stapletons which help round out an enjoyable stage revue.

RKO presents at the Radio City Music Hall a stirring, dramatic film production of Frances Iles' novel, "Before The Fact," retitled "SUSPICION," featuring Cary Grant and Joan Fontaine, and supported admirably by Nigel Bruce, Sir Cedric Hardwicke, Heather Angel and Dame May Whitty. Alfred Hitchcock directs this feature in his usual first-rate style.

The story hinges around Joan Fontaine as Lina McLaidlow, a young lady of excellent character but spinster leanings, who marries the ne'er do well, man about town, Johnnie Aysgarth, (Cary Grant). From there the story re-

volves around Johnnie's effort to keep himself and his bride in the style in which they are accustomed to without work, and without going to jail. When Johnnie's best friend, Beaky Thwaite (Nigel Bruce) dies mysteriously, Lina suspects her husband of murdering him, and when he fails to come into any money from this source she begins to fear that Johnnie is plotting her death for her insurance.

The plot takes a surprising turn in the end, one never suspected throughout the play. It is really packed full of suspense, drama and emotion, giving the stars an excellent opportunity to show their acting ability, which they do, much to their credit.

On the stage something new has been added to Ravel's Bolero—no less than twelve pianists open the show with this composition, in grand Music Hall style. The Rockettes, Corps de Ballet, Glee Club and symphony orchestra carry through with a grand Spanish number and a sparkling rendition of the blues. Another novelty is an exhibition game of badminton by the international champions Ken Davidson and Hugh Fergie.

THIS WEEK'S OPENINGS

Stage Plays

WEDNESDAY—"Hope for Harvest," by Sophie Treadwell. At the Guild Theatre, with Fredric March, Florence Eldridge. A Theatre Guild Production. MONDAY, Dec. 1st — "Son of O'Fun," described as "full brother" to Hellzapoppin. At the Winter Garden Theatre. Cast includes Ole Olsen, Chic Johnson, Carmen Miranda and Ella Logan. Produced by John Sigvard Olsen and Harold Ogden Johnson.

Motion Pictures

WEDNESDAY — "Among the Living." A Paramount picture at Loew's Criterion Theatre, with Albert Dekker, Susan Hayward, Harry Carey and Frances Farmer.

Special Event

WEDNESDAY — "Night of Stars." At Madison Square Garden, 8th annual benefit. The proceeds will go to the United Jewish Appeal.

Sir Thomas Beecham on WOR Friday

Sir Thomas Beecham distinguished British conductor of the London Philharmonic, will guest direct the Philadelphia orchestra when that world-famous musical organization broadcasts exclusively over WOR and the Mutual Network on Friday, November 28.

Theatres Radio City Music Hall 50th STREET and 6th AVENUE CARY GRANT JOAN FONTAINE "SUSPICION" Directed by Alfred Hitchcock An RKO Radio Picture ON THE GREAT STAGE: Leonidoff's gay, colorful new revue, with Rockettes, Corps de Ballet, Glee Club and specialties. Symphony Orchestra under the direction of Erno Rapee. First Mezz. Seats Reserved. CL 6-4600

Theatres NOW PLAYING! ERROL FLYNN • OLIVIA DE HAVILLAND in the New Warner Bros. Hit "THEY DIED WITH THEIR BOOTS ON" in Person WOODY HERMAN AND HIS ORCHESTRA STRAND B'way and 47th St.

LEADER'S BEST PLACES TO DINE AND DANCE

BARN (Village Barn), 52 W. 8th St. ST. 9-8340 PAUL & FLORRIE CUNNINGHAM ANTHONY TRINI ORCHESTRA HOME OF THE HOBBY HORSE RACES Join in the Fun with Square Dances & Musical Chairs 10 Star Acts, 3 Shows Nightly. Dinner from \$1.25

CHATEAU MODERNE } FINEST LUNCHEON, SPECIAL COCKTAILS 42 E. 50TH ST. • EL Dorado 5-9136 DINNERS — SUPPERS ENTERTAINMENT—Gabriel Your Host.

GREENWICH VILLAGE INN FIVE SHERIDAN SQUARE GREENWICH INN FOLLIES GLAMOUR GIRLS—3 Shows Nightly DINNER, \$1.50—No Cover—No Min. BANQUET FACILITIES Chelsea 2-6165

★ JOIN THE PARADE OF SATISFIED PATRONS ★ ★ TO BROADWAY'S BIGGEST NITE CLUB ★ ICELAND RESTAURANT DINNER \$1.09 INCLUDING HOT DELICACIES DESSERT — COFFEE SMORGASBORD SMASH HIT REVUE—2 ORCHESTRAS 3 SHOWS, 7:30 - 11:30 - 1:30 - DANCING NO MINIMUM — NO COVER EVER BEER ON DRAUGHT—LIQUORS POPULAR PRICED UNEXCELLED BANQUET FACILITIES UP TO 1,000 B'way, 52nd - 53rd Sts. Circle 6-9210

JIMMY KELLY'S 181 SULLIVAN ST. AL. 4-1414 "Real Fun, Gay Nite, Kelly's is THE Place."—Louis Sobel. OPEN SUNDAYS REVUE 8:45-11:45-2 a.m. NO COVER DINNER, \$1.25

BU. 8-8200 EXCELLENT FOOD, MUSIC NIGHTLY. HANS LARGE AND SMALL BANQUET ROOMS AVAILABLE FOR CIVIL SERVICE SOCIALS JAEGER'S 85th ST. and LEXINGTON AVE., N. Y.

PIONEER A NEW FALL REVUE with CHUBBY SMITH AND His Merry Makers 191 WORTH ST. (Heart of Chinatown) WO. 2-8795

BANQUETS 253 W. 73d St. SU. 7-3000 LARGEST BANQUET ROOMS IN N. Y. Accommodations for 30 to 3,000 people. Conventions, recitals, weddings, etc. COMPLETELY ARRANGED Direction of Henry Ziskin & Irving Brand

SWING CLUB W. 52d St. 35 W. 52 St. APPEARING NIGHTLY FRANKIE MEADOWS AND ALL GLAMOUR GIRL SHOW DINNER \$1.25—Continuous Entertainment. EL. 5-7951 No Cover. No Minimum. Joe "Gardenia" Schectel

ZIMMERMAN'S HUNGARIA 163 W. 46th St., East of Broadway FAMOUS for its Food. DINNER FROM \$1. Lively 55-Minute Show Nightly at 7:30, 10:30, 12:30. Gypsy and Dance Orchestras. Continuous Music and Dancing from 6 P. M. to Closing. No Cover, No Min. LONGACRE 3-0115

Nite Life

Rosalind MacNamara is presenting a medley of English patriotic songs this week at the CHATEAU MODERNE, dedicated to her famous ancestor, Edmund Burke, who wrote the historical "Conciliation With America" . . . THE VILLAGE BARN brings in a new show tomorrow night with Robinson and Martin, ballroom dance team; Marion Moore, comic M.C. and Tex. Fletcher with his group of performing hillbillies and Western-cowboys. Paul and Florrie Cunningham will remain as the headline attraction, while Anthony Trini's band will continue to play for the show and dancing. . . Victor Lombardo will shortly thrill ROOSEVELT GRILL fans when he starts presenting flute solos nightly at that hostelry . . . OYSTER BAR in Grand Central starts winter business on the take-out basis . . . filling thermos bottles with clam broth for travelers on the ski trains . . . Sylvester Frigato, former pianist with Helen Morgan, begins an engagement at the CAFE BAGATELLE . . . Skating skits from "It Happens On Ice," do their practicing on the ROCKEFELLER PLAZA ICE POND—swell floor show daily for free . . . The PEPPER POT, Greenwich Village bistro, inaugurates a policy of week-end floor shows, beginning Friday evening, and featuring Angelita Cordoba, Mexican chanteuse, and Kay Dezna, guitarist songstress. Art Hodes and his boogie-woogie or-

chestra will play for dancing . . . Clover Leaf Bar of the SAVARIN CAFE in Penn Station lives up to its name by placing a minted clover leaf in cocktails . . . Grace Harvey has replaced Billie Kling in the Ice Ballet of the 1942 Ice Show now current in the Terrace Room, HOTEL NEW YORKER . . . William S. Hart, lustiest community singer at LEON'S this week, was presented with a huge stuffed fish by Gene Leone, plus a bottle of champagne . . . The Art Baker trio closed at the RALEIGH ROOM of the Warwick after a record-breaking forty-week run . . . The Golden Gate Quartet has played continuously at the CAFE SOCIETYS (Uptown and Downtown) since Christmas, 1939 . . . The Berry Brothers, dance stars in MGM's "Lady Be Good" headline the new fall show at the HARLEM RENDEZVOUS. Christopher Columbus' orchestra, Edna Mae Harris and Savannah Churchill are being held over . . . JIMMY KELLY will celebrate his 40th year as a restaurateur on Christmas Day.

Movie Shorts

Jackie Gleason, the screen comedian, will play the featured role in "The Night Before Christmas," Edward G. Robinson's new picture for Warner Bros. Lloyd Bacon is directing the picture, which has a supporting cast including Jane Wyman, Jack Carson, Broderick Crawford and Vera Vague.

# Civil Service Law Cases

## Investigators Win, Surgeons Lose

The Social Investigator eligibles, for two years on the trail of 100 veteran relief jobs, saw their quarry come one step closer last week. The Court of Appeals unanimously declared unconstitutional the Hampton Law, passed at the present session of the State Legislature and aimed at continuing veteran relief investigators in their jobs without competitive test.

The decision was handed down in the McCann v. Kern case. Attorneys for the eligibles plan to file an order with the court this week, demanding the ouster of the provisional veterans and their replacement by those from the Social Investigator list.

Mayor LaGuardia remains the unknown quantity in the matter. He has on several occasions attempted to protect the veterans in their jobs. One rumor has it that he will now try to switch administration of veteran relief from the Welfare Department to the private veteran organizations. That will require legislation, and it is possible that further bills are to be introduced into the Legislature shortly after it reconvenes in January.

Also by unanimous vote, the

Court of Appeals turned down the claims of eligibles on the list for Surgeon, Police and Fire Departments for jobs determining compensation cases in the Board of Transportation. The board stated that it had already filled all such jobs by physicians who had worked for the IRT and BMT prior to unification.

The Court held: "The Court has no power to direct the Board of Transportation to appoint eligibles. That is a matter within its discretion which cannot be reviewed in the proceedings."

Legal thinkers believe that this decision will further strengthen the legality of the Wicks Act, which blanketed into Civil Service employees of the private subway lines. Six cases alleging the illegality of the Wicks Act will come before the Appellate Division next month.

### Decision Expected

The Court was silent on the third important Civil Service case before it—the Lewin case, determining the right of doctors and dentists in the city's Health Department to pay on a yearly basis. Their status was changed to a per diem basis last year. The Court will hand down further decisions on Thursday, and its ruling in this case may be among them.

# Lyons Urges Pay Raise

## Suggest 10 Percent, Particularly On Low Incomes

Borough President Lyons last week addressed a letter to his colleagues on the Board of Estimate asking that a study be made of the advisability of a 10 percent pay increase to New York City civil servants.

Said the dapper Bronxite:

"The increased cost of living has worked a serious hardship on a vast number of competent Civil Service employees, particularly those in the low income brackets. Their meagre compensation which even under normal conditions makes it difficult to get along has been further affected by the tremendous increase in the cost of necessities and by additional taxation of all types.

"Most of the progressive private concerns and enterprises have taken cognizance of the situation

and have made provisions in the way of increased compensation to enable employees to cope with the existing situation.

"I think that the City of New York, the greatest city in the greatest country in the world, should take the leadership in working out some plan to grant the low-salaried public employees an additional income during the emergency, perhaps in the way of a 10 per cent temporary foggy or an emergency bonus.

"It is therefore respectfully recommended that a careful study be made by the Budget Director and a report submitted as soon as possible suggesting a proposal that will aid Civil Service employees to meet existing conditions."

A poll by The LEADER of city officials indicates wide realization that a pay rise, in one form or another, must come.

## Fingerprint Jobs in FBI

A new call for young men interested in becoming student fingerprint classifiers for the Federal Bureau of Investigation was issued this week by the New York Field Division.

Under the present set-up, acceptable candidates get jobs as Under Clerks at \$1,440, then go on to fingerprint work as soon as they demonstrate ability. The positions are located in Washington, D. C.

The requirements are simple: high school graduation and an excellent physique are all that are necessary. Age limits are 18 to 35. Only men are eligible.

Those interested are asked to telephone Rector 2-3520. An application blank will be sent them, and an interview scheduled. There is no deadline on when you may apply, but it's wise to waste no time as fingerprinting is always a popular field and there will be many comers.

Incidentally, the fingerprint jobs in the FBI have never been dead-ends. Many a G-Man got his first start searching through loops and whorls.

## DPU COUNSELLOR LIST FACES TWO LEGAL BATTLES

Friday is a red legal day in the life of the list for employment counsellor, Division of Placement and Unemployment Insurance. Two important events are scheduled:

First, that is the deadline for a stay holding up establishment of the list, granted to a number of candidates failed at the experience interview whose protests are now being considered by the committee on appeals of the State Civil Service Commission. It is expected that the rulings on all the cases will be ready by that time.

Second, an appeal for a further delay in establishment of the list will be heard on Friday in Albany Supreme Court. This action is brought on behalf of Irving Matloff, one of the rejected candidates whose appeal was already

turned down by the committee on appeals. Matloff maintains that the action disqualifying him was "arbitrary, capricious and invalid, as being contrary to fact and law." He wants the court to order the Commission to mark him qualified.

Charles Barasch is the attorney in both cases.

## Transit Board Hires Maintainer's Helpers

The Board of Transportation is hiring maintainer's helpers. During the week 121 names on the maintainer's helper, group B list were certified to the board to fill 75 vacant jobs at \$.63 per hour. The highest eligible reached was number 828 on the list.

Also certified were 20 names on the group C list to fill an unestimated number of jobs at \$.63 per hour.

Average hourly earnings in 25 manufacturing industries have been boosted to an all-time high of 82 and two tenths cents since October, 1940, according to findings of the National Industrial Conference Board. Civil Service employees, note!

## Hospital Attendants Write Of Working Conditions

The following letter, from the Kings Park State Hospital chapter of the Association of State Civil Service Employees, was received this week by The LEADER. We are printing it just as received, without changing a single word. Its simple eloquence, presenting one of the most distressing cases in New York State today, comes deep from the hearts of the employees themselves.

Did it ever occur to you that while we are pouring out unlimited billions towards the destruction of Hitlerism, and for the relief of economic suffering on the far-off continents of Europe and Asia, untold thousands of our own people are living under conditions that a generation ago would have been called inhuman?

Do you know that the great Empire State of New York—the financial giant of the union, and a national leader in social and economic reform—has 18,000 employees on its payroll in the Mental Hygiene Department at the almost incredibly low level of \$2 a day?

Do you know that great numbers of those employees, with only a token of their rightful commutation, are obligated to live outside the institutions, maintain a home, support a wife and family, meet the cost of transportation and so forth, on this starvation wage?

"Feld-Hamilton Law"  
Do you know that all other employees in the State service have now received substantial wage increases, together with ample commutation, through the application of the "Career Bill," better known as the "Feld-Hamilton Law"?

Do you know that despite the mounting cost of living the salary of the hospital employee today is practically the same as it was 14 years ago, and do you know that his present wage is below that now paid the relief workers on WPA?

For well over 13 years, 13 years of anxious waiting, 13 years of false promises and economic distress, we, the hospital employees, have waited in vain for some form of recognition from the State Legislature. But in all of this period, the only response to our persistent pleading was a four-year moratorium on a beggarly service raise of a few dollars a month, an unlawful financial burden that each employee must shoulder down to his or her last day in the State service.

Want Equal Rights  
Today, we are asking not for any special privileges, but for just recognition of our equal rights. Our claim is based upon the fact that out of 40,000 State workers, we, and we alone, were excluded from the last State act of economic reform. The "Feld-Hamilton Law," the application of which we now fight for, was

especially desired to lift the living standard of every single branch of the State service; however, owing to a technical point, a clause in the law governing the fixed salaries of the hospital personnel, this department is now denied the material blessings of this super-piece of humane legislation.

Who will say that our assignment is any less dangerous, any less important, than that of the prison guards, or many other branches of the State service? Any one of you who are in doubt as to the public service rendered behind the walls of those great institutions, come and spend an eight-hour day or night with the milling throngs of blighted humanity, or on the hospital wards amongst the mental, and physical suffering of unending rows of bedridden men and women, and you will appreciate our present demands. Or could we suggest to the men of Albany an occasional trip of inspection through those cities of the living dead, perhaps they, too, would then see our point more clearly than they do today.

### New Buildings

While the great State of New York continues to practice economy at the expense of its unfortunate workers, the taxpayers' money is pouring out like spring rain in the construction of model hospitals and the most lavish equipment the money can buy. Much of this new construction was recently rushed to completion to meet a serious problem of overcrowding and the ever increasing demands of new mental cases; but the grim result of this strange economy is now revealed in an army of men and women in desperate need, and in the giants of concrete and steel that stand silent and empty, like haunted monsters against the blue.

Why are those great structures, so urgently needed a few months ago, now silent and empty?

Not because of any shortage of funds to maintain them, not because of a miraculous over-night cure for insanity, but it is because the outmoded slave wage of the hospital employee is no longer an attraction.

What kind of an economy is this? Where is the consistency of the State?

### Increasing Pressure

In the face of a tidal wave of State and federal taxes, we of the hospital service are now confronted with a grim, a frightening situation, a picture that grows darker with every passing hour. Day by day we feel the ever-increasing pressure of the economic crisis, as we endeavor to work out a bare existence on the charity of \$54 a month. Today we are nearing the end of the road, approaching the time when we may no longer be in a position to carry on.

Such is our unhappy position as

## MESSENGERS MUST GET WELFARE JOBS

The Municipal Civil Service Commission certified the names of six former employees of the old Emergency Relief Bureau who passed a special examination for attendant-messenger to the Department of Welfare this week. The Commission advised the Welfare Department that as a result of a court order, these men must be appointed immediately, even if it is necessary to dismiss the last six men appointed from the open-competitive eligible list.

The men who must be appointed to the \$1,200 per annum attendant-messenger jobs are: Kenneth Patton, 1671 E. 17th street, Brooklyn; Max Homler, 203 Montauk avenue, Brooklyn; Joseph Evans, 376 Madison street, New York; Henry Becker, 88-40 186th street, Hollis, L. I.; Charles Rindone, 40-10 10th street, Long Island City, and Herbert Alexander, 567 Jerome avenue, Bronx.

## Welt Furniture— For Civil Employees

Civil service employees will find Welt Furniture Store a triple-threat to their fears that it costs plenty to get good furniture. By buying now at Welt's, you save in three different ways:

1. You save increased taxes that are expected.
2. You save by buying direct.
3. You save up to 50 per cent by merely presenting your identification card.

Welt's shop, at 39-47 West 19th Street, New York City, is open daily and Saturday from 9 a.m. to 6 p.m., and until 9 p.m. on Thursdays.

we call aloud for equality, for justice. To our own people we call for a united front behind the Association in whatever action it deems fit to take in furtherance of our cause. We ask the decent citizens, the local merchants, and both political parties to assist us in our stand for an honest, living wage. And finally, do we appeal once more to the State Legislature, to reconsider the justice of our claim in this, the hour of our greatest need.

Let us repeat, that we ask for nothing more than the application of a law that now extends to all other branches of the State service. Our only request, therefore, is the removal of a technicality under which the Mental Hygiene Department was excluded from the provisions of the "Feld-Hamilton Law."

For CIVIL SERVICE EMPLOYEES

## A FRIENDLY SERVICE WITH A MILLION FRIENDS

Built on unusual value and exceptional service

FINE EYE GLASSES as low as \$7

## COMMUNITY OPTICIANS

Manhattan: 4th Ave. & 14th St.  
34th St. & 7th Ave.  
Bronx: 148th St. & 3rd Ave.  
Jamaica: 161-19 Jamaica Ave.

Paterson: Main & Ellison Sts.  
Brooklyn: 446 Fulton at Hoyt  
Newark: Broad & Market Sts.  
Elizabeth: 1140 E. Jersey St.  
Flushing: 36-51 Main St.

ALL OFFICES ONE FLIGHT UP - OPEN TO 9 P. M.  
Dispensing Opticians Exclusively

PREPARE FOR

JUNIOR STENOGRAPHER

JUNIOR TYPIST

I. B. M. CARD PUNCH • BUSINESS MACHINES

Burrughs Bookkeeping and Billing : Machines No. 7800 & 7200



A Select Secretarial School

## SECRETARIAL ACCOUNTING

### ALL OFFICE MACHINES

FRENCH and SPANISH • STENOGRAPHY

Intensive 3-MONTH Shorthand Course

"WE HAVE PLACED EVERY GRADUATE"

Call, Write or Phone for Catalogue

11 West 42nd St.  
Corner 5th Ave.  
New York City

Wisconsin 7-9757

OPEN ALL YEAR - DAY AND EVENING