

NEW YORK
OG 1941
LIBRARY

Civil Service LEADER

Vol. 3 No. 1 ★★ ★ New York, September 16, 1941 Price Five Cents

Prepare Now!
Study Helps for
CLERK, TYPIST
PATROLMAN
LICENSE
EXAMINER
See Page 20

NEW LIST OF U.S. JOBS OPEN

See Page 8

State Clerk Filing Ends Saturday

See Page 5

Pay Boosts for U.S. Workers

See Page 7

Hospital Helper Jobs Coming

See Page 2

Want Work in Washington?

See Page 7

Lowdown on Fireman Jobs

See Page 2

CIVIL SERVICE IN WAR-TIME
The True Story of World War I.

See Page 4

472.B.

Fireman Jobs—The Real Lowdown

(Exclusive)

Attention fireman candidates! Those of you who make the list can justifiably be proud if you are appointed because you will be one of the 1,000 to get the job that 27,000 wanted.

Don't let the number of candidates passing the test fool you!

And don't let careless estimates of appointments fool you!

Not even half the new list will be appointed as firemen!

If you make the list, however, you stand a better-than-even chance of winding up as a railroad clerk or in some other appropriate job.

The LEADER learns that only about 1,000 of those making the list will ever be appointed as firemen. But there will be appropriate jobs available for all on the list.

Careless estimates of possible appointments indicated that those making the list had a 100 per cent chance of appointment before the expiration of the list. These were based on the fact that about half of the 8,000 on the current list will receive appointment before it expires December 15. However, during the past four years an unusually large number of appointments were made because of the installation of the three-platoon system.

Fire officials assure The LEADER that ordinarily only from 200 to 300 appointments are made each year and Paul J. Kern, president of the Municipal Civil Service Commission, says: "There will be jobs for all, but only about 1,000 will be appointed as firemen."

The agility part of the physical proved to be the hardest for the candidates. Next in order as stumbling blocks were the strength test, the endurance or mile run, and then the co-ordination part.

The final figures on the various parts of the firemen test do not include some 2,500 now in army camps who have not as yet taken either or both parts of the test. However, as they complete the test, and if they equal or better the score of the 2,500th man on the list, they will be listed in proper order.

Bonus Credits

Since the physicals at Ohio Field ended last Tuesday, the Commission is now canvassing all passing candidates in an effort to determine bonus credits for fire-fighting courses and participation in collegiate sports.

President Kern would not make a guess as to when the list would be published but it is estimated it will be ready some time next month. However, regardless of when the list is ready, it will not be promulgated, or ready for certification, until December 16,

one day after the expiration of the current list. In this manner, the present list will run its full four years and those on the present list will be eligible for any appointments available meanwhile.

The highest score in the physicals was made by Luther Hooley, a 29-year-old Negro sanitation employee, whose rating was 99.40. He scored 100 per cent in the strength, endurance, and co-ordination, and 98 in agility. Hooley made a score of 99.30 on the sanitation test.



NUMBER ONE MAN

on the Fireman physical was Luther Hooley, only Negro in the city's history ever to come out on top of a portion of a Civil Service exam. Congratulating Hooley, who ranked tenth on the recent Sanitation list, is Commission President Paul J. Kern, while Commissioner Wallace S. Sayre, left, and Paul M. Brennan, head of the Commission's medical and physical bureau, look on

FURNITURE

... AND HOW TO BUY IT!

You've come to buy furniture . . . a breakfast table, a bedroom or living room suite. Perhaps all three. Now see what is offered!

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

Select what you need. Select your furniture with the help of an interior decorator. Yes, our salesmen are experienced decorators. And now save!

Save up to 50%. You're guaranteed savings by merely presenting your identification card. Yes, come . . . see, select and save at . . .

WELT FURNITURE CORP.

39-47 West 19th St., Between 5th and 6th Aves.

CHelsea 3-5350
CHelsea 3-5351

Open daily 9 A. M. to 6 P. M., incl. Sat.
Open Thursdays till 9 P. M.

Check Appeal

The checks which you can issue on this bank, are attractive and prestige building because

YOUR NAME IS PRINTED ON EACH CHECK

Why not start today to benefit from the convenience of paying bills this easy way. Following are the features of Trustco "Personal Check Service":

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

ONLY COST 7½c PER CHECK DRAWN—No charge for items deposited.

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

ACCOUNTS OPENED BY MAIL—You may also mail your deposits.

ANYONE CAN OPEN AN ACCOUNT—Every person—Federal, State or City employee, business or professional man, housewife or husband and wife jointly—may use our checking facilities.

Checks Printed with Your Name Delivered on Opening Account

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

TRUST COMPANY of NORTH AMERICA

115 BROADWAY—NEW YORK

Member Federal Deposit Insurance Corporation

Hospital Helper, Laundry Lists Finally See Action

The long-awaited certification of the hospital helper (male) and laundry worker lists will be made this week, The LEADER learns exclusively. At the end of last week, 126 names on the hospital helper (women) list were certified to the Department of Hospitals by the Civil Service Commission. The list was certified to fill permanent full-time positions at \$480 per year with maintenance and permanent part-time positions at \$360 per year.

A total of 1,122 vacancies in the title of Hospital Helper will be filled from these lists. There are 153 positions open for laundry workers. Six hundred and twenty of the male hospital helper jobs

vacant and 115 of the female hospital helper jobs open are for the full-time positions which pay \$480 per year with maintenance. For the part-time jobs paying \$360 per year, there are 202 vacancies for men and 185 for women. Seventy-one of the laundry worker jobs are now held by provisionals. These provisionals must be replaced by eligibles on the laundry worker list as soon as it is promulgated.

Although these lists were published in The LEADER over two months ago, their four-year life does not begin until the date of promulgation. Thus, the life of the hospital helper (female) list began at the end of last week and the life of the hospital helper (male) and laundry worker lists will not begin until this week.

Promulgation of these lists was delayed during the summer months because of the large volume of work confronting a temporarily understaffed Commission. As it is, these lists are certified "subject to future investigation." Top eligibles on these lists can expect to be called to the offices of the Commission in the near future to verify statements made in their applications.

Other lists which were certified during the week by the Civil Service Commission were maintainer's helper, group A and D, Clerk, grade 2, (male and female) dental hygienist, (female), and the always-active Sanitation Man Class A eligible list. A complete recording of these certifications appears in the column "Your Chances For Appointment" on page 18.

City's Hospitals Took On 900 New Workers in Year

The Hospitals Department's personnel budget for the fiscal year 1940-41 appropriated \$20,922,361.24 for 23,714 employees, an increase of more than 900 employees and of more than \$1,000,000 over the previous fiscal year, according to the latest report of Commissioner Willard C. Rappleye.

Dr. Rappleye's report indicates that the number of paid employees has increased 73 percent over the 1934 figure of 13,381. The principal factors accounting for the increase in the 1940-41 budget, according to Dr. Rappleye's report, were:

	New employees	Cost
Triboro Hospital (4 months' budget)	627	\$210,000
Welfare Island Dispensary 50		66,204
Additional nurses	80	101,900
Other additional personnel	170	182,350
Salary and wage increases		443,000

Increments for Nurses
For the first time since 1931, the report states, increments were provided for nurses. Says the report:

"On January 1, 1941, 2,682 nurses with one year of satisfactory service each were given increases of \$60 a year; 3,200 hospital helpers and 1,500 hospital attendants with a year's satisfactory service were given \$30 a year increases on July 1, 1940, and received an additional \$30 a year increase January 1, 1941. The total

of these increases during the fiscal year 1940-41 was \$189,250."

Approximately 3,000 employees in the competitive class received mandatory increments totaling \$228,572, according to the report.

New salary minima, the report states, were established, with salary increases for 27 employees in x-ray, telephone, automobile engineering, and the supervisor of medical social work groups.

The report continues: "The increments have been a major factor in reducing the excessively high rate of turnover which among hospital helpers, for example, decreased from 85 percent in 1937 to 27 percent in 1939. Other factors contributing to this salutary reduction in turnover have been:

Eight-Hour Day

"1 Reduction of the ratio of living-in positions (employees prefer living-out, and remain longer in such positions).

"2 The eight-hour day, inaugurated July 1, 1937.

"3 Increased promotional opportunities.

"4 Reclassification."

Police Eligibles Must Measure 5 ft. 6 ins.

Eligibles on the Patrolman, No. 3 list who are willing to accept the appropriate job of Court Attendant will be required to meet a height requirement of 5 feet 6 inches, according to a City Commission ruling. Recently the

Huge Number of Subway Tests Coming, Is Report

As the time nears for the initial official announcement of the forthcoming record-breaking set of subway promotion tests, it becomes increasingly evident that all estimates of the total number of promotions available to subway workers have been extremely conservative.

The LEADER'S recent estimate of "at least 1,500" vacancies to be filled through promotion tests is by far the best estimate up to now, but The LEADER learns that this figure will be increased considerably as specific vacancies are announced in the series of official notices of the subway promotion tests.

Meanwhile, the first of the subway tests will be announced in the series of official notices of the subway promotion tests.

Meanwhile, the first of the subway tests will be announced October 1. They will be for motorman, railroad clerk, and towerman.

Watch The LEADER for official information about these tests.

Commission declared the Patrolman, No. 3 list appropriate for the Court Attendant job but stated that eligibles would have to meet the established medical and physical standards of the latter post.

"MAKE MINE RUPPERT"



YOU COULDN'T ASK FOR BETTER BEER

5,000 Provisionals to Go

Many Eligible Lists Will Enjoy Greater Use

Acting on a set of proposals prepared by President Paul J. Kern, the Municipal Civil Service Commission plans to eliminate the 5,000 provisionals now holding down city jobs.

According to the proposals, there are two main problems to be dealt with regarding the question of provisionals. First, the difficulty encountered in getting eligibles from existing lists to accept jobs paying less than now offered in defense industries, and secondly, the rise in provisional employment during summer months because of seasonal work and replacement of employees on vacation.

Most likely the number of provisionals in seasonal jobs will begin to diminish rapidly now that the summer is ended. However, the Commission plans to avoid future rises in seasonal provisionals by holding tests for these jobs as early in advance of the summer months as possible. For example, the tests for lifeguard will prob-

ably begin this Christmas, to be completed before the end of June. In that way, enough eligibles will be available for employment when the season opens. Similar steps will be taken in regard to other seasonal jobs such as attendant and gardener.

Widespread Use

Another way in which replacement of provisionals is to be speeded up is by more widespread use of appropriate lists. The Commission is planning, if necessary, to use the Office Appliance Operator list to make appointments in such jobs as clerks, grade 1 and railroad clerk. However, this awaits a complete canvass of all the remaining eligibles on the clerk, grade 2, list.

Through the recent promulgation of the lists for hospital helper and laundry worker, the Commission expects to eliminate a large number of provisionals in various low-paying labor jobs.

A special problem exists in the case of the subway system where, because of rapid turnover, it was found almost impossible to keep

up the filling of vacancies through regular Civil Service lists. Therefore, many of the subwaymen were promoted provisionally pending the outcome of their promotion tests. In addition, the use of the auto engineman list for street car operators and bus drivers will soon cut down the number of provisionals in those jobs.

Speeds Rating

With the holding of large examinations such as fireman now out of the way, the Commission has ordered the speeding up of rating many small tests so that provisionals can be replaced as soon as possible.

Other ways of meeting the increasing labor shortage brought on by the expansion in defense production are now being studied by the Commission. One suggestion being considered is to hold a general test for about four or five related jobs in the lower salary levels and to use the list for vacancies in all these positions. This procedure, if adopted, would be used for such jobs as cleaner, laborer and maintenance man.

SERVICE RATINGS FOR DRAFTEES

The problem of how to compute the service ratings of city employees on military duty was solved by the Municipal Civil Service Commission when it adopted a series of proposals of its Service Rating Bureau. The State law as amended last year requires that service ratings be given to Civil Service employees in military service for the time that they are away. The recommendations and reasons for each follow:

"Recommendation 1: That the ratings received for the previous service rating year (two six-month periods) be combined in order to determine the rating to which the employee is entitled under the terms of the State military law.

"Reason: After May 15, 1940, service ratings were placed on an annual basis. Prior to that time the service rating periods were of six months duration. It seems reasonable, therefore, that in fixing the annual rating of an employee absent on military leave, an equivalent period of time prior to his departure be considered. The bureau believes that it would not be in keeping with the spirit of the law to base an annual rating on the previous six months' service.

"Recommendation 2: That where an employee serves more than one-half of a rating period prior to his departure for military duty, he will be accorded a rating resulting from the report on the services performed by him during such period.

"Reason: Under the regulations, any employee who has served for more than half of a rating period is entitled to receive a rating for that period.

"Recommendation 3: Whenever an employee serves less than half of a rating period prior to his departure for military service, he shall be accorded the service rating received by him for the year preceding his departure.

"Reason: This is what the law intended to accomplish, since ordinarily persons who failed to serve more than half of a rating period were denied a service rating for that period.

"Recommendation 4: Wherever an employee serves less than half of a rating period, but has been reported on Part 2 of the service rating report form for a specific act, he shall be accorded either the rating resulting from the report filed or a rating equal to that received in the period prior to his departure, whichever is greater.

"Reason: Again, it is evidently the intention of the law to prevent an employee from losing any service rating credit as a result of his military service. Therefore, if the regular service rating procedure would afford him a higher rating than that received for the previous period, the law should not be construed to deprive him of such added credit."

Sanitation Eligibles—

Here's a Bit of Good, Sound Advice

Some of those Sanitation eligibles passing up appointments as Junior Sanitation Man because the job pays less than the abolished class A title may be overlooking a bet.

Here's why. Accepting the Junior job now gives a man a double shot at appointment to the class B title paying \$1,920. Vacancies in the class B title for the next year will be filled from the class A list. If you accept the Junior title now or not, you will be appointed when and if you are reached on the list during the next year. However, if you accept the Junior job now, in one year, with that much service to your credit, you will automatically be eligible for the class B post.

In other words, if you are on the job as a Junior during the next year and your position on

the sanitation class A list is reached for appointment to the class B job, you're in. But if the appointments are slow moving and your number is not reached during the next year, you then become eligible through your year's service in the Junior title.

In any case, the outlook doesn't seem so bad for at least more than 100 eligibles since the promotion list for class B consists of only 70 names while way back in April the Civil Service Commission advertised that there were then 240 vacancies in the class B post.

O'DWYER TO SPEAK AT NEXT MEETING

District Attorney William F. O'Dwyer of Brooklyn, Democratic candidate for Mayor, will be guest speaker at the next meeting of the Sanitation Eligibles Association. The meeting will be held Friday, September 26, in P.S. 27, 42nd street near Third avenue, at 8 p.m. Eligibles on the list, members and non-members, are invited to attend.

One of the big topics at the forthcoming meeting of the eligibles association will be the November 14th dance of the association, set for the Hotel Livingston Manor, Schermerhorn and Nevins streets, Brooklyn. In charge of this affair is a committee consisting of Louis Kapacelli, Sam Mogolefsky, and John Bendetti. Eligibles who want to get tickets early are advised to call President Johnny Mandell at GLenmore 5-8612 any day before 3 p.m.

Tom Hoffman, coach of the eligibles' bowling team, is looking for opposition among teams representing city departments and other eligible groups. The supermen are making plans to form a basketball team. Prospective players are advised to get in touch with Mandell as soon as possible.

A committee of three has been formed to canvass city departments and find more appropriate jobs for the eligibles on the Sanitation list. In addition to Mandell, members are William Krauss and John Bendetti.

Must Read, Not Write English Language

Applicants for licenses as stationary firemen who cannot write the English language will be given a special oral test which will test their ability to read English, according to a Commission ruling.

This action was taken in view of the fact that a licensed fireman is not ordinarily called upon to do any writing. The Commission also felt that many of these men would at least have a reading knowledge of the English language even though they are unable to put it down on paper.

TWO GROUPS WIN SALARY INCREASES

Cable splicers' helpers and battery men in the city service will receive large increases in their per diem wages under a new determination by Comptroller Joseph D. McGoldrick under the New York State Labor Law. In addition, a substantial amount of back pay will be awarded to these two classifications dating back to the time of the filing of complaints, according to the Comptroller.

Cable splicers' helpers before the determination were paid at the rate of \$5.50 per day. The Comptroller has fixed the new wage rates as follows: \$3.50 per day from January 1, 1938, to day from January 1, 1938, to day from January 1, 1939, to January 1, 1940; and \$7.50 per day from January 1, 1940, to the date of the determination. The increases, therefore are \$1, \$1.15, and \$2 per day.

Up to the date of the determination, battery men receive \$7.07 a day. The Comptroller's determination has fixed the new wage rates as follows: \$8 per day from February 24, 1936, to December 31, 1937; \$10 per day from January 1, 1938, to the date of the determination. The increases, therefore are 93 cents and \$2.93 a day.

Burke Bill Protects Defense Volunteers

An estimated 20,000 Civil Service workers will benefit by the bill recently introduced into the City Council by Councilman James A. Burke, providing full pension rights for civil employees who are injured while serving as emergency firemen, policemen, or air-raid wardens. Mayor LaGuardia has announced that he will press for similar legislation in Albany, which would put the plan on a State-wide basis.

City Civil Service News Briefs

The City Commission is preparing more than a score of advertisements for jobs to be announced in about 15 days. The LEADER will carry details of all of them.

The Commission reserved decision on the request of the Department of Water Supply, Gas & Electricity that a list other than Sanitation Man be certified as appropriate for Laborer in that department. The W. S. G. & E. wants "steps" to be taken to provide a list to be called "Water Department Laborer."

Comptroller McGoldrick would like Walter J. Connelly's Clerk job at \$3,000 changed to Auditor of Accounts at \$3,240. The Commission said nix.

Sanitation Men Mayer Merrer, Domenico A. Agneto, and Francesco Boscarino have retired.

Hans K. Larsen has been promoted to Foreman of Auto Mechanics in the Parks Department. New Job pays \$2,580.

Borough President Harvey's request for reinstatement of Arthur J. Dunne as Auto Engineman was denied by the Commission.

Burns Gillam, former Commission skilled trades examiner recalled from retirement, now directs the Commission's activities concerned with the British Civilian Technical Corps.

Official ordering of an examination for Patrolman will very likely take place this week. It was on the calendar of the Commission last week, but since a new rule calls for ordering all tests on the third week of the month, official announcement was held up a bit.

Patrick C. Sessa was appointed Able Bodied Seaman at \$105 a month in the Department of Public Works. Is Commissioner Huie thinking of getting a balteam together?

Typist Margaret Baggio now does her stuff in the Domestic Relations Court. She used to work in the Health Department.

The Commission o.k.'d a recommendation to approve a change of title for John Ferrone from Fingerprint Technician to Senior Fingerprint Technician "on the basis of the new budgetary reclassification." John is the Commission's fingerprint expert and duly deserves everything he can get.

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.

Police Mental Test To Be Plenty Tough

"The mental test in the forthcoming patrolman examination will be harder than the mental test in last June's fireman examination," Paul J. Kern, president of the Municipal Civil Service Commission, told The LEADER. "But," the Commission President added, "... the physical test won't be harder."

This last bit of information should ease the minds of the young men who were put through the paces at Ohio Field this summer in the fireman exam and who expect to apply for the patrolman test. General consensus among New York's more muscular Civil Service applicants who took the last sanitation and the present fireman test is that the sanitation test was tough, but mild compared with the fireman physical test. Some of the boys were beginning to wonder what the city would look for when the patrolman test is announced.

Asked by The LEADER what the ideal patrolman candidate will be like, President Kern said, "The ideal will be the man who finishes number 1 on the list."

Other important changes expected in the coming patrolman test are: 1. Candidates smaller than 5 feet 8 inches in height will be rejected outright. 2. There will be two rather than three lists estab-

lished as a result of this examination. 3. The weight of the mental test will be lowered from the relatively high weight of 7 applied to the mental part of the last patrolman test.

The weights in the current fireman examination were 5 for the mental, 5 for the physical. The fireman test is conceded to be one of the best exams ever held by the Commission, and it is quite possible that the relative weight accorded the mental and physical parts of the patrolman test will also be equally apportioned.

For the benefit of patrolman candidates, The LEADER is publishing study material each week until the test comes up. Read this week's installment on page 29.

PROMOTION PLAN TO BE ADOPTED

Apparently satisfied that the unexpected opposition at a public hearing was based upon misapprehension, the Municipal Civil Service Commission has indicated that its rules amendment to extend promotion eligibility to employees in some parts of the competitive classifications will be adopted in its original form.

The proposed change is in Rule V, Section X, Paragraph 13. It would extend eligibility for promotion to certain employees in the competitive classifications whose duties "naturally and properly" qualify them for advancement.

Department of Correction employees and a woman probation employee opposed the change at the public hearing. The Correction Department employees asserted the change would open promotional opportunities in their uniformed department to civilian employees in other groups. President Kern pointed out that the rules permit that opportunity now. He read the rules to them to clinch the point.

President Kern explained that the proposed change was to eliminate a manifestly unjust situation which was illustrated in the Mendelsohn case. There a court decision barred a clerk, serving as law assistant in the Law Department, from taking an examination in the "legal service" through a purely technical consideration.

At the hearing Abraham Marenius, a clerk in the Law Department who is a qualified attorney, spoke in favor of the proposed change in rules which would permit him to compete for promotion in the legal service.

Civil Service in War-Time

In two previous issues *The LEADER* has presented the thoughts of officials, in this country and in Great Britain, on what happens to Civil Service when a democratic nation goes to war. Today we continue this series with the contribution of another of the country's outstanding Civil Service experts. *The LEADER* reveals, for the first time in any publication, the complete story of Civil Service during World War I. Mr. Kaplan makes some startling predictions for the future should the United States be pulled into World War II.

By H. ELIOT KAPLAN

"THE Civil Service is doomed!" That was the grave fear when the First World War broke out. Advocates of the merit system were more hopeful, but worried.

Spoilsmen, in spite of their fears of world chaos, foresaw hopeful signs of the return of patronage—and plenty of it. How could the slow-moving, cumbersome machinery of the merit system, which had for long been the target of both major political machines, be able to cope with the sudden emergency? How could the merit system advocates meet the terrific impact of war, and the onslaught of the job-seekers ready to exploit the emergency?

Well, in spite of some shortcomings of the Civil Service machinery, the system did not go to pot. The Civil Service story of the World War period is an amazing tribute to the vitality of the merit system. What happened then is worth relating now, both for the lessons that it taught and the guidance that it can give during this present critical period.

Let's go back to June, 1914, just before the fatal shot at Sarajevo. On June 30, 1914, the federal Civil Service numbered 482,720. The startling thing about the first two years of the old World War is that the number of federal employees was actually reduced. On June 30, 1916, there were only 480,327 employees on the federal payroll and even at the time of our entrance in the first World War the federal service had increased to only 517,805 employees. We were much less directly concerned by war in Europe in 1914 than we were with the outbreak of the second world war in 1939.

How Different!

How different from what has happened in the last two years! In spite of the great increase in the federal payrolls from 1932 to 1939—about 60 per cent—the increase in federal employment since the outbreak of the present world war has been over 425,000, an increase of about 50 per cent as against an increase of no more than 8 per cent in the three years immediately preceding the first World War. It was not until September, 1917, that the full impact of war reflected itself in expansion of the federal service.

In June, 1917, after our declaration of war, Congress authorized an increase of \$20,000—or 6 per cent—in the appropriation of the U. S. Civil Service Commission. The annual appropriation for the Commission at that time was barely over \$450,000. Not until September, 1917, was the important part that the Civil Service Commission would have to play in national defense recognized when President Wilson granted the Commission an increase of \$250,000 to be paid out of the President's fund for national defense.

The activities of the war actually fell more heavily upon the Civil Service Commission than upon any other civil establishment. The Commission had to recruit immediately at least 100,000 civilian employees for war services, as well as make up for the thousands of vacancies resulting from men leaving the service for active war duty. Yet the Commission's appropriation at the height of the old World War, July 1918, was only \$722,000!

Unlike the situation at the outbreak of the present world war, there was a dearth of skilled and talented employables. It was necessary for the Commission to canvass the country for needed help. Coupled with this were the embarrassments to the Commission resulting from the unfamiliarity of new employees in new organizations with government practices and procedures.

Peak After Armistice

Notwithstanding the relatively modest increase in the monies made available to the Civil Service Commission, the federal service expanded tremendously immediately after war was declared until it reached its peak shortly after the Armistice with 917,760 employees. Of this number 117,700

were in the departmental services in the District of Columbia and slightly over 800,000 in the field service. This expansion came not alone in the so-called defense agencies, but even in the oldline civilian departments; but in the latter it was on a rather modest scale.

Contrast this with what has happened since the outbreak of the present world war, so that we may see more clearly what is in store for the federal Civil Service.

At the outbreak of the present world war there were about 925,000 employees on the federal payrolls. In the first two years of our national preparedness we have added over 425,000 employees, an increase of about 50 per cent. Does this mean that if we actively engage in the war our Civil Service expansion has been already virtually completed? Let us take a leaf again out of the book of experience. During the first year of the World War we added over 250,000 employees, an increase of almost 60 per cent. The second year of the war we added another 180,000. In other words, we virtually doubled the number of federal employees during the first two years of the war. Indeed, the number of appointments made in the federal service for the period from July 1, 1917, to June 30, 1918, was as great as the total number of appointments during the five years preceding our entry in the war.

New Civilian Backing

Undoubtedly, the expansion that has already occurred in meeting our present national defense needs is comparable with the expansion that occurred during the first year of our entry into the old World War. This does not mean that expansion of the Civil Service will not be even greater than it was during the first World War if we should again be actually at war. War, as carried on today, needs even greater civilian backing than ever before. It would not be surprising, therefore, if war brings with it a further expansion of 25 per cent to 35 per cent over present figures. This will mean adding from 325,000 to 475,000 to the federal payrolls.

The appropriation for the Federal Commission for the fiscal year beginning July 1, 1939, was \$3,316,750. Funds made available for the present fiscal year beginning July 1, 1941, may be close to \$10,000,000, over 20 times the appropriation at the beginning of the first World War!

One significant development during the first World War was the great increase in the number of women candidates in the examinations—an increase of 44 per cent contrasted with an increase in male candidates of only 22 per cent. There were 137,620 women candidates, compared to 25,450 in the year preceding the first World War. Appointments of women increased greatly, particularly in the departmental services at Washington. The increase in the field service was much less. Appointments in the District of Columbia alone rose from 28,000 in July, 1916, to 118,000 in June, 1919. Seventy-five per cent of this increase were appointments of women.

Did It Crack?

So much for the statistical side of the United States at war. What happened in the Civil Service itself? Did the merit system crack up? Did the spoilsmen have their day?

Just as happened in England

when war broke out (as so graphically outlined in a recent issue of *The LEADER* by Mr. W. J. Brown, General Secretary of the Civil Service Clerical Association of Great Britain), attacks on the Civil Service system, because of its alleged clumsiness, its red tape, its delays and restrictions, became the sport of short-sighted business leaders and shorter-sighted professional politicians. Demands for exceptions from the Civil Service rules became insistent.

Pressure on the President became terrific. Fortunately, President Woodrow Wilson stood his ground. After assurances from the Civil Service Commission that it could adequately meet the emergency and supply civilian personnel for war effort, the President made it clear to the Congress that

ter the Armistice was signed? Did all the Civil Service employees pack up their grips and go home the next day? Not at all. You may be surprised to learn that the peak of appointments came after the Armistice and that in the two years following the Armistice more than 300 vacancies were filled in the federal Civil Service.

The demand for employees did not suddenly cease with the signing of the Armistice. Maintenance of a huge army on foreign soil, the need to keep records of the transition from war service to peacetime activities, demobilization problems, and other factors necessitated an increased force. Actually a reduction in the District of Columbia departmental service was not noticeable until

the pact came. It had already geared its machinery to cope with any eventuality that defense necessity or war might bring on. The Commission acts more quickly, though watchfully, practically, and realistically, but with profound regard for maintaining the spirit of the merit principle in filling the needs of our defense agencies. Administrators may be impatient, dollar-a-year men may growl, merit system purists may grimace and swallow hard, professional politicians may shake their heads, but the truth of the matter is that the Civil Service Commission is trying to solve a most difficult problem in a most critical national emergency.

It was after the end of the World War that the merit system of appointment demonstrated its vitality throughout the war period. It promoted the coordination of the civil and military branches, brought on efficiency and economy in administration, added powerfully in procuring the best qualified persons willing to serve the government, and checked abuses in appointments. It is confidently expected that this will be true after this war is over.

In forthcoming issues *The LEADER* will publish further articles on the problem of Civil Service in war-time. We welcome comments from our readers.

Vast Number Work For Uncle Sam

Uncle Sam now employs 1,370,110 people, according to the latest figures released by the United States Civil Service Commission. The figures, compiled at the end of the fiscal year, June 30, 1941, show an increase of 218,962 over the number of federal employees on June 30, 1940.

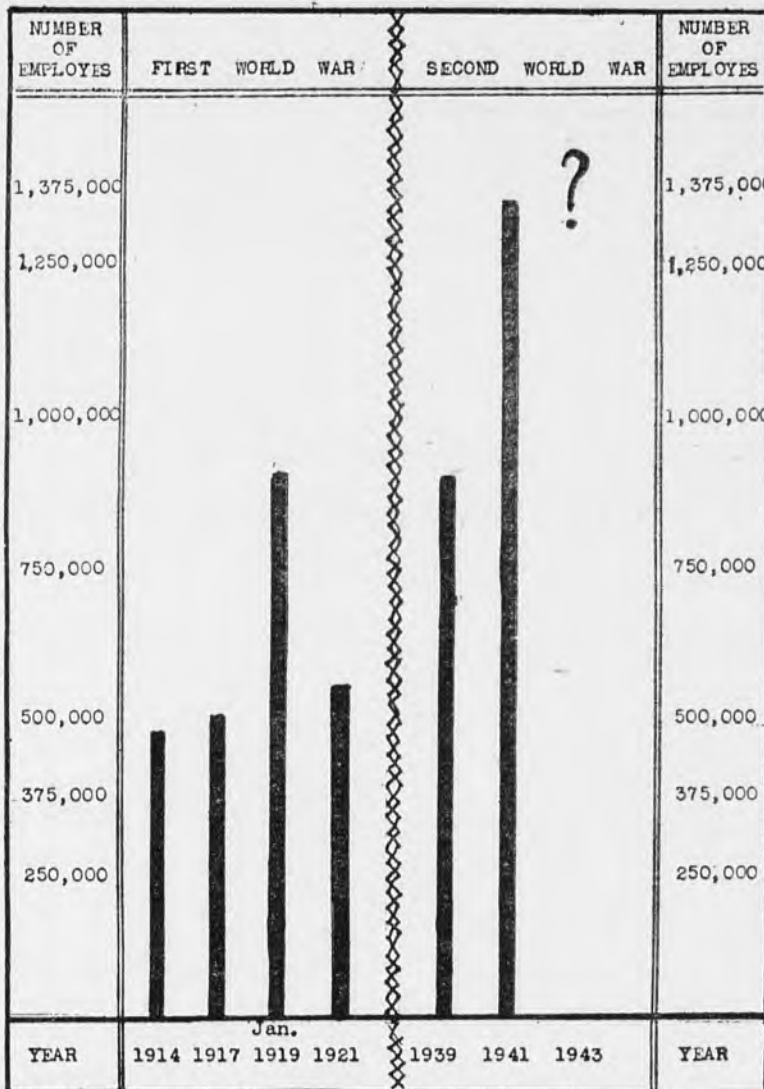
Biggest increase is in the number of persons working for National Defense agencies. This number was more than doubled within a year. In June, 1940, 133,675 people worked in defense agencies. In June, 1941, there were 672,458 persons employed in these same agencies. Of these agencies, War Department leads in hiring. The present civilian personnel of the War Department is 320,291. A year ago it was only 137,318. In the month of June alone, over 28,000 employees were added to this department.

How Does Defense Affect Civil Service?

Federal, state, and local government personnel workers will gather at the Hotel Roosevelt in Jacksonville, Florida, on October 27, 28, 29, and 30, for the thirty-third annual meeting of the Civil Service Assembly of the United States and Canada.

The chief topic of interest during the four-day meeting will be the effect of national defense activities upon the whole field of public personnel administration. During the past year new problems related to the shortage of labor and mobilization of personnel resources for military defense have come to the fore. At the same time, the number and size of civil service agencies has expanded rapidly due to the rising tide of the merit system movement and the increased pressure for the efficient handling of expanded governmental activities.

As the national professional organization of all public personnel agencies and of all persons engaged or interested in merit system administration, the Civil Service Assembly each year organizes an annual meeting for the discussion of common problems and the pooling of ideas and experiences in the field. It is expected that the 1941 meeting will be of a major importance to all those who are concerned with the improvement of the standards of practices of merit system administration.



FEDERAL CIVIL SERVICE IN WAR

he would not countenance legislative exceptions from the Civil Service rules; that if the emergency required special exceptions they could be made by executive order, and that such practice would be followed only in exceptional cases. That President Wilson lived up to his pledge is evidenced by the record.

Rarely did the Congress make any exceptions from the Civil Service rules during the war emergency. The Executive orders issued by Wilson, permitting the Civil Service Commission to except employments from competition required the Commission to invoke the exception only in cases where eligible registers were not available for filling the positions, or where it was actually impractical to fill the positions after competitive tests.

Few Exceptions

During the first six months of the war period only 260 positions were excepted in this manner, and in the next fiscal year, 1917-1918, 1,248 positions were excepted.

Of course, there were mistakes and blunders made in the excitement of war activity, and criticism of the Civil Service in some instances was undoubtedly warranted. Nor did all the criticism come from opponents of the merit system. Even friends of the system were wary of many of the "short-cuts" attempted by the Civil Service Commission to meet the war emergency. But when all was over there were none to complain of how the Civil Service had acquitted itself in the emergency. Just as in England today, the Civil Service was the bulwark of civilian defense.

What happened immediately af-

ter the fall of 1919, almost a year after the Armistice.

The War and Navy departments were, of course, hardest hit. The reductions there were about 35 per cent to 40 per cent the first year after the Armistice. However, reductions due to cessation of war activities were in large measure off-set by the resumption of work suspended during the war and by a mass of work due to the war's aftermath. It was not until almost three years after the Armistice was signed that the federal Civil Service returned to normalcy with almost 600,000 employees on the federal payroll, 120,000 more than at the outbreak of the first World War. The rate of reduction in the number of employees was much greater in the departmental service in Washington than was the case in the field services.

Have No Fears

So those who are fearful of entering the public service because the war's end may signal termination of their own individual employments may dispel that fear. They may well look forward to at least two to three years of service before any real reduction comes, and then they may be among the fortunate ones to be retained. For my guess is that after this is all over there will still be well over a million employees on the federal payroll.

The Civil Service is in a much stronger position today than it was at the beginning of the first World War. Learning from the experiences of that time, the present Civil Service Commission with commendable foresight, reorganized its machinery to meet the emergency long before its full im-

CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

Clerk Filing Ends Saturday

Small Number of Applicants Booms Opportunities

With filing for the current series of State clerical, steno, and typist exams due to close on Saturday, latest estimates have it that the number of candidates will be between one-third and one-half the number who filed for the same tests in 1936.

The September 30 date that appeared in a headline on page 18 of last week's LEADER was a typographical error. In several other stories in the issue, the correct dateline—September 20—was listed.

Requirements for these tests appear on page 12.

Last week we published questions from the previous tests for these positions. Answers to these questions and further questions follow:

- 26. 4
27. 38 1/2 feet
28. \$12,000
29. 14
30. \$4.50
31. 44
32. \$402.32
33. \$4,896
34. \$1,166.66 2/3
35. 10%

Examine each line of the following statements, and decide for each whether it is true or false. If you think a statement is true as a general rule, even though it may have exceptions, encircle the T. If you think a statement is false as a general rule, encircle the F.

- 46. Money may not be sent by telegraph. T. F.
47. A receipt is given the sender when letters are sent by special delivery. T. F.
48. In opening mail, enclosures should be separated from the letters. T. F.
49. A canceled check is ultimately the property of the drawer. T. F.
50. A written or printed contract of insurance is known as a premium. T. F.
51. The units of United States money are based on the decimal scale. T. F.
52. Reversing digits is a common error in copying figures. T. F.

53. When two persons enter into a written agreement, the document is called a contract. T. F.
54. The best method to use in mending a torn document is to use paste or mucilage. T. F.

55. Sealed packages cannot be sent by parcel post. T. F.

56. Multiplication is the same as consecutive addition. T. F.

57. If a report is sent out semi-monthly, the number of issues in one month is two. T. F.

58. Any symbol, name, or other characteristic legally registered and adopted to designate and distinguish a commercial article is called a "trade-mark." T. F.

59. A gross of pencils contains 20 boxes of a dozen each. T. F.

60. "Double Entry" is a term referring to a method of keeping a mailing list. T. F.

61. A ream of paper usually contains 480 sheets. T. F.

62. An inquiry sent out by shipping officials to locate lost goods is called a "tracer." T. F.

63. The districts into which the country is divided to regulate the postage on parcel post packages are called zones. T. F.

64. Manila paper is commonly used for tracing a copy of a drawing. T. F.

65. A person who translates orally for people conversing in

(Continued on Page Twenty)

Where Do I Stand?

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

Table with columns for position (Junior Clerk, Junior Stenographer, Junior Typist, Assistant File Clerk), salary, and counts for New York and Albany.

Table with columns for position (Assistant Typist, Assistant Stenographer, Assistant File Clerk, Assistant Clerk, Assistant Stenographer, Assistant Typist), salary, and counts for New York and Albany.

More Examiner Jobs Due Next Month

Additional appointments for the Payroll Examiner list to positions in the metropolitan district of the Division of Placement and Unemployment Insurance are expected about October 1, although the actual number is not yet definite.

Meanwhile, the situation in Insurance District No. 7, taking in the five boroughs, Long Island, and Rockland and Westchester counties, is this: 23 appointments have been made, reaching down to No. 79.

The State-wide list was recently certified for Payroll Tax Examiner, Tax and Finance, down to No. 103, but no appointment has as yet been made. The job is a travelling one.

Commission Meets In Albany This Week

First meeting of the State Civil Service Commission since the summer is scheduled for Albany on Wednesday, Thursday, and Friday of this week. Next week the Commission plans to meet in New York City.

License Examiner Test Looks Like Tougher Requirements

(Exclusive)

Tightening of the requirements for the coming Motor Vehicle License Examiner test above those that prevailed in 1936 is probable, The LEADER learns. Here are changes in the qualifications now under discussion by officials of the Bureau of Motor Vehicles and the State Civil Service Commission:

- 1. Increase of the height minimum from 5 foot 5 to 5 foot 6.
2. Increase of the weight minimum from 125 to 135 pounds.
3. Candidates will be ineligible not only if they have ever been found guilty of a felony or violation of a law or ordinance for which revocation of license was mandatory, but also if their licenses has ever been suspended or revoked.
4. Two years' high school education to be necessary. Last time high school education was considered desirable but not required.
5. Candidates must show five years' driving experience since January 1, 1932, and this must have been legitimate driving, authorized by license. Those who have driven in states other than New York must list such states. The Commission will probably accept driving in states with which New York State has reciprocity.

Important Details

Here are other important details of the test, which is still tentatively set for late November or December:

Six jobs will be filled immediately upon establishment of the list. The job's salary has been reclassified since 1936 under the Field-Hamilton law to \$2,100-\$2,600, rising \$100 each year.

The test will probably be rated on a scale of 70 per cent for the written part, 30 per cent for training and experience. Last

time the promotion was 60-40.

Women will probably be eligible for the test, but the Bureau will undoubtedly continue its practise of not appointing women. They will, of course, have to meet the same physical requirements as the men.

Full details of this coming test will appear in The LEADER just as soon as they are made known. Meanwhile follow The LEADER'S study material, on page 20 of this issue.

Upstate Faces Selection Of Civil Service

Discussions on the provisions of the Eite Act, which extends Civil Service to local jurisdictions throughout the State, have been concluded between county officials and members of the State Civil Service Commission. Now the counties are directly faced with the question: what form of Civil Service administration shall we select by next July 1?

One county—Albany—has already lined up on the side of county commissions. The three-man board plans to adopt the model Civil Service rules set up by the State Commission's municipal experts, and is now hard at work studying titles, duties, and salaries of jobs within its area.

Public hearings for their own citizens will probably be held in all the upstate counties. Rockland and Clinton have already held theirs.

According to the Eite Act, Civil Service must be in effect in every corner of the State by July 1, 1943. Each county has its choice of three types of administration: county commission, personal officer, supervision by the State Commission.

TOP 55 CERTIFIED FROM JR. ECO LIST

With two jobs—one in New York, one in Albany—in the offing, the top 55 names on the new Junior Economist, DPUI, list have just been certified. Appointments are expected within the next few weeks. The large number of certifications were made as officials expect that many top eligibles are employed in public or private posts at salaries above the \$2,000 starting DPUI figure. (The full list appears on page 15.)

The exam, held almost a year and a half before establishment of the list, was taken by 2,281 candidates. Of this number, 675 were ruled ineligible, 309 were absent, and 608 failed. This left 689 who passed.

Originally scheduled for February of 1940, the test was postponed to March 30 while the State Civil Service Commission was denying appeals of employees that a promotion test be held for the job. Further postponement in establishing the list resulted when raters could not be easily found.

PREPARE FOR CIVIL SERVICE EXAMS. Shorthand - Typewriting - Speed Dictation - All Commercial Subjects Day and Evening Classes. COLLEGIATE INSTITUTE.

EXPERT PREPARATION FOR REGENTS AND ADMISSION TO COLLEGE OR PROFESSIONAL SCHOOL. AVIATION CADETS. BORO HALL ACADEMY.

PREPARE CITY, STATE, FEDERAL EXAMS. CARD PUNCH MACHINES. I.B.M.-REMINGTON RAND EQUIPMENT. COMPTOMETER. BORROUGHS CALCULATORS. Midtown Calculating Co.

HEFFLEY SCHOOL. Registered by Board of Regents. Intensive Training for the Stenographer-Typist Exam. Speed Shorthand (60 to 120 words a minute) and Typewriting.

RHODES. FOR THE BETTER SECRETARIAL POSITION. Individual promotion plan. All modern business machines. Effective employment department. Day or Evening Session.

LEARN TO BE A FINGERPRINT TECHNICIAN IN A MODERN LABORATORY. INDIVIDUAL INSTRUCTIONS - PRACTICAL EXPERIENCE. LATEST EQUIPMENT. FAUROT FINGERPRINT LABORATORY. 240 Madison Avenue, New York City.

TYPEWRITERS. RENTED FOR CIVIL SERVICE EXAMS. Thousands of Typewriters Ready at a Moments Notice. ALL MAKES - ALL MODELS. J. S. MORSE. Cortlandt 7-0405-6. 296 BROADWAY.

CIVIL SERVICE JOBS. UNION PACIFIC. Illustration of a train at a station.

START \$1260 TO \$2100 YEAR. Railway Postal Clerks, City Carriers-File Clerks, Stenographers, Typists, etc. FRANKLIN INSTITUTE. Dept. D-245, 130 W. 42d St. - RM. 1404.

Mental Hygiene Notes

By JEFF T. MONTGOMERY

Stirred by a full-column editorial in *The LEADER* some weeks ago, hospital attendants have been flooding *The LEADER* office with letters describing the conditions under which they work. Today we publish several of the suggestions for improvement that have been made in these letters. On the basis of these and other suggestions we hope to formulate a well-rounded program for the State Legislature and other bodies which have the power to improve conditions.

\$35 Weekly For Married Men

Sirs: In line with your suggestions I am sending some of my own for both your approval and that of my fellow hospital attendants. The following are what I consider to be of basic importance:

1. **Commutation** should be made compulsory and be governed by set rules and regulations instead of the present system of vesting the sole discretionary power in one man, the superintendent.
2. **A Salary** sufficient for a family man to live moderately and a single attendant comfortably. What constitutes a decent salary for a married man? I pick the married man because eventually our single attendants will become family men. In my opinion, taking commutation into consideration, I should say \$35 a week for those living off the grounds. Basically this is not really my own idea. I have seen family budgets published by different authorities

in which they differ in some respects, but all agree on the basic fact that the monthly rental could equal but not exceed the amount of the weekly salary. I therefore base my figure of \$35 on the present rental asked for a half-decent three-room apartment.

3. **Organization** of all hospital attendants in the State is essential if we are going to get any attention. I suggest accordingly that committees representing each institution get together, adopt a common platform, and with the important help of our Civil Service LEADER fight for a living wage.

CREEDMOOR ATTENDANT.

'Encourage Organization'

Sirs: May I take the opportunity afforded hospital attendants by your paper to write an open letter to the superintendents, doctors, and supervisors of State mental hospitals:

"We attendants and you who administer the affairs of our State hospitals from your offices, all have, or should have, but one common goal: curing those unfortunates who are mentally ill.

"This is a humane task and is our contribution to society and the nation in which we live. That the task is often insuperable, no one can deny. We are hampered by our little knowledge of the complex human mind and the cures for its illnesses. We are restricted in applying what we do know by state legislatures, most of whose members know very lit-

tle about the problems facing mental hospitals.

"I know almost nothing of the medical side of treating the mentally ill. But I CAN tell you this: you will never increase the number of socially rehabilitated persons to be discharged from our hospitals by non-cooperation between the officials and attendants.

"You hospital officials have nothing to say about the wages we attendants get; that is the problem of the State Legislature. However, when we form an organization with which to bring pressure on the State Legislature, you far from encourage us.

"Hospital superintendents and their representatives should go out of their way to encourage employee organizations."

PILGRIM ATTENDANT.

Wants Restoration Of Time Service

Sirs: Please accept our thanks for your recent editorial entitled: "Hospital Attendant Mess."

On August 12, P. J. McQuire stated that promotions cost \$50-\$100 in Kings Park State Hospital. Such statements are not based on fact. We attendants know nothing of this condition.

We are, however, in hopes that something will be done about the commutation "sore spot," and we should all get together and let Albany know that we want restoration of our time service of 1932-33-34-39. This is one debt the State should pay with a smile of thanks to the lowly state hospital attendants.

CIVIL SERVICE FORUM
No. 323, Kings Park State Hospital.

Progress of the Lists

Here's the latest on the standing of the old and new Hospital Attendant lists:

For zone 4 institutions outside New York City, the last man certified and appointed was 14,816, the last woman 14,829. Inside the five boroughs, latest man certified was 14,665 and latest man appointed was 13,712. Among the women, certification and appointment was 5,448. That's all from the old list.

From the new list, men have been certified down to 2,066 outside New York City and women down to 481. Number 208 is the latest male certification inside the city.

A total of 367 permanent appointments have been made from the old list in zone 1. Male appointments have gone down to 14,824, female to 14,003. From the new list, 14 appointments have already been made, 3,937 the latest. Sixty-six provisional appointments have also been registered.

In zone 2, 358 permanent jobs have been filled, down to 14,419 for the men and 10,245 for the women. Forty-two provisional appointments have been made. All male eligibles on the new list have been canvassed, with five permanent appointments made.

Utica State-Ments

After a year in New York City, a group of student nurses have just returned to resume their training at Utica State. Among them: Irene Anderson, Bernadette Goldbach, Eva Hagen, Bernice Kondziolka, Ann Kutchman, Caroline Mitchell, Lucille Montena, Irene Peek, Leona Pixley, Marion Smart, Cecilia Szczesny, Mary Ann Vercaro, Jane Zebrowski. In the words of one Utica-ite: "What's the matter, girls—New York too much for you?"

Conference Notes

Next quarterly conference of the Mental Hygiene Department is scheduled for Central Islip State Hospital on Saturday, September 27. . . . Dr. H. Beckett Lang will be chairman of the mental hygiene section of the New York State Conference of Social Work, whose annual meeting is to take place October 21-24 in Buffalo. . . . Dr. Horatio M. Pollack, director of statistics for the department, is new president-elect of the American Association on Mental Deficiency, after election at the annual meeting during the summer in Salt Lake City. . . . Mrs. Eleanor Clarke Slagle, director of the department's bureau of occupation therapy, is honorary president of the American Occupational Therapy Association, which just adjourned its 25th annual meeting.

All the exams—New York City, New York State, and United States—open at this time are listed on the exam pages. For complete examination news, follow *The LEADER* exam pages regularly.

BULLETIN BOARD

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



GEORGE H. MACKEY

CIVIL SERVICE GROUP CALL CONFERENCE

The Brotherhood of Civil Service Employees sounds a clarion call for all city workers to assemble at a rally Friday evening, September 19, at the City Court House, 52 Chambers Street, New York City.

President George H. Mackey urges everyone to be there early as the meeting, the initial step in a program designed to establish a city-wide employee group, is scheduled to start promptly at 8 o'clock.

Those sponsoring the program hope to formulate a representative body of Civil Service workers for the purpose of providing city employees with a united organization prepared to fight for their mutual welfare, according to President Mackey and his associates.

Tom Cardamore, vice-president of the Brotherhood; Jack Riordan, retired leader of bridge riveters; Joe Lewis, of the Parks Department; Matt Cunningham, Public Works Department oiler; Harold Simpson, former chairman of the Civil Service Mechanics Association; Bill Bassett, Joe Martin, Harry Schubert, Jim Burns, and others summon their friends and co-workers to Friday evening's rally.

President Mackey has invited all civil service workers regardless of title to attend Friday's meeting.

DONGAN GUILD FOR STATE EMPLOYEES

The Department Delegates of the Dongan Guild for New York State Employees, at its monthly meeting last week, approved the plans submitted for the third Annual Corporate Communion, to be held at St. Patrick's Cathedral on October 26. This day is a modern feast day of the Catholic Church.

James Bowles of Unemployment Insurance, and Ruth J. Harding of Motor Vehicles, have been selected as general chairman and vice-chairman, respectively. Aiding the general committee with special assignments are Martin J. McLoughlin, Law, responsible for distinguished guests; Teresa Brown, Motor Vehicles, on flower arrangements; hotel and souvenirs under John E. Gregorie, Public Works; music committee under Mary Foley, State Insurance Fund; seating arrangements for the breakfast with Margaret Shields as chairman; ticket distribution to Joseph Kenny, Gerald A. Buckley and Elizabeth Boyan Smith; public relations under Daniel Farhan, Social Welfare, and ushers for the Mass will be responsible to John J. Lannen, State Insurance Fund.

GENERAL INVESTIGATOR ELIGIBLES ASSOCIATION

The General Investigator Eligibles Association is preparing a detailed program of activities on behalf of the eligibles on the nine Federal General Investigator lists recently extended by the U. S. Civil Service Commission to October 2, 1942. The executive committee meets tonight, and is expected to call a general meeting of the association in about two weeks. Details of the coming meeting will appear in *The LEADER* when known.

POSTPONE VOTE ON A. F. of L. TIE-UP

The voting of the Attendant unit of the Federation of Municipal

Employees on affiliation with the International Hod Carriers and Common Laborers Union of America, A. F. of L., has been postponed until the adjournment of the national convention of the Hod Carriers in St. Louis. The executive board of the Federation, headed by Henry Feinstein, has already voted in favor of A. F. of L. Hod Carrier affiliation. The voting of the Attendant unit of the federation was scheduled to take place this month. Last month, the sewage treatment unit of the federation unanimously approved the executive board's action.

GREATER N. Y. PARK DEPT. ASSOCIATION

The Parks Department personnel held a get-together Saturday night at their first annual entertainment-dance and beeffest. The affair was staged by the Greater New York Park Department Association.

HOUSE PAINTERS ELIGIBLES ASSOCIATION

The next meeting of the House Painters Eligibles Association will be held at Painter's Legion Post, 301 West 29th street, cor. Eighth avenue, New York City, on Wednesday, September 17, at 8 p.m. All eligibles are urged to attend.

STATE STENOGRAPHER-TYPIST-CLERK

Thorough, Intensive Preparation for Both Written and Performance Examinations.

FEDERAL JR. TYPIST JR. STENOGRAPHER

Graded Dictation, Transcription, Typing Speed.

DRAKE'S

154 NASSAU ST.
(Opposite City Hall)

Tel. BEekman 3-4840

A.M. - 9 P.M. Daily; Sat. 1:00 P.M.
There is a Drake School in Each Borough

STATE CLERK

Typist - Stenographer

TUESDAY AND THURSDAY, 7 P.M.

Fee, \$10

MOTOR VEHICLE

License Examiner

TUESDAY AND THURSDAY, 7 P.M.

Fee, \$15

RAND EDUCATIONAL INST.

7 E. 15 St. • Alg. 4-3094

"A Non-Profit Institution"

MOTOR VEHICLE

LICENSE EXAMINER

Mon., Thurs., 7:30 P.M. - Fee \$15

STENO-TYPIST-CLERK

Mon., Thurs., 8:15 P.M. - Fee \$10

TREAS. ENFORCEMENT AGENT

Mon., Thurs., 6 P.M. - Fee \$15

HEALTH INSP., GR. 2

Monday, 6:45 P.M.

INSP. HOUSING, GR. 2

Thursday, 6:45 P.M.

CARD PUNCH Operator

Alphabetic, Numeric MONROE CALCULATOR

DEFENSE COURSES

Drafting; Aero., Mech., Electr., Piping, Ship, Structural

RADIO TRAINING

Wiring, Assembly, Testing, Code, Licenses; Comm., Amateur, Slip Transcription

INDIVIDUAL INSTRUCTION DAILY IN ALL COURSES, 9 A.M. TO 9 P.M.

Steno-Typist-Clerk, Asst. Insp. Boilers, Halls, Jr. Engr. Civil, Electr., Draftsman, Postal Clerk-Carrier, Subway Exams, Licenses; Prof. Engr., Stationary, Master Plumber, Electrician; Preparation, Math., Eng., Colleges, Flying Cadet

MONDELL

INSTITUTE

230 W. 41st ST. N. Y. CITY

Wisconsin 7-2026

-EXAMINATION ORDERED!-

PATROLMAN

Per Week

POLICE DEPT., NEW YORK CITY
INTENSIVE TRAINING FOR MENTAL & PHYSICAL UNTIL EXAMINATION. — Small Enrollment Fee.

MOTOR VEHICLE EXAMINER - INSPECTOR
ENROLL NOW! CLASSES NOW FORMING

Write or Phone for Complete Information.

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

PATROLMAN-ENTRANCE

Eligible young men should start their preparation NOW. Class and individual instruction. Home study. Practical duties. Arithmetic. Vocabulary. Report writing. Trial examinations. Individual attention. Two mental classes each week.

POLICE PROMOTION

SERGEANT—Enrollment open. Opening class Wednesday, Sept. 17
LIEUTENANT—Class now in session.
CAPTAIN—Class now in session.

FIRE PROMOTION

LIEUTENANT—Classes resumed September 11
INSTRUCTORS—Eugene B. Schwartz; Bertrand P. Wray, Act. Lieut. N.Y. Police Dept. (Ret.); Henry B. Helm, Dep. Chief, N.Y. Fire Dept. (Ret.).

THE SCHWARTZ SCHOOL

Fourth Ave. and 14th St. (Central Bank Bldg.) GRamercy 3-0808

PATROLMAN

Prepare for the Mental — Train for the Physical at the School Whose Students Consistently Top the List

LOOK AT OUR OUTSTANDING RECORD:

NUMBER 1 MAN, Patrolman Mental NUMBER 1 MAN, Previous Fireman
NUMBER 1 MAN Sanitation NUMBER 1 & 2 MAN, Police Lieut.

90% OF OUR STUDENTS PASS!

LAST FIREMAN EXAM: According to latest information we have the No. 1 Man Physical and No. 1 Man on the List!

SUBWAY PROMOTION—Examination expected soon—keen competition—Learn what the test is all about. Prepare under experts. Small fee.

MOTOR VEHICLE EXAMINER — INSPECTOR
TREASURY ENFORCEMENT AGENTS
STATE STENOGRAPHER — TYPIST & CLERK
COMPLETE TRAINING ONLY \$5

The above courses are taught directly by the Directors themselves, men of long experience in TEACHING civil service, men with college, legal and graduate educational backgrounds. Compare faculty, record, gymnasium and equipment with any other school. Before enrolling, visit a class session FREE.

FREE: Illustrated Booklet on Physical Training or First Aid

Important subject matter for examinations. Send 10c for either booklet, or 50c for both, to cover handling.

ALL FEES PAYABLE IN EASY INSTALLMENTS

COLUMBIAN INSTITUTE

MAIN OFFICE (Formerly Schwartz-Caddell) GYMNASIUM
154 Nassau Street (At City Hall) 60 East 14th Street
WOrth 2-3675 ORchard 4-3988

WALTER A. CADDELL, B.S., LL.B. JAMES P. CASEY, A.B., M.A., LL.B.



By CHARLES SULLIVAN

Wage Boosts Seem Certain For Most Federal Workers

(Exclusive)

Higher salaries for Federal employees to meet rising living costs has become more than a probability. In fact, it's just about a certainty now if Congress doesn't freeze all salaries and all prices. And Congress isn't expected to do that.

The drive for higher federal salaries, particularly higher wages for the great mass of white collar workers in the large cities such as Washington and New York where the living costs are the highest of any place in the country, is backed by the most powerful employee elements. To name a few: Chairman Robert Ramspeck, of the House Civil Service Committee, who has guided through the House the bills that will bring tens of thousands of federal workers under Civil Service on January 1 and the uniform promotion bill that will become effective on October 1, is of the opinion that wage increases for federal workers are "inevitable" if Congress doesn't "freeze" all wages and all price factors.

"Something has to be done to help the federal workers take care of the added living costs," Ramspeck told The LEADER, "and the answer seems to be a differential based on the increased rise of living cost."

Ramspeck said he hadn't been convinced yet of what would be a proper differential as there was a difference of opinion as to the rise in living costs.

Pay For Overtime

Supporting Ramspeck on the House Civil Service Committee will be Representative Coffee of Washington (Democrat), who is in favor not only of increasing wages for Federal workers but also of paying them for all overtime work.

National Federation of Federal Employees, the largest of the white collar employee unions, is on record for a wage increase to

meet the increased living cost. NFFE has left the matter entirely to its national officers.

The American Federation of Government Employees, an affiliate of the A. F. of L., also has voted unanimously for a wage boost.

And the United Federal Workers of America (CIO) is campaigning for increased Federal salaries as have most other Federal employee unions.

Highly important is the fact that many key men in the Federal service are convinced that the salaries of Federal workers must be raised and The LEADER is able to reveal that this powerful group of administrators is secretly proposing that the top salary be lifted to \$15,000 instead of the present level of \$10,000. Under the Classification Act, salaries must gradually level off and it pushes the main bulk of the workers down to a pretty low level. By starting the top grade at \$15,000, employees would be boosted all along the line.

Some employee representatives and leaders say that a flat 10 per cent increase should be given to all employees. The more conservative insist that a 10 per cent boost should be given to all employees paid salaries set by the Classification Act whose total income is \$5,000 or less.

Still others insist that a "bonus" should be paid Federal workers and that the bonus should be based on the increased cost of living. This school of thought points to the record to lay basis for the claim.

They recall that during the World War 1 period Federal workers were given a bonus of \$120 a year each and that later the bonus was raised to \$240 for each worker. They also recall that during the depression the Federal workers were given an 8 per cent salary cut and when the depression sunk deeper, this slash was increased to 15 per cent. With prices skyrocketing now, they believe it is time for

another "salary adjustment" and they can point to the past record as a basis to their claims.

New Process Puts Speed Into Picking Employees

A procedure innovation which may effectively speed up selection of federal employees has been put into effect by the United States Civil Service Commission in handling the recent exam for Executive Officer.

About 33,000 preliminary applications were received. Special forms were then mailed to the applicants, and of these 20,000 were returned. Upon receipt of these forms from the applicants, the information concerning their qualifications is being transferred to punch cards. The cards are punched in a special manner so as to simplify and expedite the handling of examination papers.

Among the items recorded are the kinds of organizations the applicant has worked in, his positions in the organizations, and the highest salary level for which he is considered qualified.

When requests for eligibles with specialized qualifications are received by the Commission, the punch-card system will speed the selection of persons with these qualifications. By running the cards through a sorting machine, the examiner can, for example, separate from the general file in a few minutes those applicants with ten years of administrative experience in the leather business who are qualified at the \$5,600 salary level.

POPULAR STATE EXAMINATIONS

TO BE HELD OCTOBER 4

JUNIOR AND ASSISTANT STENOGRAPHER TYPIST AND CLERK

Entrance Salary \$900 and \$1,200 per annum with automatic increases. Classes meet TUESDAY, WEDNESDAY, THURSDAY and FRIDAY, at 1:15, 6:00 and 8:15 p.m.

PATROLMAN

The present eligible list will expire not later than March 1, 1942. A new examination will be held early in the year. The poor percentage made by hundreds who took the last physical examination for Fireman is positive proof that anyone who hopes for success in the coming Patrolman examination must receive specialized training, particularly in the agility test and the mile run, which in the last Fireman examination counted 70% of the physical test. We offer students the benefit of training for the mile run on an open-air track situated on the roof of our gymnasium building — also practice in the agility test identical with that to be given in the official examination. Classes meet daily at hours to suit your convenience.

INSPECTOR OF HOUSING, GR. 2

Applications now open. Full requirements will be found elsewhere in this issue of The LEADER. Class forms Wednesday, Sept. 17, at 8:30 P.M., Wednesday and Friday at same hour thereafter.

HEALTH INSPECTOR, GR. 2

Applications now open. Full requirements will be found elsewhere in this issue of The LEADER. Class forms Wednesday, Sept. 17, at 8:30 p.m., Wednesday and Friday thereafter at same hour.

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.

BEDDING INSPECTOR

Classes meet MONDAY and THURSDAY at 8:30 p.m.

Federal Examinations

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 and City examinations that are expected in the near future, but also qualifies you for employment in the commercial field.

TREASURY ENFORCEMENT AGENT

Class meets on Tuesday at 8:30 p.m.

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.

INSPECTOR OF ELEVATORS (Gr. 2) — Class Forms Friday, Sept. 19 at 8 P.M.

MASTER PLUMBER'S LICENSE—Class Now Forming.

STATIONARY ENGINEER'S LICENSE—Classes Form Wed. and Fri. at 7:30 P.M.

FINGERPRINT TECHNICIAN—Class Forms Wednesday, Sept. 17 at 8 P.M.

TRAINING FOR DEFENSE JOBS

We specialize in training young men as Aircraft Production Mechanics, Machine Tool Operators 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 •

Wanna Washington Job?

Here Are Some Good Leads

The LEADER, in an effort to keep its readers posted on job opportunities in Washington, lists the following jobs where there is an acute shortage of qualified people:

Both the War and the Navy departments are in need of multilith operators, cameramen, and platemakers. Both departments need these types of personnel immediately.

It's true that more than 300 are on the Civil Service eligible lists, but the eligibles won't take jobs in the District. Last week the Civil Service Commission surveyed the eligibles and only a dozen said they were available to accept jobs in Washington.

Commerce Department has had to start a training course of its own to train workers for these three types of jobs. Even the training course isn't expected to train sufficient personnel for the Commerce Department.

Vocational Training

If you are qualified for one of these jobs, get examination announcement No. 94 of the U. S. Civil Service Commission and fill it out at once. Even vocational school training is now being accepted by the Commission.

The LEADER has learned that the National Institute of Health at Bethesda, Md., is in need for an associate chemist. The job pays \$3,200 and the position is one that requires training in the toxicity of heavy metals. If you are qualified, get a copy of examination announcement No. 58 and fill it out. You'll get results!

The Bureau of Ships of the Navy Department is in need of materials engineers and technologists with a knowledge of the manufacturing of textiles and cordage based on actual manufacturing or inspecting experience. Engineering college graduates who have specialized in textile manufacturing also can qualify. And if you are qualified, get exam announcement No. 30 for technologist or No. 69 for engineer.

Needs Engineers

The War Department needs chemical engineers at its Edgewood Arsenal which is outside Baltimore. Chemical engineers are in demand who have had experience in production. File an application, No. 42, before calling at the arsenal. The Commission is grading applications when received for these jobs. Incidentally, the arsenal has set up an employment office outside its gates for the convenience of job-seekers.

War Department and the National Bureau of Standards are in urgent need of radio and sound physicists who have expert knowledge of radio or sound, or both. Salaries are \$2,000 a year and up. A physicist exam announcement, No. 152 of 1940, will be held open until December 12, 1941.

Next week and every week The LEADER will present job opportunities in Washington.

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.

COMPLETE COURSE IN Electric Arc & Oxy Acetylene Welding
Individualized Day & Evening instruction
PLACEMENT SERVICE
850 60th STREET
Windsor 8-1766
Terms Arranged Reasonable Fee

AVIATION CAREERS!
Practical day or evening Aircraft and Aircraft Engine Mechanics Courses, U. S. Government Approved, qualifies graduates for Civil Service Positions. Also Flying Instruments, Production, Welding, Radio, Traffic Control, and Drafting Courses.

AVIATION INSTITUTE
Dept. F., 36-01 35th Ave.
Long Island City RAvenswood 8-7400
N.Y. Office 1775 Bway (at 57th) Rm. 810

WELDING!

NEEDED for DEFENSE TRIAL LESSON FREE
100% Practical Training
Gas, Elec., Naval, Aircraft, Pipe Placement Service. Low rates. Easy terms. State Licensed. Booklet 1.

SMITH SCHOOL OF WELDING
Established 1927
250 W. 54th St., N. Y. • Day-Even.

FLYING CADETS
College credits not required. Prepare for examination in November. Evening classes (all subjects) starting now. A few vacancies remaining. CALL OR WRITE

SCHOOL OF TEN
113 West 57th St., New York
Circle 6-6888

HAVE YOU PLANNED IT?
Learn Quickly COMPUTOMETRY - 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.

Lightning Computing School
7 East 42nd St. VA. 6-1165

Unusual - Interesting - Well Paying Positions Now Available
In the talking picture projection field. Complete Course Now Taught Practically, Individually Day and Evening

BROWN-EDWARDS
1125 Sixth Ave. BRyant 9-9149

CLARENCE H. WHITE
SCHOOL OF PHOTOGRAPHY
Founded 1910
Offers individual guidance to amateurs and professionals in basic and advanced principles of modern design, technique and practice.
Day and Evening Courses
Winter Session Starts Oct. Catalog 32 WEST 74th ST., N.Y. TR. 4-2811

DEFENSE PROGRAM NEEDS
Experienced Sewing Machine Operators
PREPARE NOW
COURSE AS LOW AS \$5.00
Singer, Wilcox & Gibbs, Marrow, Double Needle, Button Hole, Blind Stitch, Pinking
N. Y. State Licensed
Jobs Recommended

Unit Needle Trades School
16 EAST 23D STREET N. Y. C.

LEARN - TO - FLY
at the
EAST COAST FLYING SCHOOL
It's Easy and Inexpensive
Student Instruction by Licensed Government Instructors
Call LAurelton 8-1448
Or Write for Information
EAST COAST FLYING SCHOOL
Queens County Airport, Jamaica, L. I.
Entrance-157th and Rockaway Blvd.
Near Sunrise Highway

LENS GRINDERS IN PRECISION OPTICS
Intensive courses of instruction now being offered. Prepare to meet U. S. Civil Service requirements for employment in government arsenals and civilian defense industries.
U. S. Citizens Only.
Day or Evening classes.
Limited Enrollment.

SCHOOL OF OPTICS
Also Short Optician Courses
Co-Ed. Request Catalog 30
182 HENRY ST. (Corner Montague)
BROOKLYN, NEW YORK - MAIN 4-4211

DEFENSE news

New List of Federal Jobs

Commission Revises Unassembled Tests

The United States Civil Service Commission has just issued an up-to-date list of unassembled examinations for which filing remains open, the great majority of them in the defense line. In addition to the regular application blanks -- which are available at 641 Washington street, New York City--candidates must now obtain and fill out application card, Form 4006 ABCD.

These exams are open until further notice unless a closing date is specified after the title. By an unassembled exam is meant one where no written test is given. The candidate is rated on the basis of training and experience.

Issued in 1939
No. 99--Engineering Draftsman; also Chief, Principal, Senior, and Assistant.
No. 124--Inspector, Ordnance Material; also Senior, Associate, Assistant, and Junior.

Issued in 1940
No. 104--Inspector, Powder and Explosives; also Senior, Associate, Assistant, and Junior.
No. 108--Inspector, Signal Corps Equipment; also Senior and Junior.

No. 128--Senior Radiosonde Technician.
No. 142--Inspector of Hats; Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear); Inspector of Textiles, also Junior; Inspector of Clothing, also Junior.

No. 148--Artistic Lithographer; also Senior, Assistant, and Junior.

Negative Cutter, Junior Copper Plate Map Engraver.

No. 152--Associate Physicist; also Assistant. Closing date: December 12, 1941.

No. 153--Physicist; also Principal and Senior. Closing date: December 12, 1941.

No. 158--Lens Grinder.
No. 159--Loftman.
No. 160--Shipfitter.
No. 162--Instrument Maker.

Issued in 1941
No. 2--Chemist (Explosives); also Principal, Senior, Associate, and Assistant. Closing date: November 30, 1941.

No. 10--Metallurgist; also Principal, Senior, and Associate. Metallurgical Engineer; also Principal, Senior, and Associate. Closing date: December 31, 1941.

No. 20--High-Speed Radio Equipment Operator.

No. 25--Pharmacologist; also Senior, Associate, and Assistant. Closing date: December 31, 1941.

No. 28--Engineering Draftsman; also Chief, Principal, Senior, and Assistant. Closing date: December 31, 1941.

No. 30--Technologist; also Principal, Senior, Associate, and Assistant. Closing date: December 31, 1941.

No. 38--Public Health Nurse. Graduate Nurse, General Staff Duty.

No. 42--Chemical Engineer; also Principal, Senior, Associate, and Assistant.

No. 44--Staff Dietitian.
No. 51--Junior Engineer. Closing date: December 31, 1941.

No. 54--Inspector, Engineering

Materials (Aeronautical); also Senior, Associate, and Junior.

No. 58--Research Chemist; also Principal, Senior, Associate, and Assistant. Closing date: December 31, 1941.

No. 61--Meteorologist; also Principal, Senior, Associate, and Assistant. Closing date: December 31, 1941.

No. 62--Expediter (Marine Propelling and Outfitting Equipment).

No. 67--Shipyard Inspector (Hull); also Principal, Senior, Associate, Assistant, and Junior. Shipyard Inspector (Hull, Outfitting). Shipyard Inspector (Machinery); also Principal, Senior, Associate, Assistant, and Junior. Shipyard Inspector (Electrical); also Senior, Associate, and Assistant. Shipyard Inspector (Joiner); also Senior, Associate, and Assistant.

No. 69--Engineer; also Principal, Senior, Associate, and Assistant. Closing date: June 30, 1942.

No. 72--Regional Agent, Trade and Industrial Education; Special Agent, Trade and Industrial Education.

No. 75--Inspector of Coal. Closing date: December 31, 1941.

No. 76--Automotive Spare Parts Expert.

No. 81--Inspector, Engineering Materials; also Senior, Associate, and Assistant.

No. 82--Inspector, Ship Construction; also Senior and Associate.

No. 83--Medical Technician; also Senior Assistant, Junior Laboratory Helper.

No. 86--Alphabetic Card-Punch Operator.

No. 87--Under Tabulating Machine Operator; also Junior. Under Alphabetic Tabulating Machine Operator; also Junior.

No. 88--Junior Graduate Nurse.
No. 92--Mineral Economist; also Principal, Senior, Associate, and Assistant.

No. 94--Multilith Cameraman and Platemaker. Multilith Press Operator. Closing date: June 30, 1942.

No. 95--Inspector, Naval Ordnance Materials; also Senior, Associate, Assistant, and Junior.

No. 96--Inspector, Plant Protection; also Principal, Senior, and Assistant.

No. 98--Naval Architect; also Principal, Senior, Associate, and Assistant. Closing date: June 30, 1942.

No. 99--Marine Engineer; also Principal, Senior, Associate, and Assistant. Closing date: June 30, 1942.

No. 102--Industrial Specialist; also Principal, Senior, Associate, and Assistant.

No. 103--Junior Public Health Nurse.

No. 106--Coal Mine Inspector; also Senior, Associate, and Assistant. Closing date: December 31, 1941.

No. 108--Junior Blueprint Operator; also Senior, Junior Photostat Operator; also Senior. Closing date: June 30, 1942.

No. 109--Project Auditor; also Chief, Head, Principal, Senior, Associate, and Assistant.

No. 111--Dental Hygienist.

No. 114--Medical Guard-Attendant. Medical Technical Assistant.

Private Defense Work

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

(Apply to Technical Section, LExington 2-8910)

Designer of Electrical Equipment--E.E. degree, all-around electrical background. Oil refinery experience preferred. Must know motors, able to do electrical calculations. Must be citizen.

Electrical Designers--Experience on light and power designs, substations and panel boards.

Electrical Draftsman--Marine experience, layout of circuits and computations. Must be citizen.

Factory Manager--M.E. degree. Machine shop experience required. To run munitions plant, 700 employees, which formerly made textile machinery. Job is out-of-town. Must be citizen.

Junior Electrical Engineers--Recent graduates, E.E. degree. Must be citizen.

Materials Engineer--Expediter and inspector for aeronautical company. Must be thoroughly familiar with aluminum fillings and machine shop forgings. Must be citizen.

Structural Engineer--C.E. degree. Must have exceptional background and experience. To make surveys of existing properties and recommend alterations. Must be citizen.

Industrial

(Apply to Mr. Berner, LExington 2-8910)

ARMATURE WINDERS--Male and Female--Experience on fractional to heavy horsepower A.C.-D.C. universal types.

ASSEMBLY LINE WORKERS--Female--Soldering, wiring and fitting on radio and electrical sub and final assemblies. Only experienced workers considered.

Coil Winders--Female--Experienced hand and machine winders on multiple coils as used in radio, transformers and similar apparatus.

Coppersmiths--Marine--Must be experienced in marine work. Kitchen equipment and related lines not acceptable.

Instrument Assemblers--Female--Must have experience in assembling complicated electrical and mechanical precision instruments.

Lathe Hands--Marine--Experienced in setting up and operating 24-inch to 72-inch swing lathes on all types heavy marine work.

Machinist--Marine--Four years apprenticeship or equivalent and two years floor work in shipyard or large marine shop with experience in erecting and repairing engines and turbines, aligning shafts and bearings and all related marine work.

Radio Production Foreman--Ability to handle complete production in manufacture of radio transmitters. Prefer men with good mechanical experience.

Radio Technicians--Open--Must have laboratory experimental background.

Sheet Metal Workers--Must be experienced in all methods of layout from blueprints for complicated work with knowledge of fabricating aluminum and sheet metal alloys used in aircraft construction.

Shipfitters--On new and repair work. Able to make templates and layout special forms not pre-determined in mold loft, or have ability to lift templates.

Toolmakers--Experienced in layout, construction and repair of tools, jigs, fixtures and gauges. Thoroughly familiar with use and operation of latest developments in machine tools.

Defense Courses At City College

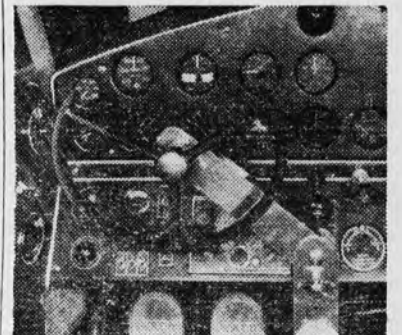
Thirteen courses in defense training and engineering science, six of them offered for the first time, are being given this term by City College in cooperation with the U. S. Office of Education.

The courses to be offered for the first time will deal with Elements of Modern Industrial Building and Hangar Design, Applied Descriptive Geometry for Aircraft Drafting, Physical Properties and Methods of Testing Alloy Steels and Non-Ferrous Metals, Organic Constructional Materials, Advanced Physical Metallurgy, and Chemical Plant Equipment Design.

Other courses in the school's defense curriculum are Mechanics and Strength of Machine and Structural Elements, Physical Properties and Methods of Testing Ferrous Materials, Chemistry of Powder and Explosives, Powder Metallurgy, Physical Metallurgy and Pyrometry, Map Preparation and Use, and Geodetic Computation.

AIRCRAFT INSTRUMENT MEN

MUST PRODUCE INSTRUMENTS OR THOUSANDS OF PLANES ON ORDER WILL NEVER FLY!



The many instruments in a modern airplane must be precision built, installed properly, overhauled and checked for accuracy. These jobs the SKILLED & HIGH SALARIED Aircraft Instrument Man must perform. Call, phone or write NOW for information on how the Aircraft Instrument Man "Keeps 'em Flying". All instructors U.S. Gov't Licensed Day-Even. Free Employment Service. N.Y. State Licensed. Open daily to 10 P.M.

WICKS WELDING WORKS
1860-N BROADWAY (61st). CIRCLE 6-3345

WICKS WELDING THE PRACTICAL EXPERIENCED WAY

Under the supervision of WILLIAM P. WICKS
For over 29 Yrs. owner & operator of the Wicks Welding Works

Our Qualifications:
You are trained for normal and defense industries by methods based on Mr. Wicks' 29 years experience in every field of welding, including 24 years in aircraft. Our 12,000 sq. ft. of space devoted exclusively to training welders. We maintain an active placement service which is in close contact with all branches of the industry. Our men are getting jobs because the Wicks method is different. You are trained by a master who knows what private industry requires and who has been teaching welding since 1917.

Our Courses:
GAS & ELECTRIC WELDING - DAY AND EVENING
The COURSES consist of practice with high, low carbon steels, cast iron, non-ferrous metals; cutting and welding in all positions on actual equipment used in industry.
WE EMPLOY NO SALESMEN
The savings are passed on to the students. Visit our modern, equipped shops--Compare with others. You be the judge.
N. Y. STATE LICENSED

WICKS WELDING SCHOOL
GAS AND ELECTRIC
SCHOOL DIVISION OF WICKS WELDING WORKS
24-15A BRIDGE PLAZA NORTH
LONG ISLAND CITY STHWELL 4-5348

Defense Work Needs Trained Draftsman

Aeronautical - Mechanical and Ships Draftsmen Are in Great Demand Now

N. Y. DRAFTING INSTITUTE

(Licensed by the State of New York)

Offers a FREE TRIAL PERIOD to Test Your Aptitude DAY and EVENING CLASSES INDIVIDUAL INSTRUCTION
Write or Call Wisconsin 7-0366

N. Y. DRAFTING INSTITUTE
276 WEST 43D STREET NEW YORK CITY

Postal News

By DONALD MacDOUGAL

Salaries, Mergers

At the recent National Federation of Post Office Clerks convention in St. Louis the main topic of discussion was the question of salary. The group passed a resolution approving the Sweeny Bill which would raise salaries from the present \$1,700-\$2,100 to \$2,600-\$3,000. Hourly increases for substitutes are also included in the measure.

Amalgamation with the independent UNAPOC, which held its convention in Detroit the week before, was discussed and it was decided to hold a referendum to find the feeling of the rest of the organization on the proposed merger.

From the Railways

"Industry Booms — Postal Employees Take Pay Cut" How Come? Well, with prices and the cost of living going up and up, there have been no pay increases for Postal Workers. If that isn't a pay cut, then there never was one! The NYC branch of the Railway Mail Association is launching a campaign to show the need for the increase. A good slogan for the effort could be: "We took the pay cuts—why not get the raises?"

With baseball taking a large part of the daily headlines, here's an item on the New York Post Office team. They wuz licked bad. Sing Sing, their opponents, won, 11-3.

The ads say "Reach for a cigarette instead of a sweet." Uncle Sam has no objections. He permits clerks to smoke while on duty except at certain stated times, such as loading and unloading mails, hanging in and tying out sacks. Jeeves, my cigarette holder, please . . . At the recent meeting of the NYC branch of the R.M.A. the weather was the only source of heat. But when the weather gets cooler the discussions will get hotter . . .

The distribution of the New York City mail is so important that railway post offices on the West Coast distribute our city mail to stations in order to facilitate delivery on arrival in New York. Hence a clerk on the Snonomish and Los Angeles RPO, without having been nearer than 3,000 miles to New York, knows that 350 Fifth avenue is served by the GPO and 1450 Broadway goes to the Times Square station.

Highest ranking metropolitan RMS employee in the army is Major J. F. McCarthy, of Fort Monmouth, N. J. . . . Postal definition of a bottleneck: When you shake the mailbag and nothing comes out . . . A never-ending source of wonder to us—the shipment of day-old baby chicks as much as five hundred miles by rail, with almost no "casualties" though no food or water is given them en route.

A variation of the old American pastime of stamp collecting is the saving of PRO postmarks. Only mail deposited in railway post offices or station mail boxes is marked with this cancellation. Railway groups have for years been campaigning for a rubber stamp to do this cancellation rather than the steel hand stamp which annually incapacitates many employees who miss their aim and hit their fingers. Maybe the national emergency and the need for all steel will force the issue. Meanwhile watch your fingers!

New President

Harold McAvoy, president of a city local of the N. A. P. O. and R. M. S. laborers, was elected to the national presidency at the recent convention held in Boston. With his fine record President McAvoy is sure to be an able replacement for former President Willis A. Bohall. A complete report of the convention was given last night by the delegates who attended the Boston session.

Washington, Ho!

William McHale, newly elected national vice-president of the N.A.L.C., has left New York to take up residence in Washington where he'll begin his new duties. Formerly president of Branch 36 in the Bronx, McHale's departure puts the reins of Branch 36 into the hands of Acting President Emanuel Kushelewitz. New national president is William C. Doherty, of Cincinnati.

150 Resolutions

Of the 150 resolutions passed by the recent convention of the N.A.L.C., here are some of the more important ones: Salary increases; the longevity bill; 30-year optional retirement; court of appeals for postal workers; 8 within 9-hour working day; widows' annuity; elimination of substitutes or raising their pay.

New Title

The N.A.L.C. National Sick Benefit Association has adopted as its new title the N.A.L.C. National Salary Insurance Association. To emphasize the swankier name they're raising dues from 65 cents to 75 cents a month. Another item raised has been the per capita tax. An additional 30 cents has been added to this charge.

Hauser Testimonial

Saturday, October 11, is the date of the testimonial dinner and dance to Max S. Hauser, former carrier delegate, now president of the New York Letter Carriers Association, Sick and Death Benefit feature.

The affair will be held at the Grand Street Boys Ballroom, 106 West 55th street, at 7:30 p.m. Tickets are \$2.50. Sam Goldstein, carrier delegate, is chairman of the committee on arrangements, and Joseph Murradino is secretary. Remember, feller, turkey dinner!

Welfare Dept. News

By HENRY TRAVERS

Legal Eagles

Hy Feuerstein in Legal, the Department's A-1 tennis player, must have the wanderlust. This time he went to Cape Cod, Mass., for the Labor Day week-end . . . Max Goldman in Legal goes around showing pictures of his beautiful baby. Perhaps Max ought to know that the baby resembles the mother . . . Morris Weissberg in Legal is perhaps the most informed chap on the present war. He carries his war maneuvers through six papers daily, which we think is enough to exhaust ever a staff general . . . George Beham, the Beau Brummel of Legal, complains that he is penniless, that is penny less than the top of his grade salary . . . Vincent T. Cerra of Legal has taken up golf by purchasing a new set of clubs. (Usually a sign of old age) . . . Sidney Kaplan, clerk in Special Investigations, is longing to return to California as a result of two very interesting weeks vacation spent there recently. "I love New York but oh! you Hollywood!"

D. O. 53 Chatter

Wedding bells chimed for Philippe Boas, social investigator, and lovely Margaret McDonald, last Saturday . . . Claire Mehlretter, stenographer, said "I do" on August 31. Claire's husband is a Long Island businessman . . . Patrick Tuohy,

popular social investigator in D. O. 53, is now an M. P. at Camp Upton . . . Matthew McCarthy, clerk, who was drafted recently, visited D. O. 53 last Saturday. Matthew seems to enjoy serving Uncle Sam, judging from his amusing and interesting stories and healthy complexion . . . Robert O'Neill, clerk, has resigned to enter the priesthood. Bob is studying at the Salvatorian Seminary, St. Nazianz, Wisconsin. Another staff member of D. O. 53, Catherine Dunn, social investigator, recently enrolled in the Roman Catholic Order of Franciscan Nuns, at Mt. St. Francis, Peekskill, N. Y.

D. O. 84 Announces

Misses Helen Zeigler and Amelia Dalven are proudly displaying their new engagement rings. Both of the little ladies expect to be married in November . . . The New York City Police Department is fortunate in claiming Leo Louison, social investigator . . . Do. O. 84 is minus Raymond Pasternack, clerk. Reason: In the Army.

From Richmond Welfare

Social Investigator Joseph Lobue resigned to enter private law practise . . . Dorothy Collier, stenographer in Intake, was married on August 24 . . . Romaine Bradley is the proud daddy of a daughter.

Advice on Budgets

If you are having trouble with your budget—and who isn't these days—drop in to see Eleanor T. Lurry or Ruth Hecht, home economists of the Department of Welfare, who will be serving in the booth of the New York Home Economics Association of New York City at an exhibition on Defense at Grand Central Palace. The Welfare nutritionists will be on duty September 26 from 7 to 9 p. m.

This and That

Cell Hirsch, secretary in Resource, is all out for seeing America first. She just came back from a 9,200-mile auto trek of the U. S. . . . Jimmy Fuscas is getting arm weary these days. Reason: He keeps telling of that 32 inch pickerel that won the grand prize in a contest in the Catskills . . . Genial Si Levine, guardian of the O.A.A. files, was formerly a searcher for Bronx-Queens O.A.A. That explains the excellent service on the 18th floor.

BUY FURS DIRECT

From Manufacturer and Save THIS WEEK'S SPECIAL!
Beaver-Dyed Mouton Lambs Here's luxurious fur coat that you'll thrill to wear. Craftsmanship of the finest quality featuring exquisite styles you'll delight in for the 1942 season. Other exceptional values at special savings. Budget Plan—Small Deposit Trade-In
SAKS FUR COMPANY
143 WEST 29th STREET, N. Y. C. (Bet. 6th & 7th Aves.) PEan 6-5944

Park Topics

By B. R. MEEHAN

Assistant Gardener Study Material

Study Series No. 10 B
Directions: Associate the gardening terms in column A with the definitions in column B:

- COLUMN A**
- 113 Pollarding
 - 114 Scoring
 - 115 Scooping
 - 116 Puddling
 - 117 Stooling
 - 118 Rouging
- A. The growth of new shoots at the base of the parent plant.
B. The process of cutting back trees to their crown or trunk to induce new growth.
C. The method of plant propagation whereby cross sections are cut into the bottoms of bulbs to increase formation of bulblets.
D. The sorting of healthy plants from diseased ones.
E. The process of hollowing out the bottoms of bulbs to hasten bulblet formation.
F. The immersing of plant roots with a loamy mixture prior to planting.

Directions: In each of the following items four possible answers are suggested to complete each statement. On the answer sheet write the letter of the statement which is best of those suggested.

- 119. Sacco is a trade name for a (a) complete fertilizer (b) tree banding material (c) lawn gas mower (d) lawn comb.
- 120. Dutox is a trade name for a (a) commercial peat moss (b) insecticide (c) cultivating tool (d) insecticide spraying hose.
- 121. One of the following which does not belong in the group is (a) Kalo (b) Kelp (c) Red Arrow (d) Cubor.
- 122. The invalid statement among the following is (a) Yellow root is Xanthorrhiza (b) Taxus is a yew (c) Lonicera is the honeysuckle (d) Hamamelis is the shadbush.
- 123. The false statement among the following is (a) Milepedes are controlled by spreading poison bran bait (b) Spraying materials adhere better to foliage than dusting materials (c) Black leaf 40 is a nicotine contact insecticide (d) Copper-line dust should not be applied while dew is on the foliage.
- 124. A leading horticulturist prefers the starting of seeds in flats other than seed beds. Enumerate some of the advantages arising from this practise. Some advantages.
- 125. Explain why corrosive sublimate (bichloride of mercury)

should be mixed in earthenware receptacles. What effect has it on wooden containers? Metal containers?

ANSWERS

Because of the numerous letters requesting key answers to the present study series, The LEADER presents the set of answers to study series numbers one to three, the questions which appeared in the July 15, 22, and 29 editions of The LEADER. Because of the limitation of space, answers to essay or written type questions cannot be printed.
Answers to study series number 1B: 6 (C), 7 (A), 8 (D), 9 (E), 10 (B)
Answers to study series number 2B: 16 (A), 17 (D), 18 (A, B, C, D), 19 (D), 20 (D)
Answers to study series number 3B: 21 (A), 22 (E), 23 (B), 24 (D), 25 (C)

Progress on Gardeners Exam

The objections to the tentative key answers are now being considered.

Hershkovitz Reinstated

A request by Aaron Hershkovitz for reconsideration of appeal to have his name reinstated on promotion list for Park Foreman, Grade 2 was granted last week by the Civil Service Commission.

Permanent Ass't Gardeners to Meet

The five Borough Assistant Gardeners' association will hold its next regular meeting on Tuesday, October 7, at 8.30 p. m. in room 206, at the City Court

Dodges—Plymouths
1941 Left-Overs
BIG SAVINGS
JULIUS WEIL & CO., Inc.
288 East 138th Street, New York

LOANS
ON DIAMONDS, JEWELRY
PERSONAL PROPERTY
EDELSTEIN BROS.
28-13 Jackson Ave. L. I. City
at Queens Plaza

House, 52 Chambers street, Manhattan.

All Assistant Gardeners are invited to attend this session as matters of much importance will be discussed.

Temporary Employment of Playground Directors Approved

A request by the Park Department was approved last week by the Civil Service Commission for the continued temporary employment of 14 Playground Directors, Grade 1, at \$1,260 a year for a period of six months from August 1 to February 1, 1942.

CIVIC CENTER SYNAGOGUE

The Civic Center Synagogue, located at 10 Lafayette street, opposite Supreme Court, is offering high holiday services on September 22 and 23. All seats are free. Memorial services will be held on October 1 at 1 p.m.

You CAN BORROW
for 12
18
24
MONTHS
LISTEN TO
"AL" HELFER and —
the week-end SPORTS NEWS
WOR • 11:15 P. M.
Every
SATURDAY and SUNDAY
BRONX COUNTY TRUST COMPANY
THIRD AVE. at 148th ST.
MElrose 5-6900
Member Federal Reserve System
Federal Deposit Insurance Corp.

MOVED

TO THE LARGEST TAILORING STORE IN NEW YORK OWING TO THE BIG INCREASE IN MY BUSINESS

MEN'S and LADIES'

Suits or Overcoats \$25.00 UP

Made to Your Measure of Real Irish Serge, Tweed, Frieze, Fleece and Worsteds

32 Union Tailors on the Premises

Harry Berkowitz

New York's Leading Tailor to Civil Service Employees

Lexington Ave. Corner 62d Street!

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, September 16, 1941

Pay Raises Ahead

REALLY exciting news—exciting and important for every Civil Service worker—comes in from Washington. An exclusive story from our Washington correspondent, on page seven of this issue, tells us that pay raises for federal employees are virtually assured. The only issue that seems to be holding matters up is just how the raises are to be granted.

Here is the answer to one of the liveliest Civil Service problems of the day: why should the salaries of public employees remain stationary when living costs spiral upward and real wages as a consequence dip down? The answer: they shouldn't!

Previous to this, it's been the same old story. Wages throughout the industrial field keep apace with rising prices. When it costs more to buy a loaf of bread or a sack of potatoes or a pound of meat, the workers get more purchasing power so that their living standard will not be endangered. Yet the public employee has always been among the last to be considered.

The story from Washington seems to be the harbinger of better days to come. It also provides us with a blueprint to assure public employees that it is not merely a mirage ahead. The LEADER has two pieces of counsel, both part of the same general story:

First, federal employees should follow the lead of the progressive Congressmen and employee heads who have already launched the battle. Federal employees must not allow themselves to be lulled by promises that boosts are just ahead. Rather should this news stir them to keep up the fight with renewed vigor until the promises become a reality.

Second, State and city employees throughout the country should make full use of the raises coming to the federal workers. Legislatures and common councils should be told all about this. They should be made to understand that sound logic is behind the pay-raise principle and that the federal government is to be commended and followed in its action.

Attendants Suggest

WE RECOMMEND to those who have been following the Hospital Attendant situation develop in these columns the letters on page six. In previous issues we published letters that told of distressing condition after distressing condition in our institutions. The general attitude was summed up in the expression: "You have just scratched the surface."

This week, though, there is a new note from our correspondents. It seems as if the Attendants themselves are a bit weary of reading about their conditions and of feeling sorry for themselves. These letters rather grope for suggestions which will alleviate conditions.

Basically, the suggestions for improvement boil down to a single thought: greater appropriations for personnel must be allocated to the institutions. Only in this way can the Attendant job be paid the salary which it merits. Only in this way can commutation and other benefits be secured.

This is, of course, a matter for the Legislature when it reconvenes in January. More than three months remain before that time. During this period the Hospital Attendants have a duty to themselves, that of discussing and weighing the various suggestions for improvement, that of bringing a picture of conditions before the Legislature and before the general public.

If War Comes

AS THE WAR MACHINES move closer to our shores, the significance of the series of articles now running in The LEADER on what happens to Civil Service in war-time becomes more and more evident. Remember that the merit system of selecting public employees is part of the very fabric of democracy. We must be ever suspicious of those who would take advantage of days of crisis to take from us democratic safeguards. We must guard our democratic means of picking personnel just as jealously as we guard our democratic freedoms of speech, press, and religion. Allow ourselves to lose one and we place all others in serious jeopardy.

Don't
Repeat This!



WOMEN in the public service are up in arms about alleged salary discrimination against one of their sex in a prominent city department . . . You'll soon be hearing a lot of the expression "priorities unemployment." That's when men and women are thrown out of work because their particular industry can't get materials to fill its orders . . . Subway passes may be revoked from employees on the city's lines . . . Watch for a change in the classification of an important DPUI job . . . In the controversy over the FBI and the wiretapping bill, there was much talk about the possibility of some of the G-men being foreign agents . . .

Politics Dept.

Here's how heads of federal employee groups hope to push salary increases through Congress: They want a general rise which would bring the top salary under the Classification Act from \$10,000 to \$15,000. Congressmen earn \$10,000, and they would be unlikely to vote salaries beyond their own pay to the "bureaucrats." So the employee heads will urge salary increases from \$10,000 to \$15,000 for the Congressmen, too . . .

Sports News

Last year, Fire Commissioner McElligott refused to allow his department to play the "profes-



AFTER A SEARCHING cross-examination of Joseph R. Walker, of the Department of Public Works, and critical comparison with the testimony of other stand-out Merit Men celebrated in this corner, The LEADER this week presents, without additional charge, a guaranteed, sure-fire, unbeatable system for the young man or woman aspiring to the upper brackets of the civil service payroll.

You just get yourself a city job—even as office boy at around six bucks a week. Then you study for higher jobs, giving each one a full measure of the old zip and zing as you progress, and now the raises roll in!

First thing you know you are Chief Clerk Joseph R. Walker, in the Bureau of Maintenance and Operation of Sewage Treatment Plants, people address you as "Mister," instead of "Hey, Kid," and the salary rate opposite your name respectfully says \$4,500 a year instead of \$300. It's that simple.

Mr. Walker, one of the better liked employees of the city, however, cautions that patience and

sional" Sanitation employees. The cops learned why at last week's game . . . Syd Baron will make salary raises for city employees one of the main issues in his councilmanic campaign . . . Joe Strack, ace publicity man for the city Welfare Department for years, is now doing similar

Merit Men

faithful service enter into the formula, too, pointing out that in January he will have completed 37 years as a New York City worker.

One of the innumerable things for which Mr. Walker is grateful to his mother, the late Mrs. John Walker, is that that lady brought home the city advertisement one day for the office boy test which he passed. He was appointed to the position in the Health Department on January 7, 1905. Three years later he was in the Manhattan Borough President's office as second-grade clerk.

Successful jousts with tests for higher grades as he served in various divisions of that office took him to the top or fifth grade, clerk, on which list, incidentally, the name Joseph Walker led all the rest. Did we say before that he had been Number One on the third grade clerk list, too? Well, that's where it was. In the Borough President's office he had held the office title of auditor.

When the new charter took effect he was automatically transferred into the Department of Public Works, and designated chief clerk of the maintenance bureau.

Mr. Walker was born in Harlem, September 13, 1885. He still lives there, at 332 East 123rd street.

Likes Number 13

Don't assume that Number 13 in his birth date causes him any apprehension, either. He likes Number 13. You might, too, if you had played it in a raffle in the Borough President's office back in the first World War days and won a \$50 Liberty Bond as prize. He was born on 113th street, too. Joseph R. Walker runs exactly 13 letters. The numeral equivalents of his first appointment date also might be written 1-7-05 which add up to 13.

chores for the State Welfare Department. Polly Carter Field has taken his place at 902 Broadway . . . Assemblyman Mike Cariello, running for Municipal Court Justice, claims to have cornered the Civil Service vote market in the first district, Queens . . .

letters

The LEADER invites all readers to write in upon any Civil Service subject. All 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 all.

Says Salaries Are Too High

Sirs: I believe that your paper always gives both sides in a discussion a chance to present their views. For a few weeks I've been reading in your paper that the Police and Firemen are trying to secure a 15 per cent increase in salary, due to present conditions.

Frankly, as a taxpayer, I do not see any reason for asking this increase. The present salary of both departments is far above that of the ordinary worker in private industry. The ordinary citizen is lucky to secure \$25 or \$30 or less and thanks God that he is working steadily. The sum of \$3,000 is a lot of money and more than enough to live on, and live well, even in these times.

The public still remembers the depression, which we are still in, when the City employees took a 2 per cent cut with a great deal of "bellyaching" while John Citizen lost his position entirely or took a large cut. My advice to both departments is to try and struggle along on \$3,000 a year and forget the raise.

DISGUSTED TAXPAYER.

It is sad but true that salaries of public employees always lag behind other salaries when a rising cost of living has to be met. New York City police and firemen are leading the way for all public employees to get increases similar to those being given throughout the industrial scene. The LEADER hopes that this battle will be won. It is, of course, short-sighted for taxpayers to say that the salaries of police and firemen are too high. Such taxpayers should try to get a better picture of the services the public gets for its money from police and firemen.—Editor.

How About Postmen?

Sirs: Noting your editorial in a recent issue, relative to the police and firemen's 15 per cent increase, I wish to state that this is not the time for them to be asking for an increase. How about the forgotten Postal employee now? Is he not entitled to live like a human being after years of faithful service? Why can't the Government of the United States keep faith with a body of employees who have proved themselves so necessary to the every-day life of the nation?

F.B.C.

The LEADER feels that this argument too is short-sighted. Certainly the postman deserves an increase in salary; The LEADER went to town for them on their longevity bill. But we feel that all employees must pull together today in this struggle against a living cost that may soon strangle all. Differences such as F.B.C. expresses should be buried in the coming fight.—Editor.

Wants 35 as Top Age for Cops

Sirs: I am a constant reader of your paper, and think it is the finest publication of its kind in the city.

While reading a recent issue, one item in particular in the Letters column attracted my attention—that was the raising of the maximum age for patrolmen, P.D., to 40 years. I am of the opinion that the age should be raised not to 40 but to 35. In your answer you stated that there are few men over 30 who could pass the test. May I point out that the age limit for the FBI is 35.

READER.

Any other thoughts on this?

—Editor.

Use Attendant Messenger List

Sirs: In answer to Mr. D. E. Johnson's letter in which he states that he doesn't think that the Attendant-Messenger list should be used for the new position of Parking Lot Attendant, let me inform him and others who may think as he does, that there is a large group of attendants now working, who have worked for the past four or five years as Parking Lot Attendants.

I am an attendant working for the Park Department at Orchard Beach. We have ten men to handle this field; on week-days we park over two thousand cars daily and on Saturday and Sunday from five to seven thousand cars. And what about the men from the Attendant-Messenger list who worked in the parking lots of the World's Fair?

Because we are temporary employees we are on the lookout for permanent positions, and we feel sure that the Civil Service Commission will be fair to us and consider us for Parking Lot Attendant jobs. ORCHARD BEACHER.

Selective certification of the Attendant-Messenger list for eligibles with parking lot experience is one possible answer to this problem. Any other comments?—Editor.

Suggests Extension Of Transfer Plan

Sirs: More power to you on your federal transfer plan which you are publicizing now. But it shouldn't be limited to mechanics. There are dozens of federal employees who could be used as technicians, chemists, editors, etc., whose present jobs could be returned to them after the emergency.

HELPFUL.

Sounds reasonable.—Editor.

Question, Please?

by H. Eliot Kaplan
Contributing Editor

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

When an Employee Is Transferred

X.Y.Z.: When an employee is transferred from one department to another, and then is retransferred back to his old department after a lapse of some time, he is not restored to a promotion list on which his name appeared before his first transfer. An employee leaving the department loses his position on the promotion list for that department. Neither does he have the privilege of having his name placed on the promotion list of the department to which he has been transferred. It is only where the transfer is involuntary that status on a promotion list may be carried over into the new department.

Wrong Answers On Application

F.R.J.: Inadvertence in overlooking questions in application forms or incorrect answers to inquiries resulting from misunderstanding or misinterpretation of the inquiry is not ordinarily cause for rejection or disqualification by the Civil Service Commission, provided the matter does not involve a material or essential factor. The Commission must be satisfied with the explanation for the omission or error, and it clearly appears that there was no intention on the part of the applicant to falsify or mislead. Where one has forgotten to list an arrest of a minor character when he was sixteen years old, the Commission will invariably overlook such inadvertence.

Postal Eligibles Lose Standing

M.G.: An eligible on the list for clerk-carrier or substitute clerk for the Brooklyn P. O., who moves to the Bronx, loses his standing on the Brooklyn list. He may have his name transferred to the Bronx (New York) register, but his name will then be placed at the bottom of the list.

Ramspeck Twist

C.L.: An employee in the federal service entitled to be "covered in" the classified service under the terms of the Ramspeck Law and the President's executive order issued to carry out its provisions loses the privileges accorded under the law and order if he has been separated from the service prior to the time of his actually obtaining a classified status. Under the terms of the executive order recently issued by the President, any such person may, up to January 1, 1942, be transferred to a similar position in any other agency without losing the privileges accorded by the Ramspeck Law. But if the employee should be dismissed or dropped after July 1, 1941 and not transferred or reinstated before January 1, 1942, he can come back into the service as a classified employee only after competitive examination and appointment from the register in accordance with civil service rules.

When Cops Become Firemen

E.H.L.: It would appear that a policeman who is on a fireman's list and is appointed therefrom (thus giving up his policeman's position) would enter the fire service as a new appointee, be required to serve the probationary period, and receive the entrance salary for fireman. This differs from a transfer from policeman to fireman, in which case no new probationary period would be required, salary status would be carried over, as well as seniority and relative pension rights.

If you are on the fire list and wish to leave the police service and seek a career in the fire service, my advice would be that you seek a transfer when your name is reached on the fire list (or before that) and not resign from the Police Department and then accept a new appointment in the Police Department.

Appealing Ratings

S.H.: A candidate in an examination may appeal to the Civil Service Commission from the rating obtained in any part of the examination—rating for experience and education, written test, oral examination, etc. From a practical point of view it serves no useful purpose to make such an appeal unless you can show by some clear evidence or explanation that a manifest error has been made by the rater, or that some material data (for example in the rating for experience and education) had been obviously overlooked or grossly undervalued. Unless a clear prima facie case of error is shown the Commission will ordinarily not give much consideration to the application of appeal, if any attention at all. Those who appeal from ratings only in the vain hope of possibly "getting a break" delude themselves, waste the time and energies of the Commission, and indulge in false hopes. The Commissions do give serious consideration to legitimate and clearly explained claims for re-ratings were deserved. Claims based on mere difference of opinion as to the correctness of answers in good faith, and mere conclusions on the part of the examinee that he believes he was not given a high enough rating or that his paper deserved a higher rating, or that his experience qualifications were not fully appreciated by the examiners, without setting forth in detail just what errors have been made in rating the paper or giving complete reasons or explanation for a revision of the rating (based on facts, not mere opinions), will not be of any help to those seeking appeals. Appeals from ratings in federal tests are referred to the appeals division of the U. S. Commission; to one of the

members of the State Commission as a rule in that jurisdiction; and to a committee on manifest errors in the case of the N. Y. City Commission.

No Guarantee of 'Equal Treatment'

G.L.T.: There is nothing in the civil service law or any other general law that requires an appointing officer or head of department to accord every employee "equal treatment"—as you put it—in the sense that he must give each employee exactly the same salary under identical conditions, precisely the same vacation privileges, time off, overtime opportunities, etc. It's a wise department head that does treat all its employees impersonally and objectively and without favor or discrimination, but such matters involved in the management of departmental affairs are by law mostly left to the good sense and discretion of the department head. The morale of the department generally reflects the personnel management of the department and the wisdom and leadership of the head of the agency.

Salaries May be Cut Below Minimums

H.S.: The fact that you accepted the position you hold upon representations that you will be paid at least the minimum salary of the grade is a mere promise and is not binding on the fiscal authorities of the city which always has the power to reduce or increase salary authorizations for all positions not otherwise controlled by special status. There are no restrictions against a city council or board of estimate or other fiscal authorities to reduce salaries of employees below the minimum of grades established by the Civil Service Commission. Where salaries of some positions are reduced below the minimum of their grade, then reductions below the grade are required to be made on a seniority basis. Of course, if all the salaries are reduced below the grade minimum fixed by the Commission, then all employees are in the same boat and the seniority rule does not come into play.

which the city handled at first for the federal services have been taken over by the military organizations as suitable personnel and equipment were obtained. It is expected that the blood tests also will thus pass into the province of armed services as the latter's ability to handle them is developed.

Therefore, the board spokesman pointed out, there is no point in cutting into the city's budget now for the funds which would be necessary to provide trained personnel such as physicians, laboratory workers and costly apparatus required to handle the city's additional blood tests.

Dr. Wortis, who resigned effective September 1, to join the faculty at Columbia University, was asked if blood test certificates obtained by candidates from private physicians might solve the problem. He remarked that the opportunity for fraud through the employment of others to take the tests by those who feared they could not pass them, made such an arrangement ineffective. Dr. Sylvan Moolten, now a medical examiner, became acting chief examiner in Dr. Wortis's place on September 1.

SUBSISTENCE INSPECTOR ELIGIBLES FORM GROUP

Eligibles on the Subsistence Inspector list interested in forming an eligible association are urged to write to J. P., care of the CIVIL SERVICE LEADER, 97 Duane Street, New York City.

BLOOD TEST CERTAIN, SAY DOCTORS

Board of Health officials emphasized to The LEADER that while the blood test for Civil Service candidates have been deferred temporarily because of an emergency situation, they will definitely become a part of the medical requirements just as soon as facilities are available.

Spokesman for the board left no doubt of that organization's wholehearted concurrence in the opinion of Dr. S. Bernard Wortis, chief medical examiner for the Civil Service Commission that such tests should be required of all candidates. Pressure of work, brought about largely through the city's co-operation with the Federal government in handling such tests for army selectees, is all that intervenes.

A board official pointed out that action to enlarge the health department facilities sufficiently to handle the blood tests would not be either wise economically, nor fair to the city because of the present situation.

Temporarily Testing Draftees

The Board of Health, it was explained, considers that the present testing of army service selectees is merely a task assumed by the city temporarily as an emergency defense duty for the nation. Certain medical tests

POLICE CALLS

By MIKE SULLIVAN

Preview

Now that patrolman vacancies are being filled on schedule, look for renewed activity on the 11-squad chart front. Main objection in the City Council to the proposed 48-hour work-week for cops was the inordinately large number of vacancies in the department. Last year there were nearly 1,000 vacancies in the rank of patrolman. Since then 400 probationary patrolmen have been appointed with the definite assurance of 450 more by next June. It looks as if other reasons will have to be offered to keep the bill from the Council floor in this session . . .

Freddy Meyers, president of the Sergeants' Benevolent Association, will fight to have the Sergeant-Lieutenant merger bill introduced again. Last year the bill failed to meet the majority leader's approval . . . There will be another vacancy in the rank of Inspector in the near future, due to retirement . . . The Lieutenants' Association's shindig is scheduled for Friday, October 3, at the Commodore . . . The requirements for the \$4,260 Assistant Superintendent of Telegraph job which appeared in this column September 2 were published in Circular No. 40 of the September 12 official police orders . . .

The rating of the written part of the Sergeant's test will be finished by the end of the year. Head Civil Service Examiner Samuel H. Galston's boys are really putting on the pressure. However, the list will not be out until 1942 . . . The 90 patrolmen who have been granted permission to take a special examination have about three months to study . . . And talking about studying, if you have a kid brother who wants to take the next patrolman test, have him follow former Acting Lieut. Bert Wray's stuff on another page of this paper. It's good . . . If you have a kid brother or a son about ten years away from the patrolman test who is musically inclined, send him up to Dave Salter at the Police Honor Legion. Applications are open for new members for a short period of time. The Honor Legion band has an excellent reputation. Free instruction is given to the boys accepted . . . Incidentally, Honor Legion members should remember that Circular Order No. 13, (March 25, 1941) excuses them from duty 4 p. m., October 31, to 8 a. m., November 1, provided they have purchased tickets for the annual affair . . . Some day the department may have a policeman named Matthew Kirwan . . . She's No. 279 on the current policewoman eligible list.

Defense

Police Commissioner-Defense Coordinator Valentine has his hands full. He has to have an exhibition all set for the National Defense Exposition which begins this Saturday, September 20, at Grand Central Palace, another defense-coordination act at the Garden, Wednesday, September 24 for "Around The Clock," in addition to supervising the instruction of 25,000 AirRaid Wardens in local high schools each week for the

next month. The 36 schools in which these lectures will be given are divided as follows, by boroughs: Manhattan, 9; Bronx, 7; Queens, 7; Brooklyn, 11; Richmond, 2.

The course to be known as the Post Warden's Training Course will consist of five lectures outlined as follows:

Lecture 1: The technique of modern warfare. A.R.P. organization in general. The Air Raid Warden; his duties and functions in civilian defense. The functions of the Building Control Director.

Lecture 2: High Explosive bombs. Personal protection. Protection of windows and walls against blast effect and splinter effect. Incendiary bombs. Methods of control and extinguishing. Shelters, splinter-proof and bomb-proof.

Lecture 3: Gas Warfare. Types and properties of gases. Use of gas masks and other anti-gas equipment. First Aid for treatment of gas cases.

Lecture 4: Specific duties of Air Raid Wardens — before, during, and after a raid.

Lecture 5: Public relations, knowledge of post, review of warden duties. All members of the department who wish, may attend on their off-tours.

SAIL UP HUDSON

Michael E. Orofino, candidate for Councilman from Manhattan, and 100 East Side youngsters recently enjoyed a delightful sail from the Battery to Steeplechase Pier. The sail, arranged by Mr. Orofino with the cooperation of Comm. Rose of the Mandalay Line, took place on the "Bear Mountain."

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. Heretofore you were permitted one 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

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

Examination Requirements

City Tests

Health Inspector, Grade 2
Salary \$1,800 up to but not including \$2,400 per annum. Vacancies occur from time to time. File by September 22. Fee \$1.

Duties
Under supervision to inspect food and drug manufacturing plants, slaughter houses, wholesale and retail food and drug establishment; dairy farms, country milk shipping depots and pasteurizing plants; report on and prosecute violations of the Sanitary Code in relation to housing conditions, industrial hygiene, offensive trade practices, bathing establishments, plumbing facilities, mosquito, rodent vermin infestation, institutions, private water supplies and sewage disposal facilities; to prosecute violators of the Sanitary Code, to prepare reports of investigations or surveys made in connection with sanitary and food problems, and perform related work as required.

Requirements
Candidates must be high school graduates and must have had at least two years of experience, involving some degree of responsibility in the inspection of food-stuffs or sanitary facilities with a governmental agency or with a large industrial organization; or two years of acceptable supervisory experience or laboratory experience along the lines outlined in the statement of duties; or a manifest equivalent. A degree from a university or college approved by the University of the State of New York, with a major in chemistry, agriculture, bacteriology or sanitary engineering will be accepted in lieu of the above listed experience. Persons residing in Pennsylvania, Maryland, Connecticut, Vermont, New Jersey and New York States will be admitted to this examination for certification for appointments as country milk inspectors.

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

Inspector of Housing, Grade 2
Salary \$1,800 up to but not including \$2,400 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: 4 in the Department of Housing and Buildings. File by September 22. Fee \$1.

Duties
Under supervision, inspect multiple dwellings and other structures for the enforcement of the Multiple Dwelling Law and any other provision of law, rule or regulation to the maintenance, use, occupancy, safety, sanitary conditions and inspection of such multiple dwellings and other structures; also to investigate complaints, keep records of and make reports on inspections and perform related work.

Requirements
At least five years of recent, practical experience in a major field of building construction such as masonry, carpentry, plumbing, plastering or iron work; or in the drafting room or field as an employee of an architect, engineer or contractor engaged in the construction, alteration of buildings in the City of New York, or in the inspection of housing or buildings for a public agency; or in the review of building applications, plans and inspectors' reports for a governmental agency; or a satisfactory equivalent. Or as an agent engaged in the operation, maintenance and repair of multiple dwellings for a real estate management organization. Credit up to a maximum of three years will be granted for the satisfactory study of architecture, engineering or the social sciences concerned directly with public health or housing at an accredited college or similar institution of recognized standing. The balance of five years' minimum experience requirements must be as described in the preceding paragraph. A thorough knowledge of the Multiple Dwelling Law and other such laws, rules and regulations which govern the maintenance, occupancy, safety, sanitary conditions and inspection of multiple dwellings in the City of New York is essential.

Basis of Rating
Written, weight 70; training, experience and personal qualifications, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Actuarial Assistant
Salary up to but not including \$1,800 per annum. Appointments are expected at \$1,500 per annum. Vacancies occur from time to time. File by September 22. Fee \$1.

Duties
To assist in the making of actuarial investigations of the mortality and service experience of employees covered by various pension funds, and in the making of evaluations of the assets and liabilities of such funds, and other actuarial work such as the construction of tables.

Requirements
Candidates must have a degree from a college of recognized standing. Included in or in addition to this study candidates must have completed 18 credits of courses in actuarial science, mathematics or statistics. Experience in the actuarial department of a life insurance company or similar institution involving the performance of duties similar to those described above

How to Apply for a Test

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

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

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

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

may be substituted for education on the basis of one year of such experience for two years of college education, but high school education or the equivalent will be required of all candidates. Candidates who present one year of actuarial experience as part of the requirements for admission to the examination need not offer courses in mathematics, actuarial science or statistics.

Basis of Rating
Written, weight 50; training, and experience, weight 50. In the written examination candidates must show a working knowledge of actuarial terms, symbols and formulas; and of mathematics as applied to actuarial work. In rating training and experience, consideration will be given to (1) general education, (2) acceptable courses in actuarial science, (3) passing examinations given by the various actuarial societies, (4) experience in actuarial work of the kind described above, and (5) related training and experience. In listing courses candidates should indicate institution, catalogue number, title and number of credits.

Principal Chemist (Biochemistry)
Salary \$5,000 per annum, subject to budget. The eligible list may be used for appropriate vacancies in a lower grade. Vacancies: One in the Health Department. File by September 22. Fee \$1.

Duties
Supervision of the chemical work of the Bureau of Laboratories of the Health Department. This includes the refining and concentration of serums and antitoxins, the preparation of chemical fractions of bacteria and determination of potency of serums by chemical methods. Other chemical problems arising in the operation of laboratories are also included.

Requirements
A Sc. D. degree in chemistry from an accredited institution plus three years subsequent experience involving productive research problems of the type that will be encountered in the manufacture of serums and in immunology or a satisfactory equivalent. Experience in directing a chemical laboratory is desirable. Experience or other education of a high level for extended time may be accepted as the equivalent of the Sc. D. degree but in any event a B.S. degree will be required.

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

Chief Engineer of Water Supply (Promotion)
This examination is open only to employees of the Department of Water Supply, Gas and Electricity. Salary \$6,000 and upwards. Vacancies: (1) in the Department of W. S. G. & E. File by September 22. Fee \$5.

Telephone Operator (Promotion)
The examination is open only to employees of the Tri-Borough Bridge Authority. Salary \$1,800 up to but not including \$2,400. Vacancies: (1). File by September 22. Fee \$1.

Senior Accountant City-Wide Promotion (Second Amended Notice)
Candidates who filed previously need not file again. Salary \$3,000. Vacancies occur from time to time. File by September 22. Fee \$2.

Accountant City-Wide Promotion (Second Amended Notice)
Candidates who filed previously need not file again. Salary \$2,400 up to but not including \$3,000. Vacancies occur from time to time. File by September 22. Fee \$2.

State Tests

NO. 2150. JUNIOR CLERK
Usual salary range: \$900-\$1,400. (It is expected that most appointments will be made at the minimum announced salary. Annual increments of \$100 each are provided for satisfactory service until the maximum salary is reached. Changing conditions may make it advisable to do related work as required.)
Examples of work performed:
Posting entries to books of account or other records.
Keeping simple office records of attendance, supplies and equipment, etc.
Making and checking simple arithmetical computations.
Checking prescribed items against each other.
Examining forms to see that entries are made.
Opening, sorting and distributing mail.
Doing simple filing and file searching.
Sorting material for filing.
Maintaining card indexes.
Operating simple office appliances.

Duties
Under immediate supervision, to do simple routine office work requiring care and accuracy in detail, but not requiring any considerable degree of independent judgment and to do related work as required.

Minimum Qualifications
Candidates must meet the requirements of one of the following options: (a) graduation from a standard senior high school; or (b) four years of satisfactory general office experience; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

Subject of Examination
Written examination on the capacities, knowledge and skills involved in the performance of the duties of the position, relative weight 10.

NO. 2151. ASSISTANT CLERK
Usual salary range: \$1,200-\$1,700. (It is expected that most appointments will be made at the minimum announced salary. Annual increments of \$100 each are provided for satisfactory service until the maximum salary is reached. Changing conditions may make it advisable to do related work as required.)
Examples of work performed:
Posting entries to books of account or other records.
Keeping simple office records of attendance, supplies and equipment, etc.
Making and checking simple arithmetical computations.
Checking prescribed items against each other.
Examining forms to see that entries are made.
Opening, sorting and distributing mail.
Doing simple filing and file searching.
Sorting material for filing.
Maintaining card indexes.
Operating simple office appliances.

Minimum Qualifications
Candidates must meet the requirements of one of the following options: (a) graduation from a standard senior high school; or (b) four years of satisfactory general office experience; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

Subject of Examination
Written examination on the capacities, knowledge and skills involved in the performance of the duties of the position, relative weight 10.

NO. 2152. JUNIOR TYPIST
Salary: \$900-\$1,400. Fee: 50 cents.
Minimum Qualifications
Candidates must meet the requirements of one of the following options: (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in typing; or (b) four years of satisfactory general office experience, including typing; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

(Candidates must state on their applications whether or not their education included or was supplemented by a course in typing.)

Keeping office records of some variety and complexity.
Compiling summaries of data from office records.
Making and checking arithmetical computations.
Checking forms for accuracy and content where judgment is required as to compliance with prescribed procedures.
Maintaining simple files.
Making difficult file searches.
Acting as receptionist.
Answering routine inquiries in person, by telephone or by form letter.
Assigning routine tasks to employees of lower rank.
Reviewing work of employees supervised.

Minimum Qualifications
Candidates must meet the requirements of one of the following options: (a) graduation from a standard senior high school and one year of satisfactory general office experience; or (b) five years of satisfactory general office experience; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

Subjects of Examination
Written examination on the capacities, knowledge and skills involved in the performance of duties of the position, relative weight 7; Training and Experience, relative weight 3.

NO. 2153. ASSISTANT TYPIST
Salary: \$1,200-\$1,700. Fee: \$1.
Minimum Qualifications
Candidates must meet the requirements of one of the following options: (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in typing and one year of satisfactory general office experience; or (b) four years of satisfactory general office experience, including typing; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

TRAFFIC MANAGEMENT
The National Defense Program is adding daily to the unparalleled opportunities in this vital, growing field. Government bodies, railroads, motor carriers, industrial firms, steamship and air lines require well-trained Traffic Managers and Assistants. Our training (twelfth year) is practical, result-getting; recognized throughout the field. Effective Placement Service. Evening and Day Classes. Request free booklet "G".

ACADEMY OF ADVANCED TRAFFIC
299 BROADWAY N.Y.C.
RECTOR 2-8374

Speedwriting
TRADE MARK REG. U.S. PAT. OFF.
STENO IN 100 words a minute in 6 weeks. Easiest 6 WEEKS to learn, no signs or symbols use alphabet. Over 70,000 users.
SPEEDWRITING INSTITUTE
274 MADISON AVENUE (nr. 40th St.)
ASHland 4-7200

MACY FEATURES ARCO BOOKS
New York State
CLERK-TYPIST-STENO
A really fine training for the coming tests, 192 pages, 1,346 questions and answers. . . . \$1.50
ASS'T MESSENGER. . . . \$1.00
Exam, Sept. 20th
ACCOUNTING & AUDITING EXAMINATIONS . . . \$1.50
Ask for Arco at R. H. Macy's, Gimbel Bros., Barnes & Noble, A. & S., Municipal Building.
ARCO 480 Lexington Ave. ELdorado 5-6031

SPECIAL
CARD PUNCH COURSE
Specialized training on IBM Alpha-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-COUNTING MACHINES (TABULATOR) Includes Plug Board Wiring, machines operation of Tabulator and Sorter and Summary Reproducer. Low tuition. Class starts September 16.
Call or write for full particulars
Accounting Machines Institute
School for Card Punch Operators
221 W. 57th St., N.Y.C. CI. 5-6425

ERON SCHOOL
41st YEAR
Chartered by State Board of Regents
All Secretarial Subjects
Business Machines
Special Training for
Stenographer-Typist Exams

ERON PREP CONDUCTS
Time Conserving Classes for
High School Diploma
REGISTER NOW
NEW CLASSES BEGIN THIS WEEK

Day and Eve, Co-educational
853 B'way (Cor. 14th) GR. 7-5923

LEARN TO USE MODERN OFFICE MACHINES
to meet the current demand for qualified machine operators.
COMPTON-BOOKKEEPING
Elliott-Fisher, Burroughs, Fell + Tarrant, Monroe, Moon-Hopkins Machines.
Short, Economical Courses. Register Now.
INTERBORO INSTITUTE
152 W. 42d St. WI. 7-3835

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)
Greig-Pitman beginners, review
BOWERS
228 W. 42d St. BYant 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. (44th St.) N.Y.
Est. 1853 Tel. MURray Hill 2-3527

Announcing . . .
THE PUNCHED CARD MACHINES COURSE
Government Jobs Available Without Exam to Those Who Have 60 Hours' Training.
Consisting of instruction on the Numeric Card Punch with duplicating attachment-Alphabetic Card Punch-Sorter-Verifier Latest type International Business Machine Equipment and cards used exclusively.
Duration of Course—
Day School - five weeks.
Evening School - ten weeks.
A short practical course leading to Civil Service and Commercial Employment in an uncrowded field.
BROWNE'S BUSINESS COLLEGE
FLATBUSH and LAFAYETTE AVES
BROOKLYN, N. Y.
For further information telephone Mary A. Mooney, NEVins 8-2941-2942

SAVE 10%
FOR EXAMINATION OR HOME USE
RENTAL — PURCHASE — REPAIRS
TYPEWRITERS
DELIVERED AND CALLED FOR
ALL MAKES REPAIRED \$1.25 ALL MODELS SOLD FROM \$15 UP
21 YEARS OF DEPENDABLE SERVICE
PARA-TYPE 200 WEST 52d STREET, N. Y. Circle 7-3669
Asks for Mr. Lincoln for Your 10 Per Cent Discount

Clerk, Typist Requirements

perience, including typing; or (b) five years of satisfactory general office experience, including typing; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

(Candidates must state on their applications whether or not their education included or was supplemented by a course in typing).

NO. 2154. JR. STENOGRAPHER
Salary: \$900-\$1,400. Fee: 50 cents.

Minimum Qualifications
Candidates must meet the requirements of one of the following options: Either (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in stenography; or (b) four years of satisfactory general office experience, including stenography; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

NO. 2155. ASST. STENOGRAPHER
Salary: \$1,200-\$1,700. Fee: \$1.

Minimum Qualifications
Candidates must meet the requirements of one of the following options: Either (a) graduation from a standard senior high school, including or supplemented by a satisfactory course in stenography, and one year of satisfactory general office experience, including stenography; or (b) five years of satisfactory general office experience, including stenography; or (c) a satisfactory equivalent or combination of the foregoing training and experience.

State Written Examinations of
October 18, 1941

Filing Ends Sept. 26
2117. Assistant Biocemist, Division of Laboratories and Research, Department of Health. Usual salary range \$2,400 to \$3,000. Application fee \$2.

2118. Assistant District Health Officer, Department of Health. Usual salary range \$1,000 to \$5,000. Application fee \$5.

2119. Assistant Education Examiner (Physical Sciences), Division of Examinations and Testing, Department of Education. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400. One appointment expected.

2120. Assistant Education Examiner (Social Studies), Division of Examinations and Testing, Department of Education. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400. One appointment expected.

2121. Associate Diagnostic Pathologist, Division of Laboratories and Research, Department of

Health, Usual salary range \$5,200 to \$6,450. Application fee \$5. Appointment expected at the minimum but may be made at less than \$5,200.

2122. Associate Physician (Cardiac Disease), Division of Maternity, Infancy, and Child Hygiene, Department of Health. Usual salary range \$5,200 to \$6,450. Application fee \$5.

2123. Associate Physician (Pediatrics), Department of Health. Usual salary range \$5,200 to \$6,450. Application fee \$5. Appointment expected at \$4,000 and maintenance at the New York State Reconstruction Home at West Haverstraw.

2124. Bedding Inspector, Division of Bedding, Department of Labor. Usual salary range \$2,100 to \$2,600. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,100.

2125. Canal Structure Operator, Division of Canals and Waterways, Department of Public Works. Usual salary range \$1,500 to \$2,000. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,500. Several appointments expected.

2126. Consultant Public Health Nurse (Cardiac Diseases), Department of Health. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,120. This examination is open to residents and non-residents of New York State.

2127. Consultant Public Health Nurse (Communicable Diseases), Department of Health. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,120. This examination is open to residents and non-residents of New York State.

2128. Court and Trust Fund Examiner, Bureau of Municipal Accounts, Department of Audit and Control. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

2129. Institutional Vocational Instructor (Plumbing), Department of Correction. Usual salary range \$1,800 to \$2,300. Application fee \$1. One appointment expected at Elmira Reformatory.

2130. Junior Biochemist, Division of Tuberculosis, Department of Health. Usual salary range \$1,800 to \$2,300 with suitable deductions for maintenance where allowed. Application fee \$1. Appointment expected at \$1,020 and maintenance at the New York State Hospital at Ray Brook.

2131. Junior Epidemiologist, Department of Health. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at

the minimum but may be made at less than \$2,400.

2132. Junior Laboratory Technician, Division of Laboratories and Research, Department of Health. Usual salary range \$1,150 to \$1,650. Application fee 50 cents. Several appointments expected.

2133. Medical Consultant in Pneumonia Control, Division of Communicable Diseases, Department of Health. Usual salary range \$4,000 to \$5,000. Application fee \$3. Appointment expected at the minimum but may be made at less than \$4,000.

2134. Physician, Department of Social Welfare. Appointment of a woman physician expected at the New York State Training School for Girls at Hudson, at \$2,750 and maintenance. Application fee \$4.

2135. Prior Service Searcher, Employees' Retirement System Department of Audit and Control. Usual salary range \$1,200 to \$1,700. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,200. Several appointments expected.

2136. Senior Social Worker, Bureau of Public Assistance, Department of Social Welfare. Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

2137. Superintendent of Cardiac Nurses, Department of Health. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at \$2,400 and maintenance at the New York State Reconstruction Home at West Haverstraw.

2138. Supervising Carpenter, Department of Mental Hygiene. Usual salary range \$110 to \$126 a month and maintenance. Application fee \$1. Several appointments expected. Appointments expected at Craig Colony, Sonyea, at Hudson River State Hospital, Poughkeepsie, and at St. Lawrence State Hospital, Ogdensburg.

2147. Assistant Medical Bacteriologist, Division of Laboratories and Research, Department of Health. Usual salary range \$3,120 to \$3,870. Application fee \$3. Appointment expected at the minimum rate but may be made at less than \$3,120.

2158. Executive Officer, Alcoholic Beverage Control Board, Orleans County. Usual salary range, \$1,200 to \$1,700. Appointment at \$1,200. Application fee, \$1. Applications must be filed by September 6.

DO YOU LOOK BACK AT YOUR MISTAKES? ?
WONDERING HOW YOU EVER MADE THEM?
Consult an expert - get scientific, practical guidance on business and personal problems. Don't grope and wonder... know how to proceed.
HELENE PAUL CI 7-2176

SCHOOL DIRECTORY

- Listing of RECOGNIZED SCHOOLS**
- ACCOUNTING MACHINES**
Accounting Machines Institution — 221 W. 57 St. — Day & Evening Classes—Circle 5-6425.
- BUSINESS MACHINES**
New York Business School—11 W. 42 St.—Day and Evening Classes. Wisconsin 7-9757.
Central Business School—100 W. 42 St.—Day and Evening Classes. BRyant 9-7928.
Comptometer School—299 BroadwayWorth 2-5393
- DRAFTING**
New York Drafting Institution — 276 W. 43 St. — Day and Evening Classes. — WI. 7-0366.
- FINGERPRINTING**
Faurot Laboratories — 240 Madison Ave.—Day and Evening Classes. ASHland 4-2835.
New York School of Fingerprinting—22 E. 8 St.—Day and Evening Classes—GRamercy 7-1268.
- STENOGRAPHY IN ALL LANGUAGES**
Interboro Institute — 152 W. 42 St. — Day and Evening Classes. WISconsin 7-3835.
- SECRETARIAL SCHOOLS**
New York Business School—11 W. 42 St.—Day and Evening Classes. Wisconsin 7-8811.
- TRAFFIC DEPARTMENT**
Academy of Advanced Traffic — 299 Broadway — Thorough practical training. REctor 2-3374.
- UNITED STATES GOVERNMENT SERVICE SCHOOLS**
School of Ten—113 W. 57 St.—Preparation of Flying Cadet Examinations—Circle 6-6888.

STATE CIVIL SERVICE EXAMS

CLERKS — TYPISTS — STENOS

OCTOBER, 4, 1941

STUDY MATERIAL

(Over 600 Actual Previous Questions & Answers)

\$1.00 (BY MAIL \$1.10)

The ASSN. of STATE CIVIL SERVICE EMPLOYEES
ROOM 156, STATE CAPITOL, ALBANY, N. Y.

U. S. Tests

Junior Stenographer, \$1,440
Junior Typist, \$1,260

For employment in the various federal agencies in the State of New York. For men only. File until further notice. Age limits: 16 to 53.

Basis of Ratings
Junior Typist: A rating of 70 per cent in the copying from plain copy test. Junior Stenographer: Candidates must first qualify as junior typists. A rating of at least 70 per cent in a stenography test required.

Deckhand, \$1,620
For employment in the Harbor Boat Service, Quartermaster Corps, War Department, N. Y. C. This register may also be used to fill positions as Dock Seaman, at \$1,500. Age limits: 18 to 50. File by Sept. 22

Duties
The duties of the position require general knowledge of navigation,

rules of the road, lights used by steam vessels under way and at anchor, signals which are to be given steam and Diesel vessels while under way or at anchor, particularly when moving or anchored in fogs or thick weather, and ability to lower pulling boats and to pull an oar capably and to make the ordinary knots and splices used by seafarers.

Requirements
A lifeboat certificate issued by the Bureau of Marine Inspection and Navigation and one year's experience on steam or diesel vessels in the performance of the work described under duties.

Basis of Ratings
Applicants will be rated on the quality and quantity of experience and fitness on a scale of 100. No written test.

Technical and Scientific Aid
Senior \$2,000; Technical and Scientific Aid, \$1,800; Assistant, \$1,620; Junior, \$1,440. Options: Radio, explosives, chemistry, physics, metallurgy, fuels. Maximum age, 53. File until further notice.

Duties
Perform sub-professional technical and scientific work in the optional branches indicated; conduct elementary chemical or physical testing or analysis; make appropriate calculations; related work.

Requirements
One to four years of progressively responsible, paid technical or scientific experience, depending on the grade applied for, in the option selected. Certain educational courses approved by the U. S. Office of Education will be accepted in lieu of six months of the experience required.

Basis of Ratings
Applicants will be rated on the extent of their education, on the extent and quality of experience and fitness on a scale of 100.

Radio Mechanic-Technician
Principal, \$2,300; Senior, \$2,000; Radio Mechanic Technician, \$1,800; Assistant, \$1,620 Junior, \$1,440. Age limits: 18 to 53. File by Nov. 6.

Duties
Perform varied duties in connection with the construction, assembly, maintenance, overhaul, repair, or operation of a variety of radio equipment, including all types of modern radio communication equipment.

Requirements
Six months to two years' paid experience, depending on the grade applied for, or 1 to 4 years of study in a technical radio course in a resident school of technology or de-

★ N. Y. STATE CIVIL SERVICE ★

CLERKS • TYPISTS • STENOGRAPHERS

Your Complete Preparation for 1 or 6 of the coming State Tests!

THE GREAT NEW BOOK by ARCO

- Previous Exams
- Following Directions
- Jr.-Ass't Typist
- Name and Number Comparisons
- Jr.-Ass't Stenographer
- Spelling
- Jr.-Ass't Clerk
- Civil Service Arithmetic
- Office Practice
- Intensive Preparation
- Filing Exercises
- Stenography
- Filing Systems
- Typewriting
- Grammar and English
- Trial Test

A SIMPLE . . . YET THOROUGH ANALYSIS
• 192 PAGES, \$1.50 •
1,346 Exam Type Questions and Answers

FOR MAIL ORDERS: Send off this coupon the first thing you do! It's a money-making move on your part!
LEADER BOOK STORE
97 DUANE ST., N. Y. C.

Arco PUBLISHING COMPANY
480 Lexington Avenue, New York City



LEADER BOOKSHOP
97 Duane Street
New York City
Please rush a copy of ARCO'S JR.-ASS'T CLERK - TYPIST - STENOGRAPHER (N.Y. State Civil Service)
Enclosed please find \$1.50 (check, money order).
Name
Address

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

Beer License
Notice is hereby given that License No. GB 11308 has been issued to the undersigned to sell beer at retail under the Alcoholic Beverage Control Law at 156 9th Ave., City and County of New York for off-premises consumption. Frank Mantovani, 156 9th Ave.

Real Estate Notes

By FRED ASHLEY
Real Estate Editor

Elliott Taylor, nationally known home research specialist and author and compiler of a Guide to Home Planning, stated this week, "The ultimate satisfaction of every home building family is largely predetermined by their own ability to recognize their problems of personal planning and then either to solve the prob-

lems or to assign them to an architect or builder for professional solution. Some families can think of a house-to-be only in the broadest terms, devoid of details." Mr. Taylor continued, "But, most consider every detail down to the hinges for the kitchen cabinets. And that is as it should be."

To those of you who have not as yet received the Guide to Home Planning, let us remind you that it is available to every reader of The LEADER who is planning to build a home for the occupancy of his family within the next 12 months at a cost of more than \$12,000. There is no charge or other obligation involved in writing to F. W. Dodge Corp., New York City, for this booklet, designed exclusively for home building families. It will be sent postage paid to all who qualify.

Today, Furnace Brook, which is part of a large estate acquired by Malverne Building Co. in 1921, is being improved with modern attractive rustic cabins containing every convenience for comfort and enjoyment. Sensibly restricted, Furnace Brook is to be maintained as a private colony for refined families. Provision has been made to insure the permanency of its character, and no prospective purchaser is admitted unless he will be a congenial and satisfactory neighbor.

American Woman's Clubhouse

As a hotel catering to the wide and varied interests of the female sex, the American Woman's Club on West 57th street, between Eighth and Ninth avenues, has considerably broadened its sphere of activities since it came under new management in the person of John Paul Stack in April of last year. These changes have become even more pronounced with the appointment of a well-known hotel expert, Edward H. Crandall, as supervisory manager.

Mr. Crandall has successfully directed the destinies of several outstanding hotel institutions in the East and is perhaps best known as the Managing Director for several years past of the palatial Mayfair House on Park avenue. He was also president of the Pierre Hotel. General Man-

ing director of the Hotel St. George, Brooklyn.

If there is any further information you desire about lots, houses, furnished or unfurnished apartments, or if there is any other problem in which you require assistance, just write to Fred Ashley, Civil Service LEADER, 97 Duane street, New York City.

BRONX
GRENADA HOMES
Price, \$5,450 10% Cash
Solid brick, 6 rooms, oil burner; garage, brass plumbing, copper leaders and gutters, venetian blinds, finished basement, built-in bookcases, colored bath fixtures.
REALTY ASSOCIATES, Inc.
AGENTS
Grenada Place at Baychester Ave. and East 233d St.

4-Room Hilltop Cabin, Porch, Fieldstone Fireplace
All Conveniences, Large Corner Plot
Permanent Beach Rights, \$1,795
Terms - 40 Miles From City
LAKE VIEW ESTATES
Walton Lake, Monroe, N. Y.

IF YOU HAVE \$20
AND CAN PAY \$5 MONTHLY
I WILL SELL YOU MY 1/4-ACRE
Near Station, Stores & Schools
FOR \$100
DOLAN
152 WEST 42nd ST. N. Y. CITY
Wisconsin 7-0635

ST. ALBANS
\$250 CASH-\$41 MONTH
6 Rooms and Garage 30 x 100
Close to Parochial School,
Shopping and Transit
FULL PRICE \$3,750
SMART PEOPLE are
getting tired of renting.
ABNER STEVENS A SALE A DAY
180-15 Hillside Av., Jamaica, J.A. 6-7900

Less Work at Home
YOU TOO CAN HAVE
DAILY MAID SERVICE
FOR ONLY \$3.50 PER WEEK
TODD HOUSEKEEPING SERVICE
1653 Broadway Columbus 5-4180

EAST END HOTEL
FOR WOMEN
East 73th St Overlooking East River
Tel. BUTTERFIELD 8-6490
RATES—Weekly from \$8 including Meals...Daily \$2.25 including Meals

35 E. 68th St. 309 W. 82d St.
At Madison Ave. At Riverside Drive
YOUNG WOMEN'S CLUB
WELCOMES CIVIL SERVICE GIRLS
Excellent Food • Pleasant Rooms
Friendly Management
\$10 Weekly including Meals and Complete Service
Convenient to Buses & All Sub. Lines
Inquire TODAY! RHINELANDER 4-8958

BEAUTIFUL
2-3-4-5 Room Apartments
\$38 up
With All These Features:
• Combination Sink & Range in some Apartments
• New Refrigerators
• Convenient to Subway & Bus Lines
• Sunlight & Cross Ventilation
• Large Rooms
• House Phones in Every Apartment
59 & 61 WEST 10th STREET
SUPT. ON PREMISES
Inquire Today!

The Little Things Count
When You Live At
Devonshire House
28 East 10th St. (Corner)
1 1/2-2 1/2-3-4 ROOMS
Specializing in friendly courteous service. These large modern apartments in 10-story, fireproof building include all the luxuries required for comfortable living. Colorful English central garden. Beautifully landscaped roof garden. And remember, here...
You Live Smartly on a Budget
CHELSEA Mgt., 28E. 10th GR. 7-4776
Apartment Specialists Offering Friendly, Courteous Service at No Cost to You.

Historic Landmark

Furnace Brook, located on the picturesque western shore of Greenwood Lake, N. Y., derives its name from the ruins of a Revolutionary iron furnace through which runs a beautiful mountain brook. The true history of this ancient ruin is uncertain, but according to legend, some of the links of the chain which was stretched across the Hudson River at West Point during the Revolution to keep the British from sailing to Albany were forged in the furnace.

FDR Asks End To Discrimination

In a letter to the heads of all departments, President Roosevelt has again requested that employees be hired without respect to creed, race, or religion. He especially asked that Negroes be given an opportunity to get a fair share of the available jobs. The President's letter was the result of a survey by Mark Ethridge, chairman of the fair employment practice committee of the OPM, which proved that there was continuing discrimination against Negroes in federal employment.

Dr. Doyle Dies

The U. S. Civil Service Commission announces the death of its former secretary, Dr. John T. Doyle. Secretary of the Commission for almost 50 years, he served under 28 of the Commission's 37 presidents and was accepted as one of the foremost Civil Service experts in the country even after his retirement from active duty in 1932.

BRONX TEACHERS FIGHT DISMISSALS

In a letter to Board of Education President Marshall, the Bronx Borough-wide Association of Teachers protested the dismissal of one hundred swimming teachers. Many of these teachers had been in the city's employ for quite some time, and, said the association through President May Andrew Healy, the dismissals were not in accordance with the Mayor's publicly announced policy not to dismiss any regularly-appointed teachers.

A NEW HOTEL AWAITS YOU in New York

Daily from \$2.50 single, \$3.50 double
Weekly from \$12 single, \$16 double
1,200 Rooms with Bath

HENRY HUDSON HOTEL
353 West 57th Street, New York
John Paul Stack, General Manager

FOREST HILLS—New Bldgs. The Warrenton The Hampton

Queens Blvd. bet. 71st and 72d Aves.
Located in the heart of exclusive Forest Hills proper, foot sub. Ave, subway, 71st (Continental Ave.) express station.
1 1/2-2-2 1/2-Jr. 4-4-6 ROOMS

FINE LOCATION
ATTRACTIVE LAYOUTS
MODERN EQUIPMENT
MODERN MODERNE RENTALS
Apply on Premises or Boulevard 8-8991
J. G. HAFT & CO.
155 West 72d St. New York.

SAVE FUEL For Defense
Rock Wool Home Insulation
Packed By Hand-Full Thickness
In Winter Save From 20% to 35% In Fuel Bills
In Summer Refreshing Comfort Up to 15° F. Cooler - Re-Roofing, Re-siding Waterproofing, Caulking
Free Estimates—References Given
All Work Fully Guaranteed
Tri Boro Rock Wool Insulation Co.
950 ALLESTON AVE., Bronx, N. Y.
OLINVILLE 2-4320 F.R.A. Payments

Custodial Workers Under Promotion Law

Thousands of Federal custodial employees in New York will be subject to the automatic promotion plan that will become effective on October 1. This good news for custodial workers was revealed in a decision just handed down by Comptroller General Lindsey Warren. The great bulk of custodial workers earn less than \$3,800 a year, which means that they will be given a one-step in-grade promotion every 18 months if their efficiency ratings are good or better.

FURNACE BROOK
GREENWOOD LAKE, N. Y.
Enjoy Fall and Winter Sports at this ideal Vacation and Week-end Resort!
Log cabins built to order. Christian Community, Private Beach, Club House. Only 42 mi. from city.
George McIntosh
30 Irving Pl., N.Y.C.
Stuy. 9-0009

RUSTIC CABINS
\$1750 up
Easy Terms

PARK VIEW APARTMENTS

Facing Beautiful Park —
Healthy, high location
NEARING COMPLETION
NOW RENTING

3 Jr.—\$32.50 to \$37.00
3 Sr.—\$60 to \$65.00
4 Sr.—\$85.00 to \$90.00 with two baths and built-in shower

W. 188 St. & Amsterdam Ave
These highly distinctive apartments have everything—superb layouts—quiet location and reasonable rentals.
Tel. WA. 8-9811
Owner managed—agent on premises
A Shachnow & Brown Apartment

Kensington House

20TH ST., 200 WEST
(CORNER)

1 1/2 and 2 ROOMS
FROM \$50

FREE GAS - MUSIC BY MUZAK
MOVE IN IMMEDIATELY
—RENT STARTS OCT. 1

Smart mansionettes featuring the newest in ultra-modern efficiency apartments. Dropped living rooms; raised dining galleries; dressing rooms. Separate kitchens. Colored tile baths. Beautiful roof garden, Gymnasium. All transportation nearby. Agent on Premises. See these first!

MAY BE HAD FURNISHED BY JOHN WANAMAKER
CHELSEA MGT. CORP.
WA. 9-5121

CHOICE APARTMENTS FOR RENT

Address	Rooms & Rent	Description of Property
54th St., 225 East 6th & 8th Ave. Sub.	1 Room Housekeeping	Large living room, ample closets, cross ventilation, complete kitchen—24-hour doorman, telephone service. Furnished, unfurnished.
250 East 105th St.	1-2-3 \$25-\$30-\$40	Kitchenettes, complete kitchens, Refrigerator conveniences. Prem. or ARMSTRONG & ARMSTRONG 12 East 41st Street. MU. 3-1103.
546 West 124th St. Corner Broadway	5-6 \$50-\$80	Elevator apartment. Inquire Superintendent on premises or ARMSTRONG & ARMSTRONG 12 East 41st Street. MU. 3-1103.
139th St., 401 East Willis Avenue	5-\$30 Extra Large Rooms	All Improvements Except Steam. J. M. PREGANZER Real Estate and Insurance 225 Alexander Avenue (138th St.)
157th St., 392 East Cor. Melrose Avenue	4-\$24 Near School	All Improvements Except Steam. J. M. PREGANZER Real Estate and Insurance. 225 Alexander Avenue (138th St.)
Willis Avenue, 312 Near 140th Street	5-\$32-\$33 Large Rooms	All Improvements. J. M. PREGANZER Real Estate and Insurance. 225 Alexander Avenue (138th St.)
581 West 161st St. Corner Broadway	6-7 \$65-\$70	Elevator apartment. Inquire Superintendent on premises or ARMSTRONG & ARMSTRONG 12 East 41st Street. MU. 3-1103.
3120 Bainbridge Av. at 205th Street	3-4 Rooms \$43-\$45-\$57	ELEVATOR APARTMENTS Half block to 8th Ave. Subway. Near "L" and Parks.
4065 Carpenter Ave. Cor. 229th Street	3-4 Rooms \$43-\$45-\$52-\$57	MODERN elevator apartments, large foyers, near park and White Plains Subway.

THE COUNTY OF NASSAU OFFERS FOR SALE AT

PUBLIC AUCTION

THOUSANDS OF FINE PROPERTIES

FORECLOSED for TAXES

and now owned by Nassau County in fee simple

The County has foreclosed and taken title to thousands of Parcels, Located in Every Section of the County—

TERMS OF SALE: The title to be conveyed will be a good and marketable title in fee simple. It will be fully warranted by the County and will be free and clear of all encumbrances except the following:— (a) Zoning restrictions of the community within which it is located. (b) Restrictive covenants appearing of record. (c) Taxes becoming a lien after September 30, 1941. (d) If situated in School District 23 of the Town of Hempstead, School District taxes. (e) If located in an incorporated village, such claims for taxes and assessments as the incorporated village, may be able to establish thereon. Further terms of sale in catalogue described below.

THE TITLE GUARANTEE AND MORTGAGE COMPANY will guarantee your title for a small charge if you so desire.

THE SALE WILL TAKE PLACE AT THE AUDITORIUM, POLICE HEADQUARTERS, MINEOLA, LONG ISLAND, AT 2 P. M., ON

Saturday Sept. 27th Saturday Oct. 4th Saturday Oct. 11th

You do not have to pay cash for the bargains that you will buy at this sale. You may pay as little as 20% down on contract, with small monthly payments on the balance, or you may immediately take title to purchases of \$1,500 or more, for as little as 30% down.

YOU MUST HAVE THIS CATALOGUE

It contains the upset price on each parcel represented by the taxes due the county... You absolutely need this book in order to go over the many hundreds of descriptions, maps and pictures of sale offerings—in advance of the auction.

YOU MAY SECURE YOUR CATALOGUE

- (1) By calling at the Rotunda, Nassau County Court House, Mineola, L. I.
- (2) By calling at the office of Eugene R. Hurley and Charles E. Russell, Attorneys for Nassau County, 194 Old Country Road, Mineola, L. I.
- (3) By calling at one of these N. Y. Journal-American "ad" offices:
152 West 41st St. (Times Square)
15 Park Row (Downtown)
554 Atlantic Ave. (Brooklyn)
- (4) By writing to Eugene R. Hurley, 194 Old Country Road, Mineola, L. I., and enclosing 60c to cover cost and postage.

FOLLOW THE LEADER.

Body Adjustments

Professor Paul Miller
 Scientific Body Adjustments
 Scientific Body Adjustments, Reducing
 Neuritis - Arthritis - Spinal
 Foot Treatments (Men and Women)
Prof. Paul Miller
 54 West 74th Street N.Y.C.
 SU. 7-5722

Brassieres and Corsets

BRASSIERES and CORSETS
DORIS STEIN
 28 West 56th Street New York
 Custom and ready made. Individually
 designed. Reasonably priced.
 Slips, Panties & Bathing Suits
 COLUMBUS 5-9338

Carpet Cleaning

TACKED DOWN CARPETS SHAMPOOED and TINTED
 NEW PROCESS
 Right On Your Own Floors
 Also Upholstered Furniture Cleaned
Corona Carpet Cleaning Co.
 6 West 28th Street N. Y. C.
 MURRAY HILL 6-9870-1

Cemetery

The EVERGREENS
 (Non-Sectarian)
 Bushwick Av. & Conway St.
 Brooklyn
 GLENMORE 5-5300-1301
 Price of Lots - Depending
 Upon Location - Time Pay-
 ments Arranged. Single
 Graves for three interments
 in the New Park Section
 with perpetual care and in-
 cluding the first opening
 \$175
 Single Graves for three in-
 terments in other sections,
 without perpetual care but
 including the first opening
 \$100

Coal

COAL COKE FUEL OIL
 Call
CAPITOL COAL CORP.
 2112 BROADWAY
 NEW YORK CITY
 ENdicott 2-5900

Discount Houses

SPECIAL COURTESY TO
 CIVIL SERVICE EMPLOYEES
 THE ORIGINAL
Murray's Distributors, Inc.
 No Connection With Any
 Other Store of Similar Name
 Nationally Advertised Merchandise for
 HOME, OFFICE or PERSONAL USE
 126 E. 16th St. ALGONQUIN 4-6560
 Near Third Ave. Entire Building

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
 WI. 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. 2-5330

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

Bargain Buys For Leader Readers

By BILL BENNETT

Steam Heating

An established heating concern has been fortunate enough to make purchases of new heating equipment from home developments that have changed their heating systems from coal furnaces to oil burners. These complete heating plants include boilers, pipes, valves and fittings. They can be purchased for \$195, with a low down-payment and up to 78 weeks to pay. For full information and a free heating survey, write the Diesel Home Heating Division, c/o The Diesel Burner Sales Company, 121-21 Jamaica avenue, Queens.

We Recommend

A visit to the Anderson School of Dancing for lessons for you or your child. They teach personal ballroom dancing or professional dancing, and, take it from me, under their tutelage you will become a master.

Bowling, Meeting

Mr. Weidemann of Germania Hall has just informed us that the Police and Fire Departments and any other Civil Service department will be quite pleased

upon their next visit to the hall to discover the nine new bowling alleys recently installed.

Save Money

You can save up to 50 per cent of the retail price on standard brand products for home, office, or personal use at The Benco-Forman Sales Co., at 21 Maiden Lane, New York City. Benco's guarantee is "Satisfaction or your money refunded." They offer you brand-new, factory fresh and sealed merchandise, personalized and courteous service, and fast deliveries on shipments anywhere. Write to Benco-Forman for their complete catalogue and start saving today.

\$1,000 vs. \$100

Harry Berkowitz, well known clothier, at 62nd street, and Lexington avenue, offers to wager \$1,000 against \$100 that you can't beat the prices on his quality clothing. Harry Berkowitz eliminates the usual three profits by selling you the cloth and also making your garments. Although Harry works on a very small profit, he will give you five months to pay if you wish. He

is one of the few tailors in New York who makes your clothes in front of your eyes. Incidentally Harry Berkowitz sells to the ladies also.

Over Eighty Years

Established over 80 years ago, Valentine, Ittner, Poggenburg, Inc., 166 Montague street, Brooklyn, have successfully weathered wars and depressions and have always successfully striven to take care of the insurance problems entrusted to them by their client. This old organization is equipped to service any insurance problem which may arise anywhere in the United States and Canada, and also the Hawaiian Islands.

An Invitation

You are cordially invited to visit Lake View Estates, Walton Lake, Monroe, N. Y. You may inspect, without any obligation whatsoever, the Model Home, and the various hill-top mountain cabins and cottages which are ready for immediate selection. These attractive summer homes, consisting of three or four rooms and

(Continued on Page Nineteen)

DISCOUNTS up to 50%
 ON STANDARD BRANDED PRODUCTS
 Satisfaction Guaranteed or Money Refunded
 What Do You Need Here? Make Inquiry By Penny Postcard.
 Appliances, Electrical, Auto Radios, Balls, Bridge Sets, Baby Carriages, Baby Furniture, Bicycles, Binoculars, Cameras, Cleaners, Vacuum, Clocks, Diamonds, Drink Mixers, Fans, Fountain Pens, Food Mixers, Furniture, Heaters, Humidifiers, Instruments, Musical, Irons and Ironers, Jewelry, Leather Goods, Lamps, Machines—Sewing and Washing, Motors—Outboard, Mattresses, Rugs, Radios, Records, Ranges, Razors, Refrigerators, Sun Lamps, Silverware, Sporting Goods, Stoves, Sphygmometers, Tables, Toys, Typewriters, Tubes, Watches
BENCO-FORMAN SALES CO., Inc.
 21 MAIDEN LANE, NEW YORK. WORTH 2-0300

Help Wanted—Agency
ELLIS SERVICE
 (AGENCY)
 Specializing in all types of commercial positions from executive to beginner. Industrial department for mechanics, factory, apartment house help.
 355 E. 149 St. MEI. 5-1343

Footwear
 America's Finest Dancing Footwear
Selva
 209 W. 48th St., N.Y.C.
 (Just West of Broadway)

Furs
E. E. BALDWIN
Furs Since 1870
 "Baldwin Designed" stands for ORIGINAL CREATION and Best Workmanship and Material
 34-36 East 10th Street ST. 9-4338-9 New York City

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

Fur Repair
Fur Repair Service Bureau
 Now Catering to Civil Service Employees
 Wholesale Fur Repair Specialists for America's Largest Stores.
 Complete Repair and Remodeling of All Fur Coats.
 231 West 29th St. N.Y.C. (Near 7th Ave.) LONGACRE 5-2976

Golf Instruction
 KEEP UP TO PAR with HEALTH AND HAPPINESS ON THE GOLF COURSE
 Learn to Play Golf as the Experts Do In 6 Lessons for Only—\$10.00
 Under Shady Trees,
DAY AND EVENING CLASSES
MINERVA CARLISLE
 142 WEST 78th STREET New York City SU. 7-9129

Health Foods
ATTENTION CIVIL SERVICE EMPLOYEES!
 You've passed your physical exam for your appointment. . . NOW . . . see that you keep fit. Include in your daily diet the benefits of
VITARICH FOODS
 Health Foods—Fresh Vegetable Juices
 972 LEXINGTON AVENUE New York City REgent 7-0378

Insurance
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
Clar. R. Knickman
 164-05 HILLSIDE AVENUE Time Payments JAMAICA 6-5026-7

Ladies Clothes
LADIES!
 DRESSES, COATS, SUITS AT WHOLESALE PRICES
 Exceptional Quality and Value
 \$8.95 Dresses for \$5.95
 Satisfaction Guaranteed
 Money refunded in five days if not satisfied.
GORYEB 48 Greenwich Street 14 West 116th Street

Laundry
Lux-Ivory-Handwashing
 Ironing, Open-Air Drying
 Shirts, 14c — Sheets 8c
 CURTAIN • LINEN • LACE SPECIALISTS
 Immediate Delivery Anywhere
FRENCH HAND LAUNDRY
 900 1st Ave. (at 51st Street) PLaza 3-2257

Linen
SAVE ON BED SHEETS AND PILLOWCASES
 City Employees Accommodated at Wholesale Prices
SAMISCH TEXTILE CO.
 Successful Bidders to the City of New York
 55 Leonard St. • WORTH 2-8637

Loans
Heirs IMMEDIATE CASH
 WE PURCHASE INTERESTS IN ESTATES
 Legacies, Trusts, Mortgage Certificates, Income from Trust Funds and Bequests.
MASEM CO., 120 W. 42 St. Wisconsin 7-2575

Musical Instruction
ELENA SODERO
 INSTRUCTION IN THEORY PIANO AND HARP
 Children and Adults
 Beginners and Advanced
 Moderate Rates
 Perfection Guaranteed
 1995 E. 19th St. Brooklyn, N.Y. ESplanade 5-8614

Opticians

KEEN SIGHT
 For Civil Service Employees
 276 Livingston St., B'klyn
 Scientific Eye Examination
 Expertly Fitted - Moderate Prices
DR. A. R. COOLEY, Optometrist
A. J. HELLER, Optician

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)

Refreshments
 Special Courtesy Shown to Civil Service Employees at
MURRAIN TAVERNS
 104-22 No. Blvd., cor. 105th St., Corona
 633 Lenox Ave., cor. 142nd St., N.Y.C.
 2399 7th Ave., cor. 140th St., N.Y.C.
 2689 8th Ave., cor. 143rd St., N.Y.C.
 2204 5th Ave., cor. 134th St., N.Y.C.
 2082 Mad. Ave., cor. 131st St., N.Y.C.
 2428 8th Ave., cor. 130th St., N.Y.C.

Riding Instruction
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

Typewriters
TYPEWRITERS
 All Makes Largest Selection Rented for Exams
BROWNSVILLE TYPEWRITER EXCHANGE
 513 Stone Avenue Dickens 2-8588
 1829 St. John's Place Dickens 2-8136

TYPEWRITERS RENTED FOR EXAMS
 Free Delivery to and from Nearest Store to the Federal Building
 Open 9 a. m. - 9 p. m.
 175 MACDOUGAL ST. AT WEST EIGHTH ST.
 Phone: ALgonquin 4-5765
WASHINGTON 50. TYPEWRITER CO.

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
 All Makes Compls. Calc., Adders, Rented, Bought, Sold, Portables, Terms, EXPERT REPAIRING
QUEENS TYPEWRITER CO.
 147 West 42d St., N. Y. WI. 7-6881
 25-20 41st Ave., L. I. City ST. 4-4644

Upholsterers
Re-Upholstering — Fall Special
 2-PIECE SET FROM \$34.00 UP
 Workmanship Guaranteed
 Selection of Material
 Call or Write
Mayflower Upholstery Shop
 37-71 Junction Blvd., Corona, L. I. HAVemeyer 4-6180
 Special Discount to Civil Service Employees

Oil Burners
"ALL AMERICA IS TALKING DIESEL"
 \$195.00 INSTALLED COMPLETE
 Inquire Today — Paste the Coupon Below on a Penny Postcard
 (Coupon)
 Diesel Home Heating Div., 121-21 Jamaica Ave., Queens, N. Y. Gentlemen: Please have Factory Engineer call without obligation to explain offer on: (check one):
 Heating Plant Diesel Oil Burner Coal Stokers
 Name
 Street and City
 Call on (Day).....At (Time).....

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. 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 be 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., Latest, List Expires. Lists various job titles such as Able-Bodied Seaman, Accountant, Clerk, etc., with their respective departments and expiration dates.

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

Air Control Tower Operator: The written test will probably be held this month.
Alienist (Psychiatrist), Grade 4: The rating of the written test is in progress.
Asphalt Worker: The physical test will probably be held the latter part of this month.
Assistant Director (N. Y. C. Information Center.): The rating of the written test will probably be completed this month.
Assistant Engineer (Specifications), Grade 4, College Equipment and Supplies: The rating of the written test is about 50 per cent completed.
Assistant Veterinarian: The postponed oral interview will probably be held this month.
Baker: The postponed practical test will probably be held the latter part of this month or early in October.
Bridge Painter: Objections to the tentative key answer are being considered.
Car Maintainer, Group A: The final key answers have been approved by the Commission. The written papers are being rated.
Car Maintainer, Group F: This examination is held in abeyance pending the results of the promotion test for this position.
City Medical Officer, Police Surgeon and Medical Officer, Medical Examiner: The rating of the written test will be completed by the end of this month.
Clerk, Grade 2, (Board of Higher Education): A second session of the qualifying stenography test was held in August. Oral tests are to be continued.
Cook: All parts of this examination have been completed.
Court Stenographer: 714 candidates filed for this examination.
Dentist (Part Time): Rating of the written test has begun.
Dietitian: Objections to the tentative key answers for Part I are being considered.
Director of Medical Social Service, Grade 6: The rating of the written test has been completed. The experience oral test will be held this month.
Director of the Bureau of Child Hygiene: The rating of the written test has begun.
Electrician: Objections to the tentative key answers for Part I are being considered.
Fireman: The medical and physical tests have been completed. Extra credit for special training will now be computed.
Gasoline Roller Engineer and Asphalt Roller Engineer: The postponed practical test will probably be held this month.
Housekeeper (Women): The rating of the written test has begun.
Inspector of Printing and Stationery, Grade 2: 404 candidates filed for this examination.
Interpreter: The rating of the written test is in progress.
Junior Administrative Assistant (Real Estate Research): The rating of the written test has begun.
Laboratory Assistant (Bio-Chemistry): The rating of qualifying experience will be completed this month.
Medical Social Worker, Grades 1 and 2: The rating of the written tests for both these examinations is still in progress.
Office Appliance Operator, Grade 2, (I.B.M. Alphabetic Key Punch Machine) and (Remington Book-Keeping Machine): The practical tests for both these examinations were held in July. The rating will begin shortly.
Psychiatric Social Worker, Grade 2: The rating of the written test is in progress.
Power Distribution Maintainer: The rating of the written test is about 50 per cent completed.
Radio Operator: 47 candidates filed for this examination.
Resident Buildings Superintendent, Grade 3: The practical test was held in August.
Senior Buyer (New York City Housing Authority): This examination will probably be held in the near future.
Spectroscopist-Microanalyst: The rating of qualifying experience has been completed.
Stenographer (Law), Grade 2: The postponed practical test was held Sept. 13.
Superintendent of Camp La Guardia: The written test was held Sept. 11.
Supervising Tabulating Machine Operator, Grade 4: The rating of Part 2 of the written test is in progress.
Telephone Maintainer: The rating of the written test is nearly completed.
Turnstile Maintainer: The rating of the written test has been completed.
PROMOTION TESTS
Accountant (City-wide): This examination will be held Dec. 13, 1941.
Assistant Foreman (Sanitation): The rating of the written test has begun.
Assistant Foreman (Track): The rating of the written test is about 80 per cent completed.
Assistant Supervisor, Grade 2, (Social Service), City-wide: The rating of the written test is still in progress.
Bookkeeper, Grade 1: The rating of the written test is completed.
Car Maintainer, Group A: The written test is being rated.
Car Maintainer, Group F: The rating of the written test has been completed.
Court Clerk, Grade 3, (Magistrates Court): The list will be published this month.
Electrician: Objections to the tentative key answers for Part I are being considered.

Foreman, Grade 2, (Borough Presidents): The oral test will be held as soon as practicable.
Foreman of Bridge Painters (City-wide): The written test was held Sept. 5.
Foreman (Power Distribution): The rating of the written test is still in progress.
Foreman (Turnstiles): The rating of the written test is completed.
Gardener (Parks): Objections to the tentative key answers are being considered.
Housekeeper (Women), Hospitals: The rating of the written test has begun.
Junior Accountant (City-wide): The written test is scheduled for Oct. 4.
Junior Administrative Assistant (City-wide): The rating of the written test is completed. The oral test will probably be held this month.
Mechanical Maintainer, Group A: The rating of the written test is completed.
Mechanical Maintainer, Group C: The rating of the written test is completed.
Motorman Instructor: The practical test will be held as soon as practicable.
Power Distribution Maintainer: The rating of the written test is about 50 per cent completed.
Principal Veterinarian (Health): The postponed oral interview will probably be held this month.
Senior Accountant (City-wide): This examination will be held Dec. 13, 1941.
Senior Dietitian: The rating of the written test is still in progress.
Sergeant, Police Department: The rating of Part 2 of the written test is in progress.
Supervising Tabulating Machine Operator, Grade 3 (Health and Tax Departments): The rating of the written test is still in progress.
Supervisor, Grade 3 (Social Service): The rating of the written test is in progress.
Telephone Maintainer: The rating of the written test is nearly completed.
Train Dispatcher: The practical oral test will be held as soon as practicable.
Trainmaster: The rating of the written test is about 50 per cent completed.
Yardmaster: The postponed practical oral test will be held as soon as practicable.

Buy The LEADER every Tuesday.

Classified Advertisements

(Rates: 25c for each six words. Minimum: \$1.00. Copy must be submitted before noon on Friday preceding publication.)

Bowling: FOR BETTER CONTROL, higher scores less fatigue—use the new Manhattan Bowling Ball. Easy to hold. Only \$16.00. Loria & Sons, 175 Bowery at Delancey St.
Camera Repairs: PROFESSIONAL repairing and servicing all types Photographic Equipment. Fotocam Service Co., 1265 Broadway, New York City. MURRAY Hill 6-8921.
Corsets: FOR that youthful figure see Jane Stringer, Spencer Corsetiere for style, beauty and comfort. Also surgical corsets. Jane Stringer, 530 5th Ave., Room 905, PENNSYLVANIA 6-5928.
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.
Educational: SECRETARIAL COURSES! NO TUITION! UNUSUAL PLAN! Complete Course—Exchange Services for Complete Course, Speed Dictation, Plus Office Training, Comptometer Operation. Educational Office Exch., 220 W. 42 St., N.Y.
Films Developed: WHY pay more? Films developed and printed, .02c each up to and including 122. Economy Printing, 130 Church St. N. Y. C. Rose-Al Pharmacy, 70 Church St., N. Y. C.
Ladies: FOR reasonably priced custom made fur coats see Mr. Spellberg. Also for expert remodeling and repairs. Located at 115 W. 39 St. Longacre 5-3325. Mr. Spellberg.
Health: WOULD YOU like to save money on Vitamin products the doctor ordered? If so, send for details. No obligation. Mention product used. SYLCO, c/o Book Shop, 112 Trinity Place City.
Instruction: CAN YOU DEFEND YOURSELF? Jiu Jitsu champion, Paul Zippel, will teach you how quickly at the N. Y. Academy of Jiu Jitsu, 164 E. 86th St., AT. 9-3616.
Contract Bridge: BEGINNERS LEARN RAPIDLY - Advanced coached by Muriel Parker sound foundations (20 years). Afternoons, evenings. (Special teacher's course, Culbertson certificate.) 200 W. 58th, Circle 7-5818.
House Furnishings: SELLING OUT! Venetian Blinds, Wood—\$1.50, \$2.25; Fireplaces—\$10. Androns, Logs, \$1 up. Entin, 1902 Nostrand Ave. (nr. Foster), Brooklyn, N. Y.

TEACHERS UNION HOLDS MONTHLY MEETING
In the first of a series of monthly meetings which the Teachers Union of New York City plans to hold, the problem of adequate advertising evening school courses to insure greater registration, the matter of seniority assignment for substitutes, and the question of jobs for the unemployed were discussed. The meeting, held last Friday at union headquarters, 114 East 16th street, had Mrs. Rose Russell as guest speaker.

Lots in Queens for Sale
Vacant Corner Plot, 32x100 So. Elmhurst, Near Elliott Ave., Queens. Very cheap. Jack Linsky, 607 6th Ave., Manhattan.

For Gracious Living Better Banquets
DISTINCTIVE BALLROOM FACILITIES FOR 10 to 500

Hotel Piccadilly
45TH STREET (West of Broadway)
ALBERT STONE
Banquet Manager
Every Room With Private Bath and Radio. Special Rates to Civil Service Employees

"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 9-3800. Paul E. Fulton, Mgr.

Special Courtesy to Civil Service Employees ON BANQUETS AND MEETINGS
GATHERING PLACE FOR CIVIL SERVICE EMPLOYEES FOR OVER TWENTY-FIVE YEARS.
GERMANIA HALL
16th ST. and THRD AVE., N. Y. C. ST. 9-9399

LYNBROOK, large 8 room detached dwelling, parquet floors, garage, large wooded, 62x125 plot, excellent residential section, near L. I. R. R. Price \$3,500; 10% cash. Herbert H. Bose—"Bose for Best Buys," 160-17 Hillside Avenue, JAMAICA 6-5881.

Languages: PRACTICAL LANGUAGE TRAINING, English, Spanish, Portuguese, Other Languages. Language Service Center, Lewis Bertrand, Dir., 18 E. 41st St., N. Y.
Massage: ULRICH MASSAGE STUDIO, 31 E. 60 St. Special for ladies—10 treatments, \$20. Separate department for men. Vapor cabinets, vibrators, rollers. Regent 4-3688.
KAY CARROLL Swedish Massage, Pine and Bubble Baths, 68 East 56th St., bet. Park & Madison Aves. PLaza 3-1522.
CORRECTIVE MASSAGE INSTITUTE—BATHS—24 West 23rd St. Reducing, Body Corrections, Gymnasium, Phone MURRAY Hill 6-9181.
FUR REJUVENATION, Bust Correction, Spot Reducing, High Colonics, Hollander Methods, J. Wolfe, 102 West 75th St. EDicott 2-7547.

Novel Entertainment: JEAN LYNCH, the original rhyming graphologist will give you a true character analysis of your handwriting for only \$1. Fascinating, different. 444 Madison Ave., N. Y. (30th floor).

Nursing Home: WHITE NURSING HOME. Ideal home for aged and convalescents; spacious rooms with home atmosphere, registered nurses, 2739 Bedford Ave. MANSfield 6-9693.

Optometrist: Have Your Eyes Examined Today. Finest glasses at lowest prices. Special courtesy given to civil service employees and families. Dr. J. L. Lozea, 100 Canal St. WA. 5-8816.

Repairs: WE MEND all all types of household articles (clothing excepted). Bring them in for free estimate. Repairs, Inc., 32 East 57th St., N. Y. C. PLaza 3-0281.

Reupholstering: SOFA and Chair reupholstered like new. \$20 - New material, new springs and new fillings - 1 year guarantee. Master-Bilt, 235 E. 123rd St. LEhigh 4-1106.

Swimming Instruction: SWIM for health and safety instructions to men, women and children. Women's Swimming Assn., 470 W 24th St. CH. 2-2227

Travel: SHARE Expense, Miami, \$10; Los Angeles, \$21; Chicago, \$7.50. Auto Travel Service, 137 West 45th St. LO. 5-9750.

Zippers: ZIPPER TROUBLE? Zippers repaired or replaced on anything. Zipper Service, Inc., 19 W. 34th St. WI. 7-7770.

Follow The Leader

(Continued from Page Seventeen)
bathroom, are situated on beautiful birch groves and other wooded plots. They are constructed in various styles and sizes, are priced to fit any budget and are sold on convenient terms. They are fully lined, complete with large porches, fieldstone fireplaces and with piped artesian well water and electricity.

Your Next Exam

Helene Paul, famous New York astrologist, offers a personal analysis of your horoscope, calculated and erected for the day, month, and year of your birth, to reveal just what kind of work you are best suited to. It may possibly reveal the most auspicious periods in which to take an examination, or perhaps just when you will receive that much coveted promotion. Visit Miss Paul at 19 West 55th street, New York City.

Apology

In our school directory in last week's issue, we misspelled the address of the Lighting Computing School. The school is located at 7 East 42nd street, and each visit to that address will pay you dividends. It is a fine institution.

Save on Carpet Cleaning

The Corona Carpet Cleaning Co., presents their newest process in the cleaning of carpets and rugs. Your carpet need not be removed from your floor as it will dry within two hours. This new process removes all greases, restores original color, and prevents shrinkage. Just call Corona Carpet Cleaning Co. for free home demonstration.

If you are in the market for furniture, you will find that there are various places to buy that offer all types of discounts. Weit Furniture Company at 39 West 19th street, has placed its showroom at the disposal of civil service employees and eligibles. If you bring along something to indicate your status, they will allow you to view their furniture without a card from a discount house, and you can buy direct from them on that basis. Incidentally, they have an interior decorator that will steer you into the "best taste" channels so that you don't get your Regency mixed up with your Louis XIV.

And that's the 30 mark for today. That's the end of our space, but we will be back again next week, same day, same corner. Until then, if its about this or that, just write to Bill Bennett, c o The LEADER.

Woodburne, N. Y.

NOW IS THE TIME
When the days are tangy, nights crisp and cool... when Nature is more lovely... that's the time to come to Chesters for vacation... a fast day tennis court... private lake and swimming pool... 25 other outdoor and indoor sports. Good food, fine company—modern quarters.
RATES START AT \$22.50 (including 2 in a room)
N. Y. OFFICE: 55 WEST 42nd STREET, Tel. LO 5-5897

CHESTERS
WOODBOURNE, N.Y. TEL. WOODBOURNE 1150

Kleins LOW SEPT. RATES
NEW YEAR'S HOLIDAYS
SERVICES CONDUCTED GRATIS TO OUR GUESTS
PARKVILLE, N.Y.

New Windsor, N. Y.

Indescribably Beautiful!
Here's Plum Point! 70 acres of heaven tumbling down to the Hudson... with every sport... with informal entertainment... a huge musical library... Attractive Rates
Booklet on Request
SPECIAL 4-DAY JEWISH NEW YEAR WEEK-END
PLUM POINT
the year-round vacation resort
New Windsor, N.Y. Newburgh 4270

Amusement Parade

By JOSEPH BURSTIN



Melvyn Douglas and Ruth Hussey in Columbia's latest picture "Our Wife" which opens tomorrow at the New York Paramount

Nite Life

CHATEAU MODERNE'S complete new decor is now on display and host Gabriel and owner Sam Grassis rate a nod for this new and inviting scheme of things, plus the bar which is twice the size of the original one. . . . Ann Forbes, musical comedy songstress, will join the "Village Revels" floor show at **BILL BERTOLLOTTI'S** in the Village this evening. . . . Bill and Betty Wade have replaced Vinson and Owen as the ice skating team in the new Ice Show in the Terrace Room of the **HOTEL NEW YORKER**. . . . **CHARLIE'S** all-nite spot in Little Ferry, N. J., is moving to a new location on Route No. 6. Charles Kozler plans to inaugurate name bands. . . . **SWING CLUB** on West 52nd street, is featuring Frankie Meadows and Al Nesor. . . . Leon Prima (brother of Louis) and his band will provide the music for the new show opening Thursday at **BUTLER'S TAP ROOM**. . . . Joe Fernandez and Jimmy Savini opened the **BAGOTELLE CLUB** on East 52nd street last week. Fernandez formerly ran the Mon Paris while Savini was host at Cafe Savini last year. . . . Sammy Kaye and his swingers and swayers are scheduled to go into the **ESSEX HOUSE CASINO-on-the-PARK** in October. . . . Joe Frisco will take over the limelight at **LA MARTINIQUE** when that spot reopens late this month. . . . "Smiling Jerry Baker" heads the **CLUB CINDERELLA** divertissement. . . . Tonight marks the 14th birthday of the **WIVEL** Restaurant. . . .

Anne Glasser, talented acrobat

New York City

EXTRA COMFORT and ECONOMY
Discover for yourself the homey comforts of this most popular hotel.
FINE ROOM with PRIVATE BATH
Radio In Every Room
1 Person...\$2.50 to \$4
2 Persons...\$3.00 to \$6
Special Weekly Rates

HOTEL BRISTOL
129 West 45th Street
New York City
Breakfast from 20c
Luncheon 50c Dinner \$1

Vacation—Travel

TRAVEL BY CAR
SHARE EXPENSES
Approximate Cost to Some Points:
Los Angeles \$21.00, Miami \$10.50,
Chicago \$7.50, Pittsburgh \$4.00
Passengers and Private Car Owners Meet and Share Expenses to All Points.
Chauffet Travel Service
551 5th Ave., Rm. 303. VA. 6-3650.

SILVER DART BUS LINES
ONE WAY FARES TO
Bridgeport...\$8.00 Springfield...\$1.55
New Haven...\$1.95 Boston...\$3.00
Hartford...\$1.35
New Cruisette Coaches
Midtown Bus Terminal
143 West 43 St. • BRyant 9-3600

Eddy Duchin Coming to N. Y. Strand

Eddy Duchin, pianist maestro, back from a record engagement in Rio de Janeiro, has been booked to appear at the New York Strand Theatre with his orchestra on Friday, September 19. Duchin will bring with him the international Merrill Abbott Dancers, sensation of Rio's Copacabana Club.

dancer, daughter of Al Glasser, railway mail clerk and treasurer of the Joint Conference of Affiliated Postal Employees of Greater New York, is appearing at **CHIN LEE'S** for a short time.

New York to Have Dollar Top Theatre

If contracts can be signed, New York will have a Dollar Top Theatre. The New Yorker Theatre, 254 West 54th street, has been selected. The group's lawyers are now studying a lease extending from October 15 for six months with options. The first offering will be decided at the end of this week. It will be either "Cafe Crown," a newly acquired play by H. S. Kraft, or "Nine-Day Wonder," by Victor Wolfson.

George Abbott's first production of the season, the musical comedy "Best Foot Forward," opens at the Ethel Barrymore Theatre on October 1. . . . From now on "Hellzapoppin'" will present nine shows a week instead of the customary eight. There will be matinees on Wednesday, Saturday, and Sunday, and evening performances from Tuesday night through Sunday night. . . . Howard Lindsay and Dorothy Stickney will return to the cast of "Life With Father" at the Empire Theatre tonight. . . . Harry Horner will do the settings and John Harkrider the costumes for "Let's Face It!" Vinton Freedley's production. . . . Advance sales for "Lady In The Dark" reached \$10,000 last week. . . . Hedi Stenuf, ice skating star of "It Happens On Ice," is preparing a ballet routine for night club presentation. She's being tutored by Eugene Von Grona, ballet master for the late Koxy.

Radio News

Rumor hath it that "Moonbeams," George Shackley's slumber music program which was aired on WOR several seasons back, will return to the airways this fall. . . . It's a mere \$5,000 per program that is keeping Baby Snooks and her sponsor from getting together. . . . Ken Marlin, whose society band has 20 WOR lines weekly, has signed sensational Alison Andrew from Kansas City for the vocals. . . . Charles Stark, top-notch announcer, realized the greatest ambition of his career when he captured the announcing assignment on the Kate Smith Hour which returns to CBS soon. . . . Walter Winchell's sponsor has added 23 stations to his program, bringing the number up to 93. . . . Eddie Dowling takes over the M.C. chores on "We The People" beginning tonight. . . . Bob Hope's radio fans will like his new Paramount picture, "Nothing But The Truth." It's full of Hope. . . . Jan Peerce and Jean Dickenson are scheduled to appear on the "America We Sing" program today. . . . For clear, concise handling of news, George Bryan at 9 a.m. on WABC and Jay Sims at 11 p.m. on WOR are always dependable.

TRAINING SCHOOL IN ALBANY

The regional municipal training schools, for Civil Service commissions and secretaries of upstate cities, move into Albany on Thursday. To be served are the local officials of Albany, Amsterdam, Cohoes, Glens Falls, Gloversville, Hudson, Johnstown, Mechanicville, Oneonta, Plattsburgh, Rensselaer, Saratoga, Schenectady, and Troy.



Ozzie Nelson is returning to Hollywood so that his wife and songstress, Harriet Hilliard, can play the lead opposite Chester Morris in "Confessions of Boston Blackie." Nelson and his band will play at the Casa Manana

What Type Oral For Referees?

The question of what kind of oral experience interview to give applicants who were successful on the written part of the Unemployment Insurance Referee test is still holding things up. Clerical tasks in connection with the written are winding up now. A new possibility has arisen in the discussions: that is a qualifying interview, where the candidates will have to meet a certain minimum of experience.

Meanwhile attorneys for Benjamin Firshein, a candidate whose suit protesting the test was thrown out by the Supreme Court, are preparing for an appeal, to be heard some time next month.

DPUI Plans Heavy Exam Schedule

A heavy examination schedule is contemplated for coming weeks by the Division of Placement and Unemployment Insurance. First on the list is the open competitive test for Training Assistant, which has been delayed while officials have weighed alternative requirement possibilities. On the tentative promotion are Employment Interviewer, Senior Employment Counsellor, Principal Employment Counsellor, Unemployment Insurance Manager, and Senior Manager.

'The Little Foxes' Plays Fourth Week

Entering the small, select group of films to play more than three weeks at the Radio City Music Hall, "The Little Foxes," starring Bette Davis, is now in its fourth week. Continuing to draw some of the largest audiences in the history of the big playhouses, the hit screen version of Lillian Hellman's dramatic triumph becomes the seventh picture in eight years to play more than a three-week engagement at the nation's show-place.

"Unfinished Business," a Gregory La Cava production, goes on at the Rivoli Theatre where it opened on Labor Day with Irene Dunne and Robert Montgomery in the leading roles. . . . Warner Bros. new picture "Navy Blues," with Ann Sheridan, Jack Oakie, Martha Raye, and Jack Haley, will follow the current film, "Dive Bomber," at the Strand Theatre.

Movie Shorts

Pare Lorentz and Jed Harris have signed to produce for RKO Radio Pictures. . . . Senator Claude E. Pepper, Rear Admiral Harry Yarnell, H. V. Kaltenborn, and Johannes Steel will appear in Columbia Pictures' next "International Forum."

"Black Beauty," of the outstanding all-time classics of American literature, will be the next Monogram picture to be produced by Edward Finney. . . . Lee Patrick and Roland Drew have been assigned supporting roles in Warner Bros. production, "Remember Tomorrow," starring John Garfield with Raymond Massey, under the direction of Robert Florey.

Radio City Music Hall
50th ST. AND 6th AVE.
"LYDIA"
Alexander Korda's production starring **MERLE OBERON**
ALAN MARSHAL-JOHN HALLIDAY
EDNA MAY OLIVER
Released thru United Artists.
ON THE GREAT STAGE
Russell Markert's spectacular and colorful autumn revue, with Rockettes, Corps de Ballet, Glee Club and Specialties, Symphony Orchestra, under the direction of Erno Rapee.
1st Mezzine Seats Reserved
Phone CL 6-4600

Starts Tomorrow
Melvyn Douglas
Ruth Hussey - Ellen Drew
"OUR WIFE"
In Person
KEN MURRAY
JUDY CANOVA
MITCHELL AYRES
AND BAND
PARAMOUNT
TIMES SQUARE

LEADER'S BEST PLACES TO DINE AND DANCE

BARN (Village Barn) 52 W. 8th St. ST. 9-8840
DENVER DARLING'S
Trail Blazers and The Rangerettes
HOME of the HOBBY HORSE RACES
Join 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. • ELdorado 5-9136 **DINNERS — SUPPERS**
ENTERTAINMENT—Gabriel, Your Host.

★ JOIN THE PARADE OF SATISFIED PATRONS ★
★ TO BROADWAY'S BIGGEST NITE CLUB ★
ICELAND RESTAURANT
DINNER \$1.09 INCLUDING HOT DELICACIES
SMORGASBORD DESERT — COFFEE
SMASH HIT REVUE—2 ORCHESTRAS
3 SHOWS, 7:30 - 11:30 - 1:30 - DANCING
NO MINIMUM — NO COVER EVER
UNEXCELLED BEER ON DRAUGHT—LIQUORS POPULAR PRICED
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
AIR-CONDITIONED REVUE 8:45-11:45-2 a.m.
OPEN SUNDAYS NO COVER DINNER, \$1.25

PIONEER BILLY SAFFORD, M.C. A NEW FALL REVUE
191 WORTH ST. (Heart of Chinatown) WO. 2-8704
And His Merry Makers

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
RIVERSIDE PLAZA HOTEL Direction of Henry Ziskin & Irving Brand

Home Study Helps for Coming Examinations

Patrolman Test, N. Y. C.



The material that follows below is the second part of a complete study course to prepare candidates for the forthcoming New York City patrolman examination. It has been prepared exclusively for *The LEADER* by Lieut. Bertrand P. Wray (Ret.), an authority on police education. The student is advised to pay as serious attention to this material as if he were going to school. Every portion of these lectures should be studied and clipped, week by week, in your own scrapbook. The plan is to cover every phase of information and method that will be necessary in the test. Answers to questions 2 and 3, with complete explanations, appear below. Questions 4, 5 and 6 will be answered in next Tuesday's *LEADER*. In the meantime, work out the answers for yourself.

ANSWER TO QUESTION 2

D is correct. The legislature is that branch of the government which makes the laws. The District Attorney and Sheriff are included in that branch of the government which enforces the law. Judges interpret the law.

ANSWER TO QUESTION 3

E is correct. A crime can be either an overt act or an act of omission. A crime is defined as "an act or omission forbidden by law and punishable upon conviction by death, imprisonment, fine, removal from office, disqualification to hold any office of trust, honor or profit under this state, or other penal discipline, except that the acts defined as traffic infractions by the Vehicle and Traffic law, heretofore or

hereafter committed, are not crimes."

A is wrong. Even though a person commits an act or omission under duress, the crime is still present, but the circumstances excuse the person acting under duress. B is wrong because an act performed by a person who is insane is not a crime. The facts state that "it is apparent that he committed a crime." C is wrong. An act committed by a person in the state of voluntary intoxication shall not be deemed less criminal by reason of his being in such condition. D is wrong. A criminal act or omission may be malum in se or malum prohibition. (Malum in se means bad in itself; malum prohibition means bad because it is prohibited.)

QUESTION 4

Three men who are in conversation while standing on a street corner refuse to move when ordered to do so by a patrolman. The men are not obstructing traffic and seem not to constitute a possible police problem. For the patrolman to arrest these men under these conditions is (a) plainly the duty of a patrolman, (b) necessary if law and order are to be respected, (c) poor judgment because of the numerical odds against the patrolman, (d) undesirable because men should have the right to converse on street corners in the absence of good reasons to the contrary, (e) proper or improper, depending upon the reasons given by the men for being on the street corner.

QUESTION 5

The possession of an abundance of general information is desirable on the part of a patrolman principally because such possession (a) promotes efficiency on the job, (b) reduces greatly the likelihood of the commission of crimes (c) enables the patrolman to learn readily the rules and regulations of the Police Department (d) facilitates education of the public, (e) serves as a kind of model for other patrolmen.

QUESTION 6

An act or omission is a crime in New York State only if (a) pernicious to the welfare of the state, (b) so declared by statute, (c) injurious to the status of one or more persons, (d) that act or omission leads to imprisonment or fine of the guilty person (e) that act or omission is anti-social in character.

Federal Typist

Copying from Plain Copy

The sample below is similar to the actual exercise in everything except size of type. It is printed here in order to give you an opportunity to practice typing it repeatedly, line for line, for exactly 10 minutes.

The directions for the Plain Copy Test are as follows:

"Type the following exercise on the accompanying Sheet 1 (continued). SPACE, PARAGRAPH, SPELL, PUNCTUATE, CAPITALIZE AND BEGIN AND END EACH LINE precisely as in the exercise. You will have 10 minutes in which to make repeated copies of this exercise, keeping in mind that your rating will depend upon accuracy as well as speed. Use both sides of Sheet 1 (continued). Each time you complete the exercise, simply double space once and begin again. Keep on typing until told to stop.

"Make no erasures, insertions, or other corrections in this Plain Copy Test. Errors are penalized whether or not they are erased or otherwise 'corrected.'"

The following is a sample of Copying from Plain Copy, WHICH MUST BE TYPED LINE FOR LINE:

The two largest forest belts still remaining in this country are in the South and in the Pacific Northwest. In a comparatively short time, however the South must cease exportation if it is to continue to supply adequately its own needs. Provided that it is not visited by any destructive fires, the northwestern timber supply will probably last somewhat longer. Estimates as to the exact time differ, but just as the forests in most other sections of the country have been ruthlessly cut down, these great forests will likewise disappear under the treatment to which they are subjected.

There is no other country from which we might import a sufficient quantity of lumber when our present supply is gone. It has long been recognized that the problem with which we are confronted is one of conservation and scientific forestry, if we are not to destroy entirely our diminishing supply of timber. Replacement of our forests could eventually be accomplished, if careful consideration were given to their requirements. Primarily, however, it must be recognized that since reforestation is a slow process it will not be long before our timber supply will be entirely exhausted, unless we change our wasteful and extravagant methods of lumbering.

Auto License Examiner

The *LEADER* is publishing the 1936 exam for Motor Vehicle License Examiner as an aid to candidates planning to take the coming test. Here are the answers to the true-false questions which appeared in last week's issue:

- | | |
|------------|-----------|
| 76. False | 88. True |
| 77. False | 89. True |
| 78. True | 90. True |
| 79. False | 91. False |
| 80. False | 92. True |
| 81. False | 93. False |
| 82. T or F | 94. True |
| 83. True | 95. True |
| 84. T or F | 96. False |
| 85. False | 97. False |
| 86. True | 98. False |
| 87. True | 99. False |

100. True

Test II—5 Situations 40 Items (Weight 25)

Below are five situations or statements of facts, each one followed by numbered statements referring to it. Read over carefully the description of each situation and then examine each statement and decide whether it is true or false for the particular situation to which it refers.

Situation No. 1

George Egan, age 22, of Catskill, N. Y., applicant for a driver's license, is directed to report to License Examiner Brown for a road test. Egan appears with James Harris, in the latter's car. Brown checks the car and finds that the motor number has been tampered with and the horn doesn't work. Before starting out, Brown instructs Egan to "follow all directions and drive carefully."

The route is along a one-way street to an intersection with a main thoroughfare, where there is no traffic light. On turning to the right at this intersection Egan narrowly avoids hitting a pedestrian. They drive along the thoroughfare for two blocks to a hill. Halfway up Brown tells Egan to draw to the curb and stop. Egan has difficulty starting up again without rolling back, and Brown has to warn him that another car has pulled in close behind. After several seconds during which Egan appears to be confused, they finally get under way and get back to the starting point.

There Egan gives Brown a handful of cigars and asks if he has passed the test. Instead of

replying Brown lights a cigar and walks away.

101. Even though Egan is over 21, Brown should have demanded some proof of age.

102. When Egan turned to the right at the intersection, the pedestrian had the right of way.

103. Without special equipment Brown had no way to test the brakes of the car.

104. Because the horn did not work, Brown should have refused to give the road test in that car.

105. The engine number on Harris' car is of no interest to Brown.

106. Brown was technically guilty of accepting a bribe.

107. Egan should follow Brown's instructions even if they involve a violation of local traffic ordinances.

108. Egan's handling of his car in this test does not warrant his disqualification.

Answers and further questions next week.

State Clerk

(Continued from Page Five)

different tongues is called an entrepreneur. T. F.

66. When filing a requisition, a clerk should check item for item as each item is assembled. T. F.

67. Anything admissible to the mails may be sent by air mail. T. F.

68. When stock on hand loses its value through age it is said to have become depleted. T. F.

69. "Usury" is the practise of charging interest at a rate lower than that charged by banks. T. F.

70. Sending a letter by registered mail usually results in slowing up its transmission and delivery. T. F.

71. Adding zeroes to the right of the last significant figure of a decimal fraction changes the value of the fraction. T. F.

72. "Stamp pads" are used for placing postage stamps on outgoing mail. T. F.

73. Small size rubber bands may be bought by the pound. T. F.

74. As applied to storeroom articles, "grades" and "brands" mean the same thing. T. F.

75. A good way to check the accuracy of the grand total of parallel columns of figures is to add the columns both vertically and horizontally. T. F.

Answers and more questions next week.

Previous examination questions and study material for New York State examination for Clerk, Stenographer and Typist may be consulted at the Municipal Reference Library, Room 2230 Municipal Building, New York City. The following books include material

relating to the duties of the positions:

Arco Publishing Co. Junior and assistant clerk, typist-stenographer, New York State Civil Service examinations, by Nathaniel Shaw, New York: 480 Lexington avenue, 1941.

Capital Publishing Institute. Civil Service arithmetic. New York: 41 Union Square, 1940.

Harris, Edward H., Organization. The almanac of office equipment. Chicago: 540 N. Michigan avenue, 1937.

Hutchison, Lois Irene. Standard handbook for secretaries. 2nd ed., rev. New York: Whittlesey House, 1939.

Kierzek, John M. The Macmillan handbook of English. New York: The Macmillan Co., 1939.

Library Bureau. Progressive indexing and filing. Buffalo: 465 Washington street, 1937.

Loso, Foster W., and others. Secretarial office practice. Cincinnati: South-Western Publishing Co. Arithmetic designed especially for Civil Service examinations, 1941.

Rierner, Edwin, Civil Service training for stenographers, typists and clerks. New York: Gregg Publishing Co., 1941.

Traintor, Sarah Augusta, and Kate M. Monro. The secretary's handbook; a manual of correct usage. 6th ed., completely revised. New York: The Macmillan Co., 1941.

Assistance in preparing for these examinations may be secured at the Municipal Reference Library during the hours of 9 to 5 on week days and 9 to 1 on Saturdays.

Laboratory-Controlled
for Greater
HEALTH SECURITY

Yes, every can of DAIRYLEA milk from every DAIRYLEA farm is inspected every day. But that's only a small part of what we mean by LABORATORY CONTROLLED. This control extends way back to our DAIRYLEA farms . . . to the health of the cows . . . to the purity of their water supply . . . to the cooling system on the farm. It never stops until the milk reaches you cooled to a safe temperature and in a sanitary bottle. DAIRYLEA care for your health is unique in completeness. Add this inspected-protected milk to your daily menu — whether you're at home or dining out.

Ask for DAIRYLEA Milk at your neighborhood store.
Inspected — Protected

DAIRYLEA Milk

PHONE GRamercy 5.5000
Dairymen's League Cooperative Ass'n, Inc.
550 EAST 19th STREET, NEW YORK

PREPARE FOR

JUNIOR STENOGRAPHER • **JUNIOR TYPIST**
I. B. M. CARD PUNCH • **BUSINESS MACHINES**
Burroughs Bookkeeping and Billing : Machines No. 7800 & 7200

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 8th Ave. New York City

Wisconsin 7-9757

OPEN ALL YEAR • DAY AND EVENING