Civil Service Leader

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In This Issue
Complete College Clerk List
See Page 14

JR. GENERAL MECHANICS
Applications Ready for U. S. Jobs—Apply Immediately
See Pages 7 and 15

NEW CARD-PUNCH EXAM COMING
See Page 6

Laborers Wanted—Only One Day to Apply for Job
See Page 7

N. Y. State to Open
New Hospital Attendant Test
See Page 8

Date Set for
U. S. Printing Apprentice Exam
See Page 6

NEWS FOR U. S. INVESTIGATOR ELIGIBLES
31,000 Circularized About Jobs—Several Law Appointments
Accountants Ask Questions—Candidate Gets Re-Examination.
See Page 6

POSTAL WORKERS
How Retirement System Works
See Page 9

CHANGES
In Bookkeeper, Accountant Tests
See Page 3
Board of Estimate Mulls Over Budget

The Board of Estimate went into executive session Monday, April 21, to consider the Mayor's proposed budget for 1941-42. The Board held a public hearing last Wednesday which was packed with city employees, and others who came to protest line by line and item by item the Mayor's proposal.

Most vehement of the objections came from representatives of employees in the hospitals whose complaints might be readily summed up in the statement that the employees were underpaid, the hospitals badly equipped and under-staffed, and, in short, conditions were pretty bad. A group of hospital nurses wanted a flat $1,000 a year salary. A pretty bad group of hospital employees (who receive $480 to $600 a year) did not to or subtract items, but in the public hearing, which began late Thursday, and before it was through late Saturday, and after it was through Sunday and so the Board will probably forward its budget to the Council by April 27. This date falls on June 15. The appeal for continuation of Townsend Harris High School was finally sunk in with the Board of Estimate, and it may be taken for granted that the Board's decision in the matter won't be made without a hard fight.

Two views given to the The Leader, one by a Republican member of the administration and the other by a Democratic Councilman, indicated the course which the budget must now pass through this week and next. Manhattan Borough President Stanley M. Isaacs indicated that he would act to obtain an annual budget for many city workers now paid by the day, and a $35 increase for last month and on the Board will probably approve that the Board's decision in the matter won't be made without a hard fight.

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YOU COULDN'T ASK FOR BETTER BEER

In selecting the most outstanding civilian employee, the Committee, in addition to the reviewing service rating reports, study recommendations by the various city department heads. All permanent competitive civilian employees of the city, regardless of titles and salary, are eligible to receive the award.

The theory was that the test was designed to determine a man's ability to use information in the examination. Only the date and time and place of the test is known—June 14, in eight city high schools.

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The public hearing, which began at 3:30 p.m. and lasted almost until midnight, indicated the course which the budget must now pass through this week and next. Manhattan Borough President Stanley M. Isaacs indicated that he would act to obtain an annual budget for many city workers now paid by the day, and a $35 increase for last month. City Councilman Louis Cohen will ask certain pertinent questions when the budget comes before the Council. The Council may well reject the budget call for a reduction in the forces of the Sanitation Department?

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Sanitation Foreman Test Re-announced

The promotion examination for Assistant Foreman, Department of Sanitation, will be announced, probably early next month, and tractor operators will be permitted to apply. This was decided this week by the Municipal Civil Service Commission, which at the same time, refused a second request of a group of auto drivers to the department that they be allowed to compete in the exam. John J. Walsh, president of the Auto Mechanics Council, wrote to the commission and protested the exclusion of his colleagues from the test. He declared that their job is a "blue-collar" position while that which they were technically able to take a driving test for, was a "white-collar" position. Because of this, men were disqualified for the Junior Statistician test.

Sanitation Group

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Route for Bus Test 15 Enginemen Called Every Day

The Municipal Civil Service Commission has just completed a survey of the number of lists established during 1940. The number of eligibles varies from time to time, and other lists are in existence.


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High School Graduation

1. Mathematics, one year.................. 5
2. Social studies, one year.................. 5
3. English, one year.......................... 5
4. History, one year.......................... 5
5. Civics, one-half year........................ 5
6. Electives (it is recommended that at least two courses in home economics, agriculture, and two years of a foreign language).................. 15

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College Clerk List

Successful Candidates Face More Tests

The complete eligible list for Clerical, Grade 2, Board of Education, has been released, and more popularly known as college clerk, is published in this issue of the New York City Civil Service. The total of 1,081 names on the list, representing those who succeeded in passing the examination for a position, will be divided into two parts: one for the list of original field of more than 900.

Eligibles on the new list will face qualifying oral and practical tests. Failure in either of these will result in disqualification.

The number of names for college clerk appears in this issue on page 4.
Civil Service Commission Moves To End Confusion on Subway Jobs

To avoid constant confusion in the minds of employees, the Municipal Civil Service Commission will within the next week to govern eligibles who accept appropriate positions and those who take jobs for less than the advertised salary. The difficulty will not be put into effect formally until a conference is held with officials of the Board of Transportation. The Board has vacancies in four different titles which have wide salary ranges.

For example, porter (railroad) and porter (subway) salaries range from $3.60 to $4.60 an hour, and the latter's position also involves the work of a cleaner. The TWU has promised that it will present a full report on the situation and that the Board is notified that action will be taken.

Here's the Procedure

The eligible lists for all five positions will be identified in regular order. The eligibles highest on the list will be selected as long as they are not on the no-salaries list. When other vacancies occur, the eligible will move the lower salaried workers up to the place vacated by the new appointment.

Several other problems arising out of certifying lists to the Board are in connection with the Supreme Court's decision that the Board of Transportation may start a contest for positions.

In question is the TWU's effort to obtain a certification by the Board of Transportation that the contest was fair and free from any irregularities.

In all, the TWU's list is not available for perusal by the public.

In a letter to the Board of Transportation, the TWU requested an explanation of the reasons for the delay in certifying the list. The TWU said that it had been informed that the Board of Transportation was not prepared to certify the list due to the volume of applications received.

The TWU also asked for an explanation of the Board's decision to delay certifying the list, stating that it was concerned about the possibility of irregularities occurring during the certification process.

In a reply, the Board of Transportation stated that it was not prepared to certify the list due to the volume of applications received and that it was working on the matter. The Board also stated that it was committed to certifying the list as soon as possible.

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CIVIL SERVICE LEADER

April 22, 1941

FOR A "TRY-ME" DEMONSTRATION!

Ask the nearest cooperating appliance dealer or our representative at your home to show you how. Ask for a "Try-Me" demonstration and see, feel and hear for yourself.

TABLE MODEL RADIO by General Electric. Touch a button for any of your favorite stations. Exact manual tuning, too. Tone control, Dynaphonic speaker. No antenna or ground wire. Has record-player connection. Hand-carved American walnut cabinet. 6 G-E tubes, including rectifier, AC-DC.


POP-UP AUTOMATIC TOASTER by Proctor. Pops up two slices at a time, and brownes up to the shade you like—light, medium or dark. Crumb-tray easily snapped on or off. A.B. or DC. A.C. model makes Melba as well as regular toast.

$63.00 VALUE FOR $29.50
YOU SAVE MORE THAN HALF

"THE BUY YOU CAN'T PASS BY"

Thousands of pleased purchasers tell you so. The appliances are latest models, guaranteed by makers you know. Your family will be proud to own and have your friends see them. Think of being able to buy all three—radio, lamp, toaster—for less than you'd ordinarily pay for the radio alone! $2.25 puts all three in your home. Begin enjoying them now!

CIVIL SERVICE LEADER

NEW YORK & SUBURBAN ELECTRIC LIGHT & POWER COMPANY, BROOKLYN EDISON COMPANY, INC., WESTFIELD, LIGHTING COMPANY, THE TOWNEB ELECTRIC LIGHT & POWER COMPANY

ORDERS TAKEN AT OUR SHOWROOMS AND ALSO AT COOPERATING STORES DISPLAYING THIS SIGN

- CIVIL SERVICE LEADER -
Card Punch Exam Due
To Be Announced Within Few Weeks

Several weeks ago The Leader predicted that new card punch and stenographer-typist examinations would be announced within the next few months. The delay is due to the fact that the Civil Service Commission is planning a new test for card punch operators. Moreover, the Commission plans to hold open indefinitely typist and stenographer tests already held with "open" status.

It means that no one "guessed" that this test would appear at any time. It is expected that the new exam will be announced within a few weeks. Duties and requirements for the new card punch exam are as follows:

Alphabetic Card-Punch Operator, $1,200

Under Card-Punch Operator, $1,300

Age limits: 11 to 35.

Alphabetic Card-Punch Operator: To operate an alphabetic card-punch machine. This is a machine used to record alphanumeric and numeric information by punching holes in cards in columns corresponding to the letters of the alphabet.

Alphabetic Card-Punch Operator: To operate a numerical card-punch machine. This machine is used to record alphabetic and alphanumeric information by punching holes in cards in columns corresponding to the digits of the number system.

Any person applying for this position must have had two months full-time experience, or three weeks intensive and systematic training in the operation of card-punch machines.

Requirements:

Applicants who have had more than two months' full-time experience, or three weeks intensive and systematic training, will be required to take a test of their typing and clerical abilities.

Alphabetic Card-Punch Operator: clerical test, 50.

Under Card-Punch Operator: clerical test, 100.

Numerical Card-Punch Operator: clerical test, 100.

The test is not altogether certain that the same requirements will be used for this position. The Leader will inform all those interested as soon as possible of any changes and requirements are made public.

NYC, State, U.S. Plan Joint Exams
Steno Test First

WASHINGTON — Preliminary discussions have been held between officials of the U.S. and New York and State Civil Service Commissions which may lead to the certification of eligibles from state and city registers to Federal jobs.

The Leader has learned that the possibility of holding joint Federal and city or state civil service examinations is under consideration. U. S. Civil Service Commission recently publicly announed that by the President's order an examination for certain positions will be held in the near future. The New York City Civil Service Commission is under- standing that this examination is to be held on April 15th. Officials of the New York City Civil Service Commission are understanding that the examination is to be held on April 15th. Officials of the New York City Civil Service Commission are understood to be pleased over the possibility of holding joint exams in cooperation with the Federal commission.

As explained by Washington officials, the plan would save considerable money by using only one set of examinations for all eligibles so that those who would be selected by them would be selected only once. The examination would be held on April 15th and the results would be released on April 20th.

The plan is to hold the examination at a central location in the city such as the Explorers' Club. The examination will consist of a written test and an oral interview. The oral interview will be held on the same day as the written test. The written test will consist of a multiple choice test and an essay test. The oral interview will consist of a series of questions related to the written test.

The results of the examination will be released on April 20th and those who pass the examination will be placed on a preliminary list of eligibles. Those who pass the examination will be notified by the Civil Service Commission.

Examinations Expected in Near Future

MOTOR VEHICLE LICENSE EXAMINER: 5,000.

MOTOR VEHICLE INSPECTOR (BUS): 100.

CARD-PUNCH OPERATORS: 300.

FINGERPRINT TECHNICIAN: 100.

The examination for this position will be held on April 15th. The examination will consist of a written test and an oral interview. The written test will consist of a multiple choice test and an essay test. The oral interview will consist of a series of questions related to the written test.

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CARD-PUNCH OPERATORS: 300.

FINGERPRINT TECHNICIAN: 100.
Laborers Needed; Apply Immediately

Age Limits 18 to 55; Job Pays Up to $1,320 a Year

A "short-order" examination for laborers has been set, the U.S. Civil Service Commission has announced, to fill the positions at the federal building, 641 Washington St., Manhattan.

The initial day of the examination will be Saturday, May 4, 1941, and the office will be open each week only for Sundays, beginning Monday, May 5, 1941, until the end of the examination period which will be the third Saturday, May 25, 1941.

The salary range for laborers is $1,000 to $1,320 a year, Age limits are 18 to 55 years, and applicants must be in good health.

Other important information about the laborers' general mechanical duties and earning requirements is as follows:

**Duties**

To perform general manual labor incident to cleaning buildings, offices, and workrooms; to assist firemen in smaller buildings in the care of heating plant and related equipment; to care for shrubbery and garden work if required; and to perform other manual labor as required.

**Requirements**

Applicants must show that they have completed at least four grades of schooling or have had at least six months' experience in manual labor above the grade of simple or unskilled labor, or in janitorial or cleaning duties.

You will not be required to report for a written examination. You will be rated on the extent of your education, and on the extent and quality of experience in relation to the duties of the position, and on your fitness for the job.

Remember, filing closes today, Tuesday, April 22.

Opportunity For General Mechanics

Are you handy with tools? Have you at least two years of general mechanical experience? Would you like to work for Uncle Sam? The U.S. Civil Service Commission is receiving applications for general mechanics at the federal building, 641 Washington St., New York City. The salary range is $1,320 to $1,320 a year, Maximum age, 50, Health, good. You can get an application blank at 641 Washington St., New York City. The announcement issued by the Commission states, "A general jobbing or all around maintenance mechanic is the type of employment desired for this position." The location is the New York area and the type of work is general maintenance and equipment repair. Applications will be filed until May 27, 1941. Those mailed in this week only will be accepted.

There will be no written test. You must sign and affix your application at the offices of the Municipal Civil Service Commission, 641 Washington St., New York City. Before a Monday, April 24, 1941.

Duties

The duties of the job are: "Under supervision of artisans to perform various kinds of tasks involving common or skilled maintenance work in the trade or skilled occupations; and to keep up-to-date with trade and general knowledge." Applicants must be in sound physical health capable of performing service duty. Vision must be at least 20/20 in the better eye, 20/20 in the other eye, 20/100 in the better eye, 20/100 in the other eye.

No written examination will be given for persons with general mechanical experience. Artisans will be interviewed and may be asked to give an aptitude test before being hired. A written test may also be given to those applicants who have been interviewed.

**Time Change On Radio Program**

Beginning Tuesday, April 22, 1941, the Municipal Civil Service Commission will broadcast a regular Tuesday program of the Municipal Civil Service Commission's Radio Program. The program will be heard on WHN, the New York City radio station, at 10:30 a.m. instead of 3:30 p.m. on Tuesday, April 22. The program will be listened to over WNYC, the New York City radio station, at 10:30 a.m. on Wednesday, April 23.

**KEEP YOUR HAIR**

**ELIMINATE DANDRUFF-BALDNESS AND ITCHY SCALP**

at only 10c a Dose

for Men and Women

Only 12c a Dose

for Infants

Call Dr.-foot for men and women.

For Infants, only 12c a Dose

Only 12c a Dose

a.

Free Consultations

Six days a week from 9 a.m. to 9:30 p.m.

Only 10c a Dose

Dr. foot

Hair Research Labs.

116 Fifth Ave.

Brooklyn, N. Y.

**FIREFIGHTER PATROLMAN $1 PER WEEK**

Includes complete mental and physical examination.

**STATIONARY ENGINEER**

All applicants must pass a written examination and appointment will be handled by the local office of the Civil Service Commission. To apply, see any Civil Service Commission office, in New York City.

**CIVIL SERVICE JOBS**

In the future, eligibilities on federal registers may experience certification and appointment within a reasonable time after application and examination. Last week the U.S. Civil Service Commission made definite plans for a complete, streamlined reorganization of its entire examination program. As soon as practicable the examining division will be enlarged to take over the examination and certification division. Each detail involved in application, examination, certification, and appointment will be handled by that one department. Besides eliminating waste steps, the departmental appointment officers will be freed of all correspondence. This will allow more time to devote to the examination work.
Civil Service Bills Still Await Lehman's O.K.

Governor Lehman has as yet steered clear of nearly all the Civil Service bills placed before him by the State Legislature. He has approved the Wicks bill extend­ ing service to submarine and the贝壳­ bill to the Yankees. The bills have been placed on the cards in the State Department of Insurance Department.

**Questions**

**(a)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until June 28. The lists include all those getting 70 per cent or more.

**(b)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until June 25.

**(c)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until July 1.

**(d)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until June 30.

**(e)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**(f)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until June 25.

**(g)** The list filed with the Governor of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

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**Exit Exam**

The last day to register for the upcoming test was May 21. The test will be held on June 25. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**Open Competitive**

The last day to register for the upcoming test was May 22. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**Latest Permanent Appointments**

The last day to register for the upcoming test was May 23. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**January Half Exam**

The last day to register for the upcoming test was May 24. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**May Exam**

The last day to register for the upcoming test was May 25. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**June Exam**

The last day to register for the upcoming test was May 26. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**July Exam**

The last day to register for the upcoming test was May 27. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**August Exam**

The last day to register for the upcoming test was May 28. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**September Exam**

The last day to register for the upcoming test was May 29. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**October Exam**

The last day to register for the upcoming test was May 30. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**November Exam**

The last day to register for the upcoming test was May 31. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**December Exam**

The last day to register for the upcoming test was June 1. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**January Exam**

The last day to register for the upcoming test was June 2. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**February Exam**

The last day to register for the upcoming test was June 3. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**March Exam**

The last day to register for the upcoming test was June 4. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.

**April Exam**

The last day to register for the upcoming test was June 5. The list of names of veterans or their widows in veteran relief bureaus to stay on until June 20.
This week, postal men are talking about longevity. The Big House of Representatives (as other postal officers affectionately refer to their over-70 years) is back in session. The subject: "The Full Life Bill." It was introduced by Rep. James M. Thompson (D-Ill.). The bill seeks to provide a pension of $1,200 a year to all employees who have completed 30 years of service after he was receiving when he became disabled.

The New York Post Office Symphony Orchestra is preparing an outstanding program for its opening concert at Jullia High School, 56th St. and 2nd Ave. Free refreshments. The program will begin with the date of appointment, not the date of initial employment. The Court ruled that the determination as to whether a "veteran" was eligible to receive the benefits of the law was a matter that deserves your careful attention. An article explaining the court's ruling in the "Veteran's Case" is now available in the New York Post Office Information Office.

The latter course is advocated by a group known as the Active Nude. It seems that in a majority of the cases, the employees have been mustered out of the federal service, however, the rule appears to have been written in haste and at odds with the laws of 1940 (relating to temporary appointments). An employee with the consent and approval of the municipal commission will become available. In the last 30 years many temporary appointments for longer than one month and not over six months were made. In the case of the long-term temporary appointments the position will actually continue beyond six months, or there is no substantial evidence as to the time that the position will become available. In the case of the short-term temporary appointments, the employee may be required to fill the position, or the time长短不一 to the permanent place. The employee is permitted to use his total deductions of the 30 years toward retirement and similar matters during his time in the Post Office. If an employee has 30 years of service and if during this period of time he becomes too disabled to work he may retire on disability. He then has a right to "try" out the government as an employee before becoming eligible for retirement. All employees pay 3\% of their salary towards their retirement. The mandatory retirement age for supervisors is 70 years. A clerk, messenger, or the like, must retire at the age of 65. Any supervisor who has at least 30 years of service may retire at age 60. All employees are entitled to first-class accommodations on the steamships to which they are bound by the result. Present status of the negotiations: Nothing definite. The publicity campaign of postal employees may be extended as a waitress, or any other position that is not of the same grade, it will be considered by the Municipal Commission in order of those willing to accept the temporary appointment. The temporary appointments are not accorded the privileges or rights generally available to permanent appointments. They are not entitled to leave on the retirement list or the retirement system and do not become members of the retirement system until they have completed a permanent appointment. Incidentally it is important that the names of all employees be recorded as permanent members of the retirement system. The Clerks submitted to the Unipoc's a detailed memo on the question of whether the employees are accorded certain veterans preferences in the service examinations. National Guard "Mailman" E. F.—The fact that you, a national guard, ministerial or departmental heads, are preventing the duties of a "mailman" from being performed by a "veteran," does not give you the right to appoint as a postal clerk for a "veteran". The Department after you are mustered out of the active service, shall not be eligible for appointment unless you have been mustered out of the active service, that is, have completed a permanent appointment in the Post Office. He cannot withdraw that money. Every penny he contributes voluntarily is put into an account which is credited to his account. The government allows 30 cents a day for every year of service. So if you have 30 years of service, that means you have $1,050 a year. This sum is added to your retirement account every year. Hence the 30-year rule is interpreted as "the first 30 years of service," not as "the first 30 years of employment." The purpose of this change in the law was to prevent an employee from using his total deductions of the 30 years toward retirement and similar matters during his time in the Post Office. The mandatory retirement age for supervisors is 70 years. A clerk, messenger, or the like, must retire at the age of 65. Any supervisor who has at least 30 years of service may retire at age 60. All employees are entitled to first-class accommodations on the steamships to which they are bound by the result. Present status of the negotiations: Nothing definite. The publicity campaign of postal employees may be extended as a waitress, or any other position that is not of the same grade, it will be considered by the Municipal Commission in order of those willing to accept the temporary appointment. The temporary appointments are not accorded the privileges or rights generally available to permanent appointments. They are not entitled to leave on the retirement list or the retirement system and do not become members of the retirement system until they have completed a permanent appointment. Incidentally it is important that the names of all employees be recorded as permanent members of the retirement system. The Clerks submitted to the Unipoc's a detailed memo on the question of whether the employees are accorded certain veterans preferences in the service examinations.

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Postal Workers Deserve Support

THIS week postal workers are converging in Washington from throughout the United States. They are there for a single purpose—to protect their living standards in the face of rising cost of living.

The facts are simple. (1) Postal employees have had no salary increase since 1939. (2) The increase they're asking is only $1.90 a week after ten years of service, and an additional $1.50 a week each succeeding five-year period.

It is common to say that public employees are not exactly high paid. If this is true, it is because the average wage earner or clerk is comparatively few, and for most men and women these become dead-end jobs.

The program of the postal workers is embodied in a movement called the Elderly Bill, known as the longevity bill. A House Committee is to hear the assembled postal workers this week on the longevity bill. It is understood that the balance of the bill's chances is precarious. No one can say whether it will pass or whether it will fail. That's why the postal workers should have the fullest support, especially of other Civil Service employees.

Congressman George O'Brien, of Michigan, stated the case for the postal workers aptly when he said: "It is a commonly accepted principle that for faithful and conscientious performance of duties in any line of endeavor there should be commensurate remuneration, and that remuneration should be increased in the degree in which the value of the employee's services increases. This is an accepted idea in private industry and in many government departments. Most of those who make the government service their life work and who are men of integrity and older persons, and even those who may have or will have a home with a family. As the family grows the longevity pay will provide gradual increases in wages in accord with the increase in the size of the family. No matter how efficient a postal worker may be, he knows that in the first five years of service he has reached a peak in salary. This is an unnatural situation. Certainly it is not conducive to the well-being of any individual for him to realize after working for five years that he has already accomplished all he can reasonably expect to accomplish in his lifetime so far as salary is concerned."

These points are properly taken. Let's hope that Congressman O'Brien's statement of the importance of postal employees to the nation—sufficiently to grant them the small yearly increase he is seeking—will be taken to heart.

And to make sure, all Civil Service employees should get behind the postal workers for the big push.

A Petition to the Mayor

On the 11-Squad Chart for Cabs

Dear Mr. Mayor: As a member of New York City's Police Force, I feel that the 11-squad chart, which would give us a 48-hour swing each week, would serve to increase the efficiency and efficiency of the men. I urge that you, as Chief Executive of the city, give the petition the serious consideration it may gain the decent working hours which it provides.

Name: [Name]

Address: [Address]

Sirs: Why doesn't The Leader really do something about the lack of information coming from the United States Civil Service Commission? Once a fellow takes a federal exam, he expects to hear about the results. There is often a three- or four-week waiting period before any news is heard. However, the decision is made. The time, money and effort that went into the exam is all for naught if the fellow doesn't hear about it. Isn't this discrimination? Aren't the civil service employees, who work in the best interest of the nation, being treated unfairly? It is a great hardship to have to rely on what little news comes your way. It is under the circumstances of information coming from the Civil Service that is the worst.

Sirs: Have you ever heard of thedothunderbolt? It is a law that a man worked nine hours a day for forty years at $2 and a half a week. It took the courts to break down once the public seemed to realize there was a problem. Likewise, this country has 123,000,000 rats. The city and state commissions, no matter how rushed, give candidates only as much information coming from the Civil Service as they feel that information today flows more rapidly than it used to.

Sirs: We understand that the budget of The Leader is too small and that they have to cut down on the help. Nevertheless, it is a fact that the content which appears in The Leader is of prime interest to Civil Service employees and applicants. We ask that you consider the help of a notary service on Civil Service clerical work.

Address: Mr. J. R., in care of The Leader, 97 Duane Street, New York City.

War Department expects to fire 27,000 army employees. It may mean a revolution in the job market for those who get all their experience in the service.

An exclusive LEADER feature—

CIVIL SERVICE IN WAR-TORN ENGLAND

J. Reagan McCrory, chief editorial writer of the New York Daily Mirror, has just returned from England. Before he left, Seward Brisbane, editor of The Leader, asked Mr. McCrory to interview the chief of civil service employees and officials in Britain. What has happened to Civil Service in war-torn England? Has the merit system stood up or broken down? How have government employees—both in government employment and in private employers—what has happened to their jobs when bombs are creating havoc? How are Civil Service employees performing their jobs of running the government? Mr. McCrory spoke to Civil Service workers—and into their homes, their shops, their offices; he studied the new conditions. And he has an exclusive story, soon to appear in THE LEADER, an exciting, vital contribution—important to every Civil Service employee and official.
Police Calls

POLICE CALLS

By HENRY TRAVERS

The American Public Welfare Association this week distributed two Study Books.

"The basic philosophy governing this country needs is not a capsule statement of his..."

CIVIL SERVICE LEADER

P.S. The New York Post is quoted as saying: "The men have gone out into the streets, saying that there is no more work and that they want to be put out of offices."
Teachers News

Review of the Week

An impressive array of officers and students at the annual commencement of Townsend Harris High School took place on April 16. Among the officers in attendance were former State Senator Albert D. Walden, Mr. John W. Tilden, Mr. W. Douglass, Mr. Mark Starr, vice-president, and Mr. James Lingan, president. The Board of Education of New York City, under the direction of Mrs. George J. Metcalfe, met in camera to consider the report of the Board of Education of New York City, and adopted the report submitted by the Board. The Board of Education of New York City also adopted a schedule of the classes to be held in the following week.

High School principal, spoke extensively about the activities of the school. It contains a list of 350 students who have been accepted into the school. The list includes all students who have applied for admission.

New Eligibles

The Board of Education approved the following list of new eligibles for the fiscal year 1941-1942:

2. Edward Morgan, Brooklyn
3. Theodore James, Brooklyn
4. Albert M. Silverman, Brooklyn
5. James P. O'Neill, Brooklyn
7. Edward Morgan, Brooklyn
8. Theodore James, Brooklyn
9. Albert M. Silverman, Brooklyn
10. James P. O'Neill, Brooklyn

Small Towns

A small town, known for its excellent schools, is planning to eliminate the practice of Teachers' Institutes, which was previously practiced. The town, known for its strong educational tradition, has made the decision to focus on high-quality education instead of hosting institutes.

Test for Teacher

Of Home Economics

A new examination for home economics teachers was announced by the Board of Education of New York City. The examination will consist of a written test and a practical test. The written test will cover the following topics:

1. Nutrition
2. Home management
3. Child care
4. Clothing and textiles
5. Foods and nutrition

The practical test will consist of a demonstration of the teacher's ability to plan and execute a lesson plan. The lesson plan will cover a topic of the teacher's choice and will be judged by a panel of experts.

Park Topics

Richmond Park

Employees to Dine

The 87th annual dinner and dance of the Richmond Club of the Greater New York City area will be held Saturday, April 28, at the Park Avenue Hotel, 444 Park Avenue, New York City. The dinner will be followed by a dance at the Hotel Astor, 321 West 42nd Street, New York City. The event is open to the public.

Park Employees

Elect Officers

At the March meeting of the Garden Club of New York City, a new set of officers was elected. The new officers include President, Miss E. M. Jenkins; Vice-President, Miss H. Jenkins; Secretary, Miss G. Kains; Treasurer, Miss S. B. C. Snook, and Financial Secretary, Mr. A. G. F. Rockwell.

Promotion to Gardener

Study Series No. 20

The following is a continuation of the previous series of readings on study preparation:

Principles and Practice of Teaching

By E. B. Mehan

Discussed throughout the importance of each measure.

235. Chorus is (a) singing (b) the grubs of beets (c) a plant disease (d) green coloring matter in soil

236. The horticultural term "pop" refers to (a) a vegetable (b) a fruit (c) a root (d) a flower

237. Muscaria is (a) grape hyacinth (b) daffodil (c) daffodil (d) purple smoke

238. Tenacity statement, with reference to pathways is (a) that it leaves a ground cover plant (b) it easy for plants to grow through (c) that it destroys profit

239. Delehanty's is turning out Air Force uniforms

240. N. Y. U. has opened a course for students in the subjects indicated:

Auto Mechanics: John J. Rohan, Brooklyn
Trade Dress: Yolanda Perri, Brooklyn

Park Supervisors to Hold Annual Dance

The annual entertainment and dance for the Park Supervisors Employee Association will be held on Friday, April 28, at the Hotel Astor, 321 West 42nd Street, New York City. The dance will feature entertainment and hospitality. Subscriptions are $3 for gentlemen and $2 for ladies.

Odds 'n' Ends

Scenes on the 20th anniversary of the Manhattan Park Association will be held on Sunday, April 29, at the Hotel Astor, 321 West 42nd Street, New York City.

All eligibles who have been accepted in the following week's edition of the park employees will be on hand to welcome the guests.

Climbers, Pruners Eligible

The Climbers and Pruners Eligible Association will hold its next meeting on Monday, April 30, at the Garden Club of New York City, 5th Avenue and 82nd Street, New York City. The meeting will feature a discussion on the care and maintenance of trees.

Study Corner

N. Y. U. has opened a course for Junior Accountant by Frank A. Dunn.

American Public Work, Analysis, Street Cleaning Practice

An interesting budget seminar has been released by Charles R. Magrath, Municipal, and P. R. Reading. Those interested in attending the seminar should contact the Manhatta, 5th Avenue and 82nd Street, New York City.

May, at 8:30 p.m., at the City Club, 3rd Avenue and 42nd Street, New York City.
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New State Eligible Lists

U. S. Tests

How to Apply for a Test

For City Jobs Obtain applications at 50 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau, 505 Whitehall Street, New York City, (9 a.m. to 4 p.m.). For State Jobs a self-addressed 8-inch stamped envelope (4 cents for Manhattan and elsewhere) must be enclosed with the application. For City Jobs: Obtain applications at 96 Duane Street, New York City. For State Jobs: Obtain applications at 80 Centre Street, New York City. For applications which are not filled within six months of receipt, the Commission may order them returned to the applicant. In a column for any of the required experience, the applicant must have at least the number of years or months of experience specified.

Applicants should review the type of employee desired by the Commission for this position. Applications must be filed by the applicants and not by their employers or subordinates. The information on the application must be verified as of the date of application, and the applicant should ensure that all required supporting evidence is submitted with the application.

Automotive Spare Parts Expert

Salary: $125.00, Office of the Quarantine, State Department of Health.

(Continued on Page 15)
Uncle Sam Calls for General Mechanics

(Continued from Page 15)

Student Assistant...$2.00

STUDY BOOK

See CD—Get the Best
Mail Orders

9 DUANE STREET, NEW YORK CITY

CIVIL SERVICE LEADER

Tuesday, April 22, 1936

Facts Sixteen

If you want a Government job... Build yours own career with your brains. For study

MATERIAL VISIT THE LEADER BOOKSHOP

GENERAL PREPARATION

Packing Mental Tests for Civil Service Exams. 85¢

Everyday Law, 80¢

General Federal Test Guide—Practice tests 50¢

Civil Service Handbook—1,000 Civil Service questions 1.50

Outline Chart of Municipal Government


Your Chances for Appointment

The latest certifications of the Municipal Civil Service Commission are given below. A material change in the "latest number" certificate indicates that certification has been made during the past week. The letters P and T stand for "permanently" and "temporarily." The approximate number of applicants for a position is indicated by the symbol *.

Readers should remember that certification does not necessarily mean appointment, as the names are certified to the department for examination. Anyone with a question on a certification should write to the Information Bureau, Municipal Civil Service Commission, 200 Broadway, New York City, or call 3-9888.

### Categories of Certification

- **Manual Labor**: All types of labor and laborers are certified for positions requiring manual labor.
- **Office Labor**: Office workers and clerks are certified for positions requiring office work.
- **Light and Heavy Labor**: Workers in industries requiring light and heavy labor are certified for appropriate positions.
- **Specialized Labor**: Skilled workers in specialized trades are certified for positions requiring their skills.

### Example Certification

- **November 1, 1942**
- **47th Avenue and Broadway**, 5th Street
- **City of New York**
- **5th Street and Broadway**, 131st Street
- **City of New York**

### Certification Details

- **Department**: Public Works
- **Position**: Secretary
- **Salary**: $1,500 to $1,700
- **Latest Number**: 47
- **Approximate Number**: 3

**Note:** Certification is subject to change without notice, and applications must meet the age limits and other requirements listed. The Civil Service Commission's address is 200 Broadway, New York City, or call 3-9888.

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**Follow the Leader**

Bargain Buys for Leader Readers

![Advertisement](image-url)
OPEN COMPETITIVE TESTS

All specialties completed with the following exceptions:
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Prison Guard Test

Physical Exam Begins Next Week

One thousand top eligibles on the coming Prison Guard list were notified this week to prepare themselves for the physical examinations. The exams determine if the candidates meet the physical requirements set forth in the original announcements, and if they are in tip-top shape to meet the arduous duties of the job.

First of the exams are scheduled State Promotion Tests

The State Civil Service Commission opened filing week for the following positions:

Assistant Construction Foreman Service B-9, Grade 9, Construction Department. (Usual salary $2,100-$2,600; appointment expected at minimum but may be made at least.) Fee, $2. File by May 2.

Principal Supervisor of Vocational Rehabilitation, Bureau of Rehabilitation, Education Department. (Usual salary range $4,000-$5,500; appointment expected at minimum but may be made at least.) Fee, $4. File by May 2.

Typhoid-Clerk, Department of Public Welfare, Albany County. (Usual salary range $900-$1,200; appointment expected at $1,300.) Fee, $4. File by April 26.

Assistant Bookkeeper, Erie County Treasurer's Office. (Usual salary range $800-$900; appointment expected at $1,300.) Fee, $1. File by April 26.

Assistant Credit Clerk, Suffolk County Treasurer's Office. (Usual salary range $1,200-$1,400; appointment expected at $1,400.) Fee, $2. File by May 2.

For full list of details see your local Civil Service Leader.

On the Three

Twelve Troupes and, of course, the Roxy Orchestra.

On the Stage

Thank the weather for the stage news this week. For we've been

Pulaski Park, Los and Simple 

The Roxy is offering a great show, calling which is in many ways a poor substitute for night life. These

Mr. and Mrs. Gargantua the Great

The big Roxy-Ringling Bros. and Barnum & Bailey's ace

The big Roxy production is "Old King Cole and Mother Goose," created, designed and starred by the famous ringmaster, beloved throughout the world, Alonzo, the DeCicco from South America, and the "bigger and better" plans for

Bet You Can't Do This

If you could, you'd be under the Big Top, like Hubert Carlen, Norman and Bailey's ace Wire-Walker, who performs daily at Madison Sq. Garden.

I GUARANTEE

Every person who reads this advertisement... (address for delivery of weekly paid advertisement).

There is no costing or selling to do. This is another one of those trade papers where you pay nothing for space.

PREMIUM CO., Inc., 103 E. Monroe St., N. Y. C.

Classified Advertisements -

Rates: 5 dollars per word. C.O.D. must be submitted in advance on first advertising location.

HELP WANTED

EIGHTY-FIVE DENTISTS

EARN WHILE YOU WAIT!!

This message is directed to those willed dentists (or anyone who may be interested in becoming dentists) who may be planning a career as dentists---in order to stimulate interest in entering the profession, and to give the young man or woman who may be considering dentistry an opportunity to learn about the profession.

We have always considered the profession of dentistry to be a very promising one, and have been able to provide an excellent service to the public.

To: All members of the American Dental Association.

New York City.

We are enclosing a copy of this message with our request that you pass it on to any person who may be interested in entering the profession.

The American Dental Association.

We are enclosing a copy of this message with our request that you pass it on to any person who may be interested in entering the profession.

Thank you.

Yours sincerely,

The American Dental Association.

ENJOY GIVING TODAY'S DENTAL IMPROVEMENT

FALLING IN LINE

For People on Their Feet!

Don't let the kind of opportunity that remains to be filled be a lost opportunity. A job in the dental profession can be very satisfying and profitable for the right person.

We have many openings in different parts of the country for people who want to be dentists.

For full list of details see your local Civil Service Leader.

STAMPS

NEW ISSUE APPROVAL. Our Federal government is now issuing a new issue of stamps. The stamps are of various denominations, each with a different design. The stamps are

1941 STAMPS, 80c. 6c. 3c. 1c.

ONE STAMP, 2c.

For full list of details see your local Civil Service Leader.

TRANSFER

KENTUCKY Messenger in Albany degree

For full list of details see your local Civil Service Leader.

CIVIL SERVICE GAMES

COMMUNITY Opticians

For full list of details see your local Civil Service Leader.

PAY $50 WEEKLY

Home of Eye Glass Happiness

For full list of details see your local Civil Service Leader.

COMMUNITY Opticians

For full list of details see your local Civil Service Leader.

Home of Eye Glass Happiness

For full list of details see your local Civil Service Leader.

COMMUNITY Opticians

For full list of details see your local Civil Service Leader.

Home of Eye Glass Happiness

For full list of details see your local Civil Service Leader.
Police, Fire Lists Become More Active

There was renewed activity this week in the New York City police and fire eligible lists. They were certified to 61,125 jobs in the city transit system. The police list will go on the radio twice on Tuesday, April 22, and once more at 4 p.m., over WNYC. Speakers will be Abe and the lords waited until mid-April for the last word on both the New York City and New York State lists, which will go on the radio twice on Tuesday, April 22, and once, at 4 p.m., over WNYC. Special credit will be given for certain relevant courses such as sales management, communication duties, filing, and announcing visitors to the school. The NEW YORK BUSINESS SCHOOL requires that every graduate answers questions which the prospective employer would ask them and then how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our placement department has adjusted its directive to the shortage of men was "acute" and the effect of this was em­ ployed in June for the shortage of men. A general meeting of the Sanita­ tion Department of the Board of Estimate will be held to discuss the shortage of men. A general meeting of the Sanita­ tion Department of the Board of Estimate was held to discuss the shortage of men.

Firemen Test Awaiting OK

Budget Director Kenneth Dayton has asked the city to agree on the competitive test for fire­ men. But early this week it ap­ peared that no agreement could be reached. A group of fire­ men, including fire­ men in the Municipal Civil Service, demonstrated in front of the civil service com­ mission on April 4. The protest was not successful, and the city's stance on the issue remains unchanged. The city has said that it will take no action until the civil service commission has made a decision.

On Radio

The Salvation Army, via the radio, will broadcast their message to a radio audience of 60,000 over WNYC. Speakers will be Abe and the lords waited until mid-April for the last word on both the New York City and New York State lists, which will go on the radio twice on Tuesday, April 22, and once, at 4 p.m., over WNYC. Special credit will be given for certain relevant courses such as sales management, communication duties, filing, and announcing visitors to the school. The NEW YORK BUSINESS SCHOOL requires that every graduate answers questions which the prospective employer would ask them and then how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our placement department has adjusted its directive to the shortage of men was "acute" and the effect of this was em­ ployed in June for the shortage of men. A general meeting of the Sanita­ tion Department of the Board of Estimate was held to discuss the shortage of men. A general meeting of the Sanita­ tion Department of the Board of Estimate was held to discuss the shortage of men.

WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed graduates in their school in every state. They have one of the finest schools for secretaries and need more girls for this training to supply the demand for secretaries.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direc­ tion to the realities of a secretary's position in the business office of today. You must realize that every one of five men who applied for a position in some sort of secretarial work, only one will ever obtain a position in an office. WE HAVE PLACED EVERY GRADUATE."

He asked, "Is competition so fierce?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true." The New York Business School trains girls each year and obtains good positions for all of those who finish the course.

"How do you do it?" he asked.

Here is the substance of what I answered:

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what the employer requires. To obtain and train a girl in the secretarial position today the girl must meet certain requirements.

The NEW YORK BUSINESS SCHOOL CHOOS ES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are normally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, completely transcribe an entire short novel of a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never de­ velop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before she is placed, take an Intelligence Test. When she is not likely to develop sufficient secretarial capacity. If the test reveals that she is not, this school advises her to take some other type of work. Only, if she has a particular aptitude for shorthand and typewriting, can she be accepted as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be perso­ nally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl. The school cannot place its graduates in any secretarial position in the New York City directory, and the school cannot place its graduates in any secretarial position in the New York City directory. The school cannot place its graduates in any secretarial position in the New York City directory.

Because our girls are superior to start with, we are able to prepare them for a relatively short time to become another secretarial position with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself enough to obtain a good secretarial position. We cannot place our girls, however, ever attractive, unless we give them special training. Most secretarial schools fail chiefly into one of two groups: Schools which teach girls just shorthand and typewriting, and schools in which addition to these stenographic subjects also teach other subjects like commercial law, economics, etc. The really well­ paid secretary spends an average of less than three-fourths of the day in shorthand and typewriting. At the end of the day, she performs other duties which qualify her for a secretarial position. This is obtained by the NEW YORK BUSINESS SCHOOL students through their training in our general offices and secretarial courses they have obtained. We have an available amount of time in this diet. These offices consist of mailers, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices the secretary has to handle the telephone and switchboards when the regular operator goes out to lunch. We tell them that our graduates become proficient in this particular branch of work. Many job seekers do not know how to operate the switchboards and are taught to do it which is largely performed by the machines. A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. This will not necessarily make our graduates proficient, but by taking courses of the correct type, a secretary will be well qualified to use these machines and supervise part of their work when they go to positions.

GETTING A JOB—SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has the experience of teaching thousands of students by training them in our general offices and secretarial courses they have obtained. We have an available amount of time in this diet. These offices consist of mailers, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

As stated above, our graduates spend from two to four weeks in their offices preparing themselves for general office training. The school informs the employer that she is worth what we say she is worth.

We have obtained and established favorable relations with all the best business houses in the city and place them on a metropolitan section. Most all of our students are placed within radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls, they know as much as the experienced girl he can engage for a salary of six to seven dollars less. And it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is.

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