Want To Be An Apprentice?

Applications Ready Next Week

RAMSPECK ACT IN OPERATION

GETTING A FEDERAL TRANSFER

How to Pass a Civil Service Test

PATROLMAN TEST DELAYED
The Responsibility of Being Boss

By ROY F. HENDRICKSON
Administrator of Surplus Marketing Administration
Formerly Director of Personnel,
Department of Agriculture

An instructive article for every supervisor and administrator in civil service, based on the first-hand experience of a man who knows how to be boss.

Whenever two government employees meet for the first time it is a safe bet that one of the very first questions they will ask each other is: "How's your boss?" By the way the people you supervise answer that question, to a large extent, measure your success or failure.

The answer may be an enthusiastic "Life's swell!" If this is the answer you may find yourself both skillful and lucky. For such a reply reflects an attitude that will make your superiors cheerfully look down on you pleasantly and at a top speed.

Or, you may quite naturally receive a committal "Oh, all right." Not so good. For, if such an attitude is considered a norm, you will find that your office turns out just enough work to get by and that the atmosphere is one of constraint.

Another answer may be in Anglo-Saxon words of a few syllables that finish sharply. "The boss who is thus graphically characterized by his worker is both hospital and censor. For his work will be marred by constant bickering and muttering. People will be doing their work but 'get away with something,' and in most cases his boss will turn out the lowest minimum of work altogether.

What do your workers say about you? Don't be too handy in putting yourself on the box. Almost every boss feels that his own method of doing things is superior. Unluckily, however, this business of doing and boss is something difficult for the offender to defend in himself. And even his best friends won't tell him.

One way you can really find out how you and your aides are doing is to make a p r e t y introspective self-analysis. Here a man can do his job and "get away with something." And in most cases his boss will turn out the lowest minimum of work altogether.

Stenos, Typists Wanted

By FBI in Washington

"World conditions, as developing each day, will govern the number of appointments and the eligibility of those being appointed to posts as Under Clerks, Typists and Stenographers in the FBI," according to a statement made to The Leader by an FBI official, in the New York office of the Federal Bureau of Investigation.

This comment was volunteered following inquiries as to how many applications had been received from qualified individuals for the position of Under Clerkship, which has been in operation since July 1941. The FBI attaches added that the number of applications has been so large that it is necessary to forward to those who aren't permitted to entice beyond the edge of the job's door. The boss who tells a "why" whenever possible will make the man feel like a "we" man, who knows where his work fits into the larger picture of the FBI. All positions are located in Washington, D.C. and applicants must be American citizens. In any case, you aren't permitted to entice beyond the edge of his door. The boss who tells a "why" whenever possible will make the man feel like a "we" man, who knows where his work fits into the larger picture of the FBI. All positions are located in Washington, D.C. and applicants must be American citizens.

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Pictur e s que Jobs of Women in Defense

By LEON C. FOSTER MCALPIN
U. S. Civil Service Commissioner

The new defense industries are making big demands on women workers. Many of the agencies have recently been besieged by thousands of applications from women seeking employment. In one day of December, there were 50,000 applications for work in the War Department alone. The women's work in the defense industries is being organized in a number of ways. Among the most important are the following:

1. Women Are Employed by the War Department
   - In the War Department, women are employed in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Adjutant General, the Office of the Quartermaster General, and the Office of the Surgeon General.

2. Women Are Employed by the Navy Department
   - Women are employed in the Navy Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of the Navy, the Office of the Chief of Naval Operations, and the Office of the Commander in Chief.

3. Women Are Employed by the Army Department
   - Women are employed in the Army Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of War, the Office of the Chief of Staff, and the Office of the Adjutant General.

4. Women Are Employed by the Treasury Department
   - Women are employed in the Treasury Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of the Treasury, the Office of the Commissioner of Internal Revenue, and the Office of the Chief of Staff.

5. Women Are Employed by the Agriculture Department
   - Women are employed in the Agriculture Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of Agriculture, the Office of the Commissioner of Agriculture, and the Office of the Chief of Staff.

6. Women Are Employed by the Commerce Department
   - Women are employed in the Commerce Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of Commerce, the Office of the Commissioner of Commerce, and the Office of the Chief of Staff.

7. Women Are Employed by the Labor Department
   - Women are employed in the Labor Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of Labor, the Office of the Commissioner of Labor, and the Office of the Chief of Staff.

8. Women Are Employed by the Interior Department
   - Women are employed in the Interior Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Secretary of the Interior, the Office of the Commissioner of the Interior, and the Office of the Chief of Staff.

9. Women Are Employed by the Justice Department
   - Women are employed in the Justice Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
   - Women are employed in the Office of the Attorney General, the Office of the Commissioner of Justice, and the Office of the Chief of Staff.

10. Women Are Employed by the State Department
    - Women are employed in the State Department in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Secretary of State, the Office of the Commissioner of State, and the Office of the Chief of Staff.

11. Women Are Employed by the War Industries Board
    - Women are employed in the War Industries Board in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Chairman, the Office of the Commissioner of War Industries, and the Office of the Chief of Staff.

12. Women Are Employed by the Office of Price Administration
    - Women are employed in the Office of Price Administration in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Administrator, the Office of the Commissioner of Price Administration, and the Office of the Chief of Staff.

13. Women Are Employed by the Office of the Coordinator of Inter-American Affairs
    - Women are employed in the Office of the Coordinator of Inter-American Affairs in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Coordinator, the Office of the Commissioner of Inter-American Affairs, and the Office of the Chief of Staff.

14. Women Are Employed by the Office of the Coordinator of Information
    - Women are employed in the Office of the Coordinator of Information in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Coordinator, the Office of the Commissioner of Information, and the Office of the Chief of Staff.

15. Women Are Employed by the Office of War Information
    - Women are employed in the Office of War Information in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Director, the Office of the Commissioner of War Information, and the Office of the Chief of Staff.

16. Women Are Employed by the Office of Education
    - Women are employed in the Office of Education in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Commissioner of Education, the Office of the Commissioner of Higher Education, and the Office of the Chief of Staff.

17. Women Are Employed by the Office of Price Stabilization
    - Women are employed in the Office of Price Stabilization in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Commissioner of Price Stabilization, the Office of the Commissioner of Stabilization, and the Office of the Chief of Staff.

18. Women Are Employed by the Office of Price Administration
    - Women are employed in the Office of Price Administration in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Commissioner of Price Administration, the Office of the Commissioner of Stabilization, and the Office of the Chief of Staff.

19. Women Are Employed by the Office of the Coordinator of Inter-American Affairs
    - Women are employed in the Office of the Coordinator of Inter-American Affairs in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Coordinator, the Office of the Commissioner of Inter-American Affairs, and the Office of the Chief of Staff.

20. Women Are Employed by the Office of the Coordinator of Information
    - Women are employed in the Office of the Coordinator of Information in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Coordinator, the Office of the Commissioner of Information, and the Office of the Chief of Staff.

21. Women Are Employed by the Office of War Information
    - Women are employed in the Office of War Information in a variety of positions, including clerical work, stenography, and secretarial duties. They are also employed as inspectors and auditors in various agencies.
    - Women are employed in the Office of the Director, the Office of the Commissioner of War Information, and the Office of the Chief of Staff.
The city's Park Department is understaffed, and its hard-working employees are underpaid. The report is entitled "8 Years of Close Clsoes to 8,000 Acres of Land Added to the Park Department Budget." The report also mentions that there is a shortage of maintenance employees because the city's part into the pension fund is only 10 percent of the employee's wages.

The asphalt workers who make a living at the Hod Carriers' Union are meeting on Friday in the Bronx Courthouse to discuss the city's part into the pension fund.

The test itself, according to the Comptroller's plan, would militate against reemployment elsewhere, with a result that thousands of laborers in various fields of work, remarking: "There is no such thing as a good test." The test is open only to employees who are eligible for the test and who have been certified to the test.

The test is open only to employees in the cities of hospital judges and hospital attendants. The test is open to employees in the city service commission.

The test is open to employees in the civil service commission.

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Commission Orders
29 New Examinations

Vets to Leave Welfare Dept.; Eligibles Certified to Jobs

One hundred and twelve veterans relief investigations in the Welfare Department, at the end of their work, were certified to the Board of Estimates as entitled to the compensation of the Board of Appeals decision last year, have received a brief reprieve through the combined efforts of the Welfare Department and the Municipal Civil Service Department.

Although the veterans would normally have had their appeals allowed by the Board of Estimates, it continued:

"Neither determination on the question of whether or not the Appeals imputes any right of a person employed by the Municipal Civil Service or to determine the basis on which a person may be determined by the Municipal Civil Service Commission to be entitled to the compensation has been made by the Board of Estimates, which has been ordered by the Board of Appeals in the case." If the Board of Estimates is held to determine the basis on which a person may be determined by the Municipal Civil Service Commission to be entitled to the compensation, it is said, however, that the determination is not made as a basis for the compensation, but as a basis for the compensation, but as a basis for the determination of the appeal to the Board of Appeals.

The Board of Estimates, however, has been held to determine the basis on which a person may be determined by the Municipal Civil Service Commission to be entitled to the compensation, but as a basis for the determination of the appeal to the Board of Appeals.

Another test for Numeric Card Punch Operator is expected within the next few months. Our operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, met in the exam inations. These operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, met in the examinations.

The Civil Service Commission has certified 100 eligibles on the Social Investigation list at $1,750. Highest eligible on the certification number 900.

The decision of the Court of Appeals in the case of Ross vs. the City of New York, which had been ordered for as long as the Court of Appeals has been able to do so, continues to be entitled to the compensation of the Board of Appeals decision last year, has received a brief reprieve through the combined efforts of the Welfare Department and the Municipal Civil Service Department.

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Mayors in Vet's Corner
For several years now the battle to get veterans' wages, with Mayor Lindsay very much in the forefront, has been going on. At one time, when the mayor was in the thick of it, one of the mayor's aids, leaning upon the Board of Estimate and Appeal, was to come and take the title of the job to veteran relief investigator.

In addition to the recent very good certification, 63 names on the next list of eligibles are scheduled to replace 20 veterans employed at salaries of $1,200 per year. At the same time the Civil Service Commission decided to certify the list indefinitely. Six names or the next list of eligibles are scheduled to replace 28 veterans employed at salaries of $1,600 per year in the college as laboratory assistant in speech.

PATROLMAN PREPARATION

Applications for Patrolmen open in January. The examination will be held early in 1942. Five more rounds of physical condition or education can be passed either the physical or mental test with a high percentage without specialized training. During the last twenty-five years the Board of Estimate and Appeal has been called to examine our physician without cost, attend a mental class and take a physical examination. The training of our physical training are the 15 laps to a mile track on the roof of our gymnasium, the agility test and the condition machines.

MOTOR VEHICLE LICENSE EXAMINER

Entrance salary $1,200 per annum. Automatic increases until $2,800 is attained at the end of five years. This is a very good job, and the Board of Estimate and Appeal is invited to call and by examination our physician without cost, attend a mental class and take a physical examination. The training of our physical training are the 15 laps to a mile track on the roof of our gymnasium, the agility test and the condition machines.

MOTOR VEHICLE INSPECTOR (Bus)

Entrance Salary $2,400 per annum. Class held on WEDNESDAY and FRIDAY, at 11:15, 12:15, and 1:15 p.m., at 120 West 44th St., New York City.

CARD PUNCH OPERATORS

Applications will be received until further notice for Alphanumeric Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, meet in the exam inations. These operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, meet in the examinations.

DAIRY AND FOOD INSPECTOR

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

STENOGRAFER, GR. 3 (Prom.)

Mental classes Monday, Tuesday and Thursday at 6:30 p.m.

POST OFFICE CLERK—RAILWAY POSTAL CLERK

An excellent course for this examination will be held on MONDAY and TUESDAY, from 7:00 to 9:30 p.m., at 120 West 14th St., New York City.

FINGERPRINT TECHNICIAN

Class begins Friday, December 5 at 8 P.M.

JUNIOR TYPIST AND JUNIOR STENOGRAPHER

Employment in Washington, D.C. and NEW YORK

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

POST OFFICE CLERK—RAILWAY POSTAL CLERK

Applications for this examination for the next few months are being accepted. The day laborers, thousands of whom are required to carry out their duties, meet in the exam inations. These operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, meet in the examinations.

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

HEALTH INSPECTOR (Gr. 2)—Classes meet Wednesday and Friday at 10:30 A.M. and 11:15 A.M.

INVESTIGATORS (Gr. 2)—Classes meet Wednesday and Friday at 8:30 P.M.

ELECTORS (Gr. 3) — Classes meet Friday at 8:30 P.M.

TRAINING FOR DEFENSE JOBS

We specialize in training young men as Aircraft Production Mechanics, Machine Tool Operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, meet in the exam inations. These operators, Bench Assemblers, Inspectors, and Welders, thousands of whom are required to carry out their duties, meet in the examinations.

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

Attend the school with a background of over 300 satisfied students over a period of 20 years.
CIVIL SERVICE LEADER
Tuesday, December 2, 1941

**MARSHAL, PATROLMAN LISTS FOR SHERRIFF OFFICE JOBS**

While opponents of the pending county government reorganization are
moving to threaten the election mandate, 26,000 employees in the five
boroughs preparatory to the election of the Civil Service Commission for pro-
tection against the loss of their jobs, the city moved ahead with its
plans for setting up city-wide administration of these offices and elimin-
ing their present divisions.

The Municipal Civil Service Commission announced that the written part of the
civil service examination for the new city-wide offices of Sheriff and Register
will be set for today, December 2.

At the Sheriff's offices, such as under the present system, it is
expected that there will be a marked increase in efficiency and
productivity. An examination of the Sheriff's operation under the
City Charter and for Special Patronage, No. 42 will be

A total of 435 candidates, about
300 of whom originally filed
applications, met the specific
requirements of the written test
for the Sheriff's examination. 104
for the Register's examination, 118
for the Sheriff's examination, 104
for the Register's examination, 118

The written test will consist of two
sessions. The first will be a general
and the second a scholastic test.

Eligible lists will be published
four weeks after the close of the

**FRAUD OR ERROR ON APPLICATION CAUSE FOR FIRING**

Any fraud or error in the application
form will cause it to be rejected.

Appointments in the city's civil service
may be revoked at any time, and
employees held accountable if specific
requirements have not been met.

For the lesser jobs in the Sheriff's
offices, such as under the present
system, it is expected that there will
be a marked increase in efficiency and
productivity. An examination of the
Sheriff's operation under the
City Charter and for Special Patronage, No. 42 will be

The Sheriff's office will, thus, assume the
entire administration of the
marshals, that the Sheriff and the
deputy posts that may be filled.

The employment of the more than 200
candidates for the position of Sheriff
will be filled from existing lists
that have the normal life of four years
until the next civil service
examination is scheduled to take
place.

That future status of scores of
employees who have been promoted
out proper justification,” said Mr.
LaGuardia, who was the special
commissioner of the reorganization
mission on the ground that she had
beyond the age limit of 32 speci-
desired to extend the
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**Perkins & Clark**

**E. E. BALDWIN**

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"Real Quality" is the chief word in
original creation.

**75 PROVISIOINALS TO LOSE JOBS ON SUBWAYS**

A petition, signed by 67 pro-
candidates for the position of Stenog-

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**Expert Remodeling**

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**BEST WORSHIP AND MARKETMENT**

**BROADWAY FURR IER S**

**BLUE RIBBON FUR SHOP**

**RED CARPET FURS**

**Black, White & Red**

**BOWERY BROADWAY FURR IER S**

**372 West 40th St., Cor. 7th Ave., Phone: CHELSEA 4-0525**

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**372 West 40th St., Cor. 7th Ave., Phone: CHELSEA 4-0525**
ALBANY.—The State Public Works Department, ready to launch a two to three year high- way construction program running to nearly $100,000,000 — if financed from bond issues, budget, or own funds — is ready to hire dozens of field and construction officials and operators and perform such related work as required. The department once again having nearly $100,000,000 in hand, the Code of Ethics and Official Character. Candidates must be and have been able to demonstrate that they will have a tendency to control the Federal and State Civil Service application from what States, territories, or foreign countries they have lived for a period of five years. They must be of good moral character and be free from any violation of the law. The work to be done will be as follows: Never have had a license to operate an automobile refused, because of a violation of the law. You need the ability to meet and deal effectively with the public, to sort, file, and maintain records, and most peaceable judge of results. The work is to be done.

How about Your Holidays?

The Travel Bureau's next offering is a selection of spectacular winter trips to the South, in which you can enjoy many of the old and new pleasures of the South in one of the most attractive and luxurious railroad trains, the Southern Limited. The train leaves New York on November 11, 1941, and arrives in Atlanta on November 13. The return trip leaves Atlanta on November 15 and arrives in New York on November 16. The trip is all inclusive, and includes all meals, transportation, and accommodations.

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January Is Earliest Date for Typist Test

First key on the State clerks' test, taken October 4 by more than 61,000 men and women, won't be announced for several weeks, according to the State Civil Service Commission. It is doubtful if the practical examinations will be made available for typists and stenographers before Christmas.

Commission officials frankly hope that the test papers of all the examinees can be scored and the lists for all the positions available in the State Civil Service before Christmas, but plenty of names remain to be scored for positions still open.

The test was given at 23 State offices and provides a method of comparing the skill of typists at various State offices. The examination was given to typists in Albany; in Brooklyn; in the State Civil Service headquarters in New York City; in Binghamton; in Utica; in Utica, and in Buffalo.

"BLOCK SYSTEM" CONSIDERED FOR STATE JOBS

ALBANY—"Block certification" of State Civil Service lists on the present system, a method designed in England for the State Civil Service, may be considered by the State Civil Service Commission. The Commission has been considering this new system of determining eligibility of candidates, and the present system is to be changed to a "block" system of certification for some time in the near future.

The present system is to be changed by the adoption of a new method of certification. The new method is to be used in determining eligibility of candidates for certain positions.

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If You'd Like to Be An Apprentice

The following story has no relation to the coming New York City exam for apprentices in the apprentice trades. The article deals with apprenticeship in private industry—bid.

By CLARA M. BEYER
Assistant Director, Division of Labor Standards, U.S. Department of Labor

Apprenticeship is a demotic approach of bringing employer and labor groups together to work out their problems through the technical aid of Government experts on a national basis, on a state basis, in the local community. In every plant it is the management that has the initiative, but labor's stake is equally vital.

Management is looking for skilled workers for years ahead; it must launch the plans and see that the apprentice workers are trained. Labor wants to pass on its skilled craftsmanship to the next generation, but labor's stake is equally vital.

It must launch the plans and see that the apprentice workers are trained.

Joint committees, at the local, state, and national levels, have been set up to study this problem and to set up specific plant programs for apprentice training. The management and labor call upon the local, state and national trade unions, the division of labor standards, and all employers to consider the apprenticeship program in their plants. The plan, which was put forth clearly such things as the need for scientific education, has been accepted. The plan is a rigorous, serious-minded period of instruction to study at night! But he is learning a trade he will use all his life—and if the training is not properly done, it will ruin his whole life.

Wages

As for wages, the apprentice will receive the same wages as the journeymen. It is simply a question of learning, and making higher wages than he was earning, as he advances in skill, and responsibility. He advances in skill and responsibility in a definite order, beginning, naturally, with the most elementary tasks. He is put to work on those tasks where he will be learning; at the same time he is learning what is expected of him in the trade, and advancing in skill and responsibility.

Pay

The pay will be increased as the apprentice progresses. As he advances in skill and responsibility, his pay will be increased. As he advances he will be doing more work and less work, and therefore his pay will be increased. As he advances in skill and responsibility, his pay will be increased. As he advances in skill and responsibility, his pay will be increased.

The procedure is voluntary all the way through. This may seem low and crummy. But it is the voluntary method of satisfying the people. If it is voluntary, and it does not have the nation's great labor leaders behind the need, then chances are the plan will fail.

It is the scheme of the State Employment Service to bring together the employers and the workers for the purpose of making this plan effective. If it is voluntary and does not have the nation's great labor leaders behind it, then chances are the plan will fail.

The Service will see to it that the plan is voluntary.

Mr. O'Farrell, the OPM official suggested that if the plan is voluntary, and if it is voluntary, and if it is voluntary, and if it is voluntary, then chances are the plan will fail.

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Bring Defense Agencies To New York!

The big, sprawling development of defense agencies is a pretty intolerable. Ask the people who work in Washington, who have no air conditioning, and live there. Offices in old movie houses and garages. More, in Chicago, in St. Louis. Employees complaining.

To New York!

To New York! Officials having to write or telegraph all over creation for information and material. Long waiting periods before things come through. Frayed nerves.

Simple. Bring the government agencies to New York. 42nd Street, in the Empire State Building, at 250 Park Avenue, at 33 Liberty Street. Plenty of good office space available in all the boroughs.

Put these two stories together, and draw your own conclusion. The fact is, that salaries are low, and that every employee group . . . Witticism of the mother of intervention . . .

So the agencies have been moving all over the country. The Comptroller, who has been meeting with the agency heads, has just stated that he has been informed that in a most urgent way, it is necessary to reorganize the medical service of the city's service . . . Will the Mayor's secretariat be taken by the new list . . . Paul Goodhue Livingston, Jr., slated for the markets department? . . . Marking the city's service . . . Will the Medical Department's reorganization be for the benefit of the citizens of New York? . . .

The critical success of every agency depends on the city's fiscal condition. ”. . .

The national defense agencies have been making plans for the future development of the armed forces of the United States. A new system of defense is to be put into effect shortly, which will be based on the principles of concentration and coordination. The new system will be known as the "Defense System," and will be designed to provide a more efficient and effective means of defense for the country.

In addition to the new system of defense, the government has also undertaken a program to develop new weapons and equipment. This program will be known as the "Arms Development Program," and will be designed to provide new and improved weapons for the armed forces of the United States.

The government has also been working to improve the training of its personnel. This program will be known as the "Personnel Development Program," and will be designed to provide better training for the personnel of the armed forces.

The government has also been working to improve the efficiency of its operations. This program will be known as the "Efficiency Improvement Program," and will be designed to provide better management of the government's resources.

In addition to these new programs, the government has also been working to improve the organization of its agencies. This program will be known as the "Organization Improvement Program," and will be designed to provide better organization for the government's agencies.

The government has also been working to improve the communication between its agencies. This program will be known as the "Communication Improvement Program," and will be designed to provide better communication between the agencies of the government.

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Postal News

By DONALD McCODGUH

CIVIL SERVICE LEADER

Tuesday, December 2, 1941

Page Eleven

Question, Please?

by H. Eliot Kaplan

Contributing Editor

The Comptroller of the State of New York will call at his office at Albany, New York December 2, 1941 at 12 o’clock noon

$15,000,000.00

Elimination of Grade Crossings

Serial Bonds of the State of New York

Dated December 3, 1941 and maturing as follows:

$375,000.00—Annually December 3, 1942 to 1981 inclusive

Principal and semi-annual interest June 3rd and December 3rd payable in lawful money of the United States of America at the Union Trust Company, 40 Wall Street, New York City.

Exempt from all Federal and New York State Income Taxes.

Distribution to

JOSEPH V. O'LEARY, State Comptroller, Albany, N. Y.

December 8, 1941.
How to Apply for a Test

For City Jobs: Obtain applications at 56 Duanne Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Department of Civil Service at 56 Duanne Street, New York City, or write to: Mr. R. H. B. B Cain, 56 Duanne Street, New York City, New York. Applications for city jobs must be postmarked on or before the last day of the month.

For State Jobs: Obtain applications at 50 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Department of Civil Service, Albany, N. Y., or write to: Mr. R. H. B. B Cain, 50 Centre Street, New York City, New York. Applications for state jobs must be postmarked on or before the last day of the month.

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, 611 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District, U. S. citizens only may file for exams and only during the period when applications are being received.

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

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A Continuation of the Second of a Series of Articles on Proper Civil Service Preparations

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

Civil service examiners always include vocabulary questions in every examination. A list of all titles in the civil service which can be tested is found to be of great value in predicting the degree of success a candidate will have in the performance of his duties. There is a high correlation between facility of language usage, as characterized by knowledge of your vocabulary, and your field of endeavor. This makes it imperative for you, the civil service candidate, to acquire the vocabulary up to the point of Part II of this article. Constant application and practice of those methods will result in a stronger vocabulary. Deficiency in vocabulary will enhance your opportunity in successful civil service competition.

Permit us to demonstrate the importance that facility of language usage is to the success of the candidate. The New York City Civil Service Commission furnished to employees in the professional division, which begins next Monday, was a vocabulary test for the executive and clerical groups. This examination starts on Saturday, with registration due to close tomorrow, December 13. Registration ends tomorrow for all titles. The New York City Civil Service Commission. Similar exercises on vocabulary will be included in each week's issue of The LEADER, as announced in that issue. We have included Part II of this examination tested the candidate's facility of language usage! Note, however, that more than 50 per cent of this part of the examination tested items on vocabulary.

Part II of this series of examinations confronted the candidate with 50 items, of which he was required to answer any 25. Fully half of these items tested language usage and as many as 15 vocabulary questions were included.

A study of many civil service qualifying examinations reveals that the same high ratio of vocabulary questions to all other questions varies from one examination to another and it should not be too strongly to apply yourself diligently toward building your vocabulary. A reading article is suitable for this purpose. The words are selected from previous civil service examinations conducted by New York City Civil Service Commission. Similar exercises on vocabulary will be included in each week's issue of The LEADER, as announced in that issue. We have included Part II of this examination tested the candidate's facility of language usage! Note, however, that more than 50 per cent of this part of the examination tested items on vocabulary.

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CIVIL SERVICE LEADER

Tuesday, December 2, 1941

CLASSIFIED ADVERTISEMENTS

Beauty Culture

ENTREPRENEURS—Young women. $100.00 per week. Mr. R. S. Tyler, 213 Main St., Utica.

Music Instruction

CONCERT OF MODERN MUSIC—The concert of modern music will be presented in the Crystal Ballroom, 200 Broadway, on Saturday, December 7th. The program will consist of four sections: (1) Symphony Selections, (2) Vocal Selections, (3) Chamber Music Selections, (4) Instrumental Music Selections. The concert will begin at 8:00 p.m., and tickets may be obtained at the door for $1.00 each.

Dancing Instruction

BALLET—At the Continental Club, 507 W. 34th St., daily. For men and women. For beginners and advanced students. For information, call STD. 8-6171.

Entertainment

HOTEL YARDS—A night to remember at the Hotel Yards. A splendid program of dance music, cocktails, and refreshments. Don't miss it. Tickets are available at the door for $1.00 each.

Refrshments

THROUGH THE YEAR—A year of special refreshments. At the Hotel Yards, daily. For information, call STD. 8-6171.

Ad

Mental Hygiene Notes

By JOHN R. MONTGOMERY

Metropolitan Council

Last week we talked about a Metropolitan Council. It is the employees' groups in zone four in the metropolitan area. We reported that a resolution had been adopted. All the public service employees in zone four institutions in the metropolitan area will meet at least once a month, more often if necessary, to consider the problems of the employees in their zone. The New York Times published a story about the meetings held last week in the metropolitan area. That takes in all of the public service employees in zone four institutions in the metropolitan area. In zone 1, 434 permanent appointments have been placed. Here's the story by G. A. Ward of the Long, Florence, and Crotty is equipment. And each time a corrective

From Brooklyn

One of the most important stories last week was the Don't Repeat This Story. The story was given as prizes, and Lucy is the winner. The prize was given by the mental hygiene committee. That Mental Hygiene story in the New York Times is a very interesting story. It was written by a member of the mental hygiene staff. The story is about a "regular guy" that everyone can identify with.

Progress of the Lists

Here's the latest on the progress of the Hospital Attendees

The new list was recently arranged in the hospital attendance clerks' office. It is now open for all employees. The list contains the names of all employees who have been credited with the five boroughs and outside.

All male are eligible on the list. Those who have been credited with the five boroughs and outside.

All men are eligible on the list. Those who have been credited with the five boroughs and outside.

In zone 2, 434 permanent appointments have been made. It is interesting to note that 1,000 employees have been made. In addition, 46 provisional appointments have been made. The story by institutions:

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In zone 2, 434 permanent appointments have been made. It is interesting to note that 1,000 employees have been made. In addition, 46 provisional appointments have been made. The story by institutions:
Patrolman Test, N. Y. C.

The material that follows is the twelfth part of a complete study course to prepare candidates for the forthcoming New York City police examination. It has been prepared exclusively for THE LEADER by Lieut. Er­ brand 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 lessons should be studied and clipped, week by week, in your own scrapbook. The plan is to cover every phase of instruction and study that will be necessary in the test. Answers to questions 32 and 33 appear below. Questions 32 and 33 will be covered in next Tuesday's LEADER.

Answer to Question 32

D is correct. Engineering includes the changing of the physical aspects of the streets such as making them wider, authorizing the distribution of traffic regulations, public through newspapers, announcing the use of your or and your driver's name, etc. Education includes "in-service training" of traffic patrolmen, traffic and highway safety, one-way and two-way.
**Bargain Buys For Leader Readers**

By BILL BENNETT

American Inventors

American inventors are the real heroes of our time, for they are producing inventions of value to the nation in time of war. They are producing devices that are needed in the war effort, and the public is not aware of these inventions. Many American inventors are producing devices that are needed in the war effort, and the public is not aware of these inventions.

Protected Milk

In order to protect milk from being tampered with, a device has been invented that will prevent anyone from getting the milk without the proper authority. This device is operated by a lever that can be pushed down to open the milk bottle and allow the milk to be poured out. The lever is a simple device that can be operated by anyone.

Values for Women

Women are often considered to be the weakest link in society, but this is not true. Women are strong and capable of doing many things. They are often overlooked in the workplace and are not given the credit they deserve. Women are capable of doing many things, and they are often overlooked in the workplace.

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If you have Asthma, Bronchitis, or other respiratory symptoms, you can get relief from these symptoms by using this device. The device is easy to use, and it can be operated by anyone. It is a simple device that can be operated by anyone.

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J. EVERETT WIEHE

EVE R Y THING PROMO NG R E W

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Would you like to know how much you will cost to insure your car? How much it will cost to insure your house? You can get this information by using this device. It is a simple device that can be operated by anyone.

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BY THE FAMED Kohn Studios

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Merit Men

(Continued from Page Ten) and rigid laws of both, mechanics and sphythists have worked physical restraints four times the size of the prison population. Dr. Anderson has not been more effective with the problem of alcoholism. He advocates larger sentences for this type of prisoners not as punishment but to help the prison's medical staff in effecting cures for those who desire it. Dr. Anderson regards habitual drinkers not as moral pariahs but as patients requiring serious medical attention as drug addicts.

If we can correct the physical defects and deficiencies of prisoners, we shall have gone far toward effecting their social rehabilitation," Dr. Anderson declared.

It is in this light that he regards his service in the field of the Education Department. It is a humbling discovery also how the penal aspects of the prison system have not been the most important job of salvaging human beings, but become one of the world's useful members of society.

He's a New Yorker

Dr. Anderson is a native of New York City. He was educated at Townsend Harris High School and Fordham University. He holds the degree of Bachelor of Science of the Master of Science as well as Doctor of Medicine.

He was the second year secretary of the Medical Board and director of psychology at Columbia Hospital and since 1904 has been a member of the Executive Committee of the institution. He was a member for a number of years of the Fire Commissioners of the New York County Medical Society.

Being a member of the county and state medical societies and the American Medical Association, he is a member of a number of National Associations, the National Association of American Physicians, American Public Health Association, National State. He is also a member of the executive council of the East Harlem Health Center, temperance and Christmas Drive of Harlem Hospital, and the League of the North and South. He is the member of the Board of the United Holy Name Benevolent, member of the Board of Directors of the Catholic Guild.

Vacation—Travel

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WWRL—1600-Kc.
MON., TUES., THURS.,
FRI., SAT., SUN.,
10:10 P.M.
WEDNESDAY, 9:55 P.M.
Bob Fridkin and his orchestra, the line the vaudeville presentation at 65th Street, and 7th Avenue, on
To Hold Reunion Waldmere Hotel Eiland ballroom of Mecca Temple, on Dec. 13.

Ston Manor, N. Y., Is staging Its production, now in its third week at the New York theatre.

Edward Small has instituted the search for an actor to play the leading feminine role of the wife of Valeri Chkalov, in America were Hitler permitted to impose his so-called "New Order" shows what life would be like in March Of Time" in its latest is-

Edward Small will be from 9 to 17 days, at approxi-

the all-expense tours which will run during the-

The cast includes Sir Cedric Hardwicke and Victoria Hayman, according to Miami Beach, according to Miami

The Flight Hotel—Hotel and Country Club at Sea- Piontk of Rights Week, proclaimed by

the British Ambas- 

San Francisco, according to Miami Beach, according to Miami

The final curtain, the audience is being shown the scenes in "Banjo Eyes," which is based on Mr.

Edward Small will be held in the Edmund Owen will be held in the

Company's report is based on reservations made by the

the scenes in "Banjo Eyes," which is based on Mr.

nally signed contracts to star in "Portrait of a Lady" for Aldrich

Patterson Green's comedy, "Papa At Home," which is being shown in the all-expense

The newest gathering at the Sands Hotel—Hotel and Country Club at Sea- Piontk of Rights Week, proclaimed by

the Flight Hotel—Hotel and Country Club at Sea-

Edmund Owen will be held in the

Pioneer Banquets BANQUETS RIVERSIDE PLAZA HOTEL SWING CLUB ZIMMERNMAN'S HANGOUT 5010-40 E. 138th St., South of Broadway

the British Ambas- 

San Francisco, according to Miami Beach, according to Miami

The Flight Hotel—Hotel and Country Club at Sea- Piontk of Rights Week, proclaimed by

the British Ambas-

San Francisco, according to Miami Beach, according to Miami

the Flight Hotel—Hotel and Country Club at Sea-

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the Flight Hotel—Hotel and Country Club at Sea-

Edmund Owen will be held in the

Pioneer Banquets BANQUETS RIVERSIDE PLAZA HOTEL SWING CLUB ZIMMERNMAN'S HANGOUT 5010-40 E. 138th St., South of Broadway

the Flight Hotel—Hotel and Country Club at Sea-

Edmund Owen will be held in the
Patrolman Test Postponed

Awaits Approval of Mayor's Office

Due to obtaining approval from the Mayor's office will post-pon the issuance of Patrolman applications to at least another week. So the LEADER was in-formed at press-time by Civil Service Commissioner Wallace S. Koslow that no information will be given him O.K. for the Civil Service Commissioner to issue the applications for the Patrolman test as the Metropolitan Police Department has not yet established a list of eligible candidates.

According to present plans of the Metropolitan Police Department the written test will be given from 7 to 9 p. m., December 11, at the Clown Hotel, 144 West 44th Street, Brooklyn, and again the following evening, December 12, at the same hotel. The test will be for the specific title of Patrolman. The list will be made with much greater rapidity than appointments on the regular patrolman list. The applicants on the present patrolman list has been exhausted for the time being and new candidates have not been appointed from the present patrolman list to fill vacancies from the new list. The list will be scheduled for appointment by the end of the first week; according to the following plan: January, 1940, 1,500; February, 1,500; March, 1,500; April, 1,500; May, 1,500; June, 1,500; July, 1,500; August, 1,500; September, 1,500; October, 1,500; November, 1,500; December, 1,500.

Because of the number of eligible candidates that are in military, veteran, and patriotic organizations who are desirous of participating in the massing of colors during the annual parade on Monday, December 11, an extensive campaign is now being conducted to inform them that the list for special patrolman test will be held at 8:30 p. m., December 11, at the Clown Hotel, Brooklyn, and again the following evening. All eligible candidates, including the members of the police force, who desire to participate in the annual parade should attend the meeting to be held at 8:30 p. m., December 11, at the Clown Hotel, Brooklyn, and take the test at 8:30 p. m., December 12, at the same hotel. There will be no educational require­ments for the test, according to printed plans. The test will be open to young men in good physical condition. It will be very similar to the Civil Service test for fireman, sanitation men and patrolmen. The official requirements for this test have not been set by the Civil Service Commission or the City Corporation. The complete requirements for the test, including dates on which appointments will be made, will be published in The LEADER as soon as they are announced by the head of the police department.

Where Do I Stand?

The following are the latest certifica­tions from popular State dates for the various positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant File Clerk</td>
<td>1940.75</td>
<td>87.08</td>
</tr>
<tr>
<td>Junior Stenographer</td>
<td>1940.67</td>
<td>86.98</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1940.50</td>
<td>86.30</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1939.75</td>
<td>87.12</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1939.67</td>
<td>87.04</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1939.60</td>
<td>86.75</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1939.50</td>
<td>86.30</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1939.45</td>
<td>86.30</td>
</tr>
<tr>
<td>Patrolman Test Date</td>
<td>1939.40</td>
<td>86.00</td>
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<td>Patrolman Test Date</td>
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<td>1939.15</td>
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<td>Patrolman Test Date</td>
<td>1939.00</td>
<td>84.00</td>
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</table>

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Patrolman Test

The LEADER will keep close watch on progress on the conductor test.

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