Last Minute Study Test
SERGEANT EXAM
See Page 14

J R. CLERK EXAM
Big U. S. Test Opens First Time in 10 Years
See Pages 4 and 11

Complete Medical and Physical Requirements

FIREFMAN EXAM
See Page 2

STATE SALARY INEQUALITIES END
See Page 5

PHOTOGRAPHERS
STATE OPENS $40-A-WEEK JOBS
See Page 10

17-Year-Olds May File for Hospital Attendant Test
See Page 5

Can You Fill One of These Jobs? Then the U.S. Needs You—Listing on Page 4
Here's the Complete Setup—Important to Everyone Who Has Applied to Take the Exam

Medical

1. The medical standards for Forest Service applicants shall be:
   Minimum height—5 feet, 7 inches
   Heart: The action of the heart shall be normal, free from abnormal sounds, and the heart size shall be within normal limits.
   Vision: Amblyopia must not exist, and the vision must be correctable to 20/20; corrected vision must be at least 20/30. A candidate with any degree of farsightedness or nearsightedness is not acceptable.
   Teeth: Only natural teeth are acceptable. Any candidate who has had an upper or lower jaw replaced must pass the Medical Examination before an acceptable jaw can be replaced. Teeth must be sound,Fit for function, free from organic changes or other disease. Galen accent must be clear and distinct, free from organic changes or organic disease.
   Minimum height—5 feet, 7 inches except when natural teeth, (b) any candidate who is pregnant, (c) any candidate who is pregnant, (d) any candidate who is pregnant,

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Streamlined Appointment System
Will Speed Up Process of Connecting Job and Eligible

A new, streamlined procedure designed to speed up the making of appointments in the city service has been adopted by a trial basis by the Municipal Civil Service Commission. The new plan will be tried in the departments like the Board of Transportation, Police and Fire Departments which make several hundred appointments at one time.

Under the new setup, duplicate copies of lists will be sent to these city agencies where they are published, and the Commission will keep the departments informed of any changes on the lists, like changes of address, or eligibles not qualified medically, and so on.

Thus, when a department is about to make appointments from a list, it goes to the list of eligibles—which it has on hand—and looks over the names in the order they appear on the list. This eliminates the present delay of having to wait until the Commission's certification is made. The eligibles are then sent by messenger from the civil service office to the board through the mail a copy of qualifying eligibles. This makes the time at least three days.

The Commission pointed out the new method of making appointments would not lessen its responsibility to see that all appointments were made in accordance with the provisions of Civil Service law.

A similar plan is being used by Washington in the Federal Commission to meet the rush created by the national emergency and has been working satisfactorily.

Appointments To Subway
Several hundred appointments will have to be made by the Board of Transportation during the number of months to replace railroad cars and subway cars while they are on vacation, according to the Municipal Civil Service Commission's certification bureau.

The first list has already been certified to fill these positions, it is expected that there will be many more, however, as the temporary nature of the work, it is anticipated that about 1,500 men from the present

Asst. Case Supers Can't Take Higher Test
A request of the Department of Welfare to permit Assistant Case Supervisors to take the examination for Public Service地位的test for Senior Supervisor positions was rejected by the Civil Service Commission.

An investigation of the promotions in the third grade and social investigations is showing that there have been performing duties equiva-

CIVIL SERVICE LEADER

Page Three

Nursing Course Is Still Open

'Earn While You Learn' Training for Men and Women

High school graduates who wish to become nurses can apply now for admission to the September classes at the New York Hospital School of Nursing.

The LEADER three years ago, 500 new students will be accepted in the September classes, those students who will be accepted will be selected by the director and who possess the ability to profit from a course of study level. Candidates for admission must be thirty and in good health. Figures of their typing and five test, male candidates will be admitted. All candidates who meet the requirements of the commission for admission to the September classes will have a general intelligence test, a medical examination, and an educational and personality test. It is a standardized test administered by the American Institute of Nursing Corporation for nursing entrance examination.

A fee of five dollars is paid to the New York Hospital School of Nursing for each candidate who takes test. Students in the six schools un-

The Test for Hospital, Laundry Workers
Here's What to Expect on the Coming Literacy Test

Hospital Helper and Laundry Worker eligibles will be given written literacy tests, Saturday, June 7. The written literacy test should not be confused with a writing mental examination. Twenty-five cents.

The committee of the American Civil Liberties Union has called "Transport Truths," a weekly laboratory for workmen, to the support of the New York Transport Workers Union that it might conflict with the rules for cafeterias who have been in workmen in their efforts to have em-

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Salary Inequalities End

Among the important pieces of Civil Service legislation passed by the State Legislature this session is the Salary Inequality End Act of 1941. This act is simple in principle and elaborated in doctrine, but its impact will be felt among all classes of employees. Major provisions of this measure, already in effect:

1. Inequalities caused by overlapping of some salary grades are ended. For example, the junior grade in the salary class $900-$1,080 was $950; that in the class $1,080-$1,260 was $1,110. The new class will begin at $900.

2. Under the amended law, a promoted employee whose salary is less than the minimum of the grade corresponding to his new position will be credited with the number of years of service on the lower grade with the minimum of the promotion grade.

The new law lowers salary increases, upon promotion, to equal or higher than the minimum of the promotion grade.

Improvement in Pay Grades

The State says that titles of employees requiring classes for appointment are payable at the higher rates, for purposes of future promotion, only if the employee has been promoted to a grade or higher than the minimum salary of the promotional grade.

Under the decision in DeLack v. Hoppa, preferred lists do not have priority, and thus might block such reclassification.

The reason: an employee is entitled to a promotion only when he has met the requirements of the higher grade.

Under the amended law, a promoted employee whose salary is less than the minimum of the grade corresponding to his new position will be credited with the number of years of service on the lower grade with the minimum of the promotion grade.

Under this ruling, a Junior Clerk earning $900 was promoted to Assistant Clerk at $1,040 but had to stay at that salary for one year. If the Junior Clerk could receive a $100 increment. The reason: an employee is entitled to an increment-related Sal­ary of $1,040 only after three years in a grade at $1,000 or less.

Under the amendment, a Junior Clerk promoted to Assistant Clerk at $1,040 could receive an increment of $100 after one year.

4. Appeals may be taken from the determinations of the Classification Board only in existence to December 1, 1941.

PRISON GUARD LIST ON WAY

With 35 jobs immediately in the offing, establishment of the 3,000- man Prison Guard List is now within the next few weeks, ac­cording to preliminary estimates of the State Civil Service Commission.

Qualifying medical exams have been given to a number of eligibles on the coming list. Those who failed to meet the physical requirements are to be notified of the reasons for the failure by the Commission in letter form.

They will have to make any appeal on the records of the Department of Civil Service, lower grade with the minimum of the promotion grade.

The old law lowered the minimum by 15%, but the new law raises it to 20%.

5. The State Standardization Board is continued in existence to December 1, 1941.

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MEMBER, AUDIT BUREAU OF CIRCULATIONS

Tuesday, June 3, 1941

Federal Agencies

Should Come to N. Y.

THE LEADER learns that the Internal Revenue Bureau is transferring its training school from Washington to the St. George Hotel in Brooklyn, which will accommodate most of the non-defense employees. The new location will be far more convenient than the old, and the Bureau will be able to give attention to taxing during the summer and fall months. The Bureau couldn't get facilities in Washington to locate its school and hotel accommodations weren't available for the visiting employees to stay at — so it decided to bring the whole thing within the precincts of New York City.

Now there are very good reasons why federal agencies should establish themselves in New York City, and Mayor LaGuardia is on solid ground when he advocates the idea.

In the first place, Washington just hasn't the available space to accommodate the large number of personnel that the Federal government employs in old theaters, private homes, and makeshift haphazardly-built structures of all kinds. Housing for employees is a major problem in Washington. There you can find government employees living in trailers, and in some cases actually living on the site. Which is about the twentieth century boom-town, and like all boom-towns, it suffers from lack of space and insufficient housing facilities.

In contrast, New York City provides ample space in large, well-built office structures. In downtown and midtown there is an abundance of commercial space. Housing of employees will be no problem at all — there are plenty of good apartments in Brooklyn, the Bronx, and Manhattan itself.

There are even larger reasons to recommend New York as a proper site for federal agencies. New York is a proper site because it is the world's largest port, and one of America's greatest railroad points. It is also the center of the nation's great financial institutions. Even today, Washington's contact with New York is constant. Federal agencies established in New York would be in closer contact with the rest of the nation, because so many of the nation's important facilities — and men, too — are to be found here.

From a Civil Service point of view, New York would make an ideal spot for federal agencies, because the personnel could be obtained here — and Washington is exempt from the usual personnel problem. For example, Washington can't get enough stove and typists — and one reason is that New York City clerical employees prefer to remain in New York. Washington must go to New York if federal agencies located in the city.

One estimate is that 200,000 additional workers could be accommodated in midtown Manhattan alone, which would accommodate most of the non-defense agencies.

We think the idea is a good one. We hope the Mayor keeps pegging away at it.

Do You Know the Loveliest Girl in Civil Service?

The names and the pictures are streaming in now ... and the editors of the LEADER were never thought, never in wild imagination anticipated, that the Realm of Civil Service contains such glamorous women, such luscious lips and languorous figures.

Yes, all Civil Service in New York has responded to the call. Everybody is helping to help THE LEADER find the loveliest girl in Civil Service. There are only two requirements—that the entrant be a Civil Service employee—city, State, or Federal—and a resident of New York State. It doesn't make any difference what her work is ... she may be a teacher or a typist, a social investigator or a clerk, a nurse or a laboratory technician ... a shorthand writer or business machine operator ... single or married ... blonde, raven-haired, or red-head.

Perhaps you know her, the loveliest girl of all. And perhaps you who are reading this are destined for first place in the contest. Please join in, and help us in this pleasant task of finding the No. 1 beauties of Civil Service . . . and dispelling forever any idea in the minds of those who think that Civil Service girls aren't tops in beauty.

So, let's have your picture —photo or snapshot, face or full figure from view or profile—whichever you think makes the best presentation. If you can't send in the picture—then at least let us have full address (all strictly confidential, of course). And, girls, don't be bashful about nominating yourself!

Prizes? Oh yes, we mustn't forget those. First prize is a $200 fur coat of your choice — second prize is a $100 fur coat of your choice to the runner-up. There will be additional prizes for runners-up.

Among the judges are those three consummate feminine pulchritudines—handsome Newbold Morris, President of the City Council, and the eminent Fifth Avenue furriers, C. P. Frank Inc., who is also contributing the prizes.

No one at the LEADER can say the jury won't be fair. There isn't too much time — send us your nomination NOW. . . . Address it to Beauty Editor, CIVIL SERVICE LEADER, 97 Duane street, New York City.

P. O. Exam Question

Hi Edmund! . . . I'm in full accord with the Post Office people in the belief that the best qualified applicant is the best one. I happen to be one of those. Unfortunately, the Post Office list with over 600 eligibles is a little thin. Post Office list with over 600 eligibles is a little thin. I'll be glad to go over the details of unemployability, if you want to know. Merit Men

On List 6 Months, Haven't Been 'Booed!'

I'm not sure if you have a column for your editorial, "A Shameful Perharl Workers?" Of all the ridiculous complaints I've ever heard of the public officials the other day, I believe this one. Why, they are in the habit of helping people who ask them for help. What are we Civil Service workers supposed to do when people call on us? I don't know what to think about it. Civil Service workers are a very dedicated group to retire on. Why are the noise and hassle that our work brings us? We are just trying to do our work to the best of our abilities.

To the Editor:

The Editor.

Tuesday, June 3, 1941

Civil Service Leader

Dear Sir:

May I ask you to publish this letter in your paper. I also am *...

Sincerely yours,

[Signature]

Harold Enslow is a great...
CIVIL SERVICE LEADER

Tuesday, June 3, 1941

Postal News
By DONALD MCDONALD

Latest Appointment Figures

The Women’s Auxiliary to Local 211 of the P.O. was elected third vice-president of the Women’s Auxiliary on page 6.

Mrs. Evelyn Hoehberg, president of the Auxiliary, who made that announcement, was quoted as saying, "We have been very busy lately." The Auxiliary has been working hard to raise money for the war effort.

Transfer Privileges

The requirements for the last two years of satisfactory full-time public service in the following positions are as follows:

1) Graduation from Senior High School, or two years of full-time paid experience in investigative, nursing, legal, or other satisfactory work.

2) A federal appointment on an indefinite, temporary basis does not normally transfer. (3) The Hampton bill permits a candidate to apply for a position under an indefinite, temporary basis.

3) A federal appointment on a permanent basis does not normally transfer. (4) A federal appointment on a permanent basis can still be certified for other appointments; it merely requires that duration of present position be considered in determining eligibility for other appointments.

Refusing a Job

Refusal of a job as a result of your rating, for example, is generally considered a discharge. You can only transfer to your own position. We suggest you file your own position.

Resort News

The resort news section provides information about various resorts available for vacationing. It includes descriptions of resorts, their amenities, and rates.

It’s a Fair headquarters, 161 Twenty-third street. Room 2.

Safeismmed

Last week the P.O. and the postal workers had a safeismmed day. The safety of the public and the postal workers themselves is a top priority.

Credit Union

The next regular meeting of the Local Credit Union is scheduled for June 8, at 3 p.m., at the Police Legion Hall, 440 West 33rd street. On June 16, the RMS baseball team will play against the Penn Terminal. The team is looking for games with any and all teams.

Only Prohibition

J. C. is an employee who has completed his probationary period of service. He is transferred to a similar position in the department to which he was transferred. This is true in the federal as well as in the postal service.

Job ‘Freezing’

Transfers May Be Prohibited

President Roosevelt has cracked down on Federal employees who refuse better jobs in the service. He has issued an order which will make the service be reduced. But the order doesn’t prevent transfers, but a subsequent order may provide that the employee cannot refuse a lateral transfer.

Employees in the service who are transferred without their consent are the ones who are affected. The order applies to the whole service.

Lending a Hand

In the service, employees are encouraged to lend a hand to their colleagues. This will make the work environment more enjoyable and productive.

CIS does not certify employees for other appointments; it merely requires that duration of present position be considered in determining eligibility for other appointments.

Transfers Privileges

K.E.: You will have to wait until your rating comes in your present position before you can transfer. In order to transfer, you must have a file on your own position.

Refusal of a Job

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K.E.: You will have to wait until your rating comes in your present position before you can transfer. In order to transfer, you must have a file on your own position.

Refusal of a Job

Refusal of a job as a result of your rating, for example, is generally considered a discharge. You can only transfer to your own position. We suggest you file your own position.
The Annual Report: A Good Job, Well Done

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Progress of the List

For the week ending June 9, 1936, over 35,000 persons were cared for by the Department. Of these, 590 were sent to another State or places of residence. Of these, 6,693 children were maintained. This is a valuable statistic, is worth theAINED license.

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BY FRANCIS PATRICK WALL

Associate Professor of Physical Education, New York University

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AND BE FOODWISE

- Prevents nervousness and lack of confidence.
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- Increases general alertness.
- Increases stamina and resistance to fatigue.

INCREASE YOUR SCORES

- Improves muscular strength.
- Improves muscular endurance.
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SUPPLEMENT FOR ROCKET SCIENCE

- Increases speed.
- Increases power.
- Increases coordination.
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OPEN COMPETITIVE TESTS

Management and Procedure

Assistant Engineer (Driller): Eight candidates have passed the written test and all parts of the examination have been completed. The practical test will be held as soon as practicable.

Junior Psychologist: Applications closed May 26th. The experience oral will be administered to all candidates who passed the written test.

Junior Engineer (Mechanical), Grade 1: Five candidates have passed the written test. The practical test will be held as soon as practicable.

Junior Engineer (Mechanical), Grade 2: Three candidates have passed the written test and all parts of this examination have been completed. The oral test will be held as soon as practicable.

Junior Engineer (Machinist), Grade 2: The practical test will be administered to all candidates who passed the written test.

Senior Stenographer, Grade 3: The practical test will be administered to all candidates who passed the written test.

Stenographer, Grade 4: The practical test will be administered to all candidates who passed the written test.

Supplies: Application closed May 26th. Assistant Stenographer: All parts of this examination have been completed. The oral test will be held as soon as practicable.

Assistant Stenographer: Grade 1: Applications closed May 26th. The practical test will be administered to all candidates who passed the written test.

Assistant Stenographer: Grade 2: All parts of this examination have been completed. The oral test will be held as soon as practicable.

Junior Stenographer, Grade 3: The written test will be administered as soon as practicable.

Director of Medical Social Service, Grade 6: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 3: Applications closed May 26th.

Elecctrics: The qualifying experience oral test will be held as soon as practicable.

Director of the Bureau of Social Service, Grade 1: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 2: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 4: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 5: The practical test will be held as soon as practicable.

Director of the Bureau of Child Protection, Grade 9: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 10: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 11: Applications closed May 26th.

Director of the Bureau of Child Protection, Grade 12: Applications closed May 26th.

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Director of the Bureau of Child Protection, Grade 106: Applications closed May 26th.
As preparation for the coming Hospital Attendent test, scheduled for Saturday, June 21, The LEADERS is publishing questions and answers on the test held last June. Below are the answers to the questions that appeared last week, along with a further selection of questions:

Answer:

51. The floors should be cleaned
(A) with alcohol. (B) With water. (C) With disinfectant. (D) With a disinfectant flocking solution.

52. If a patient falls and seems
(A) to be in pain, call the physician immediately. (B) To be in pain, call the nurse immediately. (C) Not to be in pain, call the physician when the patient can walk. (D) To be in pain, call the physician when the patient can walk.

53. Of the following, it is most likely that:
(A) The light bulb needs replacing. (B) The electric power has been cut off. (C) The patient has had a stroke. (D) The patient has just returned from the operating room.

54. When a patient is known to have a history of convulsions:
(A) Give him something to eat. (B) Place him on the bed. (C) Keep him in a quiet room. (D) Prevent him from eating or drinking.

55. In the dining room of a hospital:
(A) Place the table for two. (B) Place the table for four. (C) Place the table for six. (D) Place the table for eight.

56. Of the following, it is most likely that:
(A) The patient is allergic to penicillin. (B) The patient is allergic to aspirin. (C) The patient is allergic to sulfa drugs. (D) The patient is allergic to allantoin.

57. If a patient is known to have a history of tuberculosis:
(A) Place him in a quiet room. (B) Place him in a new room. (C) Place him in a new room and keep him in isolation. (D) Place him in a room with other tuberculosis patients.

58. In the operating room:
(A) The anesthetist should be called. (B) The nurse should be called. (C) The surgeon should be called. (D) The patient should be called.

59. Of the following, it is most likely that:
(A) The patient has a fever. (B) The patient has a rash. (C) The patient has a headache. (D) The patient has a cold.

60. Of the following, it is most likely that:
(A) The patient is allergic to penicillin. (B) The patient is allergic to aspirin. (C) The patient is allergic to sulfa drugs. (D) The patient is allergic to allantoin.

61. If a patient is known to have a history of convulsions:
(A) Give him something to eat. (B) Place him on the bed. (C) Keep him in a quiet room. (D) Prevent him from eating or drinking.

62. When a patient is known to have a history of convulsions:
(A) Give him something to eat. (B) Place him on the bed. (C) Keep him in a quiet room. (D) Prevent him from eating or drinking.

63. If a patient falls and seems
(A) to be in pain, call the physician immediately. (B) To be in pain, call the nurse immediately. (C) Not to be in pain, call the physician when the patient can walk. (D) To be in pain, call the physician when the patient can walk.

64. The main reason why a person should not turn off the floor when turning on an electric switch is because he:
(A) Might slip and fall. (B) Is in the path of the electricity. (C) Might blow an electric fuse. (D) May harm the electric light switch.

65. Which of the following is likely to prevent a patient from going to sleep?
(A) Rousing his back with alcohol. (B) Playing soft music. (C) Giving him a drink of warm milk. (D) Reading him an exciting story.

66. If a hospital attendant entered a patient's room and found an infant lying on the bed with a rope around his neck but still breathing, the attendant should:
(A) Remove the rope, pull out the patient's tongue, and give him artificial respiration. (B) Leave the room and go to the nurse. (C) Give the patient a warm drink. (D) Throw water on the patient, throw his clothing off his body, and call the doctor. (E) Try to find out where he got the rope in the first place. (F) With regard to sickness of the patients in the ward, of the following, the main duty of a hospital attendant is to:
(A) Prevent the patient from going to sleep. (B) Report to the nurse any unusual symptoms of patients. (C) Entertain the patient. (D) Carry on private conversations with the patients. (E) Buy medicines for the patients. (F) Set up a hose and give him artificial respiration. (G) Take his temperature. (H) Lower the temperature. (I) Mark his temperature. (J) Take his pulse. (K) Lower the pulse. (L) Mark his pulse.

67. A person who remains out­
doors after dark should:
(A) Turn off the lights. (B) Put on a warm overcoat. (C) Wash his face. (D) Drink a warm drink. (E) Turn on the lights. (F) Buy medicine for the patients. (G) Set up a hose and give him artificial respiration. (H) Take his temperature. (I) Lower the temperature. (J) Mark his temperature. (K) Take his pulse. (L) Lower the pulse. (M) Mark his pulse.

68. This week, the hospital's main son why meat and vegetables should be cooked when carried in the kitchen to the patient's room is that:
(A) The hospital's main son why meat and vegetables should be cooked when carried in the kitchen to the patient's room is that:
(B) The meat and vegetables should be cooked when they are served. (C) The meat and vegetables should be cooked when they are served and delivered to the patient's room. (D) The meat and vegetables should be cooked when they are served and delivered to the patient's room, because the employee, although a

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preview of coming police sergeant Exam

The preview of the exam includes:

- The exam will cover on-the-job training, administrative responsibilities, and investigative work.
- A background in law enforcement and experience in criminal investigations is required.
- Candidates must have a driver's license and be able to work in stressful situations.
- The exam will assess candidates' ability to handle crime scenes, interview suspects, and write reports.
- Qualifications include a college degree in criminal justice or a related field.

KEY ANSWERS

42 B 83 B 64 D
43 B 84 D 65 B
44 A 85 A 66 C
45 A 86 B 67 G
46 B 87 B 68 C
47 G 88 A 69 C
48 B 89 B 70 A
49 D 90 C 71 G
50 D 91 C 72 C
51 D 92 C 73 B

NEGO BENEFICIAL
SOCIOECONOMIC STATUS:

The Negro Beneficial Society of the Department of Public Works will hold its fifth annual Benefit Dinner and Dance at the Hotel New York, Saturday, June 14, 1941. Music will begin at 10 p.m. Mayor M. L. K. Maning is president of the Negro Beneficial Society. Joseph H. Campbell, chairman.

ST. GEORGE ASSOCIATION, S. FREEMASON:

The St. George Association of the Free Masons will hold its fifth annual Benefit Soc. and Dinner at the Dollar Golden Gate Ballroom, 24th Street and Third Avenue, Saturday, June 14, 1941. Music will begin at 10 p.m. Mayor M. L. K. Maning is president of the St. George Association.

PARK EMPLOYEES ASSOCIATION

The Greater New York Parks Employees Association (Bronx Council) will hold its first annual Benefit S. and Dinner at the Church of the Ascension, 605 West 133rd Street, New York, Sunday, June 16, 1941. Music will begin at 10 p.m. All Civil Service employees are invited to attend this meeting. Matters of utmost importance will be discussed.

PARK EMPLOYEES ASSOCIATION

The Greater New York Parks Employees Association (Bronx Council) will hold its second annual Benefit Dinner and Dance at the Hotel New York, Saturday, June 14, 1941. Music will begin at 10 p.m. Mayor M. L. K. Maning is president of the Greater New York Parks Employees Association (Bronx Council).

CITIZENSHIP EXAMINES AND EMPLOYEES

On all PURCHASES AND RENTALS

All Members of the Civil Service Commission, as well as all eligible employees of the City of New York, are invited to attend these meetings. The meetings will be held at 8:30 p.m., June 3, 1941, in room 413 of the Pulitzer Building, 50 C 61 C 73

25 C

10% DISCOUNT

BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings of employees not appearing in the Bulletin Board. Please have your notice in by Friday of the week preceding the event. There is no charge for this service.

STATIONARY ENGAGEES

EGBLES ASSN.

Lucas B. Evans, Secretary of the New York City Stationary Engagees Association, will have its annual meeting on Tuesday evening, June 11, 1941, at the Rand School, 7 East 14th Street and Third Avenue.

MAINTAINER'S HELPER

Threatened court action and the possibility of much larger court judgments against the City are a serious concern to the Civil Service employees. The threat is directly related to the salary of the Helper's job. New York City Board of Estimate. The Helper's job was created by the Board of Estimate.

EGBLES ASSN.

A letter from Paul J. F. Redman, president of the Municipal Civil Service Employes Association, was read at the meeting of the Helper's group held on May 7, 1941. Redman said that the Helper's group was planning to get their permanent group of the New York City Board of Estimate. The Helper's group was created by the Board of Estimate.

AUTO-ENGINEEEN EGBLES

During the meeting of the Auto-Engineeens Association held on May 1, 1941, it was decided to get their permanent group of the New York City Board of Estimate. The Auto-Engineeens Association was created by the Board of Estimate.

FIVE BORO

ATTENDANT GARDENERS ASSN.

The Five Boroughs Association of Public Gardeners has held several meetings in the last few months to discuss the possibility of getting their permanent group of the New York City Board of Estimate. The Five Boroughs Association is the official organization of the New York City Board of Estimate.

CATHOLIC WAR VETERANS

The Holy Rosary Catholic War Veterans Association has held several meetings in the last few months to discuss the possibility of getting their permanent group of the New York City Board of Estimate. The Holy Rosary Catholic War Veterans Association is the official organization of the New York City Board of Estimate.

WINDSOR CASTLE

The Windsor Castle is a new organization of the New York City Board of Estimate. The Windsor Castle is the official organization of the New York City Board of Estimate.
Big Gala Day of Free Fun—Don’t Miss It!

Don’t forget the big party planned for Palisades Amusement Park, R.R. Saturday, June 11. It’ll be one of the biggest affairs ever staged for Civil Service employees, and the best part of it is that it’s FREE.

The occasion is Longevity Day, dedicated by the Civil Service Leader to the postal workers and their efforts to get a modest pay-raise bill passed through Congress. The postal workers deserve the advantages of this offer. And we hope to advantage of this offer. And we hope to 

While there are some 5,000 eligibles on the fire list, only those not in range of appointments under the present schedule, will probably be offered first. The Commission has already certified the fire list for temporary jobs in the Board of Transportation during the summer months to replace railroad strike and platform men.

Entertainment at Scaroon Manor

Dave Bines, noted RKO director and producer, has been re-engaged as production chief of the social theatrical staff at Scaroon Manor on Schroon Lake. The summer season of musical, variety and drama offerings under the direction of Mr. Bines, will be presented in the new open-air amphitheater built especially for the purpose. Mr. Bines is well known in the theatrical field, having directed in the Imperial Russian Ballet, and in other theatrical and motion-picture enterprises. This year he was associated in production work with the Vitaphone Co., film unit of the Metropolitan. Mr. Bines has selected an excellent cast of entertainers from radio and vaudeville for the new season. trumpet ensembles of the New York City Military Band. Tu will be augmented with weekly personal appearances of guest stars.

Don’t forget the big party planned for Palisades Amusement Park, R.R. Saturday, June 11. It’ll be one of the biggest affairs ever staged for Civil Service employees, and the best part of it is that it’s FREE.
WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 6th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions 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 direction to the realities of a secretary’s position in the business office of today. You must realize that of every ten girls who have some sort of secretarial training, only one will ever obtain a position in an office. WE HAVE PLACED EVERY GRADUATE."

"He asked, "Is competition so terrific?"

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

"How do you do it?" he asked.

"Here are a few of the reasons why we succeeded," I answered.

THE NEW YORK BUSINESS SCHOOL

CHOoses 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 of superior, as well as girls of average intelligence as tested by standardized intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 130 words a minute and transcribe at 120 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, were also placed in lower grade offices. They did not have the training necessary to take dictation.

We also insist that a girl have adequate English ability. She must have the ability to read and write; that is, the ability to follow a dictation with pen and paper and transcribe accurately the minutes of a meeting.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor plan to obtain students for a school to accept an attractive girl or a girl whom she determines to be the prospective employer, 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 prepare them in a relatively short time, nine to twelve months, for secretarial positions and need more girls for this training to supply the demand for Secretaries. This experience is obtained by the NEW YORK BUSINESS SCHOOL, by a careful study, learn exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

THE NEW YORK BUSINESS SCHOOL

chooses its students.