ANSWERS to SATURDAY'S TESTS

Exclusive!
FINAL ANSWERS
FIRE LIEUT. EXAM
Page 5

Civil Service LEADER

Full Details—10,000 ATTENDANT JOBS
for MEN and WOMEN
No Training Required

Sanitation Medical Exam Begins May 6

18 CITY, FEDERAL TESTS

Pensions for Subway Workers

Complete State Trooper List
Exam for 10,000 Attendant Jobs
Scheduled to Be Held in June

Leader Gives First Details of Requirements for New Civil Service Jobs

Within the next few days, filing for the first competitive exam for Attendant in State and county institutions throughout the State will be opened by the State Civil Service Commission.

Estimates place the number of jobs to be filled from this test at 200 a month, or 2,500 a year. The list may last only two years; however, it should be extended to four years, as possibly, 10,000 vacancies will be filled. Incumbents stay on the job without taking tests.

The only restriction will be that 45 is the preferred maximum age. Under State law, age limits may not be imposed.

EXAMS--NOTICE

Best available personalized instruction by SPECIALISTS, the most experienced in the field. The NEW TYPE tests require consideration, the State is to be divided into a number of zones.

1. FIREMAN—No. 1 men trained exclusively with us.
2. PATROLMAN—The high mental men trained with us.
3. 94% of our students who took the Patrolman Physical passed.

Compare Our Record

Sanitation Man
Special offer of $10, up to day of examination, under personal direction of Mr. Politi.

Police-Fire Entrance
New classes in physical and mental training now forming. Easy payments.

General Education Courses
Preparation for all Civil Service tests, City, State and Federal, including intensive course in English $1 a week.

TYPICAL WORK OF ATTENDANTS

Here we have inmates learning the printing trade in the shop of Newark State School, Newark, Wayne County. Attendents working in these institutions under the jurisdiction of the Mental Hygiene, Social Welfare, Health, and Correction departments.

State Commission To Pass on City Actions

State Commission To Pass on City Actions

Statistical Service, Social Service, Budget Examiner Involved

Four resolutions of the Municipal Civil Service Commission have recently been approved by Mayor LaGuardia. A bill made its way into the City Council Thursday in lieu of the requirement that the Municipal Civil Service Commission certify the qualification of applicants licensed to install oil burners. Authoried by City Commissioner Sharkey, it was referred to the Committee on General Welfare.

The Committee, which added the staler of Oil Burner to its list of several measures it included the first one in March series.

Hospital Workers Get 3-Week Vacation

Employees in the Dept. of Health will receive three weeks' vacation this year, it was learned Monday. That is regrettably by the very near, 4,500 Hospital Helpers.

Bill Calls for Listing Of Provisions

City Bill Seeks to Aid Oil Burner Men

A bill made its way into the hands of Mayor LaGuardia Thursday in lieu of the requirement that the Municipal Civil Service Commission certify the qualification of applicants licensed to install oil burners.--Albany Times-Union.

The resolutions on the agenda seek to:
1. reclassify the Statistical and Actuarial Service. This resolution, adopted December 29, was scheduled hearing last month, but was postponed.
2. amend the Social Service by including Medical Social Worker, Grade 1, up to but not including $125. This resolution was adopted September 7.
3. amend the Budget Examiners Services, by including Junior Budget Examiners, Grade 2, up to but not including $3,000. This resolution was adopted February 29, 4. reclassify the title of Psychiatric Social Worker in the Department of Hospitals. This resolution was adopted February 29.

The State Commission meets Tuesday, April 16, on its own mat-

No Bill Aid for Custodial Helpers

"Up in the air" for the moment is a proposal to exempt custodial work from a state civil service law that the State Commission has been empowered to administer.

That is the gist of an argument presented by lawyer William C. O'Neill, 24, of 24th St., East. His client was the International Union of Operating Engineers, Local 324.

The union, which has 2,500 members in the field of custodial labor, was licensed last December by the State Commission.

And if custodial employees enter the civil service, they must have to pay unemployment insurance.

City Council Would Accept Labor Union

Mayor LaGuardia signs a bill to that effect on Wednesday, May 1 at 8:30 a.m. in his City Hall office.

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State Trooper List

Announcements Begin May 1

The long-awaited State Trooper list, containing 265 names, appears today exclusively in The Leader; it will be found on page 15. Although every part of the State is represented, a disproportionately high number of eligibles are from New York City.

300 Audit Jobs in Court Fight

In an effort to secure approximately 300 jobs held allegedly by provisionals in the State service, members of the State Administrative and Audit Clerks Association will take legal action, according to present plans.

Full official requirements, filing dates and other information on these examinations will be published in The Leader as soon as they are officially announced.

New City Exams Ordered

Smith Probe Postponed

At a meeting of the city council last Thursday, the members were divided as to whether a full and impartial consideration of the Smith resolution is possible under the Civil Service Commission. The investigation committee, if the council agrees to such a probe, will consist of Al Smith, President; John A. Warner, Superintendent of Public Works; James A. Burke; John Christensen, and formerly of the St. Louis Cardinals; Pete Waters, track coach. Manhattan College; Bill Madden, Physical Education faculty. CCNY; and formerly of the St. Louis Cardinals; John Ferguson, P. of F. President, of the City Civil Service Commission, that investigation to inquire into also civil service examiners and the chief.

Stiff Written Exam For Health Officers

A stiff written test will be given to 26 candidates for District Health Officers, recruited by the Municipal Civil Service Commission from all over the United States. Only 10 of the 26 candidates appearing at the Municipal Civil Service Commission.

The meeting of the experts may have some of the most significant of the problems. The leaders of the competition promises to be one of the most interest­ing events in the history of Civil Service.

PREPARING FOR SANITATION PHYSICAL

Are these stalwarts who won a job helping keep New York clean? The job, of course, was a Sanitation examination. The next month, Commissioner William R. Woolsey of the New York City Department of Sanitation, will convene a Sanitation medical board to issue 4,000 permits. These jobs, the most important of the 12,000 openings, throughout the country, will be hopeful with equal success. New York, which are to be coming to begin the reading of the examination. The examination will be held in New York City. The examination will be held in the Central Plaza, Broadway and 50th St.

Chairman

Airline jobs available

A competitive exam for airport assistant was ordered last week by the Municipal Civil Service Commission. The Commission also scheduled tests for Assistant Engineer (Drill Operation) and promotion to Junior Assistant, Corporation Counsel, Grade 2 (Law).

The eligible list resulting from the Airport Assistant exam will be used to fill jobs at LaGuardia Field. No salary has been set for the position, which is a new one, but it is expected that the pay will be about $12,300 a year.

The exam for the Airport Assistant position consists largely of Attendant work.

The position of Assistant Engineer (Drill Operation) is in the Department of Public Works. It pays $4,750 a year.

More than 100 employees of the Law department will be eligible for the promotion test to Junior Assistant, Corporation Counsel. The eligible lists will be based on the results of this test.

Full official requirements, filing dates and other information on these examinations will be published in The Leader as soon as they are officially announced.

Benny Friedman Heads List of Examiners; Physical Test Starts June 1

The Leader is able to announce on exclusive authority, that the Sanitation physical exam will be held in Staten Island. Shifted from local gyms to the World’s Fair, and now to New York’s southern outpost, the physical trials in the most-publicized of all Civil Service competitions will be held at Pier 6, Treasure Island at Thompsonville, S. I.

Full information about Police and Fire examinations will appear in The Leader as soon as they are officially announced.

0 40,000 men will probably participate in the examinations, which will probably be 60 days before all have shown their ability to lift 100 pounds, run a 440-yard dash, and run 129 yards in 13 seconds and a half of weight. At present, the plans call for the physical tests to be taken in the weather. Because of the length of time necessary for the competitions to be completed, it is almost certain that the tests may be altered after Prof. Francis F. Wills, one of fifty men who can be used to conduct the tests, in one shift.

About 250 to 300 men might compete for a single shift, according to the General Staff. Because of the time necessary for the competitions to be completed, it is almost certain that the tests may be altered after the examinations, which will probably be held in 1940.

Benny Friedman heads the list of examiners.

Top marks in athletic circles, consists of:

Benny Friedman, head football coach at CCNY, formerly all-American at the University of Michigan;

Toby Baldwin, of the Physical Education faculty of Brooklyn College;

Noah, Graduate Manager, New York University;

Pete Battle, football coach at CCNY;

Richard Boyce, Physical Education faculty of Manhattan College;

Bob Morley, Secretary, of the University of Michigan;

John J. Ferguson, P. of F. President, of the United States Civil Service Commission, that investigation to inquire into also civil service examiners and the chief.

The list of examiners, all well-known in athletic circles, consists of:

Benny Friedman, head football coach at CCNY, formerly all-American at the University of Michigan;

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Exit McElligott!


Elligott himself was not officially a defendant, actually tried to resign from the force some weeks ago, they were he was fire though his superior officer ("ommanded. In a de­
pends, authority must be respected.

Ci DISCIPLINE. Suppose a Fireman were to refuse to go to a
Commissioner. The Fire Department is built up on dis­
aspect of a comic-opera.

Among the more familiar signs in the city, is lliat
of Sewer Repairs.

On the W ay Up

L o d o y S u t o n

Lloyd Sutton

Merit Men

... the only way to do a job right.

Tuesday, April 30, 1940

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Commissioner. The Fire Department is built up on dis­
aspect of a comic-opera.
Huncharoff Still Leading; 
In City's Civil Service
Most Popular Fireman Contest

The city, in its suit to void the 
retirements, stated that the 
retirement move had been discussed 
as early as last December, when 
the last draft was made of the bill 
which provided the new 
pension set-up. Justice Peter Schmuck 
reserved decision on the case. 
The city charges that the 
retirements were illegal, and Corpora-
tion Counsel Robert H. Shaffer 
cited an order by Mayor LaGuar-
dia three days before McGilhott 
and his associates resigned, to the 
effect that no one was to be pensioned 
before the new system became 
effective.

The plaintiffs in the suit are: 
Deputy Chiefs George L. McKen-
na and James W. Helfenbein, who 
will retire at $3,000; Captain George 
J. Ryan, $1,950. McGilhott is not 
involved in the suit directly, but 
the status of his pension hinges on 
the outcome.

Don't forget June 8th? That's 
the day the baseball teams of the 
Fire and Fireman's Commission 
will meet in a classic struggle.
Civil Service Legislation

Four Civil Service Bills were among those transposed into law by Governor Lehman's signature. At the same time, Mayor Dwyer dumped into the scrap heap dozens of others that legislation. Those passed include:

1) Pile law, repealing the provision extending for not more than four years the term of the pile law, now expired, for certain clerks in the Supreme Court. Pile Districts, Brooklyn. (Chapter 606.)

2) Pile law, continuing to February 1, 1941, the Pile Commission (see page 10), adding the secretary of the County Civil Association to the personnel, appropriated $10,000. (Chapter 607.)

3) Osteoral law, continuing for another year the Salary Standardization Board. (Chapter 608.)

4) Nunan law, providing for the transfer, within two years, by a person of Whiteface to another if he has been entitled to impair health or usefulness. (Chapter 609.)

Among the other laws passed were these:

Miliary law, providing that personal examinations or personal interviews shall not constitute any part of competition. (Chapter 610.)

Steinfield law, extending for not less than two or more than three years the term of employment for clerks, Grade 7, Supreme Courts in Kings County, promulgated April 8, 1940. (Chapter 611.)

Fogarty law, extending for a period of one year the eligibility of clerks for Supreme Court Attorneys for first and second Judicial districts, promulgated July 10, 1940, and expiring July 10, 1940. (Chapter 612.)

Williamson law, extending the provisions for discontinuance of service upon change in the status of employees' retirement system, to include those who have been disqualified for service of the service since March 2, 1932, after certain specified employees. (Chapter 613.)

Barrett law, providing that public buildings or public buildings or grounds of institutions, whose employees are employed in Civil Service, to receive information contained in public records to determine existence of vacancies that are similar to those from which they were suspended. (Chapter 614.)

Rumpold law, allowing to giving employees for the benefit of a state employees' retirement system who were in State service for a period of at least five years from Jan. 1, 1940, after Jan. 1, 1940, after promulgation of the new law. (Chapter 615.)

Omnes law, extending for retirement for the benefits of a State Employees' Retirement System who were in State service of the New York City Fire Department shall be reduced by the Commissioner of the New York City Fire Department, one-half of the amount of the 50% of the amount of the salary that the employee was entitled to receive during the period of active service. (Chapter 616.)

The competitive list for Machinist was adopted for the Election of the Court in Kings County, promulgated April 8, 1940, the Fire Commission had adopted flat salary standards for these positions at salaries of $2,191 a year. (Chapter 617.)

The reclassification of Storemen under the jurisdiction of the Correction, Health, Mental Hygiene, or Social Welfare department for the position of Foreman of Institutional Shop or similar lines will be necessary for all these tests, filing dates, and other information will appear in the next issue of The Leader (see page 14).
STATE TESTS

U.S. TESTS

Chief Tool and Gauge Designer ($2,600)

Assistant Tool and Gauge Designer ($1,500)

Tool and Gauge Designer ($510)

Optional branches: 1) Precision; 2) Non-ferrous; 3) Ove dressing. File by May 27.

Duties

To conduct metallurgical investigations and to send out information to improve conditions in the manufacture of ferrous and non-ferrous metals and their fabrications, development, or redesign of special equipment and processes, to improve the design of tools, gauges, and other related equipment manufactured in the manufacture, assembling, or inspection of machinery, machines parts or other similar equipment.

Requirements

Education. A bachelor's degree with major study in chemistry, physics, engineering or metallurgy.

Experience. — Associate Metallurgist: Three years of professional experience. — Assistant Metallurgist: Two years of professional experience in metallurgy, preferably in the design of experimental apparatus, or of non-ferrous metals and their fabrications. — Tool and Gauge Designer: Five years of experience in tool and gauge design.

Special examination.

Civil Service

Free

No.

52,206 U.S. Government Civil Service Examinations in 1939

13 W 1st St. (near Bay) N. Y.

Address

Phone Chelsea 3-854

Prepare now for New York Residency and vicinity examinations.

Franklin Institute

10 Handball Courts

Franklin Institute

Y.M.C.A.

3-Story Club Building

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Make Health Your Habit

Start $1260 to $2100 a Year

MEN—WOMEN

WANT A U. S. GOVERNMENT JOB?

Free copy of illustrated 32 page book—Writing to the right is right. "Wants this letter—writes his or her name

PROMOTION OFFICER

PROBATION

Y. M. C. A.

Dues and Privileges

90 Broad St.

WILLIAM C. CLEMENT:

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Phone Chelsea 3-854

Ask for FREE COPY PASS

TUESDAY, 6:30 P.M.

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One Story Club Building

Phone, Write to Dr.

Franklin Institute

Y. M. C. A.

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Phone Chelsea 3-854

FREE

Call or visit our office at once. Open until 9 P.M.

Satisfaction guaranteed. Can be used to advantage in any of the above jobs.

John St. Drane 94. N. Y.

Committee's Freeman

Tuesdays 2, 3, 5, 7 and 8.¶

Class Instructors

TUESDAY, 6:30 P.M.

Train for SANITATION andother

Civil Service

Physical Exams

TWENTY-THIRD STREET

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Garge, Fully Equipped

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Satisfaction guaranteed. Can be used to advantage in any of the above jobs.
Machinist


Duties: Under inspection and supervision, perform work of average difficulty. Prepare and test finished pieces, under the instruction of an experienced machinist. Must be familiar with and use the various tools required by the trade. Supervise apprentices, be acquainted with machine shop practices, tool and instrument ratings, superconductors, steam, boiler work, and assembling and disassembling fixtures and accessories.

Requirements
- Four years of apprenticeship or equivalent experience.
- Must have knowledge of shop practices, theoretical and practical.
- Must have knowledge of shop arithmetic.
- Must have the ability to perform the duties of a machinist.

Nurse

Junior Graduate Nurse

Open

(One life, over 28 years old; filing open, U.S. Public Health Service, New York, N.Y. Filing, Police, and Veterans Administration.)

Duties: Under the direction of a supervisor, perform general nursing work in hospitals, nursing homes, or other institutions.

Requirements
- Four years of college education.
- Must have taken a course in nursing and have passed a state examination.
- Must be able to work well with sick and disabled persons.

Boilermaker

Open

(One life, over 28 years old; filing open, U.S. Public Health Service, New York, N.Y. Filing, Police, and Veterans Administration.)

Duties: Perform work of average difficulty under the direction of an experienced boilermaker. Must be able to work with boilers, steam lines, and steam systems.

Requirements
- Four years of apprenticeship or equivalent experience.
- Must have knowledge of steam line construction and operation.
- Must have the ability to perform the duties of a boilermaker.

Stewardess

Open

(One life, over 28 years old; filing open, U.S. Public Health Service, New York, N.Y. Filing, Police, and Veterans Administration.)

Duties: Perform work of average difficulty under the direction of a chief stewardess. Must be able to work with passengers and prepare meals.

Requirements
- Four years of experience in the trade.
- Must have knowledge of food preparation and service.
- Must have the ability to perform the duties of a stewardess.

APPOINTMENTS

The BEST

The FINEST

FOR

THE FINEST

UNIFORMS

FOR

POLICEMEN-FIREMEN

and all Civil Service Employees

Made to individual measurements and a perfect fit

We also carry a complete line

CIVILIAN CLOTHES

READY-TO-WEAR

CUSTOM MADE

MENS CLOTHES

258 Canal St., N.Y., N.Y.

ATTENTION, SANITATION MEN!

If you cannot afford the fine quality uniforms we carry, GET THE BEST THAT YOU CAN AFFORD! Make your dollars stretch further and your work more comfortable.

WEDNESDAY, MAY 8

THE FINEST FOR THE FINEST UNIFORMS

DICTATION

BOWERS

315 W. 38th St., New York 18, N.Y.

DR. SPEER 205 8th Ave., New York 11, N.Y.

SAFETY DICTATION ON THIS INSTITUTION EMBASSY EMBASSY TIME

(Continued on Page 13)

Edward L. Strong

CIVIL SERVICE LEADER

Tuesday, April 30, 1946

STATE PROMOTIONS

Filing for the following State promotions exams is now open.

TUESDAY, APRIL 30

No. 1087. Department of Taxation and Finance. (Salary range, $1,300-$1,700; appointment may be made at either rate.)

Requirements: Permanently employed in Department, must have served in that department for six months in the competitive class, grade 1, line, for which this examination is being held.

No. 1108. Department of Taxation and Finance. (Salary range, $1,200-$1,600; list will be filled positions of Assistant Stenographers.)

Requirements: Permanently employed in Department, must have served in that department for six months in the competitive class for six months in service, 2, grade 1.

ASSISTANT STATE ACCOUNTS AUDITOR

No. 1125. Department of Mental Hygiene. (Salary range, $2,800-$3,000.)

Requirements: Permanently employed in Albany, Buffalo, or New York offices of the Department, must be serving as a one-year probationary employee in the class for which this examination is being held.

Assistant Stenographer

No. 1135. Department of Correction. Division of Criminal Investigation. (Salary range, $1,400-$1,600.)

Requirements: Permanently employed in the Department (exclusive of institutions), must be serving in that department and have served in that department for six months in the competitive class.

ASSISTANT FINGERPRINT CLERK

No. 1111. Department of Correction, Division of Criminal Investigation. (Salary range, $2,800-$3,000.)

Requirements: Permanently employed in the Department (exclusive of institutions), must be serving in that department and have served in that department for six months in the competitive class.

JUNIOR ACCOUNTANT

No. 1125. Department of Mental Hygiene. (Salary range, $2,800-$3,000.)

Requirements: Permanently employed in the Department (exclusive of institutions), must be serving in that department and have served in that department for six months in the competitive class.

Buy The Leader every Tuesday.
Pensions For Subway Workers

A prominent Civil Service authority explains, in simple terms, how the pension set-up will operate for transit workers soon to come under Civil Service.

By H. ELIOT KAPLAN

What happens to the pensions of BMFT and IRT employees after retirement? What about the pensions of employees not covered by the BMFT or IRT?

Each employee's retirement is a personal matter. It will depend on the length of service, the amount of salary received over a five-year period, and the will of the employee. Each employee will become eligible for membership in the regular New York City Retirement System. Employees over fifty will probably not be permitted to become members of the system. They may, of course, obtain their benefits in the company pension system, which will be continued under the unification contracts, or some special arrangement made for them by legislation. Those under fifty will be required to join the city retirement system and become entitled to the privileges accorded all other civil service employees in the pension fund.

How the System Works

Under the city pension system, the contribution of the employee is determined primarily by his age. The contribution may range from four percent for the younger employees and be as high as eight (or even ten) for some of the older employees. Life insurance and old age assistance are also provided. The money will then be applied in accordance with the wishes of the employee.

Employees who have already retired from employment by the city after fifty-five will continue to receive their pensions for the rest of their lives. There will be no other changes in the pension system, but the retired employees who have been covered by the system in the past will have a new pension system under the city pension system. How this will be done, if at all, must be decided by the city and federal government.

Over 50—Out of Luck

Civil Service employees who join the city or change to the city will have to solve what to do about the pension they have already acquired. The employees will have to choose between the two systems. How much that pension will amount to will depend on the length of service, the amount of salary received over a five-year period, and the will of the employee.

Ramspeck Chances Up

Chances for the passage of the Ramspeck bill in the Senate are believed to be improved materially due to developments of the past 10 days. Senator Walter George of Georgia has taken a new interest in the measure that would provide President Roosevelt authority to extend Civil Service to approximately 150,000 additional federal jobs. Senator Harry F. Byrd of Virginia, who has been indifferent toward the bill for weeks, now is an active supporter.

Senator James M. Mead of New York told the Civil Service Leader that he would push a bill to place all the authority for covering employees into Civil Service in the President's hands. He believes all the other proposals that the Senate Civil Service Committee has been hearing during the past month would confuse the issue.

What Do the Words Mean?


People new to Civil Service are often baffled by the strange jargon. If you come to Civil Service for the first time, or if you're an old merit system employee, you'll find pleasure and information in the feature, to appear next week or shortly thereafter—called

Civil Service Dictionary
CIVIL SERVICE LEADER

PAGE TWENTY

Tuesday, April 24, 1948

Work of the File Commission: No. 6

HOW CIVIL SERVICE OPERATES

This great mechanism known as Civil Service isn't complicated at all. It's just an efficient method for best people to get to work for the community. And here's how it works.

Waiting for Applications

How much do you want to pay for those services? You want to pay just as you'd pay for a pair of shoes or a bunch of bananas. As little as possible, of course, without curtailing quality. Well, just how do you get efficient management? By having every grade in the service from the general manager to the office boy, from the head of the department to the receptionist, filled with persons picked for their qualifications.

Civil service is your assurance that this is happening in your government.

To be sure, civil service is somewhat formalized. Try doing anything with less than thousands of employees and you'll soon find out why. The same thing is true of big business organization. General Electric, Bell Telephone, U.S. Steel—all have their personnel systems, by whatever name they may be called. "But I'm not running a big organization," my friend the local official objects. "I'm running a small village and I'll be easily swamped if I see any trouble to it."

The answer, of course, is that it is just as important in a small village as in a big corporation. Civil service has been tried and is expected to work.

Civil Service Advantages

1. Government employees are assured of keeping their jobs as long as they do their jobs, and of having a fair hearing before they may be dismissed. Thus no "politickers" make mincemeat of the efficient performers of public work.

2. Salaries and degrees are, so far as possible, classified and equalized. There are no "favorites" to get more than they deserve, nor non-political souls who are passed over.

3. Promotions go to the deserving on the basis of examination.

4. Administrators are free from pressure to appoint "Aunt Baily's" boy; they know they are legally compelled to appoint qualified persons no matter who they be.

How It Works

"That's an interesting idea," my friend reflected, rubbing his chin. "It's all right in theory, but how does it work in practice?"

Here's how it works. Let's say our friend the local official finds that a city needs several new stenographers, since one has married and left; another has retired, and city work has been increasing besides. He informs the civil service commission of his need and outlines in general the duties which the new stenographer will have and the abilities they will need.

It is the civil service commission's job to find him good people. First the commission advertises in newspapers, public libraries, even on office walls where job seekers are likely to see the announcement. Qualified applicants will be given the standard application form and submit it by a certain date.

In the meantime, the commission has the examination drawn up by impartial persons who are thoroughly acquainted with the work of stenographers of the grade needed. The examination is likely to be a speed test, a general intelligence test, and perhaps some other tests, depending on the positions, but probably not for stenographers, there will be a stenographic test. The stenographer may have to take a typewriting and shorthand speed test, a general intelligence test and a written test designed to bring out knowledge of office practices and procedures.

Growing Papers

Finally, the file commission will examine the papers of those who correct the paper will have no right to review the commission's files. Next time someone in the city government wants a stenographer, he precautionary measures are taken in good time. The test is given to all applicants in one of the city's competition centers.

Our city official is then informed of the examination results. The three names are "certified" to him, meaning that he may choose one of them to fill the job. This degree of freedom of choice given to him for deciding on a person is one of the advantages of civil service. The service is flexible enough to allow for personality differences. Persons who do not perform well on written exams may have a heard of in social behavior or personality or even personality differences. Persons who flunk the written exams may have a hard time on the practical test.

After all the appointments are made to filling existing vacancies, the list of the still unappointed people is forwarded to the commission. Next time some city official wants a stenographer, he can choose one from a list of 100 names, with a minimum of delay. The list is kept up to date and is published at regular intervals.

The answer, of course, is complicated and involves the selection of a village or a city official to choose the correct one. If you want to pay for services, you must pay for them in accordance with the rules of the commission. The commission advertises in newspapers, public libraries, even on office walls. The applicants are given the standard application form and submit it by a certain date. The commission has the examination drawn up by impartial persons who are thoroughly acquainted with the work of stenographers of the grade needed. The examination is likely to be a speed test, a general intelligence test, and perhaps some other tests, depending on the positions, but probably not for stenographers. There will be a stenographic test. The stenographer may have to take a typewriting and shorthand test, a general intelligence test and a written test designed to bring out their knowledge of office practices and procedures. Such are the simple, although complicated, mechanics of finding qualified people to do public work. It wouldn't be the same without conscientious administration. The department or office which does not much prefer civil service to the old methods of hiring and firing—one has tried civil service—difficult to do.

Next week's article in this series will be about the job the File Commission has to do in order to get the men of the jobs which are to go on Civil Service. The author is W. Earl Weller, Assistant Director for the File Commission, Bureau of Administration. Director of Rockefeller's Bureau of Municipal Research.

Handsome Cop Contest

Judged by

DOROTHY LAMOUR—COBINA WRIGHT JR. GERTRUDE LAWRENCE

If Harold Grauman, editor in chief, of The Leader content editor knew in a lengthy petition this week that it better be Handsome Harold. There are others who see eye-to-eye with him, but Harold's name has been named at least once a week since the contest was launched.

In a couple of weeks, the pictures go to three lovely judges—Gertrude Lawrence, Dorothy Lamour, Cobina Wright Jr.—for final decision. Thus Harold is just one of a whole flack of good-looking males.

Before we give you the full list of those nominated so far, a final word. Remember there's still time to send in the name of your favorite, and he'll be on a real footing with all the others using the cue.

Edward C. Coppel, 10ed Pet.
William Addison Currou, 100th Pet.
Joseph Nieber, Traffic Officer
Frank D. Paquaye, 10th Pet.
Ray A. Dennis, 60th Pet.
W. Dohrmans, 8th Pet.
Michael Blutracht
John D. Jofly, Madison Traffic
Frank Dukas, Allen Squad
Harold Dwyer, 40th Pet.
Benjamin Borrone, Traffic Officer
Renee R. Dunn, Police License Bureau
Peter Dunn, 40th Pet.
Bill Duerr, 120th Pet.
William Faller, 10th Pet.
James Fyke, State Police, Troop L
Frederick Kamm, 120th Pet.
Alfred Pupcco, 10th Pet.
Samuel Galleher, 100th Pet.
Edward M. Gabriel, State Police, 72nd Pet.
Jack Garfield, 40th Pet.
Morris Shand, 4th Pet.
Anthony D. Cifre, 20th Pet.
Stevan Goldhaber, Allen Squad
Harold Graham, 60th Pet.
Daniel Hansd, 4th Pet.
Nassau James Harrington, Traffic Officer
Sam Lordsquad
Dana Jones Historical Pet.
Harrie Curtis Historical Pet.

Your Ballot

Handsome Cop Editor
Civil Service Leader
97 Duane Street, New York City

Your search for New York State's handsomest cop is over!

Me's

of the

(Signed) Name

Address
Mental Hygiene

by John F. Montgomery

Bellevue, N. Y.—There were 5000 people, 90 dentists, 900 dental assistants, 160 nurses, 24 laundresses, 344Acknowledged Merit: After May 9, part of the D.C. Carnegie categories of the D.C. Ross, 225 East 102nd Street.

Statistics: During March, the Department provided assistance to approximately 5,000,000 people in addition to children...
The Home Relief Division added 137.

4 cases, which means 454,000 people

Old Age Assistance provided relief for 3,485, the most in its life...

Blindness assistance gave 97 infants who were in the Division of Shelter Care housed, fed...child care.

To be a good...New Yorkers should be proud of the manner in which it is done.

There will be a public hearing this Thursday to consider the proposal to place the Third Deputy Commissioner of the Welfare Department into the Administrative sphere competitive Examination

Big Business: There's hope in the State...made the list. They're Clarence M. Wal-...attending the State's annual dinner...

What's What at Passaic: Hanging around day and night means for good workers...

What's What at Passaic: Hanging around day and night means for good workers...

For the present, though, the change will be to simplify the matter of...are our jobs changed?

No Soap: The news from Albany is...

No salary change.

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CIVIL SERVICE LEADER
Tuesday, April 30, 1946

Question, Please?

By H. ELIOT KAPLAN
CONTRIBUTING EDITOR

Permanent Status

D. M. H.—Ordinarily an appointee to a temporary position may not acquire permanent status except by appointment from the competitive list. In rare cases, however, where the Commission has had examinations for the position and no eligible list results or all on the list decline appointment, and the Commission decides that further tests will not result in sufficient eligibles willing to accept the position because of the low salary offered or undesirable location of the position, the Commission may give a temporary indefinite appointment.

One-Name Lists

J. P.—An eligible list need not contain more than one name, if the appointing officer is willing to make an appointment thereto. The appointing officer, however, may require that an eligible list of at least three names be certified to him for appointment. There is some doubt whether an appointing officer may refuse to appoint from a list of less than three names when the temporary incumbent has failed the test and the appointing officer insists upon keeping him.

Why Fingerprinting

J. B. R.—The purpose of the Civil Service is to protect the public against incompetent employees. Fingerprints are also used as an additional check in examinations to detect impersonation in tests. Secondly, it enables the Commission to check police records. As a rule no questions relating to one's criminal record are asked at the time of fingerprinting.

Title Changes

D. A. N.—The Budget Director and the Civil Service Commission will decide whether the title of your job may be changed from Officer to Machinist Helper—same at the salary. Titles are changed when the original tests for two positions were similar, or when no test was given and the Commission decides that the duties of the positions are similar.

No Return of Fee

R. W. T.—You were rejected from the examination because of your experience and education were not considered adequate. In such cases, the Municipal Civil Service Commission does not return the application fee, on the theory that it has to go into trouble and expense in examining your application, and therefore is justified in keeping the fee. Fees are returned only when applicants are rejected through no error of own part of the Commission. Such notification may be in the original announcement, etc.

Transferring Climber-Pruners

M. T. K.—The Commission undoubtedly could not transfer a Climber-Pruner for other labor class job because of the regulations on assignment to another job without losing his place on the list. The Commission also can transfer a Climber-Pruner to a labor job in another department, if both departments agree.

Provisional

A. Z. C.—If you were certified to a non-competitive job which was reclassified before your appointment became effective, you can serve only as a provisional. Even if you have now served more than a year, you do not gain permanent status. The only manner in which an appointment made provisionally is permanent is by appointment from a competitive list.

“Probable Permanents”

E. Z.—No one can explain what the Civil Service Commission means when it uses the term “or equivalent” with regard to your experience or education. However, it usually means that if you submit evidence of education or work or responsibilities which could not have been performed except by a person having exactly the kind of experience that you have, you would be admitted to the test.

Getting “Docked”

P. H.—It seems incredible that you were “docked” four hours pay because you took a Civil Service promotion exam. There must be a misunderstanding. If you have a complaint, you can take it up with the department, or if there is actually the reason you were docked, you can write to the attention of the Civil Service Commission.

Subway Clerks

B. M. T.—BMT and IRT Clerks will be eligible for any similar Civil Service jobs in city departments and in the Board of Transportation. Those who aren’t absorbed this way will go on eligible lists for other city positions.

Seniority

J. B.—Under Section 31 of the Civil Service Law, seniority applies to the length of time employees have been competitive in the service as a whole, not merely in any one department. Seniority is determined by the time employees have served as indicated by the title and grade in the whole service. Non-competitive and labor employees do not come under the provisions of the Civil Service Law.

Fite Commission Seeks City Data

REMEMBER the Fite Commission? They’re the chaps appointed by the Governor to investigate ways and means of extending Civil Service to those parts of the State where it isn’t. They’re the agents who will write the exclusive series of articles for The Leader.

Well, they’ve just taken steps to further their investigation of public employment in the State. A questionnaire went out this week from its office in the State Capitol to every city in the State. How many jobs? What kinds? What are the salaries? What’s the turnover? And so on and so on.

On the Commission reported to the Legislature back in March, it made the first estimate of total local public employ­ees in the State. It set 101,917 as the figure; this amounts to 3.1 per cent of the entire State’s population.

This survey of the cities will also be the first of its kind. The Commission is expected to finish its statistical report by June. No matter what else the Fite Commission accomplishes, they have already given enough statistics to provide Ph.D. students with material for years to come.

Welfare Workers Bone Up

For October Exams

CIVIL SERVICE NEWS BRIEFS

CITIZEN FOR OCTOBER EXAMS

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CIVIL SERVICE LEADER

Federal Requirements

(continued from Page 10)

Viron's work. The triple of Columbia and the University of Maryland. They are: 1. Education, experience, age, and physical fitness. 2. Qualifying examination. 3. Merit rating.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

Navy Yard Jobs

Open to all citizen of the United States except those limited by law. Applicants are required to live within the Washington, D.C., area, to be at least 21 years of age and to possess a high school education. They must be able to meet the physical fitness test. Further requirements.

Requirements

1. Education, experience, age, and physical fitness. 2. Qualifying examination. 3. Merit rating.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

Senior Information Specialist ($4,600)

Information Specialist

Option 1 (Press and Publication Information Specialist).—Four years of progressive experience in the public relations work of distinctive merit in writing or editing, and academic qualifications as shown for Senior Specialist.

Association Information Specialist. — Three years experience as Information Specialist. 1. Education, experience, age, and physical fitness. 2. Qualifying examination. 3. Merit rating.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

Assistant Information Specialist ($3,200)

Assistant Information Specialist

Option 3 (Radio). — To perform duties in connection with the preparation of radio programs for dissemination, as the care of fish and eggs, feeding and caring for fish, special study, application of disease control, and the cleaning, painting and repairing of radio equipment.

Requirements

Either: a) one year full-time employment at a state, federal, or private fish hatchery; or b) successful completion of one full year course in the biological sciences, fisheries, or entomology, or the equivalent.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

Senior Mussel Culturist

Bureau of Fisheries, Department of Commerce, Washington, D.C.

May 27, Age limit: 55.

To prepare nutritive media for the propagation of the warty mussel, water mussel, or the American mussel, and to maintain and harass the propagation of the above species in first-class condition to insure continued supply of these species in the wild state. To distribute properly propagated adult mussels and the like, on the media to be distributed, to maintain colonies of gravid mussels or other stages when necessary, and to distribute the young mussels, propagated artificially, according to the needs of the public and the general public.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

CIVIL SERVICE LEADER

COUNTY TEST

(Open to Residents of Lewis County Only)

Lewis County

GAME PROCTOR ($1,800)

Fish and Game Department as Fish and Game Inspector, Fife May 12.

Requirements

Candidates must be familiar with wild life in New York State. They must have had experience and training, or must have possessed a license to hunt and fish for three recent years or must show other satisfactory evidence of qualifications. They must also show evidence of progressive interest in wild life conservation, and that they have been associated with those who give evidence of interest in hunting, fishing or related activities. Applicants must furnish and explain in their applications, all information in support of their claims for compensation. 41 cents a mile.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

The Veteran-Welfare Eligibles Fight

Social Investigator eligibles appeared in court Thursday for the first time. Attorney H. Eliot Kaplan pleaded before Supreme Court Justice Kenneth C. Milligan, and asked that the eligibility of Veterans' Bureau of the Welfare Department be sought, it will be of higher courts.

It is the so-called Sherman v. Welfare Commissioners, Hoboken. The actual fight is between the veteran provisors who has the jobs and the investigator eligibles who claim the jobs. 48 non-veteran eligibles have been named on vets' non-legal staffs.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

Under Fish Culturist

Bureau of Fisheries, Department of Commerce.

To assume responsibility for the propagation of fish or the care of fish hatcheries.

Weights

For all these positions, no more than three weights will be rated on their service, Federal or State Government, and each position must be rated on at least three weights.

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Weights

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**CIVIL SERVICE LEADER**

Tuesday, April 3, 1968

**They're On New City Lists**

The following eligible lists were established this week by the Municipal Civil Service Commission.

**PROMOTION TO MEDICAL INSPECTOR — ADMINISTRATION DEPARTMENT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Herman H. Green</td>
<td>80.00</td>
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<td>Everett L. Morgan</td>
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<td>Charles H. Nelson</td>
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<td>Norman H. Stewart</td>
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<td>William A. Kerr</td>
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<td>John Y. Heyer</td>
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<td>82.35</td>
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<td>John F. Williams</td>
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<td>Elza Mannix</td>
<td>84.85</td>
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<tr>
<td>Anthony Ouliano</td>
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<td>Irving Kolodny</td>
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<td>Arthur M. Horak</td>
<td>81.00</td>
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<tr>
<td>Sol H. Walzer</td>
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<td>Frank Cuttica</td>
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<tr>
<td>Fred Drimmer</td>
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<tr>
<td>Howard L. Kennish</td>
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</tr>
<tr>
<td>Howard L. Kennish</td>
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</tr>
</tbody>
</table>

**DEPARTMENT OF HEALTH**

**INSPECTOR — ADMINISTRATION DEPARTMENT (MEN)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arthur J. Ellston</td>
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<tr>
<td>Howard J. Baletti</td>
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<td>Herbert S. Hartman</td>
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<td>Joseph C. Glueckert</td>
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<td>Peter J. Killcommons</td>
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<td>Edgar A. Meehan</td>
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<td>Arthur M. Horak</td>
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<tr>
<td>Howard L. Kennish</td>
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**DEPARTMENT OF TAXATION**

**ASSISTANT (MEN)**

<table>
<thead>
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<th>Name</th>
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<tr>
<td>Edward L. Ringel</td>
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<tr>
<td>Jack Friedberg</td>
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<tr>
<td>Dennis O'Keefe</td>
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<td>Arthur S. Farber</td>
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<td>William J. Kelly</td>
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<td>Benjamin Shaffer</td>
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<td>Emanuel Levy</td>
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<td>Harold Engel</td>
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<td>Alexander Lindower</td>
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<tr>
<td>Moses Wachs</td>
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<tr>
<td>Abraham Tishman</td>
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<tr>
<td>Bertram M. McGlynn</td>
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</tr>
<tr>
<td>William Ehrhart</td>
<td>78.75</td>
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<tr>
<td>Milton Bernstein</td>
<td>78.35</td>
</tr>
<tr>
<td>Willard G. Wolf</td>
<td>77.27</td>
</tr>
<tr>
<td>James A. Laughlin</td>
<td>77.57</td>
</tr>
</tbody>
</table>

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READ THIS FIRST

1. This is a tentative list and, necessarily, a tentative appointment.

2. The Department Head who requires a person for this position has the Civil Service Commission generally appoint the person, or when the Commission has no vacancies, the person shall hold the position for 90 days, or until a vacancy occurs, whichever is shorter.

3. Persons are selected and appointed on a competitive examination of the competitive list. A suitable appointment requires a temporary appointment on a competitive list, and an examination of the competitive list and appointment.

4. Therefore, those listed below may or may not be appointed, and may or may not receive the certification from the Civil Service Commission on request.

5. Any person who desires to compete for a position for which he is certified should call the Civil Service Commission, Municipal Civil Service Commission, 259 Broadway; telephone Commercial 7-8860.

MUNICIPAL CERTIFICATIONS

MON., APRIL 22, 1940

Attorney-Adviser (Continued)

List, 9:40; permanent-1,000. 357, Joseph DiLorenzo, 85.08; 35727, Robert Rubenstein, 85.08.

ATTENDANT MESSAGER GR. 1 (for appointment at 
$2,400; probable permanent-1,000. 349, Bernard Feldman, 85.20; 34950, Benjamin S. Bravin, 85.20; 34953, Adolph Adler, 85.20.

AUTO TRUCK DRIVER (regular list)
List, 9:40; temporary, not to exceed six months-1,000. 353, John C. McKeen, 85.00; 35320, John P. Miller, 85.00; 35327, John P. Miller, 85.00.

CASHIER GR. 1 (temporary list)
List, 9:40; temporary, not to exceed six months-1,000. 353, Harry L. Falstaff, 84.40; 35327, Harry L. Falstaff, 84.40; 35327, Harry L. Falstaff, 84.40.

COMMISSIONER—NO. 31

DUPLICATE (Continued)

JUNIOR ACCOUNTANT GR. 1 (Continued)
List, 9:40; temporary, not to exceed six months-1,000. 353, Joseph P. Berr, 84.40; 35327, Joseph P. Berr, 84.40; 35327, Joseph P. Berr, 84.40.

TUES., APRIL 23, 1940

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Answers to Saturday's Exams

LATEST CERTIFICATIONS
(Continued from Page 14)

 Continued on Page 15)

Sanita Vacated This Week

Officials and members of the Sanitation Department are wind-
ing up their occupancy of the former Sanitation Services
Building in Wellington, L. I., this week. The building will
be used for the agency of Finance and Control.

Meantime, officials have look-
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and summer vacation spot for 21, as it was expected that some decision on one of the locations will be made soon.

Stock Assistant List Has 270 Names

An eligible list for Stock Assistant (Male) contains 270 names that have been released and is published in The Leader on
page 14. Appointments from this list will be made at $1,200 a year.

Vacancies exist in the Department of Hospitals, Department of Hospitals,
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Subscribers are requested to infor-

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Sanitation Medical To Begin May 5

The first candidates for Sanitation Man will take their medical examinations today at 8 o’clock, and the last should take theirs the first week in August.

That was the estimate of the Municipal Sanitation Service Commission as final preparations were being made to test approximately 40,000 men who will be examined.

The papers of approximately 80,000 of the 80,000 who took the written exam several weeks have already been graded. About 60 per cent of those showed passing marks. From this batch will be drawn the names of those to appear for medical examination.

During the first week of the exam, the Commission will examine 1,000 men. After that 700 will be taken between the hours of 8 a.m. and midnight.

A state civil service employee will be used to examine the men. This includes four doctors, six physical examiners, and several skilled nurses, and three expert medical examiners to be called before that time. Post-exam is June 4. The exam will be given June 9. Filing fee is 50c. Applications are expected to continue.

Eligibles Meet

An executive meeting of the Rainy Mail Eligibles Association will be held on Wednesday, April 24 at the home of the group, 440 W. 23rd St., Manhattan, at 10 p.m. A discussion of pending legislation, including that of the Highway Grants Commission, will be held.

The Municipal Asphalt Workers Association will hold its regular meeting on Sunday, May 5 at 4 p.m. in the Chili Bar Club, 29th St. and Third Ave., Manhattan.

Sanitation Benevolent Assn. Holds Election

Sanitation Benevolent Association, Inc. of service men, will hold an election of officers on Friday night, May 3 in the Chili Bar Club, 29th St. and Third Ave., Manhattan. Among the officials who are up for re-election are Charles Haner, president; George J. Klein, secretary, and Thomas K. Douth, financial secretary.

The club will meet at 10 a.m. Thursday night, in Room 200, Park Ave.

Railway Mail Eligibles

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City Commission's Calendar

Labor Seniority Ruling

A seniority ruling of importance to 10,000 laborers who will be reclassified into the competitive service was passed by the Municipal Civil Service Commission at its weekly meeting. The ruling provides that a person's seniority is figured from the date he first entered Civil Service, and not from the date he enters the competitive class. Originally laborers who were reclassified did not get credit for their time in the labor class, but this is no longer true.

The Commission, under the subject Commissioner Wallace L. Sayre, other items on the Commission's calendar are as follows:

Labor Seniority Ruling

The Commission passed a ruling that for the written examination to Sanitation Man, Class A: Rating of the written examination is in progress.

Promotion

Assistant Engineer, Grade 4: The examination date has been completed. The eligible key list is available for inspection.

Assistant Supervisor, Grade 2: The examination date has been completed. The eligible key list is available for inspection.

Assessor, Grade 3: The examination date has been completed. The eligible key list is available for inspection.

Junior Statistician (City-Wide): All parts of the written examination are in progress.

Park Foreman (Grade 3): (Mens' Travel): The examination date has been completed. The eligible key list is available for inspection.

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New Service Affects Auto Engineer

Transportation Service—will be considered as a public hearing Thursday by the Municipal Civil Service Commission.

A promotion exam for this position will include the Automotive Engineer, now in the Ungraded Service, and the Auto Truck Drivers, soon to be reclassified from the labor to the competitive class.

The amendment, if passed, will read as follows:

Automotive Engineer, to be included in the list.

Senior Automotive Engineer, $1,500 to $2,300.

Principal Automotive Engineer, $2,100 to not including $2,700.

Telephone Maintainer

List Used for Jobs

A new use for the Telephone Maintainer's list was discovered last week by the Municipal Civil Service Commission. Pending information for the Maintainer's Helper, Group A, the Telephone Bureau will be able to fill these jobs in the city-owned telephone lines.

The positions pay 45 cents an hour.

Turner Out?

Henry C. Turner was president of the Board of Education from 1936 to 1938. Then he was super­ vised by James Marshall, but re­ ssigned his post. Not only that, he's also chairman of the Budget Commission. Pend­ ing to a commercial enterprise. 100 percent of the proceeds will go to the City's radio station WNYC as an aid in edu­ cating its citizens.

Whoever is aiding in having the Conference 1 Buy The LEADER every Tuesday.

Sanitation Men

Add 5c or More to Your Score by Training at Home

The Schwartz - Caddell

COMPLET HOME SANITATION PHYSICAL TRAINING COURSE

No expense, no time consumed. Absolutely anyone can benefit from this valuable book, written by Schwartz- Caddell experts. The first time in printed form—not mimeographed—to everyone who needs to know about the coming physical exam. Exercises for training the shoulder muscles. Instructions for increasing your endurance. 12 ways to increase your running speed. How to lift the 120-pound ash can. How to climb over an 8-foot wall.

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