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HOW TO GET
YOUR BIRTH RECORD
FOR WAR JOB
See Page 8
FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

Plenty Confusion Over Wage-Hours

Of U.S. Workers—Here's the Story

WASHINGTON—Is Washington over- or under-confused over the recent developments in the Federal civil service? The truth is that the Department of Labor, which administers the Wage and Hour Acts, ishwarned.

Agricultural workers are similarly treated, salaries of "white collar" Federal workers are offset the rising living costs, Administration policy, president, friends.

Agricultural workers earn $6,000, $7,000 and up to $10,000, according to the President, who added: "There is a need for more skill." Over half a million men and women will receive their first regular pay raise in the Federal service in the next few weeks.

For those who have been waiting for the long-promised raise, the joy of seeing the first checks in the mail is only beginning. For those who have been waiting, the raise has been delayed one week.

The President set the date for the raise, which will be paid after completion of the fiscal year, to become effective July 1, 1943. The raise will be paid on the basis of the employee's basic salary on the date the raise was announced, plus overtime.

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Applications Now Ready for 1942 Patrolman Exam; Written Test Scheduled for June 6

One of New York City's biggest civil service examinations, that for patrolmen, is now open. The history of the competition goes back to 1939, and the opening date has been postponed time and again, month after month, as the Budget Director and the Mayor refused to give funds until all the details of the examination had been worked out.

The LEADER has kept readers thoroughly informed on the progress of this test. Here's another update.

The patrolman written exam will be held June 6 at the earliest, and the time the exam will be held will be announced as soon as the city is ready to make its decision.

Applications for the test are available at the City Collector's office no later than May 20 to file objections to the Civil Service Commission's decision concerning the written exam.

Medical Requirements

The requirements for the physical examination will be as follows:

1. Minimum height—5 feet, 8 inches.
2. Maximum weight—140 pounds.
3. No deformities of the chest.
4. Vision—Corrective lenses allowed only to correct vision to 20/20.
5. Teeth—It is mandatory that all teeth be present.
6. No history of heart disease.
7. No history of diabetes.
8. No history of high blood pressure.

The passing mark for the written test will be designed to reveal the aptitude, intelligence, initiative, common sense, and judgment of the candidates. The passing mark for the written test has not been established as an arbitrary number, but will be left to the judgment of the Commission.

Character Wanted

All candidates must be able to pass the physical test. No one will be admitted to the test who has been convicted of a felony. However, conviction of a felony will not necessarily be considered a crime.

Candidates who pass the examination must have an automobile license at the time they are certified to the Police Department, test, or the written test will be held June 6 at the earliest, and there will be a written test to be held June 6 at the earliest. The written test will be held June 6 at the earliest, and the time the exam will be held will be announced as soon as the city is ready to make its decision.

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Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

The highest bidder on New York State public service examinations for permanent, temporary, and indefinite positions at various salary ranges appointed in the various branches of the Civil Service is the candidate whose name is listed first in the examination booklets. The order of the names in the examination booklets is determined by the number of names listed for each position. The candidate whose name is listed first in the examination booklets is the candidate who has been certified to the examining board to fill the highest salary range and the last column, the examination date of the position. The order of the names in the examination booklets is not an indication of the order in which the candidates will be certified to the examining board to fill the highest salary range or the order in which the candidates will be certified to the examining board to fill any other salary range. The order of the names in the examination booklets is an indication of the order in which the candidates will be notified that their names have been placed on the list and the order in which the candidates will be notified that they are certified to the examining board to fill the highest salary range. If you are not listed first in the examination booklets for the position to which you wish to apply for employment, you are not certified to the examining board to fill the highest salary range and you may be certified to the examining board to fill a lower salary range. It is not necessary for you to apply for employment before your name is placed on the list. It is not necessary for you to apply for employment before you are certified to the examining board to fill the highest salary range.

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Councilmen Work Up a Lather
In Heated 6-Day-Week Argument

(P. S. But Frankly, They Don’t Seem to Get Very Far)

The 6-day-week proposition for employees in the Civil Service, which has been under consideration for the past few weeks, was framed to a fury this week by three Councilmen who, in conflicting statements to The LEADER, challenged one another on what they had been doing and are willing to do to curtail the long work week. As result, Councilman Alton Clayton Powell, Jr. is resolution to curtail the 6-day week will finally be up for a Councilmen meeting within the next day or so, according to Majority Leader Joseph Shercy.

Councilman Shercy, whose views have often contended with those of Mayor "Butch" LaGuar­dian, told the LEADER he was against the long work week "because it seems to me it isn’t necessary," but he reserved the right to change his mind if "the Mayor should know the value of the 6-day week, can always change his mind." The three Councilmen plan to present Councilman Powell’s resolution to the Full Council this week.

Then You’re Stopped
Mr. Shercy asserted that Mr. Powell had not presented his resolution in its most effective way of attacking the six-day-week question. The Full Council, he asserted, has already been stepped on by the Board of Estimate and Ap­propriations with its own resolution of some five minutes ago. Many of these resolutions have nothing more than headlines and aren’t understood by the average civil service worker, but Mr. Shercy suggested Powell take his six-day-week proposition direct to the Mayor “if he wants to fillet it.”

Won’t Go to Mayor
Councilman Powell declared his resolution will not undergo any circum­stances the Mayor with whom he has already approached the Mayor with many resolutions and hasn’t gotten a favorable audience. "I went to see the people, not the Mayor," Mr. Powell declared.

Mayor Nugent, who is president of the Civil-Service Employees Union, AFL-CIO, told the LEADER he had already approached the Board of Estimate and Appropriations with a resolution similar to Mr. Shercy’s. Meanwhile, the LEADER learned that service employees of the New York City Police Department and Ivy League Workers Union have been filing out-of-court bills for a half day week for city employ­ees. Upon further questioning, Mr. Shercy admitted the "order" was the name seconded in a resolution obtained by a majority vote and being placed in the Ivy League. When he had revealed that "the Mayor has ordered a five and a half day week for city employ­ees." Mr. Shercy set a date for taking the bill out of the committee.

Powell put the matter back in the hands of the Full Council. Mr. Powell threatened to "see the Mayor" if his resolution is turned out of cons­ideration by the Full Council.

Important to Draft Eligibles
The number of men who may be inducted into the armed forces within the next year should still take the coming examination being conducted in the Civil Service offices on Friday, May 6, at 8:30 a.m.

UNGRADED WORKERS

Get Increment

Three hundred and sixty-two employees who were appointed as ungraded employees on the basis of the written examination held in October last year, will be eligible for increments as of this July 1, according to the Civil Service Department.

To take the examination, the employees must have had their services placed on the Civil Service register at the time of the examination held in October last year, and shall include the service of all employees who were appointed on the basis of the written examination held in October last year.

For more information on how to qualify for the examination, please contact the Civil Service Office at 580 Fourth Avenue, New York City.

Social Supervisor
Oral Tests Begin

Oral examinations for the candidates who passed the written test for social supervisors or assistants will be held in Room 1006 at 8:30 a.m. the week of May 6th. The candidates will be examined on their ability to help you!

Life Guards
Must Swim

Can you still swim? 25, 50, and 100 yard free style and breast stroke must be taken. Life guards (temporary service) will be a qualifying swimming test in Metropolitan pool at 6-30 p.m. on Thursday, May 5th, in the Public Works Department.

3. Complete Physical Test Equipment.

- A. F. C."

PATROLMAN

Applications Open — Close May 16

No credit for college or experience. All men will compete on an equal basis.

FIVE FEATURES OF OUR COURSE

- 1. Free Medical Examination.
- 2. Outdoor Running Track on Roof of Gymnasium.
- 4. Lectures and homestudy material prepared by experienced and expert instructors.
- 5. Physical and Mental Classes at hours convenient to the student.

Attend a lecture as our guest and take a free physical trial exam.

Important To Draft Eligibles

A job is waiting for you when you come in for the examination. The number of men who may be inducted into the armed forces within the next year should still take the coming examination being conducted in the Civil Service offices on Friday, May 6, at 8:30 a.m.

If you feel that you have passed the written examination — DON’T DELAY — start preparation at once for this right competitive physical test.

COACHING

- DUMBBELL LIFT — 60 pounds each hand
- DUMBBELL BENT OVER — 50 pounds each hand
- ARMS INADEQUATE MUSCLE — Tailing 50 pounds behind neck from shoulder position.
- AGILITY HIGH JUMP — Must clear bar
- PELTICAL SQUEEZE — Press two lovers across chest on a machine which records percentage.
- PELTICAL DROP — Pull apart two lovers on machine which records percentage.
- BAR CHINNING — 10 times

Every score counts 50% of the test, and only those who avail themselves of PROPER PREPARATION can hope to place high enough on the eligible list to win an appointment.

10 a.m. to 10 a.m. — Saturday 9 A.M. to 6 P.M.

Free Medical Examination:

Our doctors are in attendance daily, including Saturdays.

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Walk in. Read the exam. Take the test.

For

Civil Service

Employees

All office hours 10 a.m. to 6 p.m., Tuesday to Saturday.
What Every Young Patrolman Should Know

The material which follows is the fifth in a series of questions designed to familiarize Patrolmen with the ground rules of criminal evidence. The questions are prepared by an outstanding authority on criminal evidence, and are made up from the point of view of testing for good judgment, alertness and comprehension. The identity of the principal factors which are expected to be tested on the next examination. The candidate is advised to give this material most serious consideration since it will no doubt be very valuable in helping to pass the test. The series makes no pretense of being exhaustive, but is clipped out and placed in a scrap book, with the answers, since when the series is completed, it will have been prepared exclusively for the LEADER by an authority on civil service examination. The plan of this study series is to cover every phase of the examination. In the questions which follow, read the paragraph and indicate at the right of each question the one of the five choices which is most nearly in accord with the facts outlined in each passage.

Read the following passage carefully and then answer the questions following the paragraph with your choice which is most nearly in accord with the passage.

By the "corpus delicti," i.e., the body or the substance of an offense, is meant the existence of a criminal fact. Unless such a fact exists there is nothing to investigate. But, when a criminal fact is discovered, its existence must be established fully, completely, by the most clear and decisive evidence, or in other words, by direct proof. A good example of this is the case where a dead body is found with the skull mashed in upon the head, under circumstances which exclude any inference of murder. This would be direct evidence of the existence of murder, and such evidence would be conclusive. But if the body is found with the skull intact, there is no absolute basis for investigation, (i) because the mere finding of the body is not evidence of murder; (ii) because the death of the body cannot be proved; and (iii) because there is no absolute basis for the investigation, (a) absence of homicide, (b) suicide, (c) accidental death, and (d) a criminal cause of death. The plan of this study series is to cover every phase of the examination. In the questions which follow, read the paragraph and indicate at the right of each question the one of the five choices which is most nearly in accord with the facts outlined in each passage.

Penal Law, "no person can be convicted of murder or manslaughter unless the death of the person alleged to have been killed, and the fact of killing by defendant, as alleged, have each been established independently: facts the former by direct proof and the latter by reasonable doubt."

Question 22 To the best of your knowledge, what is the principal factor which is expected to be tested on the next examination? Read each paragraph carefully and then answer the question immediately following.

Question 23 According to the preceding paragraph, before a person can be convicted of manslaughter it is necessary that (a) the death of the victim be established beyond a reasonable doubt, (b) the existence of a criminal fact be established, and the fact of killing by defendant, as alleged, have each been established independently: facts the former by direct proof and the latter by reasonable doubt.

Question 24 According to the preceding paragraph, before a person can be convicted of murder or manslaughter, unless the death of the person alleged to have been killed, and the fact of killing by defendant, as alleged, have each been established independently: facts the former by direct proof and the latter by reasonable doubt."

Question 25 The preceding paragraph would indicate that when a criminal fact is discovered, it must be established beyond a reasonable doubt.

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POLICE CALLS

By MIKE SULLIVAN

One or the Other

For Patrolman

For the Written

Civil Service Leader

DOUBLE-BARREL PREPARATION

FOR PATROLMAN CANDIDATES

FOR THE PHYSICAL

Home Study Guide for Patrolman

by

Lieut. Bertrand P. Wray

New York City Police

AND

Eugene B. Schwartz, Esq.

Civil Service Author

144 Printed Pages

$1.50

Multiple Choice Questions, Rules and Regulations, Police Methods and Equipment, Mathematics.

Bought individually, the two books cost $2.50.

Purchases of $6.00 or more will receive the CIVIL SERVICE LEADER helping them together may do so at the special price of $2.25.

USE THIS COUPON

PUBLISHED BY

F. G. HERNDON

201 Madison St., N. Y. C.

Home Study Guide for Patrolman

[Home Study Guide for Patrolman]

[Home Study Guide for Civil Service Physical Exam]

How About It?

Does Editor: Mayor La Guardia announced some time ago that there would be light duty and details for old time members of us with 25 years' service.

We are patriotic, remaining in service for the duration of the war, are we going to get Veteran's Striper?

John Harlan Amos in his present grade.

It has been reported that Inspector Reddan signed an order allowing the Police Commissioner to charge with manslaughter, the accused of murder in the death of a negro woman.

In any case, the commission must either be established by inference, (a) circumstantial evidence of the general nature whereby the identity of the perpetrator of the crime is established.

Each of the following passages contains one word which is not in keeping with the meaning which the passage is evidently intended to carry.

One of the five (bold faced) words does most to spoil the true meaning of the passage. Read each passage carefully and then answer the question immediately following.

Rigby is permitted where a person who is already legally in some way, has not been found, when there is no reasonable doubt.

It may be discovered, (d) proof of no crime fact and an offensive

The preceding paragraph would indicate that when a criminal fact is discovered, it must be established beyond a reasonable doubt.

THE MEANING OF THE ABOVE PASSAGE IS (a) where a dead body is found, (b) where the identity of the perpetrator of a crime is established, (c) State, (d) magistrate, (e) deficiency.

The one bold face word which does most to spoil the true meaning of the above passage is (a) where a dead body is found, (b) where the identity of the perpetrator of a crime is established, (c) State, (d) magistrate, (e) deficiency.

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This would be direct evidence of the identity of the victim in this case where a dead body is found with the skull intact, even though no one, as yet, knows the identity of the identity of the victim.

The plan of this study series is to cover every phase of the examination. In the questions which follow, read the paragraph and indicate at the right of each question the one of the five choices which is most nearly in accord with the facts outlined in each passage.

Read the following passage carefully and then answer the questions following the paragraph with your choice which is most nearly in accord with the passage.

Civil Service Leader

COLUMBUS INSTITUTE

154 Nassau St. (At City Hall)

GM-6 East 11th St.

Worth 2-3675

Orchard 4-3886

Director: Walter A. Cudell, esq., l.l.m.

CITY SERVICES LEADER

201 Madison St., N. Y. C.

Home Study Guide for Patrolman

[Home Study Guide for Patrolman]

[Home Study Guide for Civil Service Physical Exam]

[Home Study Guide for Patrolman]
Lehman Won't Take On 'Red Tape'

ALBANY—An attempt to sideline the Governor through the Civil Service system will be made this week by Govermnent advocates who asserted the proposal would create endless red tape and impose administrative functions on the executive department.

The proposal, endorsed in the Morgan bill, would require the appointing officer to transmit to the Governor a memorandum of the case of each employee to be appointed. In every such appointment the Governor in turn would have to issue a certificate as to the necessity of filling the job in the public interest.

In vetoing the bill, the Governor said:

"This bill provides, through the mechanism of complicated administrative machinery, that the Governor must in person approve the filling of all vacancies in State positions.

"If, in the exercise of his order, this bill has been in effect for many months, the Governor will have been turned out through the Budget Director, acting as the instrument of the Chief Executive.

"The entire of the many State departments—the Department of Mental Hygiene, the Department of Health—require the Governor in person to examine each candidate before he can approve the appointment of his own.

"Our problem in the State institutions is one of getting an adequate number of qualified workers rather than of preventing the positions from being filled.

"This bill would create a mass of unnecessary red tape which will require additional personnel and impose State administrative operations without any real benefit."

Railway Mail Bills Scarcely Affecting

Purchase of a Red Cross ambulance is the goal set for itself by the Railway Mail Association, New York City branch. A number of members have already contributed.

The association has also sponsored a basketball game and dance, proceeds of which are being contributed to the Red Cross fund. The game will be played on top of the top, the RMA is sponsoring a basketball game for the entire State, at the Hotel Capitol in New York City on May 26. Tickets are $1.10, boxes $2.20. Tickets may be bought at the Muni, Room 312, 31st 9th Avenue, New York City.

The READER keeps you up on Federal, State, and City Civil Service News.

No more waiting in line to pay bills!

Enjoy the convenience, pride, and safety of paying bills with a...
Every ship, tank and plane is made from blueprints, copies of carefully prepared plans made by draftsmen. Here are students at Manchester Tech preparing for jobs in defense work.

The LEADER keeps you up on Federal, State, and City Civil Service News.

WPA Vocational Testing Ceases

Except for Those Well, the Federal Government has closed the aptitude testing and vocational guidance service of the WPA Adult Education Program, whose offices are at 239 East 11th Street, and 206 West 35th Street, New York City, the government said: "It doesn’t relate directly to the war effort," but that the free aptitude test service isn’t going out of existence.

No, a small number of WPA, or home relief. A spokesman for the National Employment Division this week told The LEADER that the WPA has completed arrangements to take over enough equipment and staff members of the guiding service to permit it to function on a smaller scale.

Public Out of Luck "No out and out job seekers on WPA projects or those on home relief, a spokesman for the National Employment Division this week told The LEADER that the WPA has completed arrangements to take over enough equipment and staff members of the guiding service to permit it to function on a smaller scale."

The guidance service, since 1935, has prepared 2,500,000 job seekers for jobs in industry. The service was not abolished, it was merely enlarged the scope of its functions.

It has been plugging many WPA and home relief projects with the job needs of defense industries, because draftsmen will then be required to help restore our war industries.

Inquiries should be made in the WPA Training Center, 210 W. 41st St., N. Y. W, State License.

The United States Employment Service, Board of Education, Selective Service, Army, Navy, Red Cross, General Services Administration Division and State Regional Employment Bureaus, as well as other private and public agencies, have set up a national guidance bureau.

The WPA is still seeking to find the means for saving even a large part of the disbanded organization.

The guidance service, according to Dr. A. S. Markus, who directed it, "Many men have received the guidance service, the WPA Training Program no longer exists, and the government merely enforces the scope of its functions."

The general public, I suppose," said the government, "is out of luck. They can still have these people."

If immediate action is necessary, special service may be obtained if you desire will be furnished.

WPA or Relief "This program of study, which has been carefully worked out in consultation with the United States employment service, the WPA Training Program, and the government offices, although principally for defense purposes, is open to men seeking such courses as preparation for civil service," Dr. Zurcher said.

Dr. Zurcher pointed out, "This is especially true of courses in mathematics. The curriculum will be designed to give the necessary college grade to qualified persons, but lack the same training in social science, with the addition of subjects in professional practice for persons who are interested in entering the field of draftsmen.

The plan was formulated with the approval of the War Department, Armored Forces and W Azron officials, and follows a recent appeal by Secretary of War Henry L. Stimson for preliminary training in technical and scientific subjects. The courses, it is believed, will be given in the field of science and industry.

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They Help in Production Battle

Subject of the contest was: "What Can I Do to Help in the Battle of Production?"

The judges were: Lieutenant-Governor Charles P. Smith, Basil Buckway, State Director, U. S. Employment Service, and Taco McCready, chief editorial writer of the New York Daily Times.

The winners:

Milne-Jones, No. 1 winner, will study machine drafting at ACCOUNTING MACHINES INSTITUTE.

Milo-Jones, No. 4 winner, will study dentistry at the NEW YORK DENTAL MEDICAL ASSOCIATION.

Miss Hold, No. 3 winner, will study business machine operation at the LEADING BUSINESS SCHOOL.

Goldberg, No. 3 winner, will study electrical drafting at the NEW YORK DRAFTING INSTITUTE.

Milo-Jones, No. 4 winner, will study drafting and be trained in the METAL TECHNICAL INSTITUTE.

Miss Hold, No. 3 winner, will study business machine operation at the LEADING BUSINESS SCHOOL.

Industrial Laboratory Technician—Must have a special interest in the three professions.

where to apply

The Board of Education's special training course, announced last week that the Post-Veterans Commission of New York City offers commissions as first lieutenant, second lieutenant, and captain to any veteran who has served in the Army, Navy, field of aviation, or any branch of the United States Navy or Naval Reserve.

For Training Courses

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inc Office: 97 Duane St. (at Broadway), New York, N.Y.

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Published every Tuesday by Civil Service Publications, Inc.

business Manager.

Syrtes Civil Service Commission almost $1,000,000, in an

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of enormous proportions in recruiting manpower for the

long delayed opportunity to make

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The Municipal Civil Service Commis­sion, which formed Prof.

Francis P. Wall from constructing

the patrolman physical exam,

hasn't paid him for his work on the

recent fire investigation. The

U. S. government over the municipal asphalt plant

at 9th street and East River, remem­

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Examination Requirements

How to Apply for a Test

For City Jobs: Obtain applications at 26 Duane Street, New York City, 5:00 a.m. to 9:00 p.m., or write to the Application Bureau of the Civil Service Commission at 26 Duane Street and enclose a self-addressed stamped envelope (4 cents for Manhattan and 6 cents elsewhere).

For State Jobs: Obtain applications at 80 Centre Street, New York City, 9:00 a.m. to 5:00 p.m., or write to the State Civil Service Commission, Albany.

For County Jobs: Obtain applications from Examinations Division, State Civil Service Commission, 80 Centre Street, New York City.

Applications are also available from U. S. Civil Service Commissions, 1201 Locust Street, Philadelphia, Pennsylvania, and the State Offices of the American Civil Service Association, 444 Fourth Avenue, New York City.

Examinations are open only to United States citizens.

City Tests

Patrolman, Police Department:
Special Patrolman, All Departments

Applications: Issued and received by the Police Department, 26 Duane Street, New York City, 5:00 a.m. to 9:00 p.m., or write to the Application Bureau of the Civil Service Commission, 26 Duane Street.

Written Examinations are open only to United States citizens, and shall be held at 9:30 a.m. on the dates set forth in the Notice of Examination. Commission will establish an examination list, and candidates will be notified of the date and place of the examination.

Vacancies: Two in the Police Department: Special Patrolman, and Inspector.

Promotion to

Duties: Must be 21 years of age, able to read, write, and speak English, and must have served for six months in the rank of Patrolman. Candidates who have served for six months in said grade must file for the test by May 24.

Requirements: Must have served for six months in the rank of Patrolman. This test is open to all citizens of the United States.

Medical Social Worker, Grade I

Applications: File by May 15th.

Senior Accountant

Written, weight 50; Training, experience and personal qualifications, weight 20; Education, weight 10. This examination is open only to United States citizens who have served for six months as a certified public accountant, and have served for not less than six months as an assistant comptroller.

Requirements: Must have served for six months as a certified public accountant, and have served for not less than six months as an assistant comptroller.

Medical Social Worker, Grade II

Written, weight 50; Training, experience and personal qualifications, weight 20; Education, weight 10. This examination is open only to United States citizens who have served for six months as a certified public accountant, and have served for not less than six months as an assistant comptroller.

Requirements: Must have served for six months as a certified public accountant, and have served for not less than six months as an assistant comptroller.

Change of Title to

Boiler Attendant

This examination is open only to employees of the Department of Water Supply, Gas and Electricity.

Requirements: Must have served for six months in said employment.

Note: This examination will be held on May 13th.

Promotion to Chief Engineer of Water Supply, Department of Water Supply, Gas and Electricity

Written, weight 40; Training, experience and personal qualifications, weight 35; Education, weight 5. This examination is open only to United States citizens who have served for six months as a chief engineer.

Requirements: Must have served for six months as a chief engineer.

Note: This examination will be held on May 13th.

Vacancies: One in the Department of Water Supply, Gas and Electricity.

(Continued on Page Twelve)
Scoop: Full Requirements for July Tests

City Tests

(Continued from Page Eleven)

4128. Asst. Bookkeeping Machine Operator
(Applications should be filed by 5 p.m. on July 25th, 1952. Applications may be filed at any time thereafter until further notice.
Appointment expected at the minimum salary range $2,100 to $2,400. Applicants expected at the minimum salary may be placed on the eligibility list at the minimum salary which ever is greater. One appointment expected.

Under general direction, to do work of some difficulty in the operation of the Bookkeeping Machine Operators. Duties include maintaining and operating Bookkeeping Machines, preparing and checking accounts and records, and to do related work as required. Exceptional ability, good personal appearance, and satisfactory performance in a similar capacity involving operating similar types of machines is required. Experience in the operation of Bookkeeping Machines is required.

Minimum Qualifications
Candidates must (a) be at least 21 years of age, (b) have completed two years of high school, and (c) pass written examination.


Subjects of Examination
Written examination covering training, experience, relative weight 5; creative ability; resourcefulness, relative weight 5.

4130. Asst. Librarian
(Brief Information)
In the New York State Education Department, Assistant salary range $3,600 to $4,800. Appointment expected at the minimum salary range $3,600 to $4,800. Applicants expected at the minimum salary may be placed on the eligibility list at the minimum salary which ever is greater. One appointment expected.

Under general supervision, to do routine work, involving primary responsibilities for the circulating phase of the Library; and to do other related work as required. Exceptional ability, good personal appearance, and satisfactory performance in a similar capacity involving clerical and filing duties is required. Experience in the operation of typewriters and word processors is required.

Minimum Qualifications
Candidates must (a) be at least 21 years of age, (b) have completed two years of college course work, and (c) pass written examination.

Examples: Assisting in circulation phase of the Library; and to do other related work as required.

Subjects of Examination
Written examination covering training, experience, relative weight 5; creative ability; resourcefulness, relative weight 5.

4132. Court Steno
Salary $2,100.

Under general direction, to take down dictations, to transcribe dictations of the Attorney General, the Solicitor General, the Attorney General of the State of New York, and the Attorney General of the United States. Duties include taking down dictations, to transcribe dictations, and to do related work as required. Exceptional ability, good personal appearance, and satisfactory performance in a similar capacity involving proofreading and dictation is required. Experience in the operation of typewriters and word processors is required.

Minimum Qualifications
Candidates must (a) be at least 21 years of age, (b) have completed two years of high school, and (c) pass written examination.

Examples: Assisting in taking down dictations, to transcribe dictations, and to do other related work as required.

Subjects of Examination
Written examination covering training, experience, relative weight 5; creative ability; resourcefulness, relative weight 5.

4134. Harbormaster
Salary $2,100.

Under general supervision, to be in charge of the waterfront department of the City of New York. Duties include botching work, of which one year is experience as a Botcher; and to do related work as required. Exceptional ability, good personal appearance, and satisfactory performance in a similar capacity involving proofreading and dictation is required. Experience in the operation of typewriters and word processors is required.

Minimum Qualifications
Candidates must (a) be at least 21 years of age, (b) have completed two years of college course work, and (c) pass written examination.

Examples: Assisting in botching work, and to do other related work as required.

Subjects of Examination
Written examination covering training, experience, relative weight 5; creative ability; resourcefulness, relative weight 5.
A Government Job Is Waiting for You!

Come in and let us help you find it!

Read this story completely. It may be a turning point in your life.

Today, there are more civil service jobs open than at any time in the history of civil service. These jobs cover more occupations than ever before. It's easier to get into government service today than it was a year ago. Magnificent Training opportunities for persons who wish to prepare to enter defense industry may be yours for the taking.

WE WILL HELP YOU FIND THE JOB OR THE TRAINING THAT BEST SUITS YOU!

Here's What the Job-finding Service Gives You!

1. A PERSONAL INTERVIEW

A detailed record of your training, experience, and abilities is kept in our files. If you can't come in, we'll conduct the interview by mail.

2. VOCATIONAL GUIDANCE

The first interview endeavors to uncover hidden abilities which may fit you for government work. Later, vocational guidance is available at your service to answer your questions about civil service jobs, duties, requirements, opportunities.

3. TRAINING

If you're looking for training, we'll bring to your attention, from time to time, such training opportunities as may be helpful to you. We keep a record of all reputable schools, public and private, free and tuition.

This Unique Job-finding Service IS FREE

with a regular subscription to The LEADER. Your subscription registers you, and you get the service immediately.

REMINDER: Unless you know when to apply, and for what, you are going to miss the boat. Let us guide you toward that civil service job by telling you whether or not you are eligible.

Don't Miss an Opportunity Which May Exist Today

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CIVIL SERVICE LEADER
92 DUANE STREET, N. Y. C.

Enclosed is $2.00 to cover cost of annual subscription to The LEADER and the Vocational Guidance Service. Send me training and experience blanks immediately.

Name ____________________________
Address __________________________

[ ] Check here if this is a renewal of your subscription.
State Tests

411. Junior Mechanical Draftsman

Under immediate supervision, to perform draft work and drafting tasks and on forms, perform the duties of an assistant building inspector, and assist in sketching buildings and the making of drawings and the making of revisions for buildings and projects, to do related work as required.

Minimum Qualifications

Candidates must pass a written examination on the duties, training and experience, relative weight 6.

4113. Sr. Compensation Clerk and Interpreter

Under immediate supervision, to perform draft work and drafting tasks and on forms, perform the duties of an assistant building inspector, and assist in sketching buildings and the making of drawings and the making of revisions for buildings and projects, to do related work as required.

Minimum Qualifications

Candidates must pass a written examination on the duties, training and experience, relative weight 6.

414. Senior Economist

Division of Commerce, Executive Division, State Education Department, Albany. Annual Salary $4,000 to $5,000; Minimum Qualification: Bachelor's degree.

Under general supervision, to do specialized technical work of an analytical nature and prepare reports and studies and to do related work as required.

Minimum Qualifications

Candidates must possess an approved course from a four-year college or an accredited school in physical science or economic science with four years of experience as an economist.

U. S. Tests

Persons appointed from these or other examinations after March 16, 1943, and thereafter, will not and shall not thereby acquire a classified competitive civil service status.


4147. Senior Personnel Administrator

Under general supervision, to perform the duties of an assistant in the personnel field and to do related work as required.

Minimum Qualifications

Candidates must possess a high school education (understand the use of a microscope, and have a working knowledge of medicine, science and engineering)

U. S.公民
ANNOUNCEMENT NUMBER and Title

104th St. Corona, L. 1. New York School of Fingerprints — 22-26 E. 8th St. — Introductory course for men and women with wide practical examining experience — prepare men and women for positions of examiner in the various states.

BENCH EXAMINATION — A VIC

Senior Inspection Ship Construction, 115 E. 15th St. City examination ordered. New class's materials, Inspector Engineer, $2,600 to $6,500 a year.

BUSINESS MACHINES

Institute — 11 E. 16th St. City and State and Federal Examinations. 5th Ave. — Fire, investigation, typing-day and evening.

DRIFTING

Institute — 11 E. 16th St. Complete 50-yr. Course — Day or Evening.

FINGERPRINTING

Institute — 11 E. 16th St. New class ordered. New class. School of Fingerprints — 22-26 E. 8th St. Introductory course for men and women.

MACHINE SHOP


MUSICAL INSTRUCTION


TABULATING MACHINE OPERATING

Institute — 11 E. 16th St. — Day and Evening Classes — 26-28 E. 14th St.

UNITED STATES MILITARY ACADEMY

West Point. United States Military Academy, West Point, N. Y.

Instructor. Junior Administrative Procurement Inspector.

Inspector. Special Courtesy to College of Musical Art.

UNITED STATES NAVY


Chief Engineer, $2,600; link trainer operator, $2,900 a year.

LOCKSMITHS

Inspector (ship construction). $2,800.


CIVIL SERVICE

Secretary, $2,000; executive, $2,600 to $6,500 per year.

TYPING

Day and Evening — Stuyvesant 9-6900.

SECRETARIAL SCHOOLS

Newark, Main office, 25 W. 43rd St.—Ph'sy-1800.


B.B.S. August 1942.

CIVIL SERVICE

Help Wanted — Agencies

A BACK DOOR to your employment

Help Wanted — Agencies

BEAT THE AXIS WITH A FREE WORLD

Waste Paper

ALL GRADES of waste paper bought for

New York April 24, 1942
Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

The tentative key answers are published in this issue of the LEADER.

The rating of the written test has been completed.

Inspector of Elevators, Grade 3: The written test has been held on May 5th.

Inspector of Plumbing, Grade 3: The rating of the written test has been completed.

Inspector of Housing, Grade 3: The rating of the written test has been completed.

Inspector of Love Poultry: The written test has been completed.

Inspector of Parking and Printing, Grade 3: The writing test has been completed.

Inspector of Printing, Grade 3: The rate of the written test has been completed.

Assistant Engineer, Highways: The writing test has been completed.

Assistant Mechanical Engineer: The writing test has been completed.

Blacksmith: The practical test has been completed.

The practical test is being held on May 2nd.

The rating of the written test is about 50 percent completed.

The practical test is being held this month.

The practical test is about 25 percent completed.

The rating of the written test has begun.

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CIVIL SERVICE LEADER

ON PARK ROW

By WILLIAM LEWIS

Meet "Gerry" Coughlan

President-elect Gerard Coughlan is the new President of the New York Public Employees Association. He has lived at one time or another, in every borough except Queens. In his present job he is fifth on the salary list in the Parks Department.

There is still a chance he will return to the city one day, though he is now residing in Queens. He received his elementary education at the Grammar School and High School and was graduated from Catholic College.

He is fifth on the salary list in the Parks Department.

Action!!!!

Central Council: The Central Council of the New York Public Employees Association held its last meeting on Monday evening, in the World Building, on Park Row. At this meeting the following business was transacted:

1. Three important committees were formed to formulate programs for the coming year and to elect members at the regular May meeting.

2. Gerry Coughlan, the new Central Council chairman, presided over the meeting. The president and the executive committee shall be the guests speakers.

3. The per annum bill was discussed and a committee was appointed to approach Joseph T. Shelley, vice-chairman of the City Council, in order to secure appropriations from the City Council.

4. Recent Collectors: The recent collection of $500 from the New York Public Employees Association was deposited at the bank.

State Civil Service Probe in Balance

ALBANY—There is serious doubt as to whether the Civil Service Department will have enough revenue to meet the demands made on it. The department is now in a position to handle the complaints it receives, but it cannot be used by the department for purposes of investigation. The department is now in a position to handle the complaints it receives, but it cannot be used by the department for purposes of investigation.

If the department is not able to handle the complaints it receives, it will be necessary for the department to receive the complaints and forward them to the proper authorities. The department will then have to handle the complaints it receives, but it cannot be used by the department for purposes of investigation.

Pay Ceiling Raised

Gov. Herbert H. Lehman has approved the $25,000 item for the Hollowell investigation of the Greater New York, which the Governor said would be divided and distributed to funds and institutions. The Governor approved the item immediately after the Hollowell investigation of the Greater New York, which the Governor said would be divided and distributed to funds and institutions.

It will be divided and distributed to funds and institutions.

The Governor said that the Governor's approval of the item would be divided and distributed to funds and institutions.

The Governor has stated that the Governor's approval of the item would be divided and distributed to funds and institutions.

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Police Graduates in Civilian Defense

The number of police graduates of the New York City Police Department who have just completed their training course in civilian protection procedures at the War Department in Washington and Camp Upton, was announced this week by the Department. The number of police graduates of the New York City Police Department who have just completed their training course in civilian protection procedures at the War Department in Washington and Camp Upton, was announced this week by the Department.

Racing at Jamaica

The turf has begun its campaign to raise $3,000,000 for the war relief effort. This is a record for each of the five courses operating in this state. The total amount raised is $180,000. The contribution will be divided among the various tracks of the Army and Navy Relief Societies, and the American Red Cross Society, which will probably come in for another $180. The tracks will make this an outstanding race season. The New York Turf Club, which is in charge of the race, will act as the official race track.

MACHINISTS AND HELPERS

The Brotherhood of Locomotive Firemen and Machinists and Helpers held regular weekly meetings on Fridays, in New York City.

Newspaper Union Reports

A letter from the newspapers in the New York City area to the Department of Labor was received by the police department.

Air Traffic Control Operators

An Air Traffic Control Operator was killed in an accident on Friday, in Germany Hall.

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Borough Presidents More Liberal Than City Departments in Granting War Leaves

With no city policy directly in sight, municipal employees continued to guess this week whether or not they would be permitted leaves of absence to take better-paying and more important war industry work. The LEADER has learned that Mayor 'Butch' LaGuardia has indicated a readiness to keep layoffs of city employees to a minimum. Last week THE LEADER told the public about how several city departments. Here are others.

**Parks**

The Parks Department is not granting leaves unless the employee is absolutely necessary. The reason, the LEADER was told by a departmental official, is that Robert Moses, the ineffectual Commissioner of Parks, has indicated a need for particular workers we can spare. "We have reached the stage when we have to watch our men," said a spokesman for Borough President John Chom­ners, speaking for his department in Brooklyn, said that, with rare exception, no leaves are being provided. He saw a possible shortage of workers, for "the Mayor won't grant permission to the employees who have none lose leave for other jobs." The exceptions concern those who are "irreplaceably needed" by the Government.

**Brooklyn Borough President**

Borough President John Chom­ners, speaking for his department in Brooklyn, said that, with rare exception, no leaves are being provided.

**Queens Borough President**

A spokesman for Borough President James A. Burke, of Queens, said that "several leaves are possible, and we are trying to keep them to a minimum."

**New Hearing**

The budget rips into important -and sensitive areas of concern to the public- the Board of Transportation, the Board of Education, and the Board of Estimate. The only outspoken critic, in his absence would create "an alarm­ing situation" and pointed out that one laborer in the department has moved from a $27 a week job into a defense post that, he said, "may be the only job he has ever had in his life." Mayor 'Buch' LaGuardia, the only outspoken critic, in his absence would create "an alarm­ing situation" and pointed out that one laborer in the department has moved from a $27 a week job into a defense post that, he said, "may be the only job he has ever had in his life."

**Fire Eligibles, Want Uniforms?**

Fire eligibles, about to resign from appropriate jobs in the Department of Transportation, are appealing to Police, NYC Tunnel and the Board of Estimate to send a card to Mr. Sholchtet, secretary of the Fire Eligibles Association, 1815 Prospect Ave­ nue, Brooklyn, to encourage the Department to keep the uniform. These cards should go to their unions and to Mr. Moses or Mr. Moses, the Department's representative, who heads the Fire Eligibles Association. The only way to keep these workers, who have been asked to send a card to Mr. Sholchtet, secretary of the Fire Eligibles Association, 1815 Prospect Avenue, Brooklyn, is to encourage the Department to keep the uniform. These cards should go to their unions and to Mr. Moses or Mr. Moses, the Department's representative, who heads the Fire Eligibles Association.

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