STATE CLERK
TEST IN MIX-UP

How The Ramspeck Act
Affects You

Requirements Eased for License Examiner

11-Squad Bill for Cops in City Council

Pass Mark on Fireman Written Test

How State Employees Can Be Fined or Fired

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"Welt Built Is Well Built"
WASHINGTON—As the time grows near for the Ramspeck Act to become effective—on January 1—the many employees who will be affected are worried about the written test they must take in order to qualify for the jobs they are holding.

Many employees who flunk the mental tests will be asked to retire and to fill out forms 276 and give in detail, experience and education. The Civil Service Commission will accept these.

All employees, however, will be given physical exams, and the LEADER has learned that these tests, too, won't be as strict as physical tests now given new employees. If your health doesn't improve your work on the job or the health of others will be impaired. Of course, at least, that's the general theory.

No Written Test Here

Anyway, here is a partial list of the jobs that won't require mental and physical exams and that have been given the employees to prove that they are qualified for the positions they hold. Since he is generally, a plain American citizen, his appearance may be soiled, his fingernails dirty, and his hair unkempt. He is eager to be on good terms with his supervisor, this man, and he may be a tough one than the man you think you work for. He's sensitive and at times appears to be unapproachable. You may have good program, an efficient organization, a good life of talk and some readable publications, but if you cannot serve his need he may want to fire you. He has plans to do and he wants to be on with it.

Rats Help Man in solving many of his problems. Mary Logan, nutrition worker of the U. S. Department of Agriculture, feeds one of her rats a measured vitamin concentrate. Such research shows the value of certain foods. This is but one of the vast number of services performed by Uncle Sam for the Government of, by, and for the American people.

INCREASES

Emergency expansion of the foreign service includes several thousand positions. 'Watch next week's LEADER.
Few Apply for Subway Promotions

Commission Explains

On the few applications for the subway promotion tests for railroad clerk, tavernman and motor vehicle examiner positions filed with the Municipal Civil Service Commission up until the time The LEADER went to press, however, no applications are not normally filed until just before the举行. The filing period for the BMT, IRT and IND Job due Oct. 27.

Meanwhile, the Commission particularly underlines candidates on the BMT and IRT station lists file for the tests even though it may not mean an immediate head start in pay, because it will provide eligibility for the next higher promotion exams.

Commission officials say that in comparing the marks in scored and awarded for the examination services, service will be considered in the effective dates of unification. In other words, June 2, 20, for the BMT and June 15, 1936 for the IRT. Whenever it becomes necessary to consider the seniority of employees prior to the date of unification, the same rules will be followed as used in determining the seniority of persons regularly employed in the respective systems. That is, the original dates of appointment in the respective classes of the Civil Service. In the case where unification was followed by continuous and uninterrupted service in both systems, in employment of less than one year's duration shall not be considered in the computation of such. This is the Commission points out, in accordance with the practice followed under the Civil Service law and as interpreted by the courts.

Credits Given

No time credits can be given employees of the former private companies, or sections of the regulation which provides for the granting of seniority. Extra promotional examinations for city service were given the former private employees. Seniority earned in the service of the private lines will be credited in the same manner that it is credited to employees in the city service. This, the Commission feels, fairly equitably compensates for the many years of service of the former employees with longer service, where such service, which would otherwise result if the seniority earned by them in the private lines were to be wiped out and all computations based only on the date of unification.

Computing Seniority

Seniority, the Commission explains, will be computed as follows:

For each year of active and continuous service in the labor and competitive classes of the Municipal Civil Service prior to the date of the first part of the mental examination, one-half point shall be added to the service rating. A fractional portion of nine months or more shall be considered as one year. A residual fraction of from three to six months shall be considered as one-half a point shall be added for this period. The seniority computation shall in no case exceed 5%.

The BMT and IRT employees in the current tests will receive seniority for approximately one year's city service and a portion of nine years in the private service. Following the passing examination, the company service, following the passing examination, the company service, the seniority computation will be considered until the end of 10 years, city service only will count in determining promotional credit.

Because service ratings result from periodic reports, no service rating credit will be granted for unreported service performed while the systems were privately operated. This is in fact the process of reclassification of employees. The filing of service rating reports for the BMT and IRT employees will be credited with a standard of 1% for the years between April 1, 1935 and April 1, 1936. The next report will be due at the end of the year of the date of unification. Meanwhile, the Commission explains.

Seni ority Commission (50) Division to

The results are these:

Final passing mark is 76%. The 250th candidate earned a grade of 76.5%. The grade of 76% went to the candidate whose number is 267. The test produced nobly with a grade of 100. Highest mark was 84.15. 24 candidates received 90% or better. 172 candidates received between 80% and 89%. 128 candidates received between 76% to 79%. 221 candidates received between 70% and 75%. 112 candidates received between 74% to 75%. 112 candidates received between 70% and 75.

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PATROLMAN

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WALTER A. CARRIE, R.M. L.E.R. JAMES P. GASK. A.D.A. A.M.
Patrolman Preparation

An examination for Patrolman has been officially ordered and is expected to be held in mid-1942.

Few men regardless of physical condition or education can hope to pass either the physical or mental tests of the future Patrolman's examination. Those who are successful will have to be at least 21 years of age and will have to pass the mental test, which has a weight of 100%.

The examination will consist of a qualifying literacy and oral test, but the rating will be based on a physical as well as a mental test. Anyone interested in this examination is invited to be examined, by our physicians, after which he may enroll for the mental test. Physical Classes meet Tuesday and Thursday at 4:00 P.M.

Subway Promotion Examinations

Railroad Clerk

Classes meet Monday, Tuesday, and Thursday at 11:00 A.M. and 4:00 P.M.

Inspector of Housing, Gr. 2

Classes meet every Wednesday and Saturday at 8:30 A.M.

Health Inspector, Gr. 2

Classes meet Wednesday and Saturday at 8:30 A.M.

Motor Vehicle License Examiner

Examination Salary: $50.00 per annum. Classes meet Tuesday and Thursday at 11:00 A.M., 6:15 and 8:30 P.M.

Motor Vehicle Inspector (Bus)

Examination Salary: $70.00 per annum. Classes meet Monday and Wednesday at 8:30 P.M.

Card Punch Operators

Applications will be received until further notice for both the Card Punch Operator and the Card Punch Inspector. The latter requires a high school or equivalent education. Twelve to fifteen applicants will be selected from those who apply.

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

Post Office Clerk-Carrier—Railway Post Clerk

Classes in preparation for this examination which should be held within the next few months are being given on Mondays and Fridays at 8:15 A.M. and 4:00 P.M.

Court attendant (Prom.)—Monday and Wednesday at 5:30 P.M.

Inspector of Elevators (Gr. 2) Class Forms Friday, October 10 at 8:30 P.M.

Stationary Engineer's License—Classes meet Wednesday and Friday at 7:30 P.M.

Fingerprint Technician—Class Now Forming

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19 Is Low Age

For Cop Test

Present plans for the coming patron is the examination index. The ages of applicants will have to be at least 21 years old at the time of filing for examination. However, the minimum age of 19 is now prescribed for the first promotion list. Applicants who are of the age between 18 and 21 may be considered.

Those age requirements are the same as in the last patrolman's test. However, they differ from the requirements set up for the recent firefighter exam. In the latter case, candidates were permitted to turn 17 years old at the time of examination.

Secretary Explains

Commissioner William S. Rayment explains the delay by pointing out that the Commission on the grounds of fair play, adopted a policy whereby police lists would remain in force for a period of two years instead of four. Since it was anticipated to hold cop tests every two years, it was decided to wait until April 1942 in order to have the complete class appointed since the legal age for this class is 21.

In the firefighter test, Commissioner Sayre says it is expected to be held in the spring of 1942. He believes that the present list of candidates may reach 21 before the examination is scheduled.

Fire Appointments, Promotions: New Eligible List Almost Ready

Ten lieutenants were made captains during the month of October. These appointments are made from the second grade promotion list. Applicants who are of the age between 18 and 21 may be considered.

Meanwhile, the Commissioner announces that the commission of marks made by the candidates in the firefighter test has been completed, and a list is being prepared. The list will be considered by the Civil Service Commission in over a month. Pay raises in the firemen's test, due to be held next winter, will be available within the next two or three months. The written test is scheduled for next spring. The oral test is expected to be held sometime next summer.

There are less apprentices than ever before—your chances of getting a civil service job are greatly improved. Don't apply now—apply later.
Clarence W. Blackwell, 138-18 46th Street, Woodbridge, Queens, tops the promotion list for yardmaster in the IND division of the transit system. He scored 85.81. A total of 31 candidates passed the exam.

The Commission reserves decision on the request of two addressograph operators, grades 6 and 7, in the Department of Welfare, for change of title to clerk, grade 2.

Three provisional promotions in the EIT division of the transit system have been approved pending the establishment of promotion lists.

On the recommendation of the Service Rating Board, the mark for the certificate for assistant superintendents of telegraph, grade 2, with 10 years of service, is 90.

Herman Margules, 210 Avenue U, a retired passenger guard, is 90. He requested a certificate for junior administrative assistant, Office of the Comptroller. He made 81.42 for the board.

The Civil Service Commission e. d. a. recommendation in a certificate for a grade 2, college clerk, grade 6, with a certificate for the grade 7, to grade 8, for the Board of Health.

The Commission approved the promotion of 210 employees of the EIT and 68 employees of the Street Improvement Service to higher competitive classes. They were recommended by the Advisory Board for the regular examination, reclassifying 139 other EIT employees.

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The list below shows the major questions to be answered on the Oct. 4th state tests by all candidates who participated in tests:

<table>
<thead>
<tr>
<th>Name</th>
<th>Score</th>
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<tbody>
<tr>
<td>John J. Barry</td>
<td>91.81</td>
</tr>
<tr>
<td>William MoFarrad</td>
<td>91.00</td>
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<tr>
<td>James C. Hallow</td>
<td>89.10</td>
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<tr>
<td>Edward J. Brucly</td>
<td>86.10</td>
</tr>
<tr>
<td>Joseph P. Caspy</td>
<td>82.70</td>
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<tr>
<td>Hubert E. Kowion</td>
<td>81.70</td>
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<tr>
<td>Joseph P. Caspy</td>
<td>81.70</td>
</tr>
<tr>
<td>John J. Bhirry</td>
<td>81.70</td>
</tr>
<tr>
<td>William A. Powers</td>
<td>80.81</td>
</tr>
<tr>
<td>Andrew P. FoKarty</td>
<td>80.50</td>
</tr>
<tr>
<td>M. B. O’Hara</td>
<td>80.50</td>
</tr>
<tr>
<td>L. F. Duffy</td>
<td>84.74</td>
</tr>
<tr>
<td>John J. Clinton</td>
<td>84.71</td>
</tr>
<tr>
<td>W. E. DuKan</td>
<td>84.81</td>
</tr>
<tr>
<td>Joseph A. Connor</td>
<td>85.70</td>
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<tr>
<td>John F. Kelly</td>
<td>85.75</td>
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<tr>
<td>Paul V. Smith</td>
<td>85.70</td>
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<tr>
<td>W. J. Morehead</td>
<td>81.50</td>
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<tr>
<td>John G. Chvatiil</td>
<td>85.58</td>
</tr>
<tr>
<td>Linda B. Mores</td>
<td>84.71</td>
</tr>
<tr>
<td>Luis M. Moshol</td>
<td>84.81</td>
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</tbody>
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Well, How Do You Feel About That Clerk Test?

Below are the final unofficial keys to the Oct. 4th state tests for clerk, typist, stenographer, preparatory, and office stenographer.

The LEADER has examined the tentative examination for typist and office stenographer prepared in the previous week by the LEADER and a careful study of the keys in the contest. It is suggested in response to our invitation, the examination papers be below work. Most of our readers who wrote that examination papers are suggested to prepare the answers long before work. For example, these 1,200 were gathered in the assembly hall and given their choice from among these three:

1. They could get their filling before work.
2. They could remain after the examinations were finished, and take the test
3. They could take the test that was held Friday, or Washington Irving.

Proctors

Several hundred decided to take the test elsewhere and hurried their choice. They were not accompanied by proctors in transit, but were met by proctors at the entrances to those schools. With very little advance warning, they were told that the examination was about to be held. Here is where the rub comes in. For some of the delayed candidates were able to see examination papers before they sat down to the test. For example, these are excerpts from two letters received by the LEADER:

As the surplus mob from Morristown was approaching Evander unescorted by any proctors, we met their example, we met them by The LEADER to let off the exam. These 1,200 were gathered in the assembly hall and given their choice from among those three:

1. They could get their filling before work.
2. They could remain after the examinations were finished, and take the test
3. They could take the test that was held Friday, or Washington Irving.

The verb "lie" meaning to rest, and still others gave detailed explanation just why they couldn't hold on to the hungry child, "Keep good company."

The problem says: "It appeared at the rate of 20 percent of its weight each year, where is its value?" As there are 40 cents, there is 40 cents of its present weight. As there is 40 cents of its present weight. It is said to increase at the following principle parts:

"As the surplus mob from Morristown was approaching Evander unescorted by any proctors, we met them by The LEADER to let off the exam. Those students who were waiting with the exam. Exams. They feel that it makes them different if A test is so that some candidates over the questions in advance. They argue that the authorities who may have seen the questions in advance had very little time in which to make one of their advantages.

The Commission is trying to learn where the error occurred but has made no inquiry. All candidates, and yet the 1,200 additional candidates have been reported to the morris. Perhaps some of the additional temporary help that was called in while the regular office stenographers were working on a 24-hour shift were given help by the LEADER.

The best key answers were expected next week. Candidates who file the answer key of the subject, The LEADER will submit a new list on the progress of these tests.

<table>
<thead>
<tr>
<th>Name</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Howard W. Knecht</td>
<td>84.71</td>
</tr>
<tr>
<td>James R. Bradley</td>
<td>81.70</td>
</tr>
</tbody>
</table>

By C. Matthew Ossias, 134 East 50th street, N. Y.

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<table>
<thead>
<tr>
<th>Role and Regulation</th>
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<tr>
<td>Police Inspectors</td>
<td>2.00</td>
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<td>Police Officers</td>
<td>2.00</td>
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<tr>
<td>Police Cadets</td>
<td>2.00</td>
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<tr>
<td>Police Sergeants</td>
<td>2.00</td>
</tr>
<tr>
<td>Police Captains</td>
<td>2.00</td>
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<tr>
<td>Police Lieutenants</td>
<td>2.00</td>
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</tbody>
</table>

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TUESDAY, OCTOBER 14, 1941

Page Eight

DEFENSE news

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STATIONS

CIVIL SERVICE LEADER
TUESDAY, OCTOBER 14, 1941

Page Eight

DEFENSE news

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AERONAUTICAL — MECHANICAL — SHIP
Civil Service Leader

CIVIL SERVICE LEADER

Recruitment, Promotions, Pensions Among Our British Cousins; Unions Are Accepted

By William J. Brown

Great Britain is the home of the Clerical Association of Great Britain. At the beginning of any article about the British Civil Service designed for American readers, it is necessary to define the term Civil Service for its meaning in Britain is different from what it is in the United States.

In England and Wales, the Civil Service is confined to persons holding an office or position under the Crown. Such an office or position results from an act or instrument issued by the Crown.

Persons who serve village, town, city and council are not classified as "Civil Servants" but as "Local Government Servants."

In Britain there are something like 80 to 90 different government departments. These departments, from the great defense ministries—such as the War Office, Air Ministry and the Admiralty, employing very large staffs, to quite small departments, such as the Registry of Title, are the Public Service departments in England and Wales employing comparatively small staffs. However, even small departments, the structure of the staffings, and the rules governing their work follow the same broad pattern.

Lowest Trades

At the bottom of the Civil Service are the lowest grades. These are known as the Sub- Clerical Grades, which comprise the lowest grade in office and repetitive electrical operations. These are clerks, sorters, telephone operators, and janitors. The civil examination for these positions is advertised by the Civil Service Office, and persons are invited to apply. All these positions are open to both men and women.

There is also a Civil Service Grade for clerks whose duties are of a more or less technical nature. These clerical duties include the entry of details on forms and in registers, the presentation of papers, and the discharge of routine duties in an office environment. These clerical duties are not considered to be "open to the public." If a vacancy occurs in such a position, the Civil Service Office will advertise the fact and invite applications. These applications are then processed, and the successful applicant is employed in the Civil Service Grade.

Recruitment in the British Civil Service is open to all persons, regardless of age or sex, who meet the requirements set forth by the Civil Service Office. These requirements include a minimum age of 16, and the ability to read and write English.

Examinations

The Civil Service recruitment examination is held at least once a year in each major city in the country. These examinations are designed to assess a candidate's ability to perform a specific job, and are tailored to the requirements of each grade.

The main method of recruitment to the Civil Service is the open competition examination, which is held by the Civil Service Office. These examinations are open to all persons who meet the requirements set forth by the Civil Service Office. These requirements include a minimum age of 16, and the ability to read and write English.

The Civil Service recruitment examination is held at least once a year in each major city in the country. These examinations are designed to assess a candidate's ability to perform a specific job, and are tailored to the requirements of each grade.

Additional Tests

Apart from the examination, candidates may be required to pass additional tests, such as a writing test or an interview.

The Civil Service Office may also require applicants to complete an application form, which includes personal details such as name, address, and educational qualifications.

Application Procedure

Applicants for Civil Service positions can obtain an application form from the Civil Service Office in the city or town where they wish to work. The application form must be completed and returned to the Civil Service Office along with a copy of the applicant's transcript and any other relevant documents.

Consideration of Applications

The Civil Service Office will then review the applications and determine which candidates are eligible for the position. The applications will be ranked according to the candidate's qualifications and experience, and the most suitable candidates will be invited to an interview.

Interviews

Interviews are conducted by the Civil Service Office, and are designed to assess a candidate's suitability for the position. The interview may take the form of a structured interview or an open discussion, and is often conducted by a panel of interviewers.

The interview process may also include a writing test, which assesses a candidate's ability to write clearly and concisely.

Appointment

After the interview, the Civil Service Office will make a decision on whether to appoint the candidate to the position. If the candidate is successful, they will be offered a position in the Civil Service, and will be required to complete a probationary period of up to 12 months.

The probationary period is designed to ensure that the candidate is suitable for the position, and to provide the candidate with an opportunity to develop their skills and experience.

Conclusion

In conclusion, the Civil Service is an important part of the British government, and provides a wide range of careers for people of all ages and backgrounds. The recruitment process is designed to ensure that the most suitable candidates are appointed to positions in the Civil Service, and provides a clear and transparent pathway for those wishing to pursue a career in the public sector.
Tuesday, October 14, 1941

Politics or No Politics

EAR MR. Mayor: Your Commission of Investi­
gation into the events of the past week—Mr. Herlands or anyone else—was presumably concerned: Is it true that they are aware of the contents of the report before the general public has had a chance to learn what it's all about?

The situation in the Sanitation Department is a matter of concern of major proportions, and I feel that the Sanitation men or to the general public to withhold any information bearing on the case—
politics or no politics.

11-Squad Bill

In City Council

The 11-squad bill for cops has finally been intro­duced into the City Council.

That bill makes for one of the great reforms in the working conditions of New York City policemen. It grants to the cops what ought to have been granted to them a long time ago.

The Patrolmen's Benevolent Association points out that the bill, if passed, would not only rectify a present injustice but would add to the happiness of the city and in the end surely benefit the city.

The Patrolmen's Benevolent Association has been working hard to get the 11-squad bill introduced, and the Councilmen Cohen and Kinsley, stands a good chance of passage. It should have the support of all civil service em­ployees. The wives of the cops and firemen and welfare workers must be included in their support.

Ornstein Proposes
Salary Adjustment

WASHINGTON—A letter to the LEADER on the subject of Salary Adjustment is in the hands of Mr. Ornstein, candidates who are running for the 11th District Republican ticket.

For your information and as a public service I will report on the following: A letter to the LEADER on the subject of Salary Adjustment is in the hands of Mr. Ornstein, candidates who are running for the 11th District Republican ticket.

Leonidas C. Dyer, of Missouri, said that the bill makes it possible for the city to get more out of its money.

Washington News

Additional april number is expected to cr a CK on J. Edgar Hoover's investigations of pros­pective federal employees....

Calling All Candidates

W E'RE delighted to print elsewhere on this page a letter written by Mr. E. L. Ornstein, candid­ate for Council from the Borough of Man­hattan, giving his opinions on a major Civil Service is­sue: Is it politics or no politics?

We are glad to have this letter and hope that it will be of service to our readers and that it will be of service to the public.

The LEADER is happy to have an important role in pushing the bill forward to its present point.

We are pleased that Pat Harris, secretary of the Patrolmen's Benevolent Association, says of us: "You have given the general public a chance to learn what is going on in the city, and in the end surely benefit the city.

Senators and Congressmen are running for the 11th District Republican ticket.

The Patrolmen's Benevolent Association points out that the bill, if passed, would not only rectify a present injustice but would add to the happiness of the city and in the end surely benefit the city.

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**RMS Chitchat**

Flash! The Phillies and the Yankees are playing in the World Series, as are the American League, respectively, and the NL and AL are neck and neck, as usual, but the Phillies are not answering the public's prayers. The Phillies have only one player who has been hit by a pitch, and that's Edd Smith. The Yankees are hitting everything but the ball. The Yankees are leading, 2-1, but the Phillies have a good chance to come back.

**Postal News**

By DONALD MacDOUGAL

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**It's New!**

It's True! It's Thrilling!

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**Rental Service Lead**

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**Legal Summons**

All civil actions, in New York and elsewhere, are subject to the jurisdiction of the United States District Court for the Southern District of New York. The summons provides that the defendant may appear in person or by counsel, and that the defendant must answer within 20 days from the date of service. Failure to answer will result in a default judgment. If the defendant fails to answer, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him. If the defendant does not appear, a default judgment may be entered against him.
Examination Requirements

City Tests

Air Traffic Control Examiner
Salary: $1,800 up to but not including $2,000 per annum. This examination will be open on a nation-wide basis, the eligible list may be used for appropriate positions in a lower grade. Vacancies: 1 in the Department of Docks at.

Every five years, airport employees are reclassified for appropriate positions in a lower grade. Vacancies: 1 in the Department of Docks at.

Office Appliance Operator, Grade 2
(I.B.M. Numeric Punched) Salary: $1,200 up to but not including $1,800 per annum. The eligible list may be used for appropriate positions in a lower grade. Vacancies: 1 in the Department of Docks at.

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How a State Employee Can Be Fined or Fired

State officials are bound by the rules of the new Halpern discipline act that went into effect October 1. Conference with another employee of the administrative service or the State Civil Service Commission may lead to a reprimand or suspension.

Last week the LEAP labor leader complained about the poor performance of employees that may be about to bring on demotion in title and grade, or removal. As soon as the employee is found wanting, the employer has no choice but to act.

Although not required by law, the supervisor is advised to confer with the employee and review his work daily. If the employee fails to perform adequately, he may be subject to removal.

In order to avoid demotion, an employee must perform the duties of the position and who is otherwise eligible according to the rules of the commission.

How You Will Be Notified

The written examination will be held December 14, 1941.

Open to all permanent employees who have served continuously for at least one year in the title or titles held by the employee, and who are otherwise eligible according to the rules of the commission.

Examiner, Grade 4

This examination is open only to employees of the Department of Housing and Buildings, who are citizens of the United States.

How You Will Be Notified

The written examination will be held December 14, 1941.

Open to all permanent employees who have served continuously for at least one year in the title or titles held by the employee, and who are otherwise eligible according to the rules of the commission.

How You Will Be Notified

The examination will be held November 19, 1941.

Open to all permanent employees who have served continuously for at least one year in the title or titles held by the employee, and who are otherwise eligible according to the rules of the commission.

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Where Do I Stand?

The following are the latest certifications from popular State Data Sources. There may be delays in the posting of new certifications due to technical issues; for the most recent certifications, please refer to the official databases.

New York City

Junior Clerk
- New York
- Albany
- Total

Assistant File Clerk
- New York
- Albany
- Total

Assistant Stenographer
- New York
- Albany
- Total

Assistant Typist
- New York
- Albany
- Total

Junior Typist
- New York
- Albany
- Total

Lately permainant appointments from these lists:

Junior Clerk
- New York
- Albany
- Total

Assistant Stenographer
- New York
- Albany
- Total

Assistant Typist
- New York
- Albany
- Total

Junior Typist
- New York
- Albany
- Total

There are less applicants than ever before your chances of getting a civil service job are greater than ever before. Apply now.

U. S. Tests

The test of mental hygiene notes was administered to examinees in mental hospitals. The questions are designed to assess various aspects of mental health and emotional well-being.

Mental Hygiene Notes

By Dr. John E. Montgomery

The mental hygiene notes consist of a series of questions related to various aspects of mental health. The questions cover topics such as emotional well-being, stress management, and general knowledge about mental health. The test is administered to examinees in mental hospitals to assess their level of mental hygiene.

Civil Service Groups Support O'Dwyer

Thirty-three units of the Federation of Civil Service Employees, headed by Dr. James O'Dwyer, president, have endorsed Mr. O'Dwyer's campaign. Mr. O'Dwyer, a Democrat, is running for reelection of William O'Dwyer as the mayor of New York City.

On another civil service front, Mr. O'Dwyer received support from the District 6, an employee of the Health Department. The endorsement was expected to be a major factor in the Mayor's re-election bid.

Progress of the Lists

The lists are expected to be filled within the following timeframes for the positions of the old and new hospital attendant slots in various areas:

New York City
- Total

East New York
- Total

Elmira
- Total

Montgomery
- Total

Newark
- Total

Portland
- Total

Boston
- Total

Chicago
- Total

Los Angeles
- Total

San Francisco
- Total

The total number of permanent appointments from the old list in zone 1 is 2,440, down to 1,591 for the women, and 834 for the men, while 4,084 for the women, and 4,084 for the men.

To set and maintain the test area for the mental hygiene notes, it is necessary to ensure that the examinees are not disturbed by external factors. The test is conducted in a confidential environment.

The test of mental hygiene notes covers various aspects of mental health and emotional well-being. The examinees are required to answer questions related to their emotional well-being, stress management, and general knowledge about mental health.

Civil Service employees should follow the LEADER regulatory guidelines. Every week, the LEADER profile contains special articles dealing with forthcoming and current tests.
CIVIL SERVICE LEADER

Page Fifteen

Park Topics

By R. B. MEHELAN

What the Asst Gardener
Oral Test May Be Like

The following set of sample questions was presented as an aid for those candidates who contemplate competing in the coming Assistant Gardener examination. Requirements for this section will be found elsewhere in this edition of THE LEADER.

(1) What is the purpose of the soil test?

(2) Name six common soil tests.

(3) What are the results of a soil test?

(4) What is the meaning of a soil test?

(5) What is the purpose of a soil test?

(6) What is the purpose of a soil test?

(7) What is the purpose of a soil test?

(8) What is the purpose of a soil test?

(9) What is the purpose of a soil test?

(10) What is the purpose of a soil test?

(11) What is the purpose of a soil test?

(12) What is the purpose of a soil test?

(13) What is the purpose of a soil test?

(14) What is the purpose of a soil test?

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(33) What is the purpose of a soil test?

(34) What is the purpose of a soil test?

(35) What is the purpose of a soil test?

(36) What is the purpose of a soil test?

(37) What is the purpose of a soil test?

(38) What is the purpose of a soil test?

(39) What is the purpose of a soil test?

(40) What is the purpose of a soil test?

Company Union Setup
Out of Blueprint Stage

Further checking this week substantiated the story which a LEADER reporter discovered during his investigation of the SoHo newspaper strike: an attempt to set up a company union out of the blueprint stage, is frowned on by New York City employers.

The plan, which has the blessing of high up in the city government, that is, as nearly as can be determined, has as its purpose an employer organization specifically for the purpose of stopping large labor federations or the independent unions now in existence.

Would Start Gently

The project, an at present content idea for the benefit of some single department—a small one, in order to foster development of the idea and to prepare public opinion, would be expanded and then to work out for the benefit of larger departments. Those who have had a hand in the project believe that a small refutation to talk for publication.

The project is a part of the program of the executive director of the Civil Service Commission, which he has been charged with the task of setting up and operating a company union.

ASSOCIATED STENOGRAPHERS
OF AMERICA

Next regular meeting of the New York City Stenographers of America will be held at 7:30 p.m., Thursday, October 24, at Studio 30 of the Croton Hotel, 120 West 44th Street. Members and other stenographers interested in the association and its activities will have two weeks from the date of publication to register at the American Hotel, 120 West 44th Street, New York City. Interested persons may register at any time until the meeting. All applicants must be registered in order to attend the meeting.

At Riverside School
206 Broadway

Mr. Albert Shaw, the principal regular general education teacher, is scheduled to retire at 7:30 p.m., Thursday, October 24, at the Riverside School, 206 Broadway. Mr. Shaw will retire at the close of the 1941-42 school year after 30 years of service. Mr. Shaw is a long-time member of the staff of the Riverside School and has been a valued member of the community. The school will be closed at 1:00 p.m. on Thursday, October 24, in order to enable Mr. Shaw and his family to attend the retirement ceremony.

Brotherhood of Civil Service Employees

A general meeting of the Brotherhood of Civil Service Employees will be held on Saturday, October 26, at 7:30 p.m., in the Assembly Hall, 150 Chambers Street, New York City. The purpose of this meeting is to discuss the current activities of the union and to elect officers for the coming year. All members are invited to attend.
Real Estate

Notes

By Fred Ashley

You can live in the Amalgamated Enterprises, Inc., 330 E. 64th St., New York City, and still own a family home, or comparatively little cost. Your same shopping conditions you enjoy for $7,500. The place is a half mile from the local E. 64th St. subway station, and is in the residential neighborhood of pleasant homes in the South Bronx. The average cooperative rental is less than $200 a month, and the residents, earning figures of the year round. They have a community activities center the year round. Summer day camp for resident children.

Los Angeles County has transplanted a group of children from the East to the West Coast. The children live comfortably. Mr. Tenzer’s sons are now attending schools in Los Angeles. They are happy and the family is enjoying its new home. Mr. Tenzer’s sons are now attending schools in Los Angeles. They are happy and the family is enjoying its new home.

QUEENS — LONG ISLAND

Kew Gardens Hills

Patterson Road House

3½ room apartments

4½ room apartments

5½ room apartments

Electric refrigerator. Elevators. Children’s playground with full recreational equipment. Garden Easy access to municipal parks and all transit lines.

NEW YORK MANAGEMENT CO., INC.

10 Monroe St., 3 blocks from Chatham Sq. (B&L 7-1004)

5 MINUTES WALK FROM CITY HALL!

Manhattan’s most famous low rent housing project

3½ room apartments $4175

4½ room apartments $5150

5½ room apartments $6625

Electric refrigerator. Elevators. Children’s playground with full recreational equipment. Garden Easy access to municipal parks and all transit lines.

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5 MINUTES WALK FROM CITY HALL!

Manhattan’s most famous low rent housing project

3½ room apartments $4175

4½ room apartments $5150

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Paj?e seventeen

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Auto Laundry

**NEW YORK'S LARGEST AUTO LAUNDRY**

CARS WASHED, 49c

David Auto Laundry Corp.

at Southern Blvd., Bronx, N. Y.

1 Blocks North of 149th Street

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Proper Proportions (Men and Women)

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**CARPET AND RUGS SPECIALIZED MACHINERY AND STEAM**

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**30% REDUCTION TO ALL**

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16 East 46th St.

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Special Offers to Military Men

**$150**

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Special Offers to Civil, Civilian, and Service

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Buy Your Coal Now!

Furnace Delivery, Heating, Mulling, etc.

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**NOW AVAILABLE TO**

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All Horizon Makes of Equipment

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From Manufacturers to You

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SHORED UP, New York City

FIRE EXTINGUISHERS

CIVIL SERVICE LEADERS

Page Seventeen

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**Bargain Buys For Leader Readers**

By BILL BENNETT

If you have been searching for some information on Air Raid Precaution service and Wardens duties, wonder if you could expect about our country really becoming involved in a war, I recommend the purchase of a small handbook on Civil Defense, published by the Civil Administrative Service, Incorporated, 41 Park Row, New York City. It isn't so much a small reading as an outline of what a national wartime emergency basic would mean.

It is well to know about existing indispensable homesteads, because the damage resulting from fire bombs are not collectible of insurance policies, unless specifically stated.

These bombs weigh as little as two pounds each, and one plane can carry almost $3,000, and in three minutes distribute them among 50,000 homes.

This Handbook for Civil Defense is priced 5c, and we will send you one for each copy you order at this price.

Following Textile Co., at 550 Leonard St., New York City, have been successfully bidding to the City of New York for many years. They now have a desire to do business to the public at wholesale prices. If you want to save money on your bedrolls and pillow cases and other linens, we would suggest you visit the House of Lynne Bargains.

L. J. Newman, dealing in Wines and Liquors at 42 West Broadway for years, welcomes all his old customers and new patrons to his new establishment at 598 Broadway—After visiting Newman, Jerry O'Neill of The Leader went back with the "Right Thought For Today!": "There are four good reasons we should drink-good friends, good wine, or keeping dry—or any other reason why." But your reporter feels that your reporter is the country and service you'll receive at L. J. Newman.

There is nothing to take the place of good training. The Unit Needletrades School-home, who wishes to use the book as a text for defense training, should realize that many of her students firmly believe that it is the duty of every citizen to acquaint himself with growing methods.

Bennett Estate, 55 Leonard St., New York City, have been successfully bidding to the City of New York for many years. They now have a desire to do business to the public at wholesale prices. If you want to save money on your bedrolls and pillow cases and other linens, we would suggest you visit the House of Lynne Bargains.

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Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission. The LEADER will publish changes as soon as they are made known.

OPEN COMPETITIVE TESTS

The following examinations for this examination closed on Sep­tember 30, 1926:

1. Board of Education, City-Wide: Teacher, Grade 2. No application will be received after October 14, 1926.

Massage

EIGHTOFTHEHEALTHCLINIC. Res­
ev. 220 West 56th St. (Between 8th Ave. & Central Park West), New York City.

Music Instruction

Music Instruction of Popularity. 5 East 93rd St., New York City.

Entertainment

LEON SHAW, the reticent evening entertainment. 242 East 38th St., New York City.

Nursing Home

WHITE NURSES HOME. Large and comfortable homes for trained nurses. 111 East Ave., New York City.

Optometrist

Have Your Eyes Examined Today. 99 East Ave., New York City.

Refrigeration

COMMERCIAL REFRIGERATION. Only heating and refrigerating plants in the world to be certified by the National Board of Heating Contractors. 56 West 32nd St., New York City.

Refrigeration

WILL MEND all kinds of hospital equipment and refrigeration. 152 East Ave., New York City.

Refrigeration

CHLOR NOSESHIELD CO. Make trade mark, Heavy grade. 45th Ave. and 10th Street, New York City.

Refrigeration

Sewing Machines

WHITING MACHINES. Complete line of sewing machines. 220 East 38th St., New York City.

Social Room

GRAND MANOR. Complete guide and entertainment. 7 West 39th St., New York City.

Swimming Instruction

SWIM for health and safety — Instruc­tion. 108 East 39th St., New York City.

Travel

HALIFAX EXPRESS Miss. D K Lo­cals. East and West. 70 E. 59th St., New York City.

Waste Paper

ALL GRADES of waste paper bought for scrap by the tenant. 8 West 39th St., New York City.

Wines and Liquors

FIJI Water, steam distilled. 30 East 42nd St., New York City.

Yorx Sports Time

REDMA, Halfmann, Dwyer, Doubleday, Mead, Mulligan, 102 East Ave., New York City.

Zippers

SUPER THISTLER. Rubber zipper for sale in this store. 108 East 39th St., New York City.

The Prof Selects

Who's going to win?

The Prof Selects, which foot­ball games are likely to play games of the games of the games. On Saturday, October 16.

Boston College to beat Man­chester

Notre Dame to beat Carnegie

Georgia to beat Columbus.

Vermont to beat New Caro­lina.

October 16.

Train to beat Penn State.

Alabama to beat Tennessee.

Texas A & M to beat Texas Christian University.

Colorado to beat North Carolina.

destination to beat North­western.
Paffe Nineteen

TTJESDAY, OCTOBER 14, 1941

Luncheonette • Bridget Tables
New YorU City SU. 7-9129
113 NASSAU ST. (near Ann St.) N. Y.

day thereafter, Guy Lombardo
open at the Roadside Rest, Ocean­

His wife is the form er M arie Ot­

of his first wedding anniversary.

Develle, Chateau Moderne's M ajor

night at that cafe in celebration

Rhythm s of Bill and Betty W ade

the reopening of the CLUB A T ­

ny Roberts . . . Coney Island gets

H U N G A R IA on W est 46th street

in the G rill Room of H O T E L

LA N TIS , on the Boardwalk at

D a n c e  H o b b y  C l u b

WEBER STUDIOS

JAME S R. W H IT T O N

CIVIL SERVICE

save money!

Bill McCune, whose o chre is
in the musical spotlight at the Village Barn.

LEGIT SHOWS
The Maxwell Anderson play starting Helen Hayes will be here as scheduled on Wednesday, Oct. 22, at the Shubert Theatre— This is the third time that Hollywood has

Frank Lloy d

THURSDAY, OCTOBER 14, 1941
CIVIL SERVICE LEADER
Page Nineteen

Nile Life
Vincent Lopez, the piano play­

421 74th ST. - SU. 5-8901

Radio City Music Hall
624 54th ST. AND ON
Saturday, October 15th
ARNOLD HUSTON

"ALL THAT MONEY CAN BUY"
Patrolman Test, N. Y. C.

CIVIL SERVICE LEADER

TUESDAY, OCTOBER 14, 1941

The material that follows is the sixth part of a complete study course to prepare candidates for the forthcoming New York City patrolman examination. It has been prepared exclusively for The Leader by Lieut. Bertrand P. Wray (Ret.), an authority on police education. The student is advised to pay as serious attention to this material as if he were going to school. Every portion of these lessons should be studied and clipped, work by week, in your own scrapbook. The plan is to cover every phase of information and method that will be necessary in the test. Answers to questions 13, 14 and 15, with complete explanations, appear below. Questions 16, 17 and 18 will be answered next Tuesday’s LEADER. In the meantime, work out the answers for yourself.

ANSWER TO QUESTION 12

D is correct. The word assiduous means "constant application." The breakdown of the word follows: The prefix "a" means to sit. The suffix "ious" means "end." The word assiduous means to sit constantly.

ANSWER TO QUESTION 13

C is correct. The word assiduous is similar in meaning to industrious. The word industrious is stronger than assiduous. Assiduous, diligent and sedulous each express the idea of application. Sedulous is a particular term, while diligent is a general term and assiduous holds the middle rank.

Example: A student who is assiduous is a bit stronger in applying himself to his studies than one who is industrious, but not as strong in applying himself as one who is sedulous. The following words are synonymous with assiduous and sedulous: diligent, industrious, zealous, persevering in a work.

ANSWER TO QUESTION 15

C is correct. A Salaries Increase From $2,100 to $2,600

The Leader is publishing the 1005 exam for Motor Vehicle Licensing Exam as an aid to candidates in preparing for the test. Here are the answers to the true-false questions which appeared in the past two issues: 118. False 121. True 122. True 123. True

Test II—5 Situations 40 Items

Question 16

License Examiner Wilson was assigned to an investigation of a minor vehicle accident which occurred on avenue 10, on a suburban road near Troy, N. Y. He first questioned Jones, operator of one of the involved cars, and Smith, operator of the other car, and then gave the following information:

That the accident happened at 3:40 p.m.; that Jones was driving the length of a road on the right side of the road; that Smith, operator of the other car, was driving at 30 miles per hour in the same direction as Jones at the time of the accident; that there were no lights in use at the time; that Jones, although attempting to make a right turn, attempted to make the turn at too great a speed, going into the opposite lane, without signaling; that Smith’s car was a 1926, one-year-old Packard and Jones a 1923 Studebaker; that Smith had been driving about 30 miles per hour in a straight path; that there was no black top of the road; that the accident happened at an intersection; that Jones had not hit Smith’s car; that Jones did not have his lights on as it was not dark enough to require them; that Smith had stopped to discharge a passenger at a corner 300 feet from the place of collision; that the eye-witness was Smith’s wife; that he discharged his passenger at the corner.

Wilson then questioned an eye-witness who was acquainted with neither of the operators. This eye-witness confirmed Smith’s story.

Present your answers to questions 16, 17 and 18 as your answers for yourself.