Clerks

STENOS

TYPISTS

Machine Operators

Many Openings in New York Area;
Age Minimum is 16 for Some Jobs

See Pages 2, 5, 6, 10, 16

Fireman Candidates

How to Face the Endurance Test

See Page 3

31 Tests in New State Series

See Page 5

Police, Fire Exams Every 2 Years

See Page 3

Revised Regulations for Draftees

See Page 3

Progress on Marking State Tests

A New LEADER Feature

Want to Join the Merchant Marine?

See Page 9
Civil Service Facts

The New York City Civil Service Commission has compiled a series of questions and answers concerning its procedures. The information is of utmost value to all who plan to apply for city jobs, to candidates, and to eligibles. The first section appeared last week. Part two follows:

What Does the Phrase "Or a Manful Endeavor" Mean in the Eligibility Requirements?

This phrase is inserted in eligibility requirements to indicate that there may be more persons who are capable of meeting the requirements than are actually qualified to compete in the particular examination, although they do not meet the strict terms of the specified eligibility requirements. The phrase is not designed to give borderline cases a loophole by which they may enter the competition.

Note: In filling out the experience sheet of the application, candidates should list all of their experiences, regardless of whether they are entitled to enter the competitive examination for any of them. They are given the same number of opportunities as those who are directly qualified. The experience required or the nature of the work, or the qualifications of the workers, are not considered in deciding eligibility for the examination. The Civil Service Commission has the authority to determine what is or is not an equivalent experience, or what is or is not equivalent in the nature of the work, or equivalent in qualifications of the worker. The Commission may require the candidate to be examined in order to determine whether or not he is entitled to the experience that he claims.

How Does a Qualifying Test Benefit a Candidate?

A qualifying test is one in which the candidates are rated as either having passed or failed, in a competitive examination from the whole group of candidates, according to the highest mark of all the candidates who are examined. A candidate who fails a qualifying test is not considered for appointment, and accordingly the test is a means of deciding eligibility for appointment to the position. What is the Final Average for an Examination?

The final average for an examination is 100 per cent of the number of points received in each of the required written tests, divided by the sum of the number of points for which each test was designed, and the total to be divided by 100.

How Soon After Applications Are Received Will the Examination Be Held?

The period of time that intervenes between the receipt of applications and the date of examination varies widely because there are many details involved. For example, the examination, some six weeks after the date of receipt of applications, is given in the first week of October, according to Mr. Morgan, the Secretary of the Civil Service Commission. To avoid the difficulty of rating different examinations taken on different dates, a candidate is rated from his highest mark on the first examination he attempts. The Civil Service Commission has the authority to destroy the papers of any candidate, regardless of the results of the examination, as having failed. The examination, which is given under the direction of the Board, is not conducted under any regulations of the Civil Service Commission.

What Is a-Temporary Assignment?

The Commission will never hold a temporary assignment of any employee, and the temporary assignment of any employee is made only for the purpose of permitting the candidate to pass a competitive examination to fill the position, and the final decision as to who is to be appointed is made by the Civil Service Commission.

Who Are the Tentative Key Answers?

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Who Are the Tentative Key Answers?
No Netizens, Girls

Girls! We had hoped to have a renewed showing of the beauty contest at City Hall last week. The newer people were there, and took loads of pictures, and all plans have been dashed now because the film in the four Embassy Newsreels came out, and before the last minute the cameraman came around and charged a looking fee.

The films hadn't come out.

Hope for Those Who Took Center Test

The Municipal Civil Service Commission points out to policemen and firemen candidates that its new policy makes examinations for these departments take place every two years instead of the usual police Civil Service examination every year.

Those who succeed in getting on the lists, therefore, will have greater opportunities to become policemen and firemen.

The Commission also pointed out that age of the applicant is not an arbitrary consideration in most civil service positions. The law of 1937, excluding University, military, and fire departments and in positions where considerably better than ordinary physical achievement is necessary—such as sanitation men—age ceilings have been set, 12 ims years in the sanitation job.

Sanitation Men, Clerks Cited for City Jobs

The list for sanitation men, which was made and published last week, is open. Candidates must be 17 years of age or over to be eligible, and in the third grade in school. Testing is being conducted by the Civil Service Commission.

Fireman Candidates, Take Care of Your Feet!

This information will be explained to firemen candidates who are taking the fireman exam soon should read it carefully. It might make plenty of difference when you start pounding that mile run in the endurance test.

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Some within the next two weeks, the Hod Carriers' Union will move into the Sanitation Department. Hod carriers, who have been discussing the Sanitation Department for some time in the American Federation of Labor, have taken the position that the Sanitation Department, along with the Health, Street, and the Public Service Department, should be under the jurisdiction of the American Federation of Labor.

The Hod Carriers' International Union, which represents the Hod Carriers in the United States, is the largest union in the United States, with over 200,000 members. The union has a long history of fighting for the rights of its members, and has a strong commitment to organizing and protecting the rights of workers in the sanitation and public service industries.

It's important to note that the Hod Carriers' Union is not the only union represented in the Sanitation Department. Other unions, such as the Teamsters Union, represent workers in the sanitation and public service industries.

Regardless of the order of the other parts of the physical, the mile run will be last on the program.
State Hospital Attendants Speak Up

Four weeks ago today, The LEADER published a full-column editorial titled "The Hospital Attendant Mess." In a general way we discussed conditions in the Mental Hygiene institutions of the State, as they had been pointed out to us in communications and information. Although we merely expressed our points of view, we knew that there must be dozens of startling items about. Where there's so much smoke, we said to ourselves, there must be fire.

During the past four weeks we've received a flood of communications. Below we reprint a representative selection of these letters.

We have carefully concealed the identification of all who have written to us. The few who have given permission to publish their names have been pointed out to us in communications and commented proof of many questionable incidents. We hope, though, that neither the attendants nor anyone else will construe this as an endorsement.

"The LEADER" is The Mental Hygiene Leader, a new direct result of an investigation of alleged discrimination against Negroes at Rockland State Hospital, Oysterburg, Rockland County. The page was brought about by 3-Anonymous letter to which a copy of the LEADER editorial was enclosed. Conducting the investigation was

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Taffe Four

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Dr. Philip Smith, Chief Medical Inspector of the Mental Hygiene Department.

Even in the found the following:

1. That no Negroes live in rooms on the ground floor of the dormitories, which is the choice location because an attendant does not have to work a night shift. However, he points out that rooms on the ground floor are assigned according to seniority, and since Negro attendants have been employed only since January, they are entitled to many enough length of service.

2. That there is no discrimination against Negroes in the matter of assigning them to separate toilets. There is only one toilet on each floor, and all attendants living on the floor—Negro or white—use it.

3. That while Negro attendants are not longer entering the county since the Negro attendants began to meet there.

4. That employees in the cafeteria are segregated according to race. Only employees in the cafeteria are served for, machines, for attendants, etc. There is no segregation according to colors, but it is true that many white attendants are

The problem is bound to be much at Rockland State, where we are for one of the 1,300 employees to take—"Editor."

I may be able to support my family.

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## PHYSICAL TRAINING FOR FIREMAN

Applicants have only three or four weeks in which to be prepared for the most difficult physical examination ever held. Those who feel that they have procured 79% or better on the mental examination will be given an opportunity to secure positions paying an entrance salary of $2,600 per annum. Class forms Tuesday, September 2, at 5, 6, and 8 p.m.

### 6 POPULAR STATE EXAMINATIONS

Applications will be issued in September and examinations held in October for

**JUNIOR AND ASSISTANT STENOGRApher**

In the state service. There positions pay an entrance salary of $900 to $1,200 per annum and offer employment to hundreds during the life of lists which is four years.

A mental examination will be given for all these positions at one time and those who pass will be placed on competitive lists which will be used also.

A promotion examination for this examination which should be held within the next few months may before September 2 secure 60 hours’ instruction by taking advantage of day and evening classes which are meeting on Monday and Friday of each week at hours to suit the convenience of the applicant.

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

### LAST CALL FOR CARD PUNCH OPERATORS

Applications are now being issued and will close on Tuesday, September 2, for Numeral Card Punch Operator in the Postal service. This is what is known as a non-competitive test that is, there is no written or practical examination. The applicant is placed on the eligible list as soon as his application is received and graded. This examination offers makes and females between the ages of 18 and 35 an exceptional opportunity to secure civil service positions paying an entrance salary of $2,600 per annum.

Classes are meeting daily and evening at hours to suit the convenience of the student. Students must be present at 7:30 to become eligible.

### TREASURY ENFORCEMENT AGENT

This examination is for what applicants are now being issued by the United States Civil Service Commission offers positions to and investigators with an entrance salary of $2,500 per annum. Class forms Tuesday, August 12.

### PATROLMAN

The present eligible list should expire not later than March 1, 1912.

Few have a chance of passing a test for Patrolman or Fireman without special training. The following is a list of the most important positions that are available in the next one or two months. Full information as to the requirements of the last examinations, days and hours of classes may be obtained upon inquiry.

### JUNIOR TYPIST AND JUNIOR STENOGRAPHER

**EMPLOYMENT IN WASHINGTON, D. C.**

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

### POST OFFICE CARRIER-CARRIER — RAILWAY POSTAL CARRIER

Those interested in taking this examination should be prepared now, as only those who are thoroughly fit can hope to compete successfully.

### MOTOR VEHICLE LICENSE EXAMINER

These examinations have expired and will be held on or about August 12.

### BEDDING INSPECTOR

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

### CIVIL SERVICE LEADER

**CONTENTS**

- Civil Service Leader Study Manual
  - More Than 500
  - Questions & Answers
  - 92 Post-Fire

### MOTOR VEHICLE LICENSE EXAMINER

**STATE DEPT. OF TAXATION AND FINANCE, BUREAU OF MOTOR VEHICLES**

**TEST EXAMINATION**

- Five Years Driving Experience

### MOTOR VEHICLE INSPECTOR (Bus)

Those interested in taking this examination should be prepared now, as only those who are thoroughly fit can hope to compete successfully.
Learn to Operate an Office Machine!

It’s the Best Bet If You Want to Enter Federal Service

WASHINGTON. — The LEADER would like to pass on the type of work. Learn how to operate one or more office machines and watch the civil service exam. You can’t miss it.

It’s a fact that the Civil Service Commission has been unable to supply the demand for office machines in Washington and in the field. And some of the machines are simple to operate and can be mastered in a very short time.

Specifically, the commission isn’t able to supply the demand for operators of the following machines in Washington:
- Sorting, monograph, alphabetic card punch, under card punch, multigraph, collator, facsimile, and typophyle.

Typists Also Needed
Of course, typists and stenographers also are needed, and commission officials have been notified that these positions have been available for several months.

A test for a monograph operator was given a short time ago. Several thousand qualified and efficient applicants are still on the list. But departments in the federal government are hiring monograph operators to meet the present need, pending passage of the new test amounting to a million.

The reason is that many of the 1,000 eligibles have refused Government jobs; occasionally the list of eligibles may be cleared of those who are not here to perform these assignments when still another operator sends in a rush call for a dozen monograph operators. The commission, without the usual red tape, merely gives the agency authority to hire them.

The monograph exam is open and it will remain open until further notice. Applicants will be graded on their experience. No written tests. Qualified persons are hired on speed tests. The job pays $1,200.

The commission will close, on September 2, the under card punch examination which has been open for months. More than 4,500 persons have passed, and in recent weeks the Citizens Bureau has been laying off hundreds of under card punchers.

Need Alphabetical Card Punchers
However, the shortage of alphabetical card punchers continues to hamper the commission. The exam has been open for several months, but less than 2,500 have applied for it.

No More Changes For Workers
In Institutions
WASHINGTON. — The New Deal has called for the employment of about 1,500 federal employees in the 300 Government institutions, and those institutional employees are putting on the pressure.

The aged, sick, greased, or compulsory charges, are accepted by the Government as the, employees used the facilities or not, has been stopped on the order of the President. Now employers will pay for only what they actually use, or, under the guise of “no funds,” some employees have refused Government

Firman-Laborers
Hired for N.Y.P.O.
The U.S. Civil Service Commission last week announced that 1,500 fireman-laborers (coal) for work in the post office department had been hired.

Applications are available at the Civil Service Examining Office, Fourth Avenue and Madison Avenue. The employees must file their applications not later than October 1.

That bill requires an employer to have an efficiency rating of “good or better” to be eligible for pay raises. The efficiency rating system also operates for walking employees in the District only. Even officials making $10,000 or more were exempted. Now everybody is paid under the act and has to be covered in order to protect their eligibility for pay raises.

The Commission ordered field employees to give their efficiency ratings as of August 15, 1941, so employers can be on good behavior. Hereafter, ratings will be given as of April 15 each year.

DON’T FLUNK FIREMAN PHYSICAL TEST!
HOME TRAINING FOR PHYSICAL CIVIL SERVICE EXAMS

BY FRANCIS PATRICK WALL
Associate Professor of Physical Education, New York University

The book is based on the four factors which are included in the exam. You learn, in simple, practical instructions, how to do the test in the most direct, most profitable manner.

Written in concise, clear language. Heavily illustrated. 50 cents. Order your copy now! Published by The CIVIL SERVICE LEADER.

THE CHAPTERS:
- Weight Control and Diet
- General Body Building Exercises
- Training for the Agility Test

The Only Book of Its Kind Ever Published

CIVIL SERVICE LEADER,
37 Duane Street, New York City.

Enrolled in $40 (cash, check, money order) for which kindly send me a copy of “Home Training for Civil Service Physical Exam,” by Francis Patrick Wall.

Tuesday, August 12, 1941
POLICE CALLS

Welfare Dept. News

Fast Work
The first fifteen eligible on the promotion list for Tunnel Ser-
guard, New York City Transportation Authority, will be appointed this Saturday, just sixteen days after the exam was held. Alto-
tgether 23 names have been cre-
ted for the position. Appointment to the Tunnel Authority for the $2,400 per year Sergeant job has been post-
punted now are working as Acting Sergeants.

Good Work
Abercrombie to Bert Wray, retired, New York City Police Depart-
ment, Bert taught a class of 67 members, most of them
harried by a friend's bunion for the six weeks the course was in
session. The result: Nine of the first ten eligibles including the first three on the list, were Bert's stu-
dents. Altogether there are 14 names on the list. Forty of the successful 66 enrolled under In-
troducer Wray. The Skyway-ridge, Wray, has a bright future before him in the field of police education. His answers to the regu-
lar Police Training Test have been ap-
painting in the CTA office. Possibly, some of Bert's turn-
ups, who have softened up a bit and would
have given false answers a few years ago, will set them at a distance.

V. A. Boys
The boys who are suffering from eye strain and taking X-Rays this week. Com-
pany call for X-Ray pictures and it will be
in the spring. The last number was 617.

Miss Edith Harris, director of the Al.
berg Home for Boys, says that the boys are
more at ease and happy. 485 boys between the ages of 16 and 18 are at the boys' al-
berg. The boys are being called to battle in the big test. The boys work for 10 weeks at Fox Lair, the P. A. a,
training ground for the future. They report for work at 7 a.m. and don't
leave until 5 p.m. The third and last exam is to be given on May 30. This is the last year for the boys to
be sent to Fox Lair. The regiment did not have a day off for two weeks after the last exam.

Wednesday afternoon, Bert Wray, President of the Department of Parks and Recreation, was
in charge. If you prefer to work in the field of urban design, use the free training facilities at
the CTA office, each week, in preparation for the examination. The
candidates in giving them
type of training are being selected for the
test. The test is an objective test and is used for its value in selection. The
paper must be started and finished by the candidates with
the best chance of two
weeks before the exam.

Where are those 179 sanitation appointments?
Johnny Mendelsohn, newly-eligible in the Special Appointments Gile-
des Board, sent a letter to the New York City Police Depart-
ment last week. Possibly, but respect-
fully, Johnny wrote that he was not interested in the appointments. "I know that I am
not in the junior rank," he reported. There is no junior rank on the police force.

Grass clipping when completed must be turned in to the Parks Department before the
appointed day. Johnny Mendelsohn is on a three-week leave of absence. The
purposes of the study were to determine whether the soil is suitable for
planting or not. The test was conducted by the Department of Parks and Recreation.

Chief of Detectives John J. O'Hara, 18th District, and his
aid, First Grade Detective John J. O'Leary are still in charge of the
Tunnel authority. The boys are working there to keep the
Tunnel open.

Police Conference Resolutions
Two important resolutions were passed at the 12th annual meeting of the
Police Conference. The resolutions called for more police in the schools and
more police protection for the schools. The resolutions will be given at Police headquarters next
week. The resolutions will be
passed and sent to the Mayor by the end of the month.

X-Rays This Week, Medicals Next
Police eligible to number 90 will be given an X-Ray next week. Two
hundred eligible have received an X-Ray this week. The
exams are given to all eligible who have not received an X-Ray in the past six months.

Assistant Gardener, Study Material
The CIVIL SERVICE LEADER is interested in an as- set to make
the candidates of the Recreation Department learn about the
proper methods of care of plants. The
candidates will be given a test on the subjects included in the
study material.

St. George Assn. To Hold Dance
It is a tradition that the St. George Assn. hold their first dance of the
season in the fall. The dance will be held at the Manhattan Center.

Park Topics

Follow the Leader

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Welsh B. Meeman

Assistant Gardener

City of New York

Appointments

Civil Service Commissioner Mere

Appointments

Public employment

POLICE CALLS

Tuesday, August 12, 1941

CIVIL SERVICE LEADER

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ABBE INSTITUTE

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ABBE INSTITUTE
CIVIL SERVICE LEADER

Tuesday, August 12, 1941

| Cops, Firemen Ask Salary Increase |

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**THREE cheers for his heart, by staf-four feet Paul Lockwood, whose generous act in driving out of the E. A. rose has paved the way for his buddy, Frank Hogan ... A say in any in New York City police de-

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**Why Exclude Them?**

**CONGRESS recently passed a bill providing for pro-

---

**Barber Test**

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**Question, Please?**

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**You're Wrong, Mr. Smith!**

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**Naval Civilian Police**

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**NEXT WEEK**

**AN IMPORTANT EDITORIAL**

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**CIVIL SERVICE LEADER**

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**Subscription Rates—**

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**CIVIL SERVICE LEADER**

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**CIVIL SERVICE LEADER**

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**Auxiliary Fire Corps Learns Meaning of Housewatching**

**Food for Defense Program Under Way**

(Exclusive)

While the Fire Department continues its program of instruction for civilians in the care and operation of portable extinguishers and other emergency auxiliary corps volunteers, the Markets Department of the Fire Department has indicated it is in a position to mobilize its entire available personnel on immediate notice for any emergency.

Much has been said about the defense perennials of the Police and Fire Departments, but how many know that William Fellows Morgan, Jr., Markets Commissioner, has been appointed Defense Coordinator of Food Distribution?

In line with his defense program appointments, Commissioner Morgan first recommends that the Civil Service, in cooperation with the public health department and all the food industries, see to the quality and quantity of food consumed in the metropolitan area be maintained.

**Working on Notification**

Experts in the field of nutrition are working daily on a defense program in connection with food distribution.

Food distribution, according to Commissioner Morgan, should be planned so as to prevent any emergency.

In England, he said, had undernourished bodies resulted.

Aeronautical Engineer

In his notification, he writes, "There must be 45,000,000 men and women and children in this country who are hungry.

The purpose of the notification, he says, is to put to use the trained men and women who wish to become seamen in the American merchant marine by acting as apprentices, for merchant marine officers and seamen who wish to continue their training at defensive schools, and for women who wish to be trained in correspondence without interfering with their present employment.

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In his notification, he writes, "There must be 45,000,000 men and women and children in this country who are hungry.

The purpose of the notification, he says, is to put to use the trained men and women who wish to become seamen in the American merchant marine by acting as apprentices, for merchant marine officers and seamen who wish to continue their training at defensive schools, and for women who wish to be trained in correspondence without interfering with their present employment.

**Auxiliary Fire Corps Learns Meaning of Housewatching**

**Food for Defense Program Under Way**

While the Fire Department continues its program of instruction for civilians in the care and operation of portable extinguishers and other emergency auxiliary corps volunteers, the Markets Department of the Fire Department has indicated it is in a position to mobilize its entire available personnel on immediate notice for any emergency.

**Working on Notification**

Experts in the field of nutrition are working daily on a defense program in connection with food distribution.

Food distribution, according to Commissioner Morgan, should be planned so as to prevent any emergency.

In England, he said, had undernourished bodies resulted.

Aeronautical Engineer

In his notification, he writes, "There must be 45,000,000 men and women and children in this country who are hungry.

The purpose of the notification, he says, is to put to use the trained men and women who wish to become seamen in the American merchant marine by acting as apprentices, for merchant marine officers and seamen who wish to continue their training at defensive schools, and for women who wish to be trained in correspondence without interfering with their present employment.
Progress of State Tests

The following is the latest news of the Municipal Civil Service Commission on the status of examiners. The LEADER will publish changes as soon as they are made known by the commission and any errata which may be discovered.

OPEN COMPETITIVE TESTS

<table>
<thead>
<tr>
<th>Examiners</th>
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<tbody>
<tr>
<td>Director, Parks</td>
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<tr>
<td>Grade 2</td>
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<tr>
<td>Municipal Court Clerk, Grade 2 (Higher Ed.)</td>
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<tr>
<td>Brooklyn College</td>
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<tr>
<td>Steno and Typewriter</td>
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<tr>
<td>Water Supply Office Appliance Opr., Grade 2</td>
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<td>Welfare</td>
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<tr>
<td>Photographer</td>
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<tr>
<td>Housing</td>
</tr>
<tr>
<td>Secretary, Class A, List 2</td>
</tr>
<tr>
<td>Correction</td>
</tr>
<tr>
<td>Tuesday, August 12, 1941</td>
</tr>
</tbody>
</table>

* The written test was held July 20.
** The written test was held July 28.
*** The examiners have been completed.
*** The written test was held July 29.
**** The examiners have been completed.
***** The written test was held August 1, 1941.
****** The examiners have been completed.
******* The written test was held August 5, 1941.
******** The examiners have been completed.
********* The written test was held August 6, 1941.
********** The examiners have been completed.
*********** The written test was held August 7, 1941.
************ The examiners have been completed.
************* The written test was held August 8, 1941.
************** The examiners have been completed.
*************** The written test was held August 9, 1941.
*************** The examiners have been completed.
*************** The written test was held August 10, 1941.
*************** The examiners have been completed.
*************** The written test was held August 11, 1941.
*************** The examiners have been completed.
*************** The written test was held August 12, 1941.

For THE EXAMINES who have completed the written test, the oral examination will be given.

The written tests for the above positions have been held. The oral examinations will be given in September.


to

SERVICES

<table>
<thead>
<tr>
<th>Services</th>
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<tbody>
<tr>
<td>Civil Service</td>
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<tr>
<td>Transportation</td>
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<td>Food Production and Service</td>
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<td>Sanitation</td>
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<tr>
<td>Police</td>
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<tr>
<td>Room Stewardess</td>
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<tr>
<td>U. S. Government</td>
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<th>U.S. Government</th>
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<tr>
<td>Junior Clerks!</td>
</tr>
<tr>
<td>EXAM AUGUST 27th</td>
</tr>
<tr>
<td>Concentrate On Your Own Option</td>
</tr>
<tr>
<td>STUDY BOOKS by Arco</td>
</tr>
</tbody>
</table>

** FILING OPTION **

A 155 page booklet that contains all the latest material—right up to June, 1941—

Get This Book for these vital test topics:

- Ballistics
- Manuscripts and Geographical
- Basic Writing
- Business Machines
- Grammar
- Typewriting
- Calculating
- Accounting
- Spelling
- Numerical Ability

LEADER BOOK STORE
97 DUANE ST.
New York City
DUTIES OF THE POLICE FORCE

Complete Summary in Answer to Question 8 of Sergeant Exam

1. Glide proper and definite leniency in the selection of persons so detailed to perform prescribed services for the Police Department.
2. In the event of an accident, and should the proper authority not be obtained within the time required, call for a physician to be on hand.
3. Make arrangements with the public for the safety of the persons present, and for the preservation of the property in case of emergency.
4. Establish a temporary headquarters for the police force as may be necessary.
5. Take over loudspeaker if emergency.
6. In case of fire, call for a fire engine as soon as possible.
7. Keep cool and calm and cooperate with the officers.
8. Obtain all necessary information from the person in command of the emergency.
9. Cause written communications to be sent to the proper authority.
10. Be guided by policy of the administrative officer.

Bolstered by an opinion from Attorney General Bennett that a blanket blanket is uncontested in the Milk Public Health Bureau without examination is unconstitutional, the conditional examination continuance to mark papers submitted in tests for three jobs. The present examiners, now serving as provisions, will probably be reviewed after the new list is established.

A total of 140 candidates completed the examinations for a total of 35 days before the State Civil Service Commission takes action. During this period, the State Personnel Commission believes that there is a field for promotion to the position of supervisor with the State Commission. Bennett has a policy of hiring employees who have been admitted to the position after being rejected, but he has not been hired. The police officer, president of the commission, has countered that papers are rated without markers knowing the candidates' names.

Bennett's opinion cited many cases where the courts have favored the City, and also mentioned that when Governor Lehman signed the opinion, it was not yet in the public domain. The State Personnel Commission is expected to rule on the legality of Bennett's opinion in the near future.

EXPLAINING CIVIL SERVICE TO UPSTATE

While State Civil Service Commission examiners are conducting the civil service examiners on the extension of Civil Service throughout the state, the local officials are being held in the 15th annual meeting of the State Commission. Law permits each county to select by July 1, 1940, three or four forms of Civil Service for county officers, control by the State Commission. An eight-page pamphlet, widely circulated through the State, is also available. This pamphlet has this to say on any question:

For the fiscal year ending June 30, the county, the state, and the city shall establish a uniform Civil Service administration.
Bargain Buys For Leader Readers
By BILL BENNETT

A pionerizing organization, began its operation over ten years ago at a little field adjacent to the then famous Floyd Bennett Field, the school moved over and operated there for the remainder of that field's civilian tenure which terminated when the navy took over, as a result of the National Emergency.

After a period of trials and tribulations that only aviation pioneers meet with, the newp-atership to Sunnyside Airport is gradually shaping itself into a full manned and approved flying field, with East Coast Flying School bringing aviation to the general public.

Saks Fur Apologies
The Saks Fur Company, 146 West 57th street, apologizes for an error for over 30 years, which is apologetic to the hundreds of persons who have not yet received, "How to Select and Care for Furs," a booklet on the proper care of furs. Mr. Arthur Saks said, "When we issued the first printing, we thought we were very optimistic, but, from the tremendous response, we underestimated the number of persons who want to maintain the care of the furs they wear." The second printing of "How to Select and Care for Furs" will be off the press in a matter of weeks. Every earnest attempt will be made to get a complete booklet to our readers as soon as possible.

We can't remind you too often about that super bargain—your savings.

Life Insurance Loans
KEEPS UP TO PAR
Window or Desk Loan
ON ANY LIFE INSURANCE
At All Major National
Under $200 20c Interest
DAY BY DAY WITHOUT
MINERA CARLISLE
315 W. 42nd Street
New York City
ST. 7-750

Piano In 10 Weeks

BRODY PHARMACY
IDEAL NURSING HOME

20 TAX APPOINTMENTS

Twenty recent appointments as tax examiners in the income tax division of the Civil Service Department were recorded this week at the State Civil Service Commission. This is probably the last wholesale batch of appointments to be made from the current list, that goes out next Monday, April 26, 1942.

The minimum salary is $1,840; the appointments are in Albany.

August 27, Date

For Clerc Test
August 27 is the date scheduled for the U. S. Junior clerk test, both filing and statistical options. Candidates should be prepared for a possible change in this date, however.

Leaders for 34 Years

LEADERS FOR 34 YEARS

Makeup

SDSKORDO - $3.50
BEER For Your Party or Dinner
Shops, 79c and 74c — Rgets
25c each at 6 for 50c
RUBEN'S BEVERAGE CO.
591 5th Street
Brooklyn, N. Y.

Special Courtesy to
CIVIL SERVICE EMPLOYEES

Riding Instruction
Propsect Park Riding Academy
25 Ocean Parkway
Brooklyn, N. Y.

Put On Those Hairnets
Free Golf Instructions
Riding Instruction
Special Courtesy To
CIVIL SERVICE EMPLOYEES

SANDWICHES
Soup and Sandwich Service
418 WILLIAM STREET
Brooklyn, N. Y.

Special Courtesy to
CIVIL SERVICE EMPLOYEES

TYPERWITTERS
All Makes Largest Selection
RENTED
All Pipes $19.00
Accurate Typewriter Service
East 23rd Street
Brooklyn, N. Y.

VOELENDER'S
2082 Madison Ave.
N. Y. C.

Serving Government Employees

CIVIL SERVICE LEADER
Page Thirteen

Tuesday, August 12, 1941

BRODY AGENCY
EMPLOYMENT SPECIALISTS
BA clay 7-8135
318 DRAWAY. Beatrice Bode (Brooklyn)
Laundry Service

LOANS
TO ANY AMOUNT
J. L. PHILLIPS
119 ROCKEFELLER
Canal 6-0713
318 DRAWAY. Beatrice Bode (Brooklyn)

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Established 1913

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G. EDELMAN & CO.
Resort News
By Joseph Burslie, Resort Editor

Star Lake

I was in vacation!!

Weekly Rates. BOOKLET.

Famous for ease and comfort. No need to worry about finding your favorite sports, including tennis, squash, swimming, and badminton. Maintain your personal habits in the same way from camp to camp.

After listening to stories from various vacations, one can see that a vacation doesn't go far unless you leave home. It seems almost certain at this time that this year's vacation season will not be influenced by any traveling from camps.

The Civil Service Leader

FIRST RUN MOVIES

All accommodations
Limousine Foot-Light

Leeds, N. Y.

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Paffe Fourteen

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Modem Hotel and Dining Room.

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Dancing

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Phone: Clicker 4-1666

Fleischmanns, N. Y.
CIVIL SERVICE LEADER

Postal News
By DONALD MacDOUGAL

Convention
Last of national conventions are
The Federation of Postal Clerks
in St. Louis.

The last of the big mail clerks meet
the same week in San Francisco.

The UNAC's meet the last week in August in Detroit.

 STREAMLINING
The first of the Feds' 20 has been streamlined, per-
ations will be circulated later
for approval. The question is on the new document.

Meeting
The second of the Postal Conference of OPEL's meets next Friday, Au-
will be attended by delegates from 15 different

Baby
Civie Gottlieb is the papa of a
new baby girl. Mrs. Gottlieb and her
child are doing fine.

Short, Short Story
For weeks he stood in the blaz-
of his own life. His fate in that
line of his past had been abandoned through his second-base anchor.
In that spot he made his last infield play, strode to
and every other position and

Fire Facts
Did you know that Joe Schil-
Schilling's been retiree? Captain
thief, L. Johnny Biggs, L.J. John,
Burns, L.J. John Macra-
Friday, Leon Donald Thompson,
Hammond, and Frank Nagy,
chiefs, the Party Chief
into his second assignment,
by the Party Chief. W. Foster
could easily understand how

Things We Never Knew (or Anybody Else)
Do you know that the part of the Post Office: It All Comes
from New York? In Minneapolis
is in Indiana, Baltimore in Indi-

Arthritis

Massage

Classified Advertisements

Dancing

Dinner from $1.25

Leader's Best Places to Dine and Dance

SWIMMING

LEON & EDDIE'S

MARIPOSA SALT WATER POOL
410 West 37th Street, N. Y.

Dancing - Revue - No Cover

PARTIES (10¢) SPECIALTY CAKE 15¢

CINNAMON STICKS

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BILLY SAFFORD, M.C.

41 E. 165th St. - Cleveland 5, Ohio

Dear Postmaster,

Your Typewriter

Transfer

Write - Visit or Phone

Write, Visit or Phone

We Deliver anci. Call for It

DAM, ANI M A L  O R P O P I N E N T

THE SWISS CENTRE

20 E. 85th Street RE. 4-7909

Civil Service Leader

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CIVIL SERVICE LEADER

State Clerk, Steno Tests
Here’s Latest Information About Them

A last-minute change in plans on the part of the State Civil Service Commission last week will make members of the commission very surprised. The commission had planned to test for junior and assistant clerk, junior and assistant stenographer, and senior stenographer. However, the change would probably be held off on the same day.

Filing is scheduled to open on September 2, and some officials have mentioned Saturday, October 4, as the actual date of the tests. However, this latter date is unlikely since it allows only four and a half weeks between the opening of filing and the test, whereas six weeks is normal. Don’t be too surprised if the tests are held on a Saturday later on in October.

When applications are ready, they will probably be available at the Bureau of Motor Vehicles on the first floor of the State Office Building, 30 Centre Street, New York City. Mail applications will be obtained at the Examinations Division, State Department of Civil Service, Albany.

According to present plans, applicants will be eligible, if qualified, to test for one or all of the six tests. The written part for all will be more or less the same: one examination will be given, with candidates for each of the six tests required to answer certain portions. If a candidate takes all six parts, he or she will be in the examination room for a maximum of three hours.

This written test will constitute the entire examination for junior and assistant clerk. However, those taking the stenography and typist tests will also be called in later on for the practical exams if they pass the clerical written.

No age limits are to be set for these tests, but there will probably be some tightening up on the requirements for the same tests four years ago. Although the requirements are as yet unknown, probably the best indication is that tests for stenography and typist tests will be given in July for Westchester County.

Senior Stenographer—Either (a) graduation from senior high school, including or supplemented by a course in stenography; or (b) graduation from junior high school and a course in stenography, and two years’ stenographic experience; or (c) an equivalent combination.

Junior Typist—Either (a) graduation from senior high school, including or supplemented by a course in typing; or (b) graduation from junior high school and a course in typing, and two years’ general office experience, including typing; or (c) an equivalent combination.

The Junior Clerk test will probably have requirements equivalent to those for stenographer and typist tests.

Entrance salary for the junior grade in the State service is $900, for the assistant grade, $1,300. The lists to be established from these tests will fill thousands of jobs for the four-year period starting in the fall of 1942, when the current tests expire. In addition, the lists may be used for federal jobs and for jobs in the localities throughout the state when they are brought under Civil Service via the Vite Act.

Caretaker Rewarded

John Rauder, 70, of 104-09 32nd Avenue, Corona, Queens, has been rewarded for his services as caretaker at the Manhattan Police Headquarters since 1917. Police Commissioner Lewit J. Valentine and his staff presented Rauder with a wrist watch.

"REALIZE THAT FUR COAT IS NEVER SOLD UNTIL THE WHOLE FAMILY PASSES ON IT"

The family is the backbone of the nation. The budget is the backbone of the family. A good fur coat is the backbone of every girl’s wardrobe. And we realize that a fur coat is never sold until the whole family passes on it.

The family is your severest critic. They criticize everything you do, everything you wear, everything you buy. And generally they are right!

They’re quick to appraise and quick to praise. And they had an eagle eye for value. They wear it. They prefer it. They’re delighted in pleasing them! All our efforts and achievements in furs have been dominated by the desire to satisfy them. And our fur activities cover the world.

Our furs are gathered from the four corners of the earth.

From hundreds of hamlets and trading posts, from the North of Norway and Tanum, from Bessarabia and Brazil, from Somaliland and Saratov, from Canada and the Congo, from Alaska and Astrakhan. These are only some of the sources of our furs.

Our beautiful fashions represent the efforts of world-famous designers. Hollywood’s famous fashion creators are included. The dressing staff does an excellent job. And I personally design many of our fur coats.

Even after your family has passed on your fur coat, we retain our interest in it. We service it all the years that you wear it. To do so, our fur factories employ more skilled union master fur craftsmen than any other furrier in America.

But regardless of the glory of our furs, the beauty of our fashions, the extent of our service...you never pay a price equal to the value...you never pay a price equal to the value...you never pay a price equal to the value...you never pay a price equal to the value...you never pay a price equal to the value...