Special Section in This Issue
TRAINING FOR A CAREER

NEW U. S. EXAM SERIES
OPPORTUNITIES OPENING FOR YOUNG PEOPLE
Translators in all Languages Included—See Pages 16 and 17

COLLEGE STUDENTS, GRADUATES
Deadline This Week for Jr. Professional Tests
See Page 5

Part Time Jobs for Teachers—All Subjects
See Page 14

Sanitation Dep’t Needs 400 Men
See Page 2

U. S. to Require Civilians for Air Jobs
See Page 5

What Every Sergeant Should Know
See Page 3

TEST FOR ASS’T FOREMAN
Coming in Sanitation Department—See Page 3
Sanitation Dept Wants 400 New Men

Here's How Promotion Comes to Class A Men

(Exclusive to The Leader)

The Department of Sanitation will ask for the appointment of 400 new Sanitation Men, Class B in its next fiscal budget. There are now 6,056 Class B employees and the Department wants the total increased to 6,400. If this request is granted the promotions will be made to employees in Class A. No new appointments to Class A will be asked by the Department for the time being.

We, the Sanitation Eligibles Association, recognize that an independent organization, completely free, and uninfluenced by any outside group of individuals. All decisions are to be arrived at by democratic procedure exercised by the men on the list themselves.

Mandell points out, as an example, the activity of an eligibles association is important. With these fighting words, the Sanitation Eligibles Association is determined to use the new process of "selective certifica­tion" to provide jobs for men so they can earn a living.

The meeting is a closed one. Only those who attend bring some notice to the officers of the Association and their members on the eligible list are present. The meeting is a closed one. Only those who attend bring some notice to the officers of the Association and their members on the eligible list are present.

President Abraham Donner said, "This means we can no longer go ahead with the idea that new eligibles are off the eligible list."

Acting upon this resolve, the Executive Board has agreed to conduct an inaugural survey of all available openings for men on the sanitation register. This survey will be administered with the assistance of the Appointing Officers of the Department and the Board plans to point out to the men on the sanitation register are universally favored, and that the Board plans to make appointments from the promotion list for men who have special qualifications. Each month the Executive Board will carefully go over the list of promotions that should be made on the basis of standing in the promotion list.

The lists are: promotion—Seamstress; and Drivers Protective Association. His Own Members Charged.

Sanitation jobs were transferred to Class A in the department back in August of 1938. There is $2,040. There is a quota of 6,000 men for Class A in the department. Only those who attend bring some notice to the officers of the Association and their members on the eligible list are present.

In 1939, the name "Mayfair House" had been synonymous with good quality furniture. It was new to the market and it was a hit. It was a hit.

Since 1939, the name "Mayfair House" has been synonymous with good quality furniture. It was new to the market and it was a hit. It was a hit.

The following men were affected by the changes:

<table>
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| Abraham Donner   | President of the Sanitation Eligibles Association is handsome Abraham Donner. The new, Department of Doorn, and other employees who might from time to time have openings for the benefit of the eligibles association are appointed to Class A. But the first job, the officer points out, is to see that they obtain competitive jobs. If the Executive Board is hard on itself to accomplish this goal.

Important Meeting

The biggest mass meeting so far of the Sanitation Eligibles Association is scheduled to be held on Friday, January 24, at 4 a.m. The place has not yet been definitely decided. The meeting will be announced in next week's Leader.

The Executive Board requests that those who attend bring some notice to the officers of the Association and their members on the eligible list are present. The meeting is a closed one. Only those who attend bring some notice to the officers of the Association and their members on the eligible list are present.

Kasoff's Finances Questioned

His Own Members Charged Manipulation

By MAXWELL LEHMAN

What does Abe Kasoff do with the money his organization collects? That's a fair question, isn't it?

But there are lots of people who haven't been able to get the answer they want from him, even the Sanitation Eligibles Association.

That's the story of five members of the Sanitation Eligibles Association who held their jobs before the Kasoff's Finances Questioned. His Own Members Charged Manipulation.

New Eligible Lists Ready for Use

Kasoff's Finances Questioned. His Own Members Charged Manipulation.
CIVIL SERVICE LEADER

January 14, 1941


city can safely trust the care of its trees to those who pass the severe test given by the Civil Service Commission.

ACTUAL DUTIES OF THE JOB

The Municipal Civil Service Commission.

Test for Asst. Foreman, Sanitation

Some time before September of this year, the Sanitation Department will have its biggest promotion exam. Probably 9,000 men will be eligible to compete.

The Leader quotes from Paul J. Kern, President of the Municipal Civil Service Commission, that the Assistant Foreman list expires in the fall, and some time before the weather turns cool a new list will have to be set up.

Sanitation Training

New Course Gives Promotion Credit

Because of the success of its venture last year, the Department of Sanitation will again conduct a training course for Sanitation Department officers, headed by Harry R. Langdon, being prepared by the Department working together with the Municipal Civil Service Commission.

The course will take up all functions in the department, stressing activities of the Street Cleaning Division. The course is open to all Sanitation Department men.

Credit for Promotion

Those who offered the course will obtain service rating credit toward promotion.

Promotion will be competitive and only eligibles present at least 80 per cent of the 10 classes in order to get credit. The final examination will be given to determine how well they have mastered the material.

Tentatively scheduled for discussion are these subjects: Collection of Refuse; Trimming and Ploughing; Planning and Preparation of Work; Department and Contract Crew Reconversion; Street Cleaning and Encroachment; Sanitary and Administrative Codes; Safety; Photography; Training School; Landfill, Incinerators and Waterfront Disposal Plants; Public Relations; Employees' Welfare; Finance; Promotion.

This is one of the most comprehensive courses on sanitation given anywhere in the United States. Those acquired with last year's course pay that Mr. Langdon will make it easier.

All employees in the department have received a questionnaire asking whether they are going to enter the course. Discussion sessions will be held in each of the five boroughs.

Last year's course was so popular that 160 educational and reference institutions throughout the country requested copies of the lectures.

Langdon Pioneer in Training

The average attendance last year was 1000 people. This year it will be more than doubled. Super Vision in charge of training, Harry Langdon is a pioneer in in-service training courses, having conducted them not only in the Sanitation Department, but in a number of other city departments over a period of 20 years.

(Continued on Page 7)

Police Sergeant Test

There's little Change on It

The changes seem pretty bright that the promotion test for the New York City Police Department, which will be announced early next month, will be based on the same lines as the Municipal Civil Service Commission. This is planned for next week that they would be used with the test. Preliminary tests are planned for the application period in January.
The impact of the defense program on the personnel problems of New York City is becoming increasingly severe and is causing city, State and federal officials serious concern. The demands of private industry, the federal government and the selective service program are siphoning off many city employees, eligible and candidates, and in a large measure they cannot be replaced.

The problem, while not yet acute promises to be a progressive one that will become more pressing as the defense program hits its full stride.

Training Program

The only way to meet it, according to officials, is through an ambitious training program, and one is now being seriously talked about. The Leader has learned that city officials, state representatives and the U.S. Office of Education have been confering on methods of financing and handling such a training program. It is believed that there are two methods by which an ambitious training plan can be set on foot: (1) through expansion of the public service training that the federal George-Dean Act which pays money to the various states for this purpose; and (2) by funds from the national defense program itself.

New Yorkers Begin to Leave

The crux of the problem in New York City is that employees are beginning to leave the service rapidly, either for private industry, the federal government or to go into the armed forces. Private industry as well as the federal government usually offer better salaries, as well as more opportunities for rapid advancement. The selective service program is just getting under way, and its effects will be felt more and more in the next few months. In some cases highly trained employees, who cannot be readily replaced, are in this exodus.

New Training Program

When a highly-trained, responsible city employee leaves the service, it will become necessary to replace him. This can be accomplished in the following manner:

First, a special guard force with men paid at the rate of $25 a week is bound to meet with some opposition from veteran groups and the other fire departments. We do nothing like this without loss.

...}

Keep UP TO DATE with the Latest CIVIL SERVICE NEWS

Civil Service LEADER

What New York's Civil Service Commission says about the LEADER in its Annual Report, issued December, 1940: 'The Commission welcomes the advent of a new Civil Service weekly newspaper of New York, the LEADER, which was founded in 1939. The LEADER is the first Civil Service newspaper of general newsstand sale which is not controlled by former political office-holders. The resulting reduction under responsible auspices is an indication of the steadily expanding public interest in civil service in the city, and is also an indication of the whopping force of The LEADER, which has been a fact of press for some time.

Complete details of all exams

Free question-answer service Vocational guidance by experts

Chances for appointment

Progress of exam rating

Many other features
Civilians in Air Corps

Vast Numbers Will Be Hired

The Army Air Corps, one of whose nine corps area headquarters is at Governors Island, New York, will be rapidly expanding within the next few years.

In fact, the Army Air Corps expects to be hiring between 150,000 and 200,000 civilians within the next few years, whenever it reaches the peak of its strength of 50,000 planes. It is estimated that the Corps will take on an average of 50 civilians to maintain each plane.

A personal session is being held up at Governors Island to recruit and train civilians, all of whom are taken off Civil Service rolls.

The 1942 budget which was presented to Congress last week by the President calls for a budgetary increase of Washington $1,428,000 in the New York City Civil Service, making a total of $1,850,000.

The President said the budget included a provision for the employment of 3,500 additional civilians in the Civil Service, and that the number of civilians on the rolls of the Civil Service would be increased from 1,500 to 4,500.

The Quartermaster Corps also will be increasing its Civil Service personnel for the operation of the Army Air Corps, which will be hired at Governors Island. It is estimated that during the 1942 fiscal year it will have a staff of 24,173 civilians, compared to 19,081 in 1941, a difference of only 3,092.

The President further detailed as far as they have been made known what the Civil Service rolls will be like in the next several years.

There are some interesting figures which indicate that the Army Air Corps' job will be a lot different from any other kind of government work. The average salary of the Army Air Corps worker will be $1,800 a year, as compared to $1,400 for U.S. Civil Service employees.

The Army Air Corps has a number of special features which make it a different kind of government work. For example, it is divided into a number of different sections, each of which has its own special function. The sections include the Army Air Corps, the Army Air Corps Reserve, the Army Air Corps Training, and the Army Air Corps Intelligence.

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CIVIL SERVICE IN NEW YORK STATE
By Morton Yarmyn

State Attendant Jobs Begging
Eligibles Advised to Pay Attention to Questionnaire

Ten days after the Hospital Attendant test, which was described as a competitive class, it looks as if the opportunities for eligibles are excellent—but very few seem to want the job! At the end of last week, a total of 41 Jobs were offered to those on the zone 4 list (taking in New York City, Long Island, Westchester and Rockland counties). Yet officials had trouble recruiting eligibles into the Army and had difficulty in finding people willing to work in the particular institutions.

"It appears, that most of the eligibles in New York State are still waiting for their place in the city's institutions: Brooklyn Supreme Court, Manhattan State on Ward's Island, which will be abandoned by legislative action in 1942; and Psychiatric Institute of New York City. Among the six other hospitals in zone 4 are the largest and most modern institutions in the world, as Pilgrim, Kings Park, and Central State, which are on Long Island.

Questionnaires

Meaningful results were obtained by asking the eligibles in which institutions they would like to work. By the time they will be available to enter service they will be asked to check who they will work for. Hence, they are likely to remain in the service for their entire lives. Eligibles have been reminded of the two tests.

You will be appointed only to the hospital or other institution where the conditions are to your satisfaction. If you refuse to accept any appointment, your name will be removed from the eligible list and will not again be considered for appointment until you request re-employment after the expiration of the waiting period. Eligibles are on file at the Department of Civil Service.

In short, if you are able to change your mind about a particular institution, you should refuse the test. On the other hand, if you can foresee no trouble with the hospital or other institution in which you wish to work, you should accept the test. It will be held on page 2, as follows:

Pay to Draftees

It's a Fighting Question in Albany

With the 1941 State Legislature not yet a week old, it's already quite clear that the local battles will be over the matter of paying draftees and state and city employees the difference between their military and civil pay. As expected, it all started Wednesday afternoon, when Governor Her­bert Lehman threw the ball into the offi­ cial's court, pointed role for New York State in the national defense picture. Here, where they have to pay about public employees:

"At present the time those State and municipal employees who are inducted into the Federal service as members of the National Guard, Naval Reserve, or Reserve Corps are entitled to receive from the State and municipality the difference in compensation for their first 90 days of military service and thereafter in the difference in pay between their military and civilian jobs.

"Similar Rights"

"Many believe similar rights should be accorded to State and municipal employees who are inducted into the Selective Service Law..." I recommend, therefore, that you extend the provisions for differential pay for State and municipal employees who are inducted into the Federal service as members of the National Guard, Naval Reserve, or Reserve Corps and thereby cover those who are conscripted un­ der the Selective Service Law, as well as those who are conscripted under the Federal Selective Service Act for the duration of the War..."

He further recommended that pub­ lic employees be re-employed after their conscription, that their pension rights be safeguarded, and that vacan­ cies caused by military absence be filled only on the Budget Director's approval. On the latter point he opined: "I am confident that by this means we will help to reduce

Where Do I Stand

The following are the latest certificates, in New York and Albany, from popular State and City jobs:

Permanent—New York—$550
Temporary—New York—$550
Junior Clerk

Permanent—Albany—$650
Temporary—Albany—$650
Junior Stenographer

Permanent—Albany—$1,050
Temporary—Albany—$900
Junior Typist

Permanent—Albany—$350
Temporary—Albany—$350
Assistant File Clerk

Permanent—Albany—$700
Temporary—Albany—$700
Assistant Commissioner

Permanent—Albany—$750
Temporary—Albany—$750
Executive

Permanent—Albany—$1,200
Temporary—Albany—$1,200
Senior Clerk

Permanent—Albany—$1,650
Temporary—Albany—$1,650
Senior Stenographer

Permanent—Albany—$2,100
Temporary—Albany—$2,100
Stenographer

Permanent—Albany—$2,550
Temporary—Albany—$2,550
Assistant Commissioner

Civil Service Rules Due for Overhauling

New York State's Civil Service laws and rules, which haven't been changed in 30 years, are now under review. Two of several weeks yet before establish­ ed but how many employees work in this title, one on a temporary basis, and they're all in the Al­ bany office.

The complete Associate and State lists have been published, but no appointments made as yet. Though few Civil Service jobs exist at present, reclassification and expansion may enhance opportunities for those on the lists. But that's all. shines on pages 3 and 4 in this issue.

PPU Lists a Survey

Ratings is still being completed for other classifications: Claims Examiner, according to the Department of Labor, for a few weeks. The first two alternate require­ ments will be sent to permanent Civil Service employees.

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Changes Made in New Test Series

Policing for the March 1st series and minimums for the May series of examinations for police officers will be announced soon. The schedule of required examination is expected to remain the same until April 1st. The number of tests will be 15.

New Test Added

At the same time, a test for members of the Fire Department was added to the series, open to those who have completed the course of the State Department of Public Instruction in fire protection. The test will be used on the basis of specified appointments, at $500-

Prison Guard Medicals and Other State Lists

Qualifying medical exams for approximately 100 men in top positions of the prisons have been established. The tests will be made on the basis of the last 100 men to fall in the ratings of the Inspectors. The examinations will be made within the next few weeks, according to the State Department of Correction.

State Test Dates

The State Department of Public Instruction has announced the dates on which the various tests will be given. These tests are from the series of tests announced for the new School of Criminal Justice.

CIVIL SERVICE LEADER

Subway Aliens Aided to Save Jobs

The battle of alien subway employes in New York City to retain their jobs moved to the Alaskan state legislature this week, as state legislation was introduced to make the New York law effective in Alaska.

Study for Sergeants

(Continued from Page 1)

strictly according to the Rules and Regulations applicable.

1. If arrested under circumstances which would warrant the service of a summons, direct such service in lieu of arrest, having the summons made returnable within a reasonable time to be designated for service.

2. If detained, would not confine his investigations to the persons he selected. By providing proper safeguards, a man would be allowed to detain an individual for a reasonable time to investigate his circumstances.

3. If arrested by the officer, and not otherwise, would notify his command of the arrest. In a case in which detaining a suspect might be necessary, the officer would be required to inform his command immediately.

4. Upon proper identification, the employes of the company would be given an opportunity to make contact with the police department to hold hearings in chambers and courts.

Answer to Question 3

On October 16, 1940, all male persons between the ages 21 and 50 inclusive were required to register in the Selective Service Training Act. In connection with this registration, the Police Department cooperated as follows:

a. The lists of registrants were requested to be placed of registration for the purpose of the Selective Service.

b. The written rules of the Selective Service were established, prescribing the list of registration for the purpose of the Selective Service.

c. The registrants were required to make regulations for the purpose of the Selective Service.

Regulations and procedures—
The Civil Service Commission, with the cooperation of the Police Department, is preparing a revised Manual of Procedure, containing everything a member of the force should know, brought up to date, including Rules and Regulations.

This book is a MUST for every cop, because the coming exam will be based largely on the material you'll find here.

Well-Printed, well-bound, this volume is being made available to members of the force AT THE EXTREMELY LOW PRICE OF $1.

Remember, this book is not being prepared by a private publisher, but by experts of the Civil Service Commission itself.

To every member of New York’s Police Force who plans to take the coming sergeant exam—

To every member of New York’s Police Force who desires to keep up-to-the-minute on rules, regulations, and procedures—

The CIVIL SERVICE LEADER

97 Duane Street, New York City

Gentlemen: Please reserve in my name a copy of the RULES AND REGULATIONS AND MANUAL OF PROCEDURE. It is understood that my copy will reach me as soon as the edition is printed. Enclose $1 in full payment.

Name

Address
Mayor and the Draft

In his speech before the City Council last week Mayor LaGuardia made telling points against the advisability of drafting policemen or firemen. The local draft law and the regulations make provision for deferment of necessary men. Who is more concerned? The example of London, which depleted its firemen are subject to the draft shows that the local draft boards ought to get behind Hizzoner and adopt the policy of deferring all members of the Police and Fire Departments.

Two Progressive Eligible Groups

Throwing aside the usual padding methods of eligible groups, two associations recently organized have blazed a path which may well be emulated by other law-abiding organizations.

The Sanitation Eligibles Association has passed a resolution asserting its independence. The resolution may be bitter bread for those who thought they might be able to control the Sanitation Department by organizing their own; but to the eligibles, the resolution means the opportunity to act in their own interests in whatever manner they themselves deem best. Their first action is to get the list of Sanitation janitors and maids needed in the defense program.

The Customs Eligibles Association, directly with department heads about available jobs, urging the Civil Service Commission to use selective examination and certification—are progressive, well-considered steps. The Customs Eligibles (a U.S. list) are improving on existing methods by organizing branches in major cities throughout the country, keeping careful tab of all defense jobs and calling to the attention of the U.S. Commission those openings which can be filled by men on the list. Too, they are working with many other Civil Service organizations, on the ground that this is a simple way to increase their own strength.

We congratulate the Sanitation Eligibles Association and the Customs Investigator Eligibles Association.
Police Pension Systems to change their options. The Police Department has received a number of calls from members of the Police Pension System indicating that there may be a change in their options. The Police Department is in the process of verifying these reports and will provide an update as soon as possible.

Staff Increased

The Police Department has increased its staff by hiring several new officers. The hiring process was completed last week with the addition of 17 additional officers. Of these new officers, 4 are supervisors, grade 3, 1 senior supervisor, grade 2, and 12 are junior officers, grade 1.

The appointments are permanent, and the hiring process was conducted in an open and fair manner. The staff had been depleted through retirements and promotions, and the increase in the department's size is expected to bring the department up to quota.

Serendipity Yours

Vera McIlveen and Frances Kellogg, Secretaries to the Civil Service Commission of the Department of Fire Protection, have retired. Vera McIlveen has been with the department for 33 years, and Frances Kellogg for 25 years. The department will miss their expertise and dedication.

George of the Lake's Resource

Jim McIlvaine, Social Worker, has returned to his desk after a short illness. Jim has been with the department for 10 years and is well liked by his colleagues.

Mental Hygiene Notes

BY JOHN F. MONTGOMERY

ON 100% MEMBERSHIP

A drive for 100 per cent membership in the Mental Hygiene Society in New York City has been launched by the Department of Mental Hygiene. The drive is aimed at increasing membership in the society among employees of the Department of Mental Hygiene.

The drive has been organized by the Mental Hygiene Society, which has a membership of approximately 10,000. The goal of the drive is to increase membership to 100,000 by the end of the year.

While group care of mental patients is an important part of the work of the Department of Mental Hygiene, it is also important to have the support of the general public. By increasing membership in the Mental Hygiene Society, the Department hopes to gain more support for its work.

In addition to increasing membership, the Mental Hygiene Society also provides funding for mental health programs and services.

Staff Report

There are some recent personnel changes in the Department. Catherine Stone has accepted a position as an intern with the Department of Mental Hygiene. She will be working in the area of group therapy.

Additionally, William Davis has been appointed as the new supervisor for the Department's group therapy program. William has been with the Department for several years and is well respected by his colleagues.

The Department is proud to have such highly qualified individuals working in these important positions.

FIRE BELLS

FIRE BELL

FIREMAN

POLICEMAN

FIREMEN

Point the bell on Madison Square Garden on January 18 is expected to

POLICE

be the bet over. Harry Shaugh, in charge of entertainment, promises a ni

the night box office and a patriotic poster. Walter Maloff again will be

a

the music leader. Committee chairman and vice-chairman: Arrangement:

Walter Maloff, vice chairman; Joe Goul, vice chairman; Joe Goul, vice

chairman; Fred Deger, vice chairman; Arthur Mohon, chairman; Carl Geir, vice

chairman; James Cribben, chairman; Robert Koch, vice chairman.

POLICE LEADERS—13 OF THEM

The Municipal Civil Service Commission has recommended the removal

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of 13 police leaders from their positions. The commission has also recommend

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CIVIL SERVICE LEADER
Tuesday, January 11

TRAINING FOR A CAREER

What Job For Me?

EACH DAY new jobs are being created in government service. Between Accountant and Zoologist are thousands of titles, found and waiting to be taken into public service as well, as the government assumes more and more of a personal part in the lives of Americans.

Thus the prospective applicant for a Civil Service job who says, "I don't know for what the government really wants me to do," or "I want to do anything but work for the government"—is, in most cases, asking questions which have no answer at all for them.

There is nothing wrong with a man's desire for variety. Indeed, every man is entitled to it. But there is nothing wrong, either, with trying to find out what he is good at and what he really enjoys doing as a line of work to pursue. For example, he would advise a man who has unexplored interests, "If you don't know, find out!"

Before he starts preparing for a career in Civil Service, he should have gone through a long period of thorough investigation. The best way to "find out" is to read the book titles for which he may be eligible. Any Civil Service, however small, will start him on the right way, to start, or on which job he should qualify first.

Just Out of School

He has just got out of high school and is thinking about the serious prospect of making a living for himself. He is probably the most serious that will ever face any of his classmates. Before he can qualify for a job for his portion of the family's livelihood, he must have a job. If he has the physical and mental abilities to get a job, he will find that by and large he will be given the chance to do something which he likes, in that he has little interest.

It is a matter of concentration, of giving complete attention to what he dislikes.

Yet even these hints are only the beginning of ways to do things for which you really need no matter of putting the cart before the horse. As an example, you may go through a long period of trying to find a subject in which you have an avid interest. Others are the book type. Still others, you will go to the school of chemicals. Years at school have given him a good deal of experience. His test for this is being done will give him a vast store of sights from which he can select when he looks into the cupboards and cabinets of the world. He can select, and the successful candidate will be the one who can select best.

Thus the prospective applicant should have gone through some of these thought processes. He may have had certain particular interests. He may have found certain books which he particularly enjoyed. He may have found in the library, or some other manner, some job which he thought he might like.

An even better way of learning the good and bad points of a trade is in the actual doing of it. He should try such work for a few weeks, perhaps during vacation.

Civvie Service Himself.

The civil service is a large organization. It is the subject to be found in public libraries. These books give a good sense of what the trade of citizens, the trade of government officials, is all about. In them you will find, at the work in government is being done, a trip to Washington will give a good idea of what the job is like.

There are several books which give ideas from these many sources. Mr. Professor Civil Service can get such books, or your local library, or the United States Student, will find that and by large he will be given the chance to do something which he likes, in that he has little interest. It is a matter of concentration, of giving complete attention to what he dislikes.

Suppose, after making as many of these tests as possible, you are certain that you want to work for the government. Suppose you feel that it is the best kind of work—city, state, or federal. What then? There are three ways of applying to prepare.

Suppose you first learn of the requirements of the government. The best way to do this is to look up the rules for the particular position you are interested in. See what the requirements are, and then take the test—and good luck to you.

If You Are Good With Words

The Government May Be Able to Use You

It will history books of the future the age in which we live undoubtedly be referred to as the age of the word. Never before has the world been so influenced by words, in books and newspapers and magazines, and over the peculiar contribution of writing to the life of this nation. Democratic governments have been forced to use the written word both in their own defense. For the upbuilding of force and for the purpose of spreading ideas. We have taken for granted the ever-present faculties in public life. As one of our guarantees that we in America are going to remain as free of the fatal idea of those in other lands, our government must depend upon the writer and publicist what it means to live in a democracy.

Every Washington Department gets into full swing, there will undoubtedly be referred to as the age of the word. Never before has the world been so influenced by words, in books and newspapers and magazines, and over the peculiar contribution of writing to the life of this nation. Democratic governments have been forced to use the written word both in their own defense. For the upbuilding of force and for the purpose of spreading ideas. We have taken for granted the ever-present faculties in public life. As one of our guarantees that we in America are going to remain as free of the fatal idea of those in other lands, our government must depend upon the writer and publicist what it means to live in a democracy.

Millions of Words

An expanding field open to the experienced writer is the radio, where imagination, Light Touch, and forward continuity are needed. The radio is a great opening well that seepage millions of words. With every single word must be accurate and available upon request. An elementary knowledge of the laws of the country, the workings of the federal departments, the budget, the position applied for are for all help.

Publicity work is an extension of newspaper and magazine work, personal or group. Publicity must be directed to the general public as well as to the person. Good publicity man should know the principles of interesting stories but also should be able to write a series of articles, one of which covers a subject, and the others, a different aspect. He should be able to write stories, for example, for the United States Government.

The best way to prepare for a test is by reading the books which are prepared by the U.S. Civil Service Commission and available upon request. An elementary knowledge of the laws of the country, the workings of the federal departments, the budget, the position applied for are all helpful.

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Stop kicking about bad breaks

Make your own opportunities by preparing properly!

Books for Career Training

The books listed below are not intended to take the place of, but to supplement, the instruction given in school. They are recommended to help you gain knowledge of a given subject, but to add to the determining factors which will enable you to decide on the kind of work you will be fitted for. The books are selected to widen readers considering a bibliography in any connected subject.

Pitman Pub. Corp.

Air Craft Blueprint Reading. $1.00.

Questions & Answer# for Postal Positions—Wm. J. Barse, 207

Jr. Auditing and Accounting Assistant ............................................... |1.50

Fireman Study Book .............................................................................25c

Diesel Engine Manual ................................................................................... 2.00

Unemployment Insurance Manual ....................................................... 1.00

PHrolman Study Text...................................................................................

ties by preparing properly!

Make your own opportuni­
ties Questions ....................................................................................... 3.50

examinations ..............................................  65c, 1.00

Firemen

by N. 

Carpentry and Joinery Work, by S. Cording. $2.00. Police Journal. 1939,

Pitman. $1.85. E. P. Dutton & Co.

Audel Wiring Diagrams for Light and

Limpus. $1.75. E. P. Dutton & Co.

Police, by J. M. Cummings. $1.75. Pitman. 1940,


by L. J. O'Rourke. $2.00. Foundation Books. 1940.


The U. S. Civil Service Commission has announced two differ­ent examinations within the last two months. The first was for stenographers and typists, and it is pretty certain that another examination for these positions will be due within the next twelve months.

A person who is preparing for a career that will last as long as he is employed, will have to wait this long for the chance at a job, and addition­ally, he can spend the intervening months by good advantage by preparing for the test before it is announced.

When the Federal Commission an­nounces a Steno and Typist exam, it is generally for two different grades: Senior Stenographer, $1.00; Assistant Stenographer, $1.50; Senior Typist, $1.50; Junior Typist, $1.25.

There are higher grades in these positions and they pay higher salaries, but they are filled by promotion only.

Promotion is possible for typists and stenographers not only to higher grades of these positions, but also to other branches of the service. In many of these branches, men who are good typists and stenographers can advance rapidly to higher positions and may even become bureau heads in time.

The method of rating applicants for these positions may range from the Steno and Typist exam to the highest exam in the service. The exam which is used is the only exam used.

All the news... the same exams... accurate... unbiased... in THE

RETIREMENT LAW HANDBOOK

Single Copy, 20c

For full information and price on quantities write to

ROBERT H. ALCOIN

1703 2nd Street, N. E.

Washington, D. C.

Study Arco Books

Accounting and Auditing Assistant

The most important branch of another government accounting, trial bal­ance, journal, general ledger, adjustments, partnerships, proprietorships, pen­sions, and many other general ledger methods.

with the exception of the steno­graphy exam, the exam for both

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Post News by DONALD MACDOUGAL

Letter Carriers Big Event

As 350 members lined or, Branch 36 of the Letter Carriers went through the halls of the entrance of the Capitol, the majesty of the law was about to be recognized.

With Member, these men, both the oath of office: Vice-President, Max Ross, and Secretary, John D. Crawford, State official, the credentials of these men, as well as the oath of office, were national President Edward J. W. McHale, second Vice-President, H. D. Faherty, of Cincinnati, a member of the Board of Trustees.

The oath took place Sunday, January 5, at the Oak Room, Hotel Capitol.

To Member, with McHale, these men each ranked as Office-Vice-President, Max Ross, and Secretary, John D. Crawford, State official, the credentials of these men, as well as the oath of office, were national President Edward J. W. McHale, second Vice-President, H. D. Faherty, of Cincinnati, a member of the Board of Trustees.

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by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader.

Test for Music Teachers

An examination for assistant director of music has been added to the list of examinations required for pursuing music instruction in grade schools. In addition, approximately 1200 music teachers and students have the appropriate experience.

Requirements

1. A high school diploma.
2. A music major at the college level.
3. Previous experience in teaching.

The test will be held on Saturday, March 3.

Park Foremen

Elect Officers

At the last regular meeting of the Greater New York Park Foremen, park foremen elected were: John J. Smith, president; Peter Spreng, vice-president; John C. Hadley, secretary; Peter Walsh (Brooklyn), treasurer; Selig Bressler (Queens), treasurer.

The second regular meeting of the New York City Parks Employees Association will be held Wednesday, March 7, at 8:15 p.m. in the auditorium at Flushing Meadow Park. All interested eligibles are urged to attend.

Promotion to Gardener

Study Series No. 6

25. Broadleaf plantain is (a) a common lawn weed; (b) an evergreen shrub; (c) a type of moss found on leaves; (d) none of above.
26. Topiary work is (a) the artificial shaping of trees into grotesque forms; (b) easily treated of trees; (c) a form of grafting; (d) done with any garden tool.
27. American larch is commonly called (a) a black willow; (b) trembling aspen; (c) white willow; (d) none of above.
28. Define each of the following gardening terms: (a) bearing (b) bloom; (c) bulging; (d) stratification as applied to trees; (e) pollination; (f) stratification; (g) sowing--as applied to trees; (h) grafting; (i) sowing as applied to trees; (j) pollination.
29. What is the best season for soaking a lawn area? Briefly explain this point.
30. Give a detailed account of the work involved in the spring pruning process and the equipment used.
31. Explain the use of polythene film to keep weeds down.
32. A familiar term that is used in the gardening field is (a) dry land; (b) dry wall; (c) dry goods; (d) dry goods.
33. What is the use of an experienced laborer to the gardener?
34. How many years of experience do you have as a gardener?
35. Answers to the study series are required in the following order. (a) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35.

To put your finances in order!

A Personal Loan and a Firm Resolution Can Help You

I hope that Senator Dunnigan's bills to remove Communists from the ballot will pass. Experiences abroad have taught us that Communists in the school system are no longer able to perform their duties. While most of the public realizes that Communists in the school system are not at headquarters to scare and intimidate teachers, they realize that the medical board is a fact-finding body of teachers and are not at headquarters to scare and intimidate teachers. They realize that the medical board is a fact-finding body of teachers who have appeared before the medical board of the Board of Education have reported fine and creditable work.

The committee appointed by President Marshall, at the request of Dr. Frank D. Whalen, chairman of the Joint Committee of Teachers' Organizations, to study the problem of subversive groups and individuals is in accord on the subject of the unfit teacher in no matter what category he is found. In view of the Communist threat, the committee members are as thrilled with the results as any of the members of the party that this dangerous minority will soon be just a bad memory. The press should refer to the record which has been made in the past few months. Teachers who have appeared before the medical board of the Board of Education have reported fine and creditable work.

reserves

RESOLVE:

To put your finances in order!

A Personal Loan and a Firm Resolution Can Help You Start the New Year Right. Resolve to Put Your Finances in order

Loans from $60 to $3,000, for periods of 18 months as long as can be arranged without co-makers. The discount is low and can be arranged without co-makers. The discount is low and can be arranged without co-makers.

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Bronx County Trust Company service is prompt.

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The CIVIL SERVICE LEADER'S MINIATURE NEWSPAPER FOR TEACHERS

PAGE THIRTEEN
State Tests

Junior Education Examiner

Requirements
Either (a) three years teaching experience in a New York city public or private school; or (b) a candidate with a professional degree from a recognized college or university required for the State Education Department in the field of Junior Education; or (c) a candidate who is fully qualified and is under the jurisdiction of the Junior Education Division, for work in the appropriate field, at the time of the examination; or (d) a candidate who has completed one year's work in the appropriate field of study, under the guidance of a qualified instructor.

Basics of Rating
Written, 5; training and exper-
ience, 4.

Industrial Homework Investigator

Requirements
Either (a) experience in industrial investigation, one of which was gained in positions of women and infants, or in checking Returns or in similar work, not less than five years in total; or (b) experience in home economics or educational or economic or political science, for the same period of time; or (c) five years' experience in industrial investigation, six months of which are in industrial or home economics.

Basis of Rating
Written, 5; training and experi-
ience, 4.

Social Worker

Requirements
Either (a) experience in the field of social work, including practice in social agencies, or (b) a candidate who has completed a course of study in social work at a recognized college or university, or (c) a candidate who has completed a course in social work at a recognized school or college, and has been under the care and supervision of a qualified instructor.

Basis of Rating
Written, 5; training and experi-
ence, 4.

Farm Products Promotion Supervisor

Requirements
Either (a) experience in the field of agriculture, or (b) a candidate who has completed a course of study in agriculture, including one year of practical experience in the field of agriculture, or (c) a candidate who has completed a course of study in agriculture, including one year of practical experience in the field of agriculture, and has been under the care and supervision of a qualified instructor.

Basis of Rating
Written, 5; training and experi-
ence, 4.

U.S. Tests

Student Aid, $1,440

Oral/General: (a) Agronomy, (b) Biology of Agriculture, (c) Botany, (d) Desert and Northern Agriculture, (e) General Botany, (f) General Entomology, (g) General Zoology, (h) Horticulture, (i) Land Use, (j) Manure, (k) Organic Farming, (l) Soils, (m) and (n) Natural Resources.

Written: 4; training and exper-
ience, 4.

State Examinations

Jr. Professional Assistant

Requirements
Either (a) three years experience in the field of the State Department of Agriculture, or (b) a candidate who has completed a course of study in agriculture, including one year of practical experience in the field of agriculture, or (c) a candidate who has completed a course of study in agriculture, including one year of practical experience in the field of agriculture, and has been under the care and supervision of a qualified instructor.

Basis of Rating
Written, 5; training and experi-
ence, 4.
Six Agricultural Exams in New State Series

(Continued from Page 14) and the Journal Writing and Editing Department. File by January 5. Age limit: 20.

Undergraduate work must have been completed by December 31, 1940. (1) Journal Writing and Editing major, 80 semester hours, 40 semester hours in liberal arts, 20 semester hours in professional work. (2) Liberal arts major, 60 semester hours, 12 semester hours in agriculture, 20 semester hours in liberal arts, 12 semester hours in professional work. (3) Liberal arts major, 60 semester hours, 20 semester hours in all subjects, 20 semester hours in liberal arts, 20 semester hours in professional work. (4) Agriculture major, 60 semester hours, 20 semester hours in agriculture, 20 semester hours in liberal arts, 20 semester hours in professional work. (5) Agriculture major, 60 semester hours, 12 semester hours in agriculture, 20 semester hours in liberal arts, 20 semester hours in professional work. (6) Liberal arts major, 60 semester hours, 20 semester hours in agriculture, 20 semester hours in liberal arts, 20 semester hours in professional work.

Engineering Draftsman (Aeronautical) ($1,620-$2,600)
File by June 30, 1941. Age limit: 35.
Applicants must have had six years' experience in drafting or designing in the field of aeronautical engineering, including at least 5 semester hours of college work in aeronautical engineering, or equivalent experience and training.

Civil Engineer ($2,600-$4,600)
Junior, $2,000; Senior, $2,400; Assistant, $1,800; Engineer, $2,600.


Civil Engineer ($2,600-$4,600)
Junior, $2,000; Senior, $2,400; Assistant, $1,800; Engineer, $2,600.


New City Eligible Lists

Assistant to the Commissioneer (Director of the Bureau of Finance and Statistics) ($2,700-$3,700)

Application forms for the following positions may be obtained from the Board of Transportation—Operations, 20th Street and 1st Avenue, New York, N.Y.

Civil Engineer ($2,000-$3,000)
Junior, $1,600; Senior, $1,800; Assistant, $1,600; Engineer, $2,000.


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U. S. Looks for Talented Students to Train

(Continued from Page 15)

CIVIL SERVICE LEADER

Tuesday, January 14, 1941

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U.S. Looks for Talented Students to Train

(Continued from Page 15)

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(Continued from Page 15)

CIVIL SERVICE LEADER

Tuesday, January 14, 1941
Union Library Assistant: Under Federal Civil Service rules, the qualifications for the latter are limited to graduates of a recognized library school in which at least six semester hours of college work were in library science, or a recognized library apprenticeship of at least three years in the performing of library work. The qualifications must include at least six months of the latest three years of the professional phase of this work. Those who are not eligible must have passed the competitive test and be appointed provisionally as Union Library Assistants. The selection of the candidates must be made in accordance with Federal Civil Service laws, regulations, and rules. See the notice in the superintendent's method of attack in June (d) August.

Candidate must have had education and experience in the fields of library science, library science or college library experience.

In temperature (d) condition of the optional or optional language or languages selected.

The only requirement is that applicants must be residents of the City of New York.

Governmental Employees

The only requirement is that applicants must be residents of the City of New York.

Notices of the optional or optional language or languages selected.

The only requirement is that applicants must be residents of the City of New York.

Governmental Employees

The only requirement is that applicants must be residents of the City of New York.

Deductions of $360 a year are collected in

Questions on Equipment

We advise all candidates to take the examination for the positions of Union Library Assistant and Junior Union Library Assistant. The examination will be open and aboveboard—see the notice in the superintendent's method of attack in June (d) August.

Applicants must have had education and experience in the fields of library science, library science or college library experience.

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For the First News—

All City, State and Federal examinations, read the Leader. Full official requirements, fill in dates, and other important information appear in The Leader.

It pays to follow The Leader,

Follow The Leader

Bargain Buys for Leader Readers

Rent your Typewriter from us for $1.50 per month—SOLD—REPAIRED—EXCHANGED

TYPETTEL

"T"'s Leading Typewriter Exchange" 623 First Avenue New York 10, N. Y.

RENT YOUR TYPIWRITER FOR 10c PER MONTH—SOLD—REPAIRED—EXCHANGED

International Typewriter Co. 206 E. 46th Street N. Y. C. 7-7500

Open until 9 F. M.

RENTAL TYPEWRITERS

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All Civil Service organizations are requested to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding the date of the event. There is no charge.

Transit Employees In Annual Dinner

A record of 1,000 is expected at the first annual dinner of the Association of Custodian Eligibles Employees of the New York City Transit System—BMT Division, to be held Lincoln's Birthday Eve, February 11, in the main ballroom of the Howard Johnson's Hotel, Forty-Fourth Street and First Avenue. Chairman of the affair is Eben Alter, 720 First Avenue, New York 17.


Employers To Vote on Dues Change

Members of the New York State Department of Labor, who pay State Unemployment Insurance, will vote on a constitutional amendment, concerning a meeting Thursday evening, January 28, at 8 o'clock in the State Street building. Article III provides for annual dues of $2, payable March 1, and that if a person joins the association after October 1, he pays $1. The associations headquarters are at 200 State Street, Albany.

Custodian Eligibles Hear Report

The Janus-Custodian Grade 3 Eligibles Association will hold a regular meeting on Thursday, January 9 at 8 o'clock in the State Street building. A report was submitted on the recent inspection held by the Social Security Group of Girls Commercial High, at 8:00 p.m. on Friday January 17. His subject will be "Advancing the Merit System." The report was extensively covered in the New York Times.

Appliance Operators To Hold Party

The Office Appliance Operator's Association will give a party in Saturday, January 18, at 8:00 o'clock. Eligibles and friends of the members have been invited.

Big Turnout Expected At County Corkmen Ball

More than 2,000 people from the新股port area and neighboring counties are expected to attend the 37th annual Civil Ball of the County Corkmen's Association at the January 18 at the Yorkville Casino. There will be continuous dancing from 9:00 to 1:00 a.m. with dancing in the two ballrooms during the evening.

The feature of the Cork Ball is its auction of large and small gift. Among the donors is the Association.

The purpose of the organization is to make the city, as well as the Corkman's Association, Philadephia, and Staten Island, be better acquainted. Many of the members of the organization will have large delegations from city, state and federal departments. Among Civil Service employees on the arrangements committees are Lieutenant Daniel O'Connor, John D. Walling, James B. O'Neill, John McCarthy and Michael LeChevalier of the Port Authority; John J. McCarthy, Borough President; Walter J. Coughlin, Federal register for Inspector, Wage Hour Group.

5,000 Expected At Dooling Entertainment

Dooling's Casino during the evening. There will be continuous dancing from 9:00 to 1:00 a.m., with dancing in the two ballrooms during the evening. The Grand March at midnight. It is anticipated that 3,000 to 4,000 persons will be present.

A repeat of the big affair held last year was an unqualified success. A number of officials have been invited to attend the program for a benefit of the Association after October 1, he pays $1. The associations headquarters are at 200 State Street, Albany.

Eligibles to Discuss Greek Program

The Auto Truck Drivers Eligibles Association held a regular meeting Tuesday, January 14, at 8:00 o'clock, at Grand Central Terminal. The program for a benefit of the Association after October 1, he pays $1. The associations headquarters are at 200 State Street, Albany.

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PHIL 1941

MOVIES

NIGHT FEY (BKO) at the Playhouse, starring Kitty P. McHugh. Kitty Rogers has come a long way from the days when she was a "hams" writing on the screen, but she still shows some of the same traits. Women of the world, who are tired of reading about the most sensitive of every character, will find Kitty Rogers in "The Night Feather" interesting. The former has a very good voice and is a very good actress. She is well supported by Dennis Morgan and Merle Oberon. The picture is well directed by an experienced director.

PLAYS

FLIGHT TO THE WEST. A clip- ship flying from Peru with all the inhabitants of a small South American town is forced to land. The plot is not very original, but the acting is good. The production is well directed by a famous director.

SAMMY KAYE

With some of that popular music of a bygone age (1940), Sammy Kaye and Virginia Bruce are pleasing all as usual.

TOO LATE FOR REVIEW

Beginning Thursday the Capitol will have "Flight Command," with Robert Taylor and Walter Pidgeon. Robert has been a movie favorite for many years and is still a hit at the picture houses.

GINGER AND JIMMY

The movie version of Christos Theodore's popular novel, "Ginger and Jimmy," is now in its third week at the Strand. The story is about a nurse, a doctor, and a nursemaid. The movie is well directed by a famous director.

OTHER MOVIES

"The Big Sleep" is a good mystery story. The acting is good and the production is well directed. The picture is well worth seeing.

"The Night of the Hunter" is a good thriller. The acting is good and the production is well directed. The picture is well worth seeing.

"The Philadelphia Story" is a good comedy. The acting is good and the production is well directed. The picture is well worth seeing.

"The Great Gatsby" is a good movie. The acting is good and the production is well directed. The picture is well worth seeing.

"The Big Sleep" is a good mystery story. The acting is good and the production is well directed. The picture is well worth seeing.

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Federal Civil Service Legislation

Although you don't hear much about the Civil Service Commission these days, there's much activity which directly affects the federal service. Opening of the new session was marked by a couple of big winners,祖父 and, despite a dozen of important bills, there was a good deal of low.

Most important are two bills which would finally set up a true pay system. The other would increase the retirement age. The former has already passed the Senate, and is expected to have the budgetary and institutional approval of the House and the President.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my office and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will find a position in an office. "WE HAVE PLACED EVERY GRADUATE."

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, it is true that your school has placed every graduate?"

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

"How do you do it?" he asked. Here is the substance of what I answered.

The NEW YORK BUSINESS SCHOOL Chooses Its Students

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general interview.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. We select girls who are familiar with shorthand and typewriting, with the equivalent of a course in machines; including the comptometer, billing machine, and the typewriter.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting, is this school offered to her as a possible training ground. In every case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining chances for employers to accept an unattractive girl or a girl whom they do not like to employ. These offices prepare themselves for general office training. They ask questions which the prospective employer would ask them to answer. Above all, we teach them to show an interest in a job, feeling confident that they are trained for these positions before they are sent out. With the training we have given these girls, we know they are ready to apply for any secretarial position.

Many employers make an exception regarding graduates from the New York Business School because the school only trains girls who are employed and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary as we have a limited minimum salary on our graduates, promises this to the girl from accepting a less salary than the school and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is worth.

We have obtained and established favorable relations with the best business houses in the city, and place all of our girls in its metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from school since it was organized, and when a few last year, we know the ones we sent to at first was satisfactory.

The following is a reproduction of an advertisement as it appeared in the New York Telephone Directory. (Manhattan Red Book and Winter edition, 1940, Page 291).

Prepare for the Stenographer-Typist Examination, Civil Punch and Calculating Machine Operator Exams at THE NEW YORK BUSINESS SCHOOL

SECRETARIAL, BOOKKEEPING, ACCOUNTING, ALL OFFICE MACHINES

French and Spanish, Typewriter

WRITE TODAY FOR OUR NEW CATALOGUE.

11 West 42nd St., New York City

Call Wire or Phone for Catalogue secrets.

The LEADER keeps you informed of opportunities.