EXCLUSIVE

PAUL KERN’S ADVICE ON FIREMAN TEST
Last Minute Practical Hints for Saturday’s Written Exam

AUTO LICENSE EXAMINER TEST CERTAIN THIS FALL

New Jr. Clerk Exam Likely — Commodity Clerk Jobs NOW
Who’s Included in Ramspeck Act
Hospital Jobs Open at All Times
More Answers to Police Sergeant’s Exam

More Women Wanted in U.S. Jobs

FULL PAGE of DEFENSE JOBS And How To Get One
What Makes a Good Examination?


McAvoy: We find in general examinations compare very favorably with those of large deposits, You, too, can enjoy the prestige of using regular checks like those of large depositors.

Your morning, and in the afternoon you had more experience of course, who had only one year of clinical experience, but they were asked in tremendous numbers by the department might have an opportunity to discuss the proper answers and we found one question had been eliminated under a misapprehension about.

Sayer: I think our procedure is suited the assistant engineer (candidate) examination. Perhaps it seems strengthening in this way, but our experience has been that such questions will not be included in the examination. What seems controversial to you may not seem so to our examiners.

Sayer: The only way by which we can eliminate such item is to have fewer persons look at the printed questions. We prefer to have two people work on a examination and a third to check it. We cannot always eliminate all weak items in an examination, on the other hand, if we expand the process too much, too many people know about the examination; we prefer to have a list of those rather than have six people read such questions.

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Sixty thousand men and women are wanted to fill electric jobs.

The Air Raid Warden System at the present is already manned by 97,700. Fifty thousand more are needed to fill the job.

The position of assistant foreman, within the Sanitation Department, will be vacated in the near future, and a civil service examination for that position will be held.

The Police Commissioner's office is expected to file on June 23rd a bill in the New York State Legislature, which will provide that the personal right of a man to operate in the Sanitation Department, as well as in all other public service departments is a civil right which cannot be taken away from a man or his family.

The bill, if passed, would provide that the personal right to operate in any public service department, as well as in all other public service departments, is a civil right which cannot be taken away from a man or his family.

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Prevailing Rate of Wages

May Cost the City Millions

The state labor law provides that skilled laborers are to be paid at the rate generally prevailing in the area. If the general rate for carpenter is $1 an hour in the area, then the carpenters must be paid at the rate of $1 an hour.

How is the rate generally prevailing in the area determined? The state labor law requires that the rates be based on the average of the higher rates paid by the various labor groups. The rates are set by a planning board, which determines the prevailing rate for each trade.

Some few years ago a dispute arose between the Comptroller and certain skilled trade groups as to the method of determining the prevailing rate. The state planning board determined that the rate was too low, but the Comptroller disagreed. The dispute was referred to the Appellate Division of the Court of Appeals, which decided in favor of the Comptroller.

In practice, the prevailing rate is determined by the rate actually paid by the highest paying employer. If the highest paying employer in the area pays its employees $1.50 an hour, then that rate becomes the prevailing rate.

Full Pay For Draftees?

What Are the Chances of Getting It?

If a proposal of Councilman John M. Christensen, of Queens, is carried, persons serving in the armed forces may be paid at the same rate as outside skilled workers.

According to the Councilman, a large number of workers are now in the armed forces, and they would prefer to work in the armed services rather than stay at home. The Councilman believes that the prevailing rates in the city are too low, and that the city should pay its employees at rates comparable to those paid by outside employers.

The proposal also provides that the prevailing rates would be paid to all drafted government employees, whether they are federal, state, or city workers. The Councilman believes that all workers should be paid the same rates, regardless of their employment status.

The proposal has not yet been acted upon by the City Council, and it is uncertain whether it will be passed. However, the Councilman is optimistic that it will be passed, as he believes that the prevailing rates are too low, and that the city should pay its employees at rates comparable to those paid by outside employers.

Chances of Bill

It cannot, of course, be decided whether or not the bill will pass in the City Council, or whether it will be referred to the committee, or whether it will be acted upon by the Council. However, the Councilman is optimistic that it will be passed, as he believes that the prevailing rates are too low, and that the city should pay its employees at rates comparable to those paid by outside employers.

Order Form for Dental Hygienists

The Municipal Civil Service Commission has issued an order form for dental hygienists. The form must be completed and returned to the Commission, or it will not be considered. The form can be obtained from the Commission, or it can be downloaded from the Commission's website.
Motor Vehicle Test Certain

Will Be Given This Fall

Present plans of the State Civil Service Commission, The LEADER learns, call for an open competitive examination for Motor Vehicles License Examiners on one of the first Saturdays in October. It is desirable if any other State exam will be held on the same day.

Officials of the Department of Motor Vehicles and Bureau of Motor Vehicles have been discussing a new list even since the old list expired a month ago. A request will probably go to the Civil Service Commission this week.

Under the Civil Service law, the request for an open competitive list must be publicly advertised for 15 days, during which time present employees who feel that a promotion is called for can present their claim before the Commission. A number of Clerks in the Bureau of Motor Vehicles are expected to appeal for a promotion test to License Examiner but it is not likely they will contemplate it will be upheld.

Requirements

On the new exam, which will be held next month, a driver's license at end of August, will be substan­tially the same as those for the 1936 test.

Five years' driving experience:

Upstate

Civil Service

Final decision on the type of Civil Service examination to be adopted by upstate counties will probably be announced in next month, following a letter that went out last week to local officials from the County Officers Association.

Secretary John L. Fister, a member of the Pile Commission whose recommendations were adopted by upstate counties, pointed out that the summer meeting of the association is scheduled for Lake Placid from July 17 to 19, and the State Department of Civil Service Extension Law will be fairly discussed there.

State Civil Service Commission

The Board of Examiners, whose secretary is the Pile Committee, will have time to schedule the conventions at the end of August.

Training School

For Commissioners

Final training school for upstate Civil Service commissioners will be held at the State Department of Civil Service and the State Conference of Mayors. The tentative dates and meetings are: 9th, Syracuse; September, 10th, Buf­ falo; September 28th, Albany; September 29th, Peekskill.

In giving tests regularly, the State Commission would be following the lead of the federal government, which uses a similar procedure for Typists and Stenographers.

Last week the two representa­

tives of the State Commission in zones 1, 3 and 4 started to make prepared for the commission from candidates on Saturday's test.

Such appointees will get regular jobs on the basis of their stand­

ing?

For latest news on the progress of the new "Hy­

gene Notes" on page 12.

minimum height of five feet test first; minimum weight of 125 pounds; 40-year age limit; sight of 20/20 in each eye with or without glasses; never convicted of a felony or viola­

tion of a law or ordinance for which mandatory revocation of li­

cense would follow. High school graduation was considered desir­

able, but not required.

The salary of the job, with duties of checking candidates for chauffeur or operator license, will range from $1,600 in the metropolitan area, covering the six counties of Nassau, Suffolk, Rockland, Westch­

eter, Orange, Ulster, and Putnam counties. Elsewhere in the state it will range from $1,350. Employees furnish their own uniforms, at an approximate cost of $40.

To Rule on Protest Of Eligibles

When the State Civil Service Commission in Albany at the end of this week, it is ex­

pected the protest on the refusal of on the Assistant and the State Medical Examiners to accept the certification by judicial dist­

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You have your choice of

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Which to choose or drop in to see the Leader Information Service; Mondays through Thursdays.

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M O N T H S - $6.50

B R O N X U N I O N

Y. M. C. A.

187 EAST 18TH ST., N. Y.

Tel. ME 6-7099

CIVIL SERVICE LEADER

Where Do I Stand?

The following are the latest listings of vacancies in New York State, from popular State boards.

In the future, Hospital At­

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tempts to test interested candidates. This is being seri­

ously discussed as the only answer to the serious shortage of appli­

cants willing to work in the State's Mental Hygiene institu­

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Parkway Examiner Appointments

State Is Split Up Into 7 Job Districts

To simplify the appointment of State civil servants, the Civil Service Commission has just petitioned the State Legislature to divide the State into seven districts. Appointments will be made in all districts, according to the vacancy districts. The LEADER learns, will be made according to the standing of the job.

Payroll Examiner Appointments

ALBANY.—Court action to strike a quick in the in­

crease situation in the State serv­

ice was hinted today, when Irving Elman, an employee of the Department of Social Welfare, issued a call for all employees af­

fected by a recent ruling of At­

torney General Bennett to com­

municate with him. He may be reached at the offices of The Civil Service Leader, 71 Dechene, Albany.

Under the ruling, State em­

ployees promoted between Janu­

ary 1, 1939, and January 1, 1940, who received increases on July 1, 1940, will not receive increments for the fiscal year starting July 1, 1941.

Suspended Increments

The union looks on it as a re­

placement of the employee’s action in suspending increments for the two-year period. The susp­

ension law was interpreted to mean that those entering the State service before January 1, 1939, would have to wait until July 1, 1941, for their first incre­

ment.

At the 34th meeting of the Legis­

lature, a law introduced by Assistant Attorney General Raymar was passed to give increases begin­

ning July 1, 1939, to all who en­

tered the service for the first time between January 1, 1939, and January 1, 1940. This law made no men­

tion of employees who had been promoted during this same period. Numerous letters from such employees got increments, "by error" according to Attorney General Bennett. They are now to be deprived of their improve­

ment. And that is why Raymar introduced his "for possible joint ac­

tion.

Study Manuals For Law Stenos

Study manuals and other in­

formation for the Law Stenographer test to be held next September 28th, was issued by the Municipal Reference Library, 9 p.m. to 5 p.m. in Buffalo, and from 9 a.m. to 1 p.m. on Saturdays. The following are available in the following publications: Study manual for law clerks and stenographers, 9th edition, 1938, $3.25; New York Public Lib­

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Important Notice --- Fire Applicants

Thousands of young men who have applied for examinations are awaiting the result of the mental test before starting to train for the physical. A number of those who pass the mental and physical exams will be placed on the list, it is essential to attain a high rating.

In order to attain 100% in the physical a candidate must:

1. Pass the COORDINATION examination which is designed to test hand-eye and foot-eye coordination and reaction speed of the applicant in which he is required while seated in the cab of an automobile to perform 5 operations in 2 SECONDS.

2. Give evidence of physical fitness by climbing steps (4 steps), turn around and carry down and place gently on the floor a 110-pound dummy.

3. From a resting position the candidate must assume a sitting posture, carry up behind his neck a weight of 45 pounds, then by sheer muscular effort (no throw up or snap up) raise it to full arm's length above the head, each hand separately, an shouldered down

4. From a starting mark, candidate must run 8 yards; make 10 broad jump; continue 8 yards to a 5 ft. 6" hurdle; 5 yards to a barrier, dodge through barrier; run 5 yards to ladder; mount the stepladder; unstep until he reaches horizontal ladder; travel hand-over-hand under and across horizontal ladder until he can stand on fence; descend thereupon; run 5 yards to 8' fence, climb over; run 5 yards; vault over a 6 ft. vaulting box and then run 3 yards to finish line in 20 seconds or

5. Run a mile in 5 minutes or better.

Of course, a candidate who does not receive 100% may pass but those who receive less than 70% on Coordination, 60% on the Dummy lift, 60% on the Barbell, 70% on the Agility Test or

Card Punch Test

The present list should expire no later than March 1. Consequently, it is fair to assume that an examination must be held in the latter part of April. Young men who are interested in taking the examination in late preparation, as only those who are thoroughly fit can hope to

Card Punch Tests

The U. S. Civil Service Commission, apparently realizing the limited classes in Typist and Stenographer, which are employed here as well as in Albany, etc.

Our class in preparations for the MENTAL TESTS in connection with these examinations forms on TUESDAY, JUNE 24 at 5:15, 6:15 and 8:30 p.m. Classes TUESDAY and THURSDAY thereafter at the same hours.

These classes in preparation for the MENTAL TESTS will be given every eighteen months to those employees whose salaries are below the figure anticipated by

Time for Examinations

The present list should expire late March 1. Consequently, it is fair to assume that an examination must be held in the latter part of April. Young men who are interested in taking the examination in late preparation, as only those who are thoroughly fit can hope to

S. Civil Service jobs. Here,'
Who's Included Under Ramspeck Act

Here's a Complete Listing by Departments

The United States Civil Service Commission has added up more than $182,000 permanent positions subject to inclusion in the classified service under the authority of the Ramspeck Act of November 26, 1941.

Immediately upon passage of the Act, the Commission requested agencies to submit a statement of the positions which could properly be included in the classified service under this Act.

Positions Subject to Inclusion in the Classified Service by Department or Office:

1. The attached table, showing such positions by department and independent office, was prepared on the basis of the reports received.

2. It has been determined that some of the positions included in the total number have been included in the standard service categories in the total number may soon be brought into the classified service by other authority that sooner or later may be assigned to other agencies those affected by pending legislation.

3. The attached table will be revised as amended by the Civil Service Commission.

Women Are OK

Place names and other women's positions are subject to inclusion in the classified service under this Act.

Employees Participate in Efficiency Rating

The United States Civil Service Commission today sent letters to all federal employees outlining the provisions of the Ramspeck Act of May 1, 1941, authorizing boards of appeal of three persons in all agencies as a result of employee representative on each board.

New regulations are based on consultations by the Civil Service Commission with the National Joint Council of Personnel Administration and the national heads of employees unions. Three basic principles will be used in the employee elections:

(1) The use of a secret ballot;
(2) The conducting of the elections by employee representatives; and
(3) The participation of the employees in the elections by all employees who receive efficiency ratings.

At the present time, the procedure will apply only to federal employees in the District of Columbia.

Efficiency ratings of federal employees have been established since 1912 by the Civil Service Commission.

Exam Dates

Examination dates:

1. July 1, 1941—Clerical employee representative on each board.

2. July 10, 1941—Representative will apply only to federal employees.

3. July 11, 1941—Representative will apply only to federal employees.

4. July 12, 1941—Representative will apply only to federal employees.

5. July 13, 1941—Representative will apply only to federal employees.

6. July 14, 1941—Representative will apply only to federal employees.

7. July 15, 1941—Representative will apply only to federal employees.

8. July 16, 1941—Representative will apply only to federal employees.

9. July 17, 1941—Representative will apply only to federal employees.

10. July 18, 1941—Representative will apply only to federal employees.

11. July 19, 1941—Representative will apply only to federal employees.

12. July 20, 1941—Representative will apply only to federal employees.

13. July 21, 1941—Representative will apply only to federal employees.

14. July 22, 1941—Representative will apply only to federal employees.

15. July 23, 1941—Representative will apply only to federal employees.

16. July 24, 1941—Representative will apply only to federal employees.

17. July 25, 1941—Representative will apply only to federal employees.

18. July 26, 1941—Representative will apply only to federal employees.

19. July 27, 1941—Representative will apply only to federal employees.

20. July 28, 1941—Representative will apply only to federal employees.

21. July 29, 1941—Representative will apply only to federal employees.

22. July 30, 1941—Representative will apply only to federal employees.

23. July 31, 1941—Representative will apply only to federal employees.

24. August 1, 1941—Representative will apply only to federal employees.

25. August 2, 1941—Representative will apply only to federal employees.

26. August 3, 1941—Representative will apply only to federal employees.

27. August 4, 1941—Representative will apply only to federal employees.

28. August 5, 1941—Representative will apply only to federal employees.

29. August 6, 1941—Representative will apply only to federal employees.

30. August 7, 1941—Representative will apply only to federal employees.

31. August 8, 1941—Representative will apply only to federal employees.

32. August 9, 1941—Representative will apply only to federal employees.

33. August 10, 1941—Representative will apply only to federal employees.

34. August 11, 1941—Representative will apply only to federal employees.

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58. September 5, 1941—Representative will apply only to federal employees.

59. September 6, 1941—Representative will apply only to federal employees.

60. September 7, 1941—Representative will apply only to federal employees.

61. September 8, 1941—Representative will apply only to federal employees.

62. September 9, 1941—Representative will apply only to federal employees.

63. September 10, 1941—Representative will apply only to federal employees.
Vacancies in New York City

The needle industries report vacancies.

Listed among labor shortages are sewing machine operators, cutters, pickers, tailors, and fall machine operators. The New York State Employment Service says that because of a sudden surge in defense efforts, there has arisen a shortage in such needle-trade occupations as alterations hands, bakers, and operators on garments, slip covers, bedspreads, canvas and knit goods. It has been pointed out that this difficulty is being experienced in finding people for sewing jobs. Many workers previously in retail trades are now in clerical jobs. Others are working in defense industries.

The clothing manufacturers say there is a preference for experienced workers, although men with little or no experience in this field have been employed. Employers say that they are having difficulty in finding workers that are willing to take on these positions. The employment agencies have indicated that these difficulties are being taken care of by the local employment offices.

Several textile workers have indicated that the local employment offices are taking care of the problem. Several textile manufacturers have stated that they have not encountered any difficulties in finding workers.

There is a demand for workers in the needle industries for both the Army and the Navy, as well as in the aircraft industry. The government is asking for 1,000,000 workers in defense industries in the next five years.

The New York State Employment Service urges all numbers of workers who have been unemployed to report to the nearest employment office.

**Schooling in 15 Trades**

Courses Open to All

Two thousand six hundred and forty-six New Yorkers have obtained defense jobs in private industry as a result of training received in twenty-one cities of the county since last September. 11,000 students are enrolled in the courses conducted by the Board of Education in the Emergency Training Program for National Defense.

The courses are now open to both employed and unemployed men and women, the only requirements being that they be 18 years of age or older. The programs are designed to train in such fields as electrical engineering, machine shop practice, aircraft mechanics, and electrical power generation.

The programs are offered in the following cities:

- Brooklyn
- Queens
- Nassau County
- Suffolk County
- New York City
- Long Island
- Nassau County
- Suffolk County
- New York City

For more information or to enroll, call or write to the nearest employment office.
Where Will They Go?

The LEADER learns that Washington officialdom has come to the conclusion that some 15,000 government employees will have to be moved out of the city in order to make way for workers in defense agencies. There is just so much space in Washington, and no more the government may even go to the extent of paying moving costs for the employees that have to leave the city. Will this solve the Washington space-problem? Not at all. If these employees have left, their place will be taken by no less than 20,000 new workers who will be needed to bring the police force up to full strength.

The decision to move workers out of Washington is therefore a race against time, should be applied to defense agencies as well. What shall they go?

Rumors are circulating around capitol hill that two mid-western cities are being considered. But why? The obvious place for federal agencies to settle in New York City. All the facilities they require are here. There is excellent space both for working and living purposes. The city is the dynamic core of the nation, even more so than Washington. A number of agencies are already located here. The labor market is good—and the shortages which have developed because people won’t go to Washington—as in the case of stenos and typists—won’t happen in New York.

Bring ’em here, we say! The nation has everything to gain by establishing a second capital in New York City.

The Police-Phone Operator Squabble

The MEN who took the exam for telephone operators in the New York City Police Department (which the LEADER has no complaints about but whose attorney presents his case. They’ve won in the courts, but it’s a hollow victory so far. The facts in the case are simple. They took an exam for a specific job. They passed the exam, and then the job was given—at a much higher salary, incidentally—to men on the patrolman list, who should better have been used to bring the police force up to full strength.

Complaints had arisen against a single good reason why he won’t take on the men who passed fairly an exam which they took in good faith.

The LEADER gets a merit system in it that permits this kind of thing.

The LEADER Gets It First—

And Gets It Straight

In last week’s issue of The LEADER an ex-colleague of ours in this line who is in his own city, but doesn’t think their attorney presents his case. They’ve won in the courts, but it’s a hollow victory so far. The facts in the case are simple. They took an exam for a specific job. They passed the exam, and then the job was given—at a much higher salary, incidentally—to men on the patrolman list, who should better have been used to bring the police force up to full strength.

Complaints had arisen against a single good reason why he won’t take on the men who passed fairly an exam which they took in good faith.

The LEADER gets a merit system in it that permits this kind of thing.
Tuesday, June 24, 1941


title

Beauty Contest

Who's been nominated in the civil service beauty contest so far?

That's what everybody wants to know. The contest started late in the dark any longer. Here's a list of some of the names that have come in.

Alice Johnson, Manhattan State Hospital

Sandra Graham, Domestic Relations Court, Brooklyn

Mary Wilson, Welfare Department

Barbara Reasoner, Welfare Department


title

CIVIL SERVICE LEADER

Tuesday, June 1941

State or federal service; (2) that know about the girl you consider "e have of finding the prettiest.

Contest. To find the loveliest girl kind of merit system—and the angel from heaven, the hard-to-

our nurses at East Pavilion Hospital, Welfare Island.

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POLICE CALLS

By MIKE SULLIVAN

All About the Sergeant Test

Consensus of opinion seems to be that last Saturday's five-hour questionnaire test was tough. Some of the boys didn't like the idea of limiting their opinions to four or five lines. We haven't heard any complaints yet about the nature of the questions. We did hear complaints that certain schools gyped the candidates out of ten minutes or more. Some teachers have been thoroughly inconvenienced, but they don't seem to stand up. Two witness signatures on each answer, testifying that the candidate signed, were also allotted the required five-hour time.

So How Many Withdrew?

We tried to find out the number of candidates who withdrew before the second hour of the test began but we failed. The central office says that the conservative guess would place the number at about 20 percent. Curiously, one of the other zones where three or four got up to leave early, only a few remained to stay to the bitter end. In one class in Abraham Lincoln High School, of eighteen original candidates, only four stuck out for the second part of the test.

Some Opinions

Opinions about the test vary from candidate to candidate, but some of the boys who didn't like the test, say they will try their hand next time.

Vernon Kaufman, Alexander Avenue, Bronx: "The test was very good if you studied. I don't have much of a chance about it."

Glen Gavazzi, East 120th Street: "The test was fair, although I admit it was kind of tough."

Cornel Harn, Cottage Avenue, Bronx: "The test was made different than expected. I studied hard in The LEADER to help me with writing from memory and to cut corners."

Here is what James, East 120th Street: "Any man who studied for the examination should pass, although the test itself was not easy."

What Every Young Sergeant Should Know

Soderman and O'Connell's "Modern Criminal Investigation" was the text of most of the questions on this test which was lifted bodily out of the first paragraph in a news story in the May 5 issue of The LEADER: "The average test of intelligence is approximately six to seven."

Check-Up

In the list of candidates who were rejected and their reasons given in the examination suspended, there are 23 candidates who have been refused, because they did not satisfy requirements for the position. This list will be published in a forthcoming bulletin.

An announcement of the Municipal Civil Service Commission last week, that the list for the position of Fireman in Zone 2 was lowered to 14,816 (12,709 for women) has been published in the New York Times. The answer was printed four or five times over the weekend.

Lawman Practical Test Continues

Practical tests for automobiles, engineers, lawmen, will continue to be held at Dyker Heights and Coney Island. Eighty to one hundred lawmen will fill out the practical test forms in the tabuled recreational areas of the parks every day in the month of July. The forms consist of 250 questions, quite a few double and with flashlights may operate along after hours. Use has been mulitple, forms are on hand. There are handbills that the streets and avenues are free from exam copies of Six Times From Park Progress.

Letter to The Editor

Sir: We working in the department of parks and recreation, in the field, so why can't we use it? I have found over enough men in the department interested in baseball to volunteer to train the baseball field. Yours for some action.

Plenty of Experience

By MIKE SULLIVAN

New York, 3rd Military Police Police Poles, are being called for police experience, when they might be called in to help when it returns to the job.

CIVIL SERVICE LEADER

Tuesday, June 24, 1941

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CIVIL SERVICE LEADER

Answers to Saturday's Hospital Attendant Test

True-False Questions

1. It is possible to operate a patient in the presence of a large number of people.
2. The location of the patient's chart in the hospital is arbitrary.
3. Dietary requests are not considered in the treatment of patients.
4. A hospital patient's privacy is protected by law.
5. The hospital policy on visiting hours is usually liberal.

Multiple Choice Questions

(A) Put in a tightly-covered container.
(B) Place on ice in the refrigerator.
(C) Allow to cool before being used.
(D) Discard the remaining portion.

Unofficial Answers

1. 1, 12, 16, 27
2. 3, 10, 14, 19
3. 2, 6, 9, 18
4. 4, 5, 7, 17
5. 13, 11, 15, 12

The above answers are unofficial, carefully prepared by the Civil Service Leader as a service to those who took the Hospital Attendant Test. Answers to the remaining questions will follow in next Tuesday's issue.

Insist on ARCO!
Pick up a copy at all New York City subway stations or from your regular newspaper dealer.

48 - PAGES - 48

Contents

- MATHEMATICS
- PHYSICAL EXAMINATION
- PREVIOUS EXAMINATIONS
- FIRE EXTINGUISHING
- PREREQUISITE EXAMINATIONS

PUBLIC SERVICE

The Comptroller of the State of New York
will sell his office at Albany, New York
June 24, 1941 at 1 o'clock P.M.
Daylight Saving Time

$15,000,000.00 State Institutions Bonds

Serial Bonds of the State of New York

Dated June 24, 1941 and maturing as follows:
$600,000.00—Annually June 24, 1942 to 1966 inclusive

Principal and semi-annual interest payable December 25 and June 26 in lawful money of the United States of America at the Bank of the Manhattan Company, 40 Wall Street, New York City.

Exempt from all Federal and New York State Income Taxes

Editors for these bonds will be required to name the one interest which the bonds at maturity shall pay, and the location of the moneys shall be restricted by the Comptroller of the State of New York, as provided by law.

The above bonds shall be sold at or after the close of business on July 11, 1941, at 11 a.m., at the State Room, State Capital, Albany, N.Y., and may be bid for in several lots of $1,000.00, or odd lots, or any fractional amount of $100.00 or over, and may be paid for in either New York or New Jersey, and their successors in interest.

The State Comptroller reserves the right to sell any or all of the bonds if he shall determine that the price offered is not advantageous to the State.

MORRIS S. TREMAINE, State Comptroller, Albany, N.Y.

Dated June 12, 1941.
CIVIL SERVICE LEADER

Tuesday, June 24, 1941

Welfare Department News

What Food Stamped Racket? Recent press reports about a million-dollar racket, the food stamps are first-class bait.

The story said $50,000,000 is being spent for stamps. The fact is: Since the plan started on January 1, only $76,600,000 has been spent on stamps.

The story said a fifty-cent stamp was involved in an illegal traffic. The fact: There ain’t no such thing. All food stamps have one denomination, twenty-five cents.

The story said two or three percent of the stamps purchased were being misused by racketeers. The fact: No one has any way of knowing whether it is two or three in one per cent—just guesswork.

The story said racketeers were doing all this. The fact is: The Surplus Marketing Administration and they should know, if any one knows, has turned up about half a dozen men who have foolishly resold a hundred of stamps. Most of these men are relief recipients, rather than racketeers. And the BMA nabbed them, no one and asked for them within hours after the scoundrels were convicted.

Fifty-eight hours after the Gov- ernment signed compliance legisla tion making it possible for us to go into action, the federal po- ice dipped the first chisel. A day later they got the second, and they have been picking up the petty culprits here and there ever since. That action is some kind of a record for any public agency. BMA has done such a swell job in such short order that no rackete er had a chance to get a foot on the ground.

Otherwise, the press stories are accurate.

Surplus Marketing is preparing to act on this report straightaway—a will be an interesting story of effective and efficient public ad ministration. Leo Horch, in charge of BMA, here, and Bob Lichter, in charge of It's, have done a swell job.

But the press reports surprise

3,500 Take Service Tests

Three thousand five hundred took the examinations for Civil Service credit for the interview training courses for social investigators, assistant supervisors, and consultants. The exams were held in the district offices and forwarded offices.

The examination for the assist ant supervisors, medical social workers and home economists was a one-hour test, the examination for the social investigators, resource consultants and housing supervisors was an hour and a half’s duration.

Each administrator was responsible for the test for assistant supervisors, medical social workers and home economists. Assistant supervisors did the proctoring for the other examinations.

Two tests were optional with the eligible staff members, being required only for those persons who wished the Civil Service credit. Only those staff members who attended a minimum of twelve out of fifteen sessions held in the training course were admitted to the examination.

The Bureau of Training of the Civil Service Commission pre pared the examinations.

All relief cases having home cooking and refrigeration facilities will get on ice or refrigerator allowance beginning next month. The allowance will be $1.10 monthly.

July CCC Enrollment

The next regular quarterly enrollment of the Civilian Conservation Corps takes place during July. The recent liberalized budgeting of enrollee’s monthly payments and shortening of the three-interval for re-selection of former honorably discharged enrollees from six to three months, are factors expected to increase the number of referrals.

Reports have it that these are a large number of vacancies in CCC camps which should be filled in the July quarterly enrollment. The CCC occupational classes have been busy making referrals. Every effort is being made to fill them as many referrals as possible.
How to Apply for a Test

For City Jobs: Obtain applications at 66 Duane Street, New York City (open 9 a.m. to 5 p.m., or enclose $2.00 for a stamped, self-addressed envelope at Municipal Civil Service Commission at 66 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and 6 cents elsewhere.

For State Jobs: Obtain applications at 80 Centre Street, New York City (open 9 a.m. to 5 p.m.), or enclose $2.00 for a stamped, self-addressed envelope at the Examinations Division, State Civil Service Commission, Albany.

For City and State Examinations: Build and fashion cards used exclusively. Application—Alphabetic Card Punch—Duration of Course—Consisting of instruction on the complete secretarial employment, legal, statistical, and clerical work.

Mary A. Mooney, NEvins Burroughs Stenographer-Typist Exam.

U. S. Tests

Multilith Camera Press Operator

Alden, $250. Apprentice—Multilith Camera Press Operator: To perform all necessary work of a Multilith Camera Press Operator, including the operation of the Multilith Camera, Multilith Plates, and Multilith Press, and all related work. Apprenticeship of five years in the trade, for which they apply or five years' practical experience, the applicant must have passed their 40th birthday. Apprenticeship experience, if any, will be considered in the examination.

Tableting Machine Operator

Benson, $2,000. Inspector, $2,500.

Cylinder Pressman


WESTCHESTER COUNTY

County Clerk's Office

One appointment expected at $3,500. Application fee $1. File by July 2.

Junior Typist

County Departments and Institutions

One appointment expected at $3,500. Application fee $1. File by July 2.

STUDY PAYS OFF...

When Will Your Opportunity in Civil Service Come?

Earn a good salary while waiting—whether unemployed or employed—whether in your present position—come to the Edwards Agencies for a choice position of any type in any field. Present opportunities are unprecedented!
Tuesday, June 9, 1941

U. S. Looking for Commodity Clerks

The length of experience as described

Pretend Cords Cords

PREPARE NOW! CORD
STUDY BOOK FOR SIX STATE EXAMS June 25, 1941
ASS'T. AND JR. CORD
STENOGRAPHY AND TYPIST $1.50
JUST SAY CORD
R. H. MACY & CO.

CIVIL SERVICE Glasses Employees are for:

COMMITTEE Opticians

Home of Eye Glass Happiness

follow - THE LEADER

- COMPLETE
- ACCURATE
- IMPARTIAL
- FIRST

With All the Civil Service News...

PHOTOGRAPHERS

3. Tailored and Sewn-Outfitting


With Any number of experience the general requisites. The written test will be held on June 7.


to be held in the absence pending the results of the promotion test.

Laurel only, not radio net work.

of the position. Age limits: 21 to 35 years. File until further notice.

Engineers: The written test has been completed. The competitive examinations have been completed.


to be held on June 21; a written test was held on June 21.

of the position. Age limits: 21 to 35 years. File until further notice.

of difficulty. The test will be held on June 21, 1941.

of the position. Age limits: 21 to 35 years. File until further notice.

contests of the written test. Appeals to the decisions of the rating board shall not be entertained.

of the position. Age limits: 21 to 35 years. File until further notice.

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THE NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demands of the business in New York City.

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, and what qualifications do I expect from high school, to become an efficient bookkeeper?"

My answer was, "Because our school has adjusted its training to the realities of a secretary's position in the business office of today. We must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. "WE HAVE PLACED EVERY GRADUATE." He asked, what is the position as terrific?

"Yes, it is," I replied.

"Then, is it 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 finish the course.

"How do you do it?"

"We have a system of obtaining students for a school to accept an unqualified applicant, and we train 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 our graduates must receive. This is to protect the girls from accepting less salary than they should and it helps get the job because the recommendation from the school informs the employer that you are ready to apply for a position. Our employment department then sends them on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL, because the school takes only girls who are employable 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 our graduates must receive. This is to protect the girls from accepting less salary than they should and it helps get the job because the recommendation from the school informs the employer that you are ready to apply for a position. Our employment department then sends them on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

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