LISTING OF U.S.—STATE—CITY

EXAMS FOR NEXT 12 MONTHS

Beginning in This Issue

STUDY COURSE

FOR COMING PATROLMAN TEST

See Page 9

BETTER JOBS FOR SUBWAY MEN

See Page 20

BOMBING PROBLEMS

For City Employees See Page 20

NYC PROMOTION CHANCES TO EXPAND

See Page 20

Complete Hospital Attendant List

See Page 11
Exams Coming in Next 12 Months

During the next 12 months, you may look forward to the richest series of job announcements in the history of the Civil Service.

The results of a survey conducted by The Civil Service LEADER to find what examinations are going to be given are as follows:

**United States**

Astronomer, jr.
Automotive spare parts expert.
Aircraft mechanic.
Accountant, all branches.
Architect.
Blueprint operator.
Pilots.
Forester, jr.
Expediter ( marine propelling and outfitting equipment).
Porcelain.-fired earthenware.
Fish culturist, appraiser.

**New York City**

Open Competitive

Assistant gardener (Westchester).
Assistant engineer, grade 4, design engineer.
Assistant gardener.

**FOR MEN, A CAREER**

In business machines is one of the best ways to get into the government service. Male stenos and typists are especially in demand. But all business machine operators have unbounded opportunities in the various services

**Check Appeal**

The checks which you can issue on this bank, are attractive and prestige building because YOUR NAME IS PRINTED ON EACH CHECK.

Why not start today to benefit from the convenience of paying bills this easy way. Following are the features of Trusto "Personal Check Service":

- **FREE OPENS AN ACCOUNT**—No initial minimum balance required.
- **FREE CHECKS**—to the extent of six per month.
- **FREE CHECK GUARD**—of sufficient quality for tear-proofing.

**TRUST COMPANY OF NORTH AMERICA**

135 Broadway—NEW YORK

Member Federal Deposit Insurance Corporation

**"MAKE MINE RUPPERT!"**

You couldn't ask for better beer

**CONTINUE PLEASANT LIVING**

We hope you had a pleasant summer...and now back to the city...and one's daily business. Continue pleasant living at The Paramount...but inexpensively.

**HOTEL PARAMOUNT**

46th Street, West of Broadway, NEW YORK

Daily Rates from $2.50

**Naval architect.**

**Negative cutter.**

**Nurse, graduate.**

**Nurse, public health.**

**Oiler (internal combustion engine).**

**Painter.**

**Park ranger.**

**Personal examiner, jr.**

**Personal service.**

**Photographer.**

**Photographic.**

**Photographer.**

**Physicist, jr.**

**Plumber.**

**Policeman.**

**Printing press-cutter.**

**Printing pressman.**

**Printing press-mechanic.**

**Price specialist for Office of Price.**

**Radio communication technician.**

**Radiosensitive technician.**

**Range examiner, jr.**

**Ranger, game and industrial education.**

**Rigger.**

**Shipbuilder.**

**Skilled craftsmen, all branches, for navy yards and arsenals.**

**Soil scientist.**

**Supervisor machine operator.**

**Statistician, assistant.**

**Stenographer.**

**Student aide.**

**Surveyor.**

**Tabulating machine operator, jr.**

**Teacher, secondary school service.**

**Technologist, any specialized branch.**

**Telegraph operator.**

**Telegraphist.**

**Veterinarian.**

**Warehouse examiner.**

**Warehouseman.**

**Welder (electric, gas).**

**Writing and editing assistant.**
A Career Awaits Men & Women
LEARN TO BE A
Comptometer Operator
at
Comptometer School
For Information Concerning Tuition
Apply or Write
COMPTOMETER & SCHOOL
299 BROADWAY
New York 11, N. Y.

CIVIL SERVICE LEADER
PREPARED FOR
CIVIL SERVICE EXAMS
Statewide—Expertising—Special Services—All Branches of Government
Also Beginners and Service Classes
COLLEGIATE INSTITUTE
E. B. DOUGLASS, 254 East 72nd St., N. Y.

A Kuban
School and Result-Getting Prep School
BORO HALL
Comptometer School
111 E. 42d St., N. Y. C.

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111 E. 42d St., N. Y. C.
Tuesday, September 9, 1941

CIVIL SERVICE LEADER

Page 4

Courses in Every Field

NURSING AS A CAREER

offers a great deal to young women today. The shortage of nurses is very high, and the federal government is snapping up young women who have training in that field. Openings are available, too, in municipalities throughout the country.

Opinion, Optometrist, Optician

100% Practical Training for entry into any branch of the eye care field. All courses are licensed by the State Board of Examiners for Optometry.

Personnel Management

Private as well as public groups are adding in training men and women for defense, for private industry, and for personal advancement. Below are examples of private schools and some of the courses that they offer:

1. Civil Pilot Training, for young men 19 to 24 who have had two years' college training. Ground school classes will be held, then a week and eight days of Flying Training in airplanes at the University of Dayton, Ohio. Classes start September 15 and should be over January 30, 1942.

2. General Mechanics Course, for men and women between 17 and 25. Included in the training are two weeks of flying school, two weeks of tractor, truck, and auto repair, two weeks of general work, and a month of internship. Registration is open. Also offered by the school is a two-year course in general agriculture and animal husbandry.

Lamb's Business Training School, 270 Ninth Street, Brooklyn, New York, believes that preparation is as necessary in business as in war. The school has trained thousands of students to fill responsible defense jobs. In six or eight months, a student will be ready to assume a professional position.

MODERN SECRETARIAL SCHOOL, 140 Road, Brunswick, is using as the keynote of its coming contests the slogan "Prepare for success and victory." Special courses are forming in Civil Service, business machine instruction, and secretarial work.

ACADEMY OF ADVANCED TRAFFIC, 290 Broadway, New York City, requires all its applicants to pass a battery of tests in music, and must be graduate of high school or have passed one year of college. 2. furnish accurate preparation in traffic for men and women who desire to qualify in positions that offer advancement. 3. furnish material for the record of having passed every available test.

New York Institution of Photography, 19 West 30th Street, New York City, has the following courses: 1. A four-month institution of Photography. 2. For an average of 200 free photography lessons this month. 3. A good course will prepare you for that kind of work in the country, and this will be followed up by a three-month course for students on the country side. Students of this course will receive complimentary portraits, motion picture advertising, and other branch of photography.

The National Defense Program is enabling the successful transfer opportunities in the vital growing fields of agriculture, forestry, aviation, athletics, leisure industries, and for personal advancement. Below are examples of private schools and some of the courses that they offer:

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CIVIL SERVICE LEADER

Tuesday, September 9, 1941

Clerical Careers in Civil Service

They Offer One of the Best Means of Entering Government Employment

Recently two weeks ago, the United States Civil Service Commission held its first junior clerk examination in ten years. This was split into two options: Filing and Statistical. Those who pass will be eligible for jobs at a Fortune 50 level today. In the defense service, where the defense program has expanded the activities of so many departments, clerks of every sort are needed to help run their offices.

To be eligible for this recent junior clerk test, candidates had to be between 18 and 30 and show a year's work experience. Those who took the filing option had their year's work in the preparation for filling on the actual exam, as evidence of correspondence or other office records.

**EXAMINATION ORDERED — PATROLMAN**

Police Dept., New York City

**INTENSIVE TRAINING FOR MENTAL PHYSICAL**

Until Examination

**ENROLLMENTS IN CLASSES NOW FORMING**

Motor Vehicle Examiner

Motor Vehicle Inspector

Write or Phone for Complete Information.

All information furnished to all persons applying for Training is non-discriminatory.

J. W. E. Wehman

New York Fire Dept.

Over 30 years of experience in Civil Service Employment.

Mondell Institute

230 W. 41st St., New York City

Wisconsin 7-2056

**How to Get a Defense Job**

We hear much these days about the great employment shortage, how defense forces are emptying out the clerical route. Both men and women must meet if America is to keep the job opportunities along the same line:

Jersey Boys and Girls — Ask Any Soldier.


**CITY STATIONERY**

**COLUMBUS INSTITUTE**

**P A T R O L M A N —  ENTRANCE**

Eligible young men should start their preparation NOW. Class and Individual Instruction. Arithmetic, Word Writing, Trial Examinations. Write for Circular. S. E. Ferguson, 51 S. Gate Ave., New York, N. Y.

**POLICE PROMOTION**

Sergeants and Inspectors Wednesday, Sept. 17

LIEUTENANTS — Clunes now in session.

**FIRE PROMOTION**

LIEUTENANTS — Firemen

Captains and Instructors — Firemen

Frank R. Schwartz, Raymond E. West.


Fire Dept. (Ret.)

**THE SCHWARTZ SCHOOL**

Fourth Ave. and 114th St. (Central Bank Bldg.)

Gillamery 3-6988

**PATROLMAN-SPECIALIZED TRAINING IS REQUIRED FOR MENTAL AND PHYSICAL**

Specialized training is absolutely necessary for mental and physical fitness. This specialized training was trained for: Over 90% of our entire classes passed the Physical: Conard, J. M., B.S., A.M., L.L.B., Police Officer.

**SUBWAY PROMOTION**

**STATE CLERK — TYPIST & STENOGRAPHERS**

ASSISTANT CLERK — 4TH STATION, BAG, 1835 3rd Ave. (Central 7-5311)

**STATIONERY**

**RAND EDUCATIONAL INST.**

**PRINCIPAL**

**COURSES IN**

**D I S C O U N TED R A T E S**

**N OR T H E R N IN ST I T U T E**

**C O U R S E S I N**

Q. Is the government concerned over whether I buy my Defense Bond directly from the postal office, savings and loan institutions, banks, and dealers, or elsewhere?

A. No. The government is interested in having as many people as possible take a hand in the National Defense Program. Toward that end the Treasury is making Bonds and Stamps available for purchase in the largest number of places possible.

**D R A K E'S**

**DATA ENTRY TRAINING**

**EDUCATIONAL INST.**

**RAND EDUCATIONAL INST.**

**COURSES IN**

**N OR T H E R N IN ST I T U T E**

**C O U R S E S I N**

**R A N D**

**EDUCATIONAL INST.**

**RAND**

**EDUCATIONAL INST.**

**COURSES IN**

**R A N D**

**EDUCATIONAL INST.**

**COURSES IN**
CIVIL SERVICE LEADER
Tuesday, September 9, 1941

EXPANDING OPPORTUNITIES FOR WOMEN

Many U.S. Opportunities Due

[Text about expanding opportunities for women in government jobs, including salaries and roles.]
**F.R.O.N.T.**

**Civil Service Leader**

**Tuesday, September 9, 1941**

**Page Eight**

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**Defense Contracts**

Below is a listing of the most recent defense contracts awarded by the Department of Defense to the New York area. The LEADER publishes this roster in response to the many persons who have asked about the possibilities of obtaining employment in the defense industry. If you are qualified and interested readers who wish to have the qualifications necessary to the manufacture of any of the products mentioned are advised to apply directly to the personnel managers of the concerns involved.

**Branch Manufacturers**

- **Defoe Manufacturing**
- **Elmira Machine and Tool Co.**
- **Endicott-Johnson Corp.**
- **F. C. Groves and Co.**
- **Guelph Machine Corporation**
- **Honeywell Aircraft Corp.**
- **Huntington Aircraft Co.**
- **I. T. T.**
- **J. C. Collins Co.**
- **Joseph W. Dewey & Son**
- **L. F. L. & S.**
- **L. F. Stearns & Co., Inc.**
- **National Machine Co., Inc.**
- **Pitney-Bowes, Inc.**
- **R. G. & D.**
- **R. E. Wilson & Co.**
- **Rexall Manufacturing**
- **S. J. F.**
- **Sekisui Chemical Co.**
- **Simpson Machine Co.**
- **Standard Machine Co.**
- **T. J. M.**
- **Taylor Machine Works**
- **Truax Hardware Co.**
- **U. S. Rubber Co.**

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**Emergency Training in City Schools**

The emergency training program for national defense is under the direction of the Board of Education of the City of New York. Courses are free of charge. If you wish to apply, please do so at once with your State Employment Office. If you are now employed, obtain a letter from your employer and go directly to the schools listed below.

The courses have not yet reached their full time limit. You can go as fast as your capabilities allow. Generally, 100 to 150 hours are consumed in the various courses. The courses available, and the schools at which they are given, follow:

- **Auto Repair and Maintenance (1)**
- **Aviation Trades (2)**
- **Electrical Trades (3)**
- **Foundry (4)**
- **Shop Supervision (5)**
- **Maritime Operations (6)**
- **Pattern Making (7)**
- **Radio Communications and Service (8)**
- **Sheet Metal (9)**
- **Shipbuilding (10)**
- **Drafting and Blueprinting (11)**
- **Welding (12)**

The courses are given at the following institutions:

- **Aviation Trades Center (2)**
- **Brooklyn High School of Arts and Sciences (3)**
- **Brooklyn Technical High School (4)**
- **Bronx Vocational High School (5)**
- **Columbia High School of Commerce (6)**
- **I. T. T.**
- **New York City Technical High School (7)**
- **Queens High School (8)**
- **Queens Vocational High School (9)**
- **Stuyvesant High School (10)**
- **Washington Irving Vocational School (11)**

---

**Spanish**

*"We Want You Speak It!"*

So—come in now to the pleasant, informal atmosphere of ABMI INSURANCE—where you will receive a salary and actual experience . . . and this is important—no salaries are more substantial than the ones you will receive here. You will receive a salary and actual experience and this is important—no salaries are more substantial than the ones you will receive here.

---

**Wanted: More Girls for Part-Time Jobs**

If you’ve been fighting a hard battle for a job—

If you’ve been going around from one office to another, with no results—

If you found that the want ads don’t bring a position—

Do what Grace did. Grace saw an environment like this one from the AMBINE INSTITUTE—saw a reason to apply for the job. So Grace went down to ABMI to obtain further information. Here the ambition, the desire and the determination of the student is the thing that counts. This is true in any office which will open its doors to the student who wants to work.

---

**CIVIL SERVICE EXAMS**

Thousands of Typerwriters Ready at a Moments Notice

ALL MAKES—ALL MODELS

Also Rentals for Home Use

and Called For

---

**NEWSPAPERS**

296 BROADWAY
Cumslant 7- 0405 6
Complete Study Course, Patrolman Test

The material that follows below is the first part of a comprehensive study course designed for candidates for the New York City patrolman examination. It has been prepared exclusively for the program under the direction of Lenard P. Wray, an authority on police education. The course is designed to assist you in passing this examination, in the manner described in this extended answer, appearing below. It is followed by questions 2 and 3, but it is important to examine the entire answer to question 1, with an extended answer, appearing below. In the meantime, work out the

Question 1

All articles of clothing may be sold, served, supplied, and delivered before 12 o'clock on Sunday mornings. On September 7, 1941, bread was added to the list of articles which can be sold at any hour on Sunday. On Sunday, September 7, Patrolman William Brown observed a baker selling a loaf of bread to a customer. Patrolman Brown immediately served the customer with a sum-
Why Pay Raises?

The city of Niagara Falls, we learn, contemplating
an overall pay increase of 10 percent to all civil
employees. The raise would have no effect on
regular increments or pensions. It is simply an added
sum to the regular paycheck. The reason for it: rising
cost of living.

That's good precedent.

In times of rising prices, government employees are
usually the last group to receive raises. That situa-
tion can be seen today, when wages in private industry
are on the upgrade, while civil service salaries are more
or less "frozen."

An Interesting set of figures are these:

In the period from June, 1940, to June, 1941, the cost
of food has gone up 8 per cent.

Rent, while lagging somewhat, in New York City, is
expected to follow the same trend.

As asphalt workers are out to break with their demand for
a 15 cent hike, the steel workers are on the upgrade, while civil service salaries are more
or less "frozen."

In plain words, the wife of a civil service employee
possessing the Archer Medal, who has established a rule covering
control prohibiting city employees
renting Merit Men.

The Fire Department is entitled to catch up on his fishing and hunting.

The chief may feel he is entitled to an over-all pay increase of 10 percent to all civil
employees. The current raise for the city's sewage treatment and
asphalt workers are out to break with their demand for
raising their wages. The situation is on the upgrade, while civil service salaries are more
or less "frozen."

The president was "a baccalaureate degree
warrant one's probationary period if

The Civil Service Commission in the meantime,
has established a rule covering
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Hospital Attendant List Appears First Time

TYPICAL SCENE IN A STATE INSTITUTION
### 4,063 Candidates Scored 75% or Better

<table>
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<td>Brown, James D.</td>
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<td>Davis, Elizabeth E.</td>
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<td>White, Robert F.</td>
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<td>Davis, Alice N.</td>
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(Continued on Next Page)
Job Offers Loom for Every Eligible

CIVIL SERVICE LEADER

State tests for clerks, stenographers and typists. The State tests for clerks, stenographers, and typists, the State Civil Service Commission, announced last week, was published the first question. Here are the questions.

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Study Aids for Clerk, Steno Tests

As preparation for the conduct of Civil Service tests for clerks, stenographers, and typists, the LEADER is publishing the previous examination given by the State Civil Service Commission. Last week we published the first question. Here are the questions. Here are the questions.

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Answers and more study materials will be published next week.
**How to rent a new typewriter for your test...and for home use.**

**Test the Typer!**

If you are planning to take a stenography test, you will want a typewriter that is dependable — and has all the essential typing features you need. This is a problem, especially in view of the current scarcity of typewriters. However, we have a plan that can help you.

**HERE’S HOW IT WORKS:**

You can rent a new, guaranteed Aristocrat Boy Portable, or a typewriter for a month. This means that you can practice on it at home, and carry it with you to the test room, and use a typewriter to which you are accustomed. This is the method which has been picked up after the examination.

**For complete information:**

**NEW YORK, W. L. PORTABLE REALTY FROKNE**

ROYAL-ASHLAND 4-5899 (Ask for ARISTOCRAT)

**OR MAIL THIS COUPON FOR PROMPT ACTION**

**EPT. 1, PORTABLE DIVISION ROYAL Y perch Co., Inc.**

2 PARK AVENUE, NEW YORK, 10, N. Y.

Please send me complete information about your New Royal Portable Rental Plan, with no obligation.

Name ______________________________

Street ______________________________

City ____________________________ State _____

**The Royal Aristocrat**

**World’s Fastest Portable**

Otto Peter started from a standard mechanical typewriter to win the World’s Portable Typewriting Championship, January, 1931. Today this model is not only the World’s Fastest Portable in the world, it is also the only one to carry a certificate of authenticity which has Supposedly been awarded to the models of this type. It will meet the standards of the test, TRUM'S ARISTOCRAT.

**LEGAL SUGGESTIONS**

**GRENADA HOMES**

Prices, $5,650 10% Cash Move-in. A space in a thousand homes. Eastern's largest new home community. For complete information, see REALTY ASSOCIATES, INC., 1520 Grand Ave., Poughkeepsie, N. Y., or write.

**ELIGIBLES PLAN MEETING**

**The Assistant Gardenor Eligibles Plan Meeting.**

The Assistant Gardenor Eligibles Plan Meeting will be held next meeting on Monday evening, September 15, in the auditorium at Washington Irving High School, 208 First Street and Irving Place, Manhattan. All members and eligible are requested to attend as election for the office of president will be held. Other important topics will be discussed at this meeting.

**LEGAL SUGGESTIONS**

The lawyer provides that invalid securities are null and void, and cannot be driven from the market by any court. It is not possible for a court to order the recall of a security which has been sold to another person.

**AN AUTOMOBILE LIABILITY POLICY**

An automobile liability policy is valid if the insured owner delivers the proper notice of loss to the insurer. In this case, there will be no legal action taken against the owner, since the loss was covered under the policy, and this is the case with any other form of insurance.

**VALENTINE, ITNER, POGGENBURG**

166 Montague Street, Newark, N. J.
CIVIL SERVICE LEADER

Postal News

By DONALD MADDOUGL

What's What in Rainy Mail? The Society for the Prevention of Cruelty to Animals is promoting an effort to have the employees of the two New York railroads turn in animals for adoption. They want to get the word around that the site of these terminals (the Penn Terminal extends from Eighth Avenue to Ninth Avenue, and from Thirty-fifth Street to Thirty-seventh Street) is becoming well known).

We've all heard of those run-of-the-mill fliers that are put up on the rail cars advertising a show or a new release. They're actually quite helpful. If you happen to run into one, you might be able to get a better idea of what's coming up.

CIVIL SERVICE LEADER

Tuesday, September 3, 1941

SAVING MONEY—TIME—EFFORT

At Benco-Forman Sales Co., Inc., 21 MAIDEN LANE, N.Y.C. Tel. WO 2-6300
Savings up to 25% off retail list prices on Standard Brands. Write for catalog or samples of our government cards. Trade, chain or individual orders welcomed.

BENCO'S Guarantee—Satisfaction or Money Refunded

Write for our catalogue or make inquiry by penny postcard

By HENRY TRAVERS

Is Your Exam Here?

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

OPEN COMPETITIVE EXAMS

Alphabetical Key Punch Operator, Grade 1: The written test has been completed. The tentative key answers are being compiled.

Assistant Librarian, Grade 1 (Civic Art Museum): Written test will probably be held this month.

Ambulance (Taxi Company): For this examination, the written test has been completed. The rating of the written test will probably be held in August.

Assistant Engineer, Electrical (Subway): The rating of the written test has been completed.

Assistant Librarian: The postponed practical test will be held this month.

Assistant Librarian, Grade 2: The practical test has been completed.

Assistant Telephonist: The postponed practical test will be held in August.

Bookkeeper, Grade 1: Written test has been completed.

Chief Air Traffic Control Operator: The written test has been completed.

Chief Medical Officer: The rating of the written test has been completed.

Chief Psychiatric Social Worker, Grade 1: Written test has been completed.

Civil Service Training

In preparing for CIVIL SERVICE EXAMINATIONS, CITY, STATE and FEDERAL

By EDWIN Riemer

Contains typical Civil Service tests and extensive exercises in the major divisions of each test. The tests are divided into sections, and the exercises have been designed to facilitate study, practice, and matching, multiple, and true-false tests. Written by an experienced Civil Service examiner. 476 pages. A copy of this manual is included in CIVIL SERVICE TRAINING, by Riemer.

PRICE $1.40 POSTPAID

The Great Publishing Company, 176 Madison Ave., New York, N.Y.
Examination Requirements

City Tests

Health Inspector, Grade 2

Duties
Under supervision, inspect food and milk establishments; inspect private residences, homes, schools, inventions, public and private institutions; test milk for typhoid fever. Salary: $1,800 up to but not including $2,400. Vacancies: 4 in the Department of Health, Albany. File by September 22. Fee $2.

Basis of Rating
Written, work by training, examination of records, and personal qualifications may be considered.

Assistant Chemist, Grade 2
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How to Apply for a Test
For City Jobs: Obtain applications at 96 Dacier Street, New York City, (9 a.m. to 1 p.m.), or write to the Application Bureau, Municipal Civil Service Commission, at 96 Dacier Street and enclose a self-addressed 6-cent stamped envelope (4 cents for Manhattan and Brooklyn residents, 3 cents for others).

For State Jobs: Obtain applications at 50 Centre Street, New York City, (9 a.m. to 5 p.m.), or write to the Application Bureau, Municipal Civil Service Commission, at 96 Dacier Street and enclose a self-addressed 9-cent stamped envelope (4 cents for Manhattan and Brooklyn residents, 3 cents for others).

For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

For State Civil Service Appearances: Applications may be obtained from the Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 4:30 p.m., in person or by mail. Also available from first and second class mail order offices and authorized agents.

U. S. citizens only may file for exams and only during period when applications are being received.

 Fees are charged for city and state exams, not for federal.

Applicants for most city jobs must be residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

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Longer Hours for U.S. Workers

It's Unofficial in Most Agencies, But It's There

WASHINGTON.—Federal employees, especially those in dense units, may soon be putting in a longer work week. Officials in some defense agencies, for example, are saying that employees are working over the 40-hour limit for everything but coffee breaks, and that the trend is growing.

Some agencies, for example, are putting on additional working hours to avoid paying overtime. Officials in the War Department are also avoiding by putting on additional work in the Bureau of Labor and War...

**Your complete Wedding**

Your wedding day deserves a wedding dress—wear your wedding dress and wedding veil—dress up in your best clothes and flowers—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations—select wedding invitations—write wedding invitations—arrange for flowers and decorations...
CIVIL SERVICE LEADER
Tuesday, September 9, 1941

Subway Men Will Get A Good Break

So that a "user saver system" will prevail in the city's Transit System, present plans of the Municipal Civil Service Commission call for every subway worker to be graded on the new "user saver" system. No open competitive tests will be held, according to the commission, on the grounds that a competitive exam may not be worth while to participate. That the tests, which are designed to eliminate "bumping" promotions, won't be too difficult for most workers.

The first of a series of about 200 tests will be for motorman, railroad clerk and lowerman. Other tests will be started on the needs of the services require.

5 SUBWAY MEN QUALIFIED ON CITIZENSHIP

The Municipal Civil Service Commission has marked of five more trainees as qualified on citizenship. Of the five appointed, two are to be added to the previous five, which were recommended by the commission.

Recent NYC Appointments

The coordination, strength, agility and endurance parts of the testing program will be announced later. The general plan will include the training of all city employees for the bombing problems. Probably all of the 7,000 to 8,000 attendants on the "Traffic Radio Assistance" will be trained in the field of traffic maintenance.

The proposed change intended to conform as closely as possible to previous tests, modified so as to fit the present requirements, which appear to have a bearing on this one.

In the case of Stanley Czyzynski, Grade Five Instructor in the I.E.T Division, the commission waived the one-year restriction which returns from his military service.

November jobs-as civil engineers in the Board of Transportation were made available to eligibles on the first day of the month. The jobs pay $5.75 per hour and are permanent. Eligibles up to 719 on the Assistant Supervisor list were certified for employment from the filing date to the Welfare Department. The November list was made after a temporary work at $1,200 per year, which was not permanent, due during the war weeks. The list includes all kinds of city workers, including automotive engineer, patrolman, (airport list No. 3), able-bodied seaman.

Promotion Opportunities

Proposal of Great Importance to NYC Employees

An open competitive examination for 1,500 subway jobs is scheduled to be held through the Municipal Civil Service Commission's fall program of examinations in the transit systems.

Numerous subway jobs are now open and ready to be filled through the Municipal Civil Service Commission's fall program of examinations in the transit systems.

At least 1,500 subway jobs were open and ready to be filled through the Municipal Civil Service Commission's fall program of examinations in the transit systems.

Withdraw Objections To Engineer Charge

The Civil Service Technical Guild has withdrew its objections to the requisition for a civil engineer position in connection with the new subway car project, according to an order for reconsideration.

The letter from the Guild to the Civil Service Commission asked for a civil engineer to be added by its executive committee on August 19 to the list of eligible candidates. The commission took note of the objection at its recent meeting.

5,447 Passed Fireman Test

On the eve of the closing of the fireman test for fireman, the final list of eligibles for the latest list of eligibles revealed that 2,457 passed the tests, 595 were declared on the list, 1,340 failed. About 1,000 of those who failed the test are expected to return when summoned. The figure includes those called who were not on the list.

The tests ended September 9th with a number of additional tests for the fireman test that were previously postponed because of rain.

Candidates in military service will not be given special" written and physical tests later.

64 APPOINTMENTS AS CAR CLEANERS

While about 25 percent of the eligibles are turning down the 64 appointments at the $1,900 a year city job, budget officials say this is not unusual under present conditions, since many are in the service, and others may have defense jobs paying more.

The Junior title was opened to the eligibles on the Sanitation May 1st. At the class A title was abolished.

Initially the city's budget for the position was $3.96 per hour. When the junior title was established there was considerable grumbling, and it is believed that any new appointments now may be turning down the job before the commission get a chance to make a selection.
Answers to Clerk, Steno Tests Will Be Published

Traffic Law Held Up

Car License Examiners Must Wait

The paper shortage throughout the country is the cause of some delay in obtaining examination data for the coming motor vehicles license tests. The New York City Bureau of Motor Vehicles reports that copies of the 1941 edition of the New York City Driver's Handbook will not be available until after October 1 because its printer is unable to print all of the necessary examination questions in that period. The booklet was expected to be printed by Oct. 1.

The license examiner test will be first on the agenda of the State Civil Service Commission as soon as it will be in its final form. The New York City Bureau of Motor Vehicles and the New York Public Service Commission will be eligible to compete for their requirements won't be known for another four months.

Better Jobs for Attendants in Mental Hygiene Dept.

Training for Civil Service Experts

By MORTON YARMON

BULLETTIN

Tuesday, September 9, 1941

NEW YORK STATE

CIVIL SERVICE LEADER

The New York City office of the State Civil Service Commission, 10 Centre st., is the central office on all State Civil Service examinations. All test blanks, but will get a new copy. The tests will be held at the following New York City schools:

Prison Guard Boys

Go to Albany

A three-man committee of Pri-

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gangan, will be eligible to compete
ges, will decide on the eligibility

Costume, Washington, Chas.

of the eligible associations. It is
to make its report to the State
ne or all of these tests, using a

test, held in May.

New Super List

In Mental Hygiene

Here's the new 36-name list for Mental Hygiene jobs compiled by the State Civil Service Com-

CIVIL SERVICE LEADER

Candidates for the October 4th

BELL RED

Bib UOIIY 1941

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Costume, Washington, Chas.

of the eligible associations. It is
to make its report to the State
ne or all of these tests, using a

test, held in May.

New Super List

In Mental Hygiene

Here's the new 36-name list for Mental Hygiene jobs compiled by the State Civil Service Com-

CIVIL SERVICE LEADER

Candidates for the October 4th

cricle, steno, and typewriting tests will have an opportunity to ap-

appel tentative answers set forth in the Municipal Clerk's office. The
Jsion. They will be permitted to petition for a hearing before the State Civil Service Com-

Committee. They are not permitted to appear before the examiners. Within five days, candidates must present their reasons for any disagree­

nent. Their objections are to be in-

for the final day of the written.

Performance Test

Application blanks for the prospective typewriters who pass on October 4 will be held at a performance test a day later, probably in

CIVIL SERVICE LEADER

Candidates are particularly

in the written. They must place

in the written before the

senior or advanced assistants.

Senior Investigator, Onondaga

County, Syracuse.

Senior Case Worker, Erie County

Senior Social Worker, Erie County

Senior Agent, Labor Department

Senior Investigator, Onondaga

County, Syracuse.

Senior Account Clerk and Auditor,

Division of Other Services

Senior Investigator, Onondaga

County, Syracuse.

Senior Account Clerk and Auditor, State

Insurance Fund—Research

Senior Analyst, State Insurance Fund—Stats.

Senior Investigator, Onondaga

County, Syracuse.

Senior Inspectorette, State Insurance

Fund—Women's Bureau.

Senior Corpsman, Labor Department

Senior Investigator, Onondaga

County, Syracuse.

Senior Account Clerk and Auditor, State

Insurance Fund—Research

Senior Account Clerk and Auditor, State

Insurance Fund—Stats.

Senior Account Clerk and Auditor, State

Insurance Fund—Stats.

Senior Account Clerk and Auditor, State

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U W O O D U U N L H . I I c L W O O S I O U U l f 5 0
iifis d a y, September 9, 1941
room, completely renovated; light
Ocean front. Hot and cold water each
a young, eager group of fine adults.
Special Weekly & Monthly Rates
It has attracted a "Tennis Crowd"—
• Mayflower 9-3800. I'aiil K. Fulton, Mgr.

CIVIL SERVICE LEADER
Page Twenty-three

**Resort Notes**
Closing a nationwide tour in behalf of the Civil Service Commission. Morton Kirsch, manager of the Resort Notes, has signed an agreement with the R.C.A. that this resort will have the greatest of its kind in its 25 years and the best summer business since our inception. Railroad, bus and transportation companies have informed us they will increase the amount of their MIami Beach contracts within the coming season and we are now looking forward to one of the greatest vacations in Miami Beach for the West Coast within the next two months.

**Bay Shore, N. Y.**
Signs new contract with William Bros, preceding production of "The Eagle Squadron," a feature film which will be the first to show American forces serving in the B. A. F. in actual combat over Europe.

Edward Small who has signed Irish Densley,碘ene Messay and Preston Foster to play the leading roles in his forthcoming production, "Kilts Are for Men," will direct the picture. Walter Wanger was today informed that his British Photographic Unit had begun production of "The Eagle Squadron," a feature film which will be the first to show American forces serving in the B. A. F. in actual combat over Europe.

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CIVIL SERVICE LEADER

Tuesday, September 9, 1949

NO ONE MUST
GET Hurt, Learn, Help
THE VOLUNTEERS

Civilian appreciation of the considerable technical knowledge and ability of the Civil Service employees of the New York City fire service, which has been building up rapidly through the training programs of the Fire Prevention, Fire Detection, and Emergency Auxiliary Corps, was demonstrated again last week as the corps learned to hook up hose lines at high pressure, under pressure.

A junior stenographer, junior typist examination is open to men only.

The techniques of the new hose attachment are shown by firemen to the volunteers, who are mostly high-school and college students, and begins to "smoke" about the problem.

The volunteer corps were shown how to obtain a good job by Parker-Mason, stretch lines from the hydrant, stretch lines from the gates, start the water, and operate the ladder roll, portable Homelight hook, Kelly tool, battering ram, such as claw tool, axe, six-foot ladder roll, two-piece company, also the use of the hose line. The corps students learned the technique of applying for a position, feeling confident that they are well trained for such a position.

For Men Only

A junior stenographer, typist examination for appointment as Junior Stenographer in the New York City government, has been announced by the U.S. Civil Service Commission. The examination is open to men only. Application may be made at any Department of the Federal Government, 611 Washington street, until further notice.

Linguists, Lawyers, Moviemen Men Needed

WASHINGTON, D.C.—(U.P.)—The U.S. Office of Coordinator of Latin American Affairs seeks bilingual lawyers, linguists, analysts, journalists and linguists to work at the headquarters of the Office in Washington, D.C. and in Latin American countries. The positions pay from $3,189 and file typists get $1,620.

Will They Get the Raise?

Just as another, the Post Office Department and the American Federation of Labor have moved to force the Civil Service Commission to restore the cost-of-living raises that were cut this year.

JUNIOR STENOGRAPHER
JUNIOR TYPIST

BUREAUCRACY, BOOKKEEPING AND BUSINESS

The New York Business School has an excellent course in machines; including the comptometer, adding machine, bookkeeping machine, dictaphone, multiograph, adding machine, switchboard, key-punch, in fact, all machines required in offices.

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

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1949. Page 591.)

The New York Business School has an excellent course in machines; including the comptometer, adding machine, bookkeeping machine, dictaphone, multiograph, adding machine, switchboard, key-punch, in fact, all machines required in offices.

The question was asked the writer, "How can a girl just graduated from a school convince the prospective employer that she knows as much as the experienced girl he can engage for perhaps the same salary?"

I answered that our school is very thorough. The speed we require is much higher than the average secretarial school and when our girls take a test, the employer tells us that they are well-trained. This is due to a unique system our employment department has devised in solving the problem of training our girls for the positions they obtain.

As stated above, our graduates spend from two to four weeks in preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer will ask them and tell them how to answer. Above all, we teach them not to speak in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. View 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 may accept. This is to protect the girl from accepting less salary than she should 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.

We have obtained and established favorable relations with the best business houses in the city and place all our girls in the metropolitan area. 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 our school since it was organized, and when a firm has one of our girls, in most cases they demand a second, third, fourth, because they know they've sent the right kind of girl.

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