Deadline Saturday

For N.Y.C. TESTS

PHONE OPERATOR  CONDUCTOR  CLERK  PROMOTION  TRACKMAN
AUTO MECHANIC  AUDIT MANAGER  ACCOUNTANT  MANY OTHERS

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WOMEN:
What to Study for Defense

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PROPOSE NEW PRIVILEGES FOR DRAFTEES

See Page 6

EXTRA PAY SEEN FOR U.S. EMPLOYEES

See Page 2

PROMOTION CHANCES FOR NYC WORKERS

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STATE FIGHTS RACE BIAS IN WAR JOBS

See Page 8

May a Civil Service Employee
Hold an Outside Job?

See Page 2
May a Civil Employee Hold an Outside Job?

By H. Eliot Kaplan

They say you just can’t hold outside jobs while you’re on the Federal payroll. But this isn’t always true. The law may prohibit by statute or departmental rule, a public employee engaging in business or being employed outside the civil service field just as long as he may receive no profit. And he may conduct a business, that would entitle him to other pay, unless the law prohibits, except where expressly prohibited by statute.

In each such case, one must be certain that he is not in the civil service in any capacity. If he is, he may not engage in business or be employed outside the civil service field. But if he is not in the civil service, he may not receive any profit for the work he does outside either. But if he is not in the service, he may conduct a business, but this would be subject to the laws of the state where he is located.

In New York City

All of these facts apply to federal employees in New York City. It is my opinion that they should apply to employees anywhere. The situation is the same there as it is in the federal service. At any rate, that is the way it should be.

In the Safe Way

You might shelve the department job by engaging in business or being employed outside the service. But this would have to be taken care of by the law, to be sure that the employee is not violating any law. If he is, he must cease immediately.

School For Bosses

Federal administrators and department heads must be trained in the art of management. They are going to study the art of management at the National School of Government in Washington. This school will be held for department heads, starting at $1,500,000 in November. The first group will be held for department heads in the fall, and the second will be held in the spring. The training will be conducted by the National Advisory Committee on Government "in the spirit of the President." The training program is said to have been inspired by the President.
PAY RAISES

Mayor on Pay Raise: "No Money"

Quarrels of the Central Trades and Labor Council, AFL, and of the Comptroller's office of 50 percent in base pay and prevailing wage rate from an argument, the administration of Mr. Kern and the Board of Estimate, which is the governing body of the City Council asking a raise, just isn't talking.

More Men Accept City's Pay Plan

An increasing number of city officials are accepting the offer of the city's pay plan, which offers a 50 percent minimum in base pay and prevailing wage rate of labor. The plan is being phased in to gain the pay raise controversy, which has been raging for over a year, and the present administration of Mr. Kern and the Board of Estimate, which is the governing body of the City Council, is proposing a raise, just isn't talking.

CIVIL SERVICE LEADER

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Lists

Superman Claim
Superman Title

"We are the supermen!"

John Bennett, president of the Washington, D.C., office of the Superman, this week linked four claim forms to the title for his 2,800 followers. The forms were linked by the announcement last Tuesday of a new organization, the Superman Organization, Inc. Head of the incorporated group is John Bennett, father of the president of the Superman, who asked the Superman to certify the Superman eligible for the Superman Organization. In fact, the Superman eligible for the title of Superman, by which the Superman eligible for the name Superman, has been known even since his birth, has a physical performance at the stiffest physical test given to this date, for any Superman in the world.

Wanted Help

Many members of the organization remain, however, to get into our organization, we are asking the Municipal Civil Service Commission to certify the list for the Albuquerque and the 1000 positions which may not be filled in the new lists for those positions require. This is in keeping up with every member of our organization in the organization is holding a list of our federal office for possible use on U.S. jobs.

Helper List Goes To Hospitals

The entire hospital helper list was sent out to the hospitals by the Civil Service Commission last week. There are no openings in the six-month list will be added by the hospitals Department if they are willing to accept helpers. There are permanent vacancies in the Department of Hospitals for all the post-partum positions and for full-time positions. The next 1000 members up to a year with maintenance.

A total of 6,092 names were on the hospital helper list (women) when it was released last September.

Porters for Water Supply Bd.

Seventy-eight eligibles on the porter list were certified last week by the Civil Service Commission to the professional positions in the Department of Water Supply. They were certified last year to fill vacancies at the two $6,300 positions available in the Department of Water Supply. The two positions were available because of the resignation of the former porters, who accepted other positions.

Three Airport Jobs Open

Three jobs as airport assistant at LaGuardia Field will be offered to eligible applicants on the airport assistant list. The list was certified last week by the Civil Service Commission to fill the three vacancies in the Airport Department. The list was closed because the number reached the third column, the number of the positions certified. The list is the highest number reached and the last column, the expiration date, is set for March 26. The next certificate will be issued if there are no more eligible applicants.

68 Promotions

Fire Dept.

Sixty-three long-awaited promotions will be made in the Fire Department at 11:30 a.m. Monday, February 16. Twenty-eight officers will be promoted to higher rank and forty firemen will be made lieutenants. There will be no appointments of firemen from the eligible list.

Wanted Help

May be held to the name "Superman," by which the Superman eligible for the name Superman, has been known even since his birth, has a physical performance at the stiffest physical test given to this date, for any Superman in the world.

Short-Distance Dictation

35 to 50 Words a Minute

Secretaries, Typists, Athletic Coaches

162 East 9th Street, Plaza 8-0085

Diplo ma in Stenography

Stenographers' Graduate School

217 West 42nd Street, New York

We are the supermen!

Beg Pard

Due to a typographical error, the weekly edition of the weekly edition of the newspaper, the New York Times, published on February 7, 1945, contained an incorrect statement regarding the number of jobs filled by the Civil Service Commission. The newspaper reported that the Civil Service Commission had filled 75 jobs, whereas the official records of the Commission show that 72 jobs were filled. The discrepancy is due to an error in the newspaper's reporting process.

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An additional 500 members are on the list certified for the two $6,300 a year positions. The two positions were available because of the resignation of the former porters, who accepted other positions.

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LONG WEEK

Floyd Stickle, representative of the New York State Em­ployee local 67-A-F-L, this week reminded "Butch" LaGuardia that his six-week day idea is now no less than a fiction.

Said Mr. Stickle: "1. There isn't enough work during the extra half day, or full day, as the case may be, for city workers to keep busy. So, he deduces, the extra time is merely being wasted.

2. The public isn't inclined to take advantage of the extra hours.advertised on the workers' behalf, either because they find no reason to do so or just aren't interested. Or perhaps they don't believe in the six-day week.

The long week must be fought out until it is cancelled, declared Mr. Stickle, who pointed out that municipal workers are pressing in a post card campaign, "We're urging the Mayor with potent right straight along."

Wants a Conference

Mr. Stickle said his group is seeking another conference with the Mayor to discuss the situation further. Upon which he concluded: "Looks like the meeting might take place the latter part of this week, or the early part of next."

Martin Cooper, president of the Federation of Architects, Engineers, Chemists and Technicians, C.F.W., pointed out that almost 5,000 people are complaining about the six-day week, have been sent to the Mayor. Ewart Guindon, president of the New York City Transit Authority, and Municipal Workers of America, stated that almost 2,000 signatures have been obtained for the same purpose.

PENSIONS

Should Draftees Pay Into Fund?

The request that civil service officials continue payments for prospective draftees was attacked this week by George Torce, the secretary of the Association of Civil Service Employees of the Department of Administration. Under the plan, draftees, grade 1, to draft, or any other group of persons would be willing to accept draft status, to stop these payments, down to a much lower scale.

The Com­mittee on Public Information, however, after studying the request, decided to hold the payments for one year. Therefore, draftees have the option of continuing payments, or being permitted to start payments within five years after their return from military duty."

TRANSPORT

NewStatusPlannedFor 57 Lawyers

A plan to recast 57 former BY and BMT employees performing legal work from the non­competitive to competitive civil service was approved by the Civil Service Commission last week.

Bureaucrats who will be replaced in the follow­ing orders are:

1. Counsel 1
2. Counsel 2
3. Counsel 3
4. Counsel 4
5. Counsel 5
6. Counsel 6
7. Counsel 7
8. Counsel 8
9. Counsel 9
10. Counsel 10

The 57 subway lawyers are now eliminated under the non-competitive civil service plan, and will be replaced by five, 4 by 3, by 2, by 1, by 0, by 9, by 8, by 7, by 6, by 5, by 4, by 3, by 2, by 1, by 0.

POLICE TRAINING

Of Being a Police­woman

"My friends turn up their noses when they hear about anybody wanting to become a police­woman," so I tell 'em I'm just taking a physical culture course," said pretty Dorothy Briston. She's talked of twelve eligible applicants admitted to the course by the New York police­woman, at City College, and she sat down for her first lesson this week.

"I'm not a tiny little person: in fact, I'm 5'3" and five feet, nine inches in height, was determined not to admit her weight. "Says I'm about 120 pounds.

Dorothy is looking forward to being a policewoman because "I think it's the duty of every woman to keep our streets safe, and to do her part in the public service."

Miss Briston once became a policewoman after she was 21, but she's raring to go right now. "Action is what I want," said she. The two-year course, which started Thursday, will take up most of the waiting period.

Said Mr. Stickles: "Sometimes, though not always, there are paid salaries over which they cannot do. They have to keep their careers going."

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CIVIL SERVICE LEADER

Tuesday, February 10, 1942

NEW BILLS

State Senator Asks Extension of Lists For Those Entering Military Service

ALBANY—State Senator Seymour Halpern, Queens Republican, chairman of the Senate Finance Committee on Civil Service, has introduced a bill to extend the life of the public employees in military service.

The bill would amend Section 246 of the Military Law providing that employees who have been reached through certification while serving in the military service of the United States Government shall have their time on leave extended by a like period after they have served a minimum of 16 years in military service.

In his statement Senator Halpern said: "It seems only fair that persons who are now on the eligible lists for public employment may continue to serve with the satisfaction of knowing that they are getting efficiency ratings for the period of time that they are in the military service the same as their fellow public employees who are not in the service. It is only fair that pay increases immediately preceding the period of military service will be effective and that the persons reaching such promotions made through this short period of military service will have the same rights as those leaving for military service."

Sen. Halpern's proposal also provides for the establishment of a special list to remain in existence for one year after the employee from military duty.

Forescore Unsettled

In discussing his bill, Senator Halpern said that the question of the period of time military service is entirely a question of degree. The pay periods immediately preceding the period of military service would be effective and there would be an increase in efficiency rating for the person as he received his military duty. Senate Majority Leader Morgan had made the following part of his proposal: "I have been told that the period of service prior to the employee entering military service was not effective for the period of military service."

Both Halpern's bill and Sen. Morgan's proposal are designed to give the employee who is on a leave for military service a rating for the period that he is in the service. So far it has been uncertain as to how it can be done. But Sen. Halpern's proposal is in line with the provisions of the Military Law and would seem to be the most logical way of doing it. It would seem that the idea of the Federal Government is that the rating should be kept up while the person is in the service. Whatever the way of doing it, it would seem that the people in the service should have a rating for the period of time that they are in the military service the same as their fellow public employees who are not in the service. It is only fair that pay increases immediately preceding the period of military service will be effective and that the persons reaching such promotions made through this short period of military service will have the same rights as those leaving for military service."

Get 'A'-Ratings

The Halpern proposal also provides that the persons on the special list will remain in existence only for one year after the employee is released from military duty. The person who is on the eligible list for public employment may continue to serve with the satisfaction of knowing that he is getting efficiency ratings for the period of time that he is in the military service."

It was reported that a number of employees have been reached for public employment in the past who were on the eligible lists for public employment. It is not improbable that a large number of employees will be reached for public employment in the future. It is not improbable that a large number of employees will be reached for public employment in the future.

Albany—Three bills of importance are introduced in the Senate for the protection of state employees. It is not improbable that a large number of employees will be reached for public employment in the future. It is not improbable that a large number of employees will be reached for public employment in the future.

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**Mental Hygiene Notes**

By JOSEPH H. ROBERTSON

Old Scrap, Old Iron

Mr. DeForest, president of the New York State Hotel Employees’ Association, has addressed a letter to Governor Thomas reporting the huge amount of scrap iron that may be obtained from discarded parts and machinery at State Institutions. In a recent letter, Mr. DeForest reveals, old rails, scrap machinery, and even house parts, such as window frames and door panels, are being used in World War I and various other parts of the United States. The total amount of scrap iron, he says, is in the thousands of tons.

In addition, the report states that the Scrap Iron and Wire Advisory Committee has been established for the Borough of New York City. This committee is responsible for the collection and disposal of scrap iron from State institutions.

**AN INEXPENSIVE DRINK**

A PRICELESS HEALTH AID — MILK!

Do you drink enough milk? If not, better begin, as you give too much for a delicious beverage and many health and nutritious benefits. Milk is the most nutritious food and contains all the necessary minerals and vitamins for a healthy body. Drinking milk regularly is a wise investment in one's health.

**TRAIN FOR CIVIL SERVICE PHYSICAL EXAMS AT BROOKLYN CENTRAL Y. M. C. A.**

55 Hasbros Place
Brooklyn
Facilities include three gyms, sauna, and running track.

Trial Membership
1 MONTH — $2

**WELFARE NEWS**

By HENRY TRAVERS

Chatterchatter

Popular mall clerk Mrs. Chisolm and Joe Scarf and Walter Motz of the State Welfare Department’s staff will soon join Uncle Sam’s fight against the enemy. Mrs. Chisolm has been released from D. O. 40, now in the Army, and was given a special offer to stay on. She is now working as a secretary in the New York City Welfare Department.

Harlem Valley Staff

Robert Tuck, former employee of the State Welfare Department, has been recalled for army duty. Mrs. E. J. Mann, who has been employed in the Harlem Valley State Hospital for the Blind, has also been recalled. Mrs. Mann is married and has two children. She will be sent to Camp Upton, New York.

**WELFARE NEWSPAPER**

At Eastman School

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What Should a Woman Study for Defense?

Women are thinking ever more seriously of getting into defense work. But into what occupation should a woman go? The Women's Bureau of the U. S. Department of Labor has looked into the expanding opportunities for women in defense. Representatives of the bureau visited factories doing defense work. Below is a resume of what they found. This resume should be used as a guide for training.

General Skills Needed for Women in the Defense Industries

The aircraft, machine tool, instrument, electrical and metal trades industries are particularly in need of women, as the increased number of relatively light operations has created many opportunities for their employment. These opportunities require skills, such as the ability to read drawings, use rotary tables, calipers, a brake press or press, and to handle tools and the material, the speeds and feeds of tools, machine speeds, and the general application of information applicable to the industry. These occupations are numerous in successful training for the skills needed for the work. The industries have large contracts. The blocking, grinding, polishing, cementing and inspection of lenses and glass for optical instruments and equipment is another area of work which is very important.

Evidence is coming in fast that, as this war continues, women will play an increasing role in war production. The prejudices against hiring women are breaking down, though not as fast as the times demand. The idea of so intently observing her instructor, as in the photograph, is learning drafting, a coming field for women.

With the increasing volume of work for the production of armatures, factories, steel developments, and electrical industries on armature, time is demanded. The lady so intently observing her instructor, in the photograph, is learning drafting, a coming field for women.

Andrew C. Doyle, newly-appointed director of field activities for the Committee on Discrimination in Employment of the State Defense Council, made it known this week that, while "appeal and persuasion" will be used to eliminate discriminatory practices, "compliance will be tested as a last attempt" to wipe out unfair employment in defense industries.

Mr. Doyle, who has been director of up-State activities of the State Mediation Board, intends to open offices in the near future at 80 Center Street, Room 609, 3 Beekman Street, New York City. The office will have a group of five engaged in continuing defense defense employment. The office will also possibly labor unions, "to tell the idea that discriminatory hiring is basically immoral and that the principles for which we are fighting today." Mr. Doyle is satisfied that the kind of work the staff is expected to carry on will prove pressure on officer.

In the United States 1834 Bway at 60th St. T. 9:30 to 6:00 daily phone 7-A-4970

OFFICIAL STATE COMMITTEE ACTS TO CONTEST DISCRIMINATION IN DEFENSE EMPLOYMENT

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DEFENSE PLANTS NEED MENANDWOMEN!

If war has affected your income you should start training immediately for Defense Work. There are plenty of jobs for men and women—jobs are new employed in nearly 300 Defense Plants. "Women 17½ to 45 years old. 38 to 40 years. MARIED or SINGLE. No experience necessary. Women's work. 10, 11, 15, 20, 30, 40. BENCH ASSEMBLERS and INSPECTORS! Bennett & Son: Inspectors and Students. 20th Avenue & 20th Street. Brooklyn." EARN MORE — BUY MORE BONDS!

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The Mayor has chosen a specific case to suspend the Civil Service Commission; the case of the four employees remaining in the City Register's Office, whom Kern wants removed. But while the Mayor selected a single case, the rift between City Hall and Civil Service Commission goes much deeper. The Commission has probably grounded in the differing political concepts of Fiorello H. LaGuardia and Paul J. Kern. Nevertheless, under the Mayor's regime, large advances have been made in extending the merit system in New York City. Quite apart from the issues and personalities involved, these advances must not be lost.

Two Big Problems

WHEREVER one speaks with New York City civil service employees these days, the conversation gets around to two subjects: (1) the six-day week; (2) salary raisings. The sensitivity on both scores is high. An effort to act on either matter has thrown morale to a new low.

No one can doubt the loyalty of New York's government workers. They have, over and over again, expressed their willingness to give their time, their effort, and their cash to help win the war. And they were doing it when the 6-day-week order came through. They just don't see how the increased work-week helps the war effort. The reason the increased work-week has never been explicitly stated. In its actual working out, the 6-day-week hasn't been eminently successful. At the same time, prices are zooming upward; so are taxes. The New York City employees to obtain salary increases has met, but subtle resistance. The City might well examine plans of the federal government (described elsewhere in this issue) to increase the work-week but to pay straight overtime for the extra hours. More than this, conferences between the Mayor and employee representatives to iron out these problems are in order.

A Suggestion

To City Employees

Note: This letter is being addressed to all employees who are not Government service employees; that is, all employees who will not have the year of continuous service by June 30. At the time of the last examination the Commission likewise set a one year of continuous service requirement. However, after receiving criticism from employees and employee organizations for this and other requirements, the Commission has reduced it to a six-month minimum. There is every reason why this should not be done for this examination too. It is suggested that these employees not apply. All those in the above category: 1. File now. (If the application is filled out it will be returned). 2. Write a personal letter requesting the Commission to reduce the 6-month period to six months. 3. Ask their employee associations to send petitions requesting such action signed by all their members.

Payless Sundays for Sanitation Men

Note: We wonder why they always pick on us. We're all as good as any other Civil Service people, many of us harder to snow, cold and wind.

It's hard enough to make the sky, and it's difficult to make ends meet. Help us get our rates up at least to the same level as our neighbors or we cannot pay the landlord plus our board and fruit prices which stop.

Payless Sundays for Sanitation Men

The Committee of Fifteen, which wrote that report recommending higher salary scales in war work, is working on a report dealing with the "personal costs." It will hit the civil service employees a lot. The Sanitation Department has an office in the Register's office. When a Sanitation men was asked in court last week a subordinate of Sanitation's office had written a report favoring Kern's position with respect to the four employees remaining in the Register's office. When Kern went into court it wasn't aware that the Corporation Counsel would take a position just opposite... Billie Rose has visited Washington with the idea of getting the Corporation Counsel to act as a bridge, but decided against it... Mass resignations are in the making at several of those State Mental Hygiene institutions.

Defense Items

Despite all the talk about defense plants and pay for overtime, the defense leaders are working their men to the home overtime, yet government training experts are saying that the hardest time getting the shipyards to install training programs... Certain racial groups are being inveigled against in defense jobs on the grounds of "emotional instability"... Experiments indicate that the brightness and contrast of paint colors on the way to secondary visibility, impact, total production.

A Makes Waste

Don't be in a hurry when you go through the stairs exists half-way between the ends of the low floors. Don't take the stores. The doors in that line may meet the low floor of a floor. Don't. It's the same in Washington have bought their own planes and are learning to fly. These men and New York City employees who do the same kind of work will receive a salary of $1,320 per annum.

Thus Men Quit Every Week.

The sanitary department has certain positions for which it is common to mask away from us. We work just as well as any other Civil Service person, but we cannot make ends meet. Help us get our rates up at least to the same level as our neighbors or we cannot pay the landlord plus our board and fruit prices which stop.

Football Men

Lincoln Steffans, ran lively, hard-hit football men; he showed up the phoniness of intelligence tests by having professors take them (the papers numbered) and review them stores around the college.

Such activities aren't designed to make one believe of the alumni; this is the answer to the rising costs of food and rent. We work 7 days per week at the salary of $1,320 per annum. The problem might be for you to be appointed to a position on the grounds of "social or cultural instability." It doesn't do any good to appeal to the higher courts. It doesn't do any good to appeal to the higher courts.

Eligible List

For appointment before the list expires.

Reed Consequently Hasn't a Degree

He's the combination of talents once got him into advertising. Has written several books: "King Football: the greatest of them all"; "Eating a tidbit Sleeping"

A Whole Program Might Be Bogged Down

"A whole program might be bogged down by some official's wife who heads the rising costs of food and rent. We work 7 days per week at the salary of $1,320 per annum. The problem might be for you to be appointed to a position on the grounds of "social or cultural instability." It doesn't do any good to appeal to the higher courts. It doesn't do any good to appeal to the higher courts.

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PROVERB PROBLEMS
Improving Your Reasoning

The tenth of a series of articles on proper preparation for Civil Service examinations.

By Gertrude B. Slavin, B.S., M.A., and Alvin Slavin, B.A., M.A.

Proverb problems in civil service examinations are another method of testing a candidate's ability to think clearly. These problems involve the use of tests for amendment of a proverb to make it correct. The following problems are typical of those found in the New York State examinations.

1. Read the proverb carefully, and interpret its meaning into your own words.

2. Write one or more alternatives which express the same subject matter as the proverb but differ in essential meaning.

3. Decide which of the alternatives is the best answer.

Example: One swallow does not make a summer.

1. A bird doesn’t make a winter.

2. A single beast does not make a herd.

3. A single stream does not make a river.

4. A single tree does not make a forest.

5. A single thread does not make a rope.

6. A single bolt does not make a chain.

7. A single star does not make a brightness.

8. A single year does not make a century.

9. A single clay does not make a brick.

10. A single kiss does not make a love.

11. A single act does not make a custom.

12. A single thought does not make an idea.

13. A single word does not make a sentence.

14. A single sentence does not make a paragraph.

15. A single paragraph does not make a book.

16. A single line does not make a page.

17. A single page does not make a book.


19. A single library does not make a nation.

20. A single nation does not make a world.

21. A single world does not make an universe.

22. A single universe does not make a world.

23. A single world does not make a nation.

24. A single nation does not make a world.

25. A single world does not make a universe.

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The tenth of a series of articles on proper preparation for Civil Service examinations.
Examination Requirements

How to Apply for a Test

For City Jobs: Obtain applications at 96 Dianne Street, New York City, (9 a.m. to 4 p.m.), or by hand at the Application Bureau of the Municipal Civil Service Commission at 96 Dianne Street and enclose a self-addressed stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 96 Dianne Street, New York City, (9 a.m. to 4 p.m.), or by hand at the Application Bureau of the Municipal Civil Service Commission at 96 Dianne Street and enclose a self-addressed stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For City Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany, 641 w. 6th street.

For Federal Jobs: Obtain applications from U.S. Civil Service Commission, 411 Washington Street, New York City, (8 a.m. to 5:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

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 have been 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.

City Tests

Audit Manager
Salary: $2,300 per annum in the Emergency Revenue Division.

Duties: To coordinate all revenues and responsible charge of the accounting, pension, and tax division. To direct the preparation of reports, the maintenance of proper and efficient audit and accounting control, the preparation of the audit reports, and the supervision of the audit department.

Requirements:
- Four years of experience as an audit manager, and
- At least one year of auditing experience, and
- The successful passage of an oral examination.

Clerk, Grade 1
Salary: $1,700 per annum.

Duties: To ascertain their ability to teach and use a typewriter, to learn the work. Full time formal education or an equivalent experience in an accredited trade or technical school is desirable.

Requirements:
- At least five years of experience as a typist, and
- The successful passage of an oral examination.

Clerk, Grade 2
Salary: $1,900 per annum.

Duties: To ascertain their ability to teach and use a typewriter, to learn the work. Full time formal education or an equivalent experience in an accredited trade or technical school is desirable.

Requirements:
- At least five years of experience as a typist, and
- The successful passage of an oral examination.

Clerk, Grade 3
Salary: $2,100 per annum.

Duties: To ascertain their ability to teach and use a typewriter, to learn the work. Full time formal education or an equivalent experience in an accredited trade or technical school is desirable.

Requirements:
- At least five years of experience as a typist, and
- The successful passage of an oral examination.

Civil Service Leader

Study Manual

With Practice Material

For Typists Qualifying Tests

CONTENTS

1001 PRACTICE QUESTIONS

ANSWERS

CLERK, Grade 1 Examination, 1935

CLERK, Grade 2 Examination, 1937

Typewriter Copist, Grade 2 Examination, 1936

New York Credit System

With the 1001 practice questions examination, a person familiar with the principles of this credit system will be able to answer all the questions correctly. The examination will be held on Tuesday, February 14, 1942, at the Municipal Civil Service Commission, 641 Washington Street, New York City.

The examination will consist of 100 questions, and the time allowed is two hours. The questions will be divided into five sections: General Knowledge, General Ability, General Math, General English, and General Typing.

General Knowledge: This section will consist of 20 questions on general knowledge, such as current events, geography, history, government, and literature.

General Ability: This section will consist of 20 questions on general ability, such as reasoning, problem solving, and common sense.

General Math: This section will consist of 20 questions on general math, such as arithmetic, algebra, and geometry.

General English: This section will consist of 20 questions on general English, such as grammar, spelling, and punctuation.

General Typing: This section will consist of 20 questions on general typing, such as speed, accuracy, and typing tests.

The examination will be scored, and the results will be available to the applicant within six weeks.

Applicants who pass the examination will be placed on the eligible register, and will be considered for employment in the New York Credit System.
Mechanical Engineer (Salvage)
Salary $4,000 per annum; Application may be made from the list for the position of Assistant Engineer for the position of Engineer in the Department of Salvage and Demolition. Subject to the prior condition of having been on the list for the position of Assistant Engineer for not less than 2 years. To be set after an oral examination or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Subjects and Weights
Written, weight 45; Technical examination, weight 35; Written, weight 15. 

Duties
To design and construct mechanical or electrical equipment and devices; to supervise the installation of such equipment; to prepare detailed plans and specifications for the construction of such equipment; to make investigations and reports; perform related work.

Assistant Trackman
Salary $3,500 per annum; Application may be made from the list for the position of Trackman for the position of Assistant Trackman for the position of Trackman. To be set after an oral examination or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Subjects and Weights
Written, weight 30; Oral examination, weight 20; Written, weight 10.

Duties
To maintain correct and uniform track and roadway; to investigate and control the work of the Station Section; to make investigations and reports; perform related work.

Senior Accountant (Methods)
Salary $3,000 per annum; Application may be made from the list for the position of Assistant Accountant for the position of Senior Accountant for the position of Accountant. To be set after an oral examination or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Subjects and Weights
Written, weight 50; Technical examination, weight 40; Written, weight 10.

Duties
To develop and extend the application of accounting and financial data in the solution of problems; to conduct investigations and reports; perform related work.

Names

CIVIL SERVICE LEADER
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ONK ROOM STU0I08 •

Greenwich Village Showplace T.

Convenient all transportation, shopping and amusement centers, yet

OUchard 4-981B. •

Tuesday, February 10, 1942

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Greenwich Village Showplace T.

Convenient all transportation, shopping and amusement centers, yet

OUchard 4-981B. •

Tuesday, February 10, 1942

EAST END HOTEL

— W

Appropriate training at the college

Completed

as a senior accountant, and not

experience must have been in the

public accountants. Not less than 5

years of this time must have been

involving paid experience. The

fees are $3,000, $4,000 (2), and

$4,000 in the Department of Pur-

sitting presently be-

ELIGIBLES AND EMPLOYEES

Separate divisional lists for the

BMT Division and 7 in the IND

Division of the New York City

Transit System. Separate divisional

lists for the IND Division is already

at the BMT Division. However, the

requirements may be deemed necessary. The

passing grade will be set in accordance with the needs of the service.

Subjects and Weights
Written, weight 10; Oral examination, weight 20; Written, weight 10.

Duties
To maintain correct and uniform track and roadway; to conduct investigations and reports; perform related work.

Senior Accountant (Methods)
Salary $3,000 per annum; Application may be made from the list for the position of Assistant Accountant for the position of Senior Accountant for the position of Accountant. To be set after an oral examination or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service.

Subjects and Weights
Written, weight 50; Technical examination, weight 40; Written, weight 10.

Duties
To develop and extend the application of accounting and financial data in the solution of problems; to conduct investigations and reports; perform related work.

Names
Promotion Tests for Many N.Y.C. Employees

Promotion Tests for Many N.Y.C. Employees

Civil Service Titles as They Used to Be

The field artillerymen's ditty, "As the caissons go rolling along..." is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation. The title of caisson tender ($6 a day) is no longer appropriate for the title of a caisson tender ($6 a day) still existed in the Board of Transportation.
City Tests

(Consolidated from Page Forty-six)

 Duties
To test, maintain or repair the railroad signal systems, control systems, power equipment, and motive power equipment; to assist the Board of Transportation in maintaining a safe and efficient system of transportation.

Eligibility Requirements
Open to all permanent employees of the New York City Transit System, who have served continuously at least one year, since September 1, 1941, as employees of the New York City Transit System, for which the candidature is being considered.

Scope of Examination
The written examination will include the following subjects:
1. Knowledge of elementary mathematics.
2. Knowledge of English, including spelling, grammar, and usage.
4. Knowledge of the basic principles of electricity.
5. Knowledge of the basic principles of mechanics.
6. Knowledge of the basic principles of ownership.

State Tests

Assistant Interviewer

Responsibilities: To assist in the Employment Department's servicing of the public. Duties: To answer inquiries concerning employment, to register applicants for employment, to prepare and distribute information cards and other printed matter, and to perform other duties as may be assigned. Requirements: Must be a U.S. citizen; must be able to read, write, and speak English; must have at least a high school education; and must have a minimum of one year of experience in a similar position. Fee: $5.00.

Scope of Examination
The written examination will include the following subjects:
1. Knowledge of English, including spelling, grammar, and usage.
2. Knowledge of the writing of a short essay in English.
3. Knowledge of the basic principles of electricity.
4. Knowledge of the basic principles of mechanics.
5. Knowledge of the basic principles of ownership.

Due to the time limitations and work load, the above examination will be held on an appointment basis.

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State Tests

U. S. Tests

Machine Operator- Machine Operator, handling and operating machinery including Buhlert, Bork, Jones and Laughlin, rates of pay a day, $6.61, $7.36.

Machine Operator, handling and operating machinery including Buhlert, Bork, Jones and Laughlin, rates of pay a day, $5.92, $6.64, $7.36.

Machine Operator, horizental poiting machines and other machinery, rates of pay a day, $6.40, $7.04.

Machine Operator, rolling mills, rates of pay for No. 50, Table 6, $6.80, $7.44, $8.08.

Mechanical Operator, assembler, rates of pay a day, $6.30, $6.96, $7.68.

Mechanical Operator, assembler, rates of pay a day, $6.30, $6.96, $7.68.

Painting and cleaning of tanks, rates of pay a day, $5.92, $6.64, $7.36.

Machine Operator, planer, rates of pay a day, $6.00, $6.64, $7.36.

Machine Operator, surface grinder, rates of pay a day, $6.00, $6.64, $7.36.

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Candidates must show that within the 10 years immediately preceding the date of filing application (a) they have held for at least six months a full-time paid service position in the Public Health Service Federal Security Agency and War Service; United States Public Health Service; Public Health Service; War Service; Army Service; or (b) they have held for at least six months of full-time paid service position in an agency of the Federal Government in the State of New York.

Preferential Treatment

Applications will be accepted from students now in attendance in the course of study of eligible degree-granting colleges. Students must indicate on the application the date of graduation from such course.

Senior medical officer, $4,100; and associate medical officer, $3,000.

Military guard attendant, $1,620; and civil aeronautics, $2,000.

NEW YORK: 1.020; and matron, $1,520.

These prices are for the best fur coats on the market.

5% OFF PEN & PENCIL SETS WITH LIFETIME GUARANTEE

NOW AVAILABLE TO CIVIL SERVICE EMPLOYEES

Records

FEBRUARY FUR SALE

SAVINGS OF 50% ON ALL BARGAIN FURS

C. M. H. (E. 86 Fulton St., N.Y.C.)

Reasonable Prices

B. M. MOSES

16 East Broad N.Y.C. 9-7103

COMBINATION DISCOUNTS

COMBINATION DISCOUNTS

SALE ON ALL STANDARD MEDICAL DEVICES

PHOTOGRAPHY

All Deluxe Materials

Automobile Mechanics

Furniture

BURLINGTON "PANTS"

WHOLESALE TO CIVIL SERVICE EMPLOYEES

1122 Washington Ave.

Jewelry

Tebst on Way

WHEN IT'S RIGHT TO BUY

142 Lincoln Ave., N.Y.

TYPWRITERS RENTED FOR EXAMS


H. M. A. N. K. 8

WALTER CAIN, Inc.

Records

Uniforms

The Perry Nickel Says...

"Pincning Penncys is Practical Patriotism"

CIVIL SERVICE EMPLOYEES MUST FILE STATE & FEDERAL INCOME TAXES

Send the pennies you save for something simple, something useful, and you can buy them for 10, 25, 50 cents, $1, or $5. Suggest to your husband that he cut you into extra pay. If you're not in service, a company may consider you for Defense wages. -Wall Street Whiz
Mayors vs. Civil Service Body

(Continued from Page Three)

LaGuardia had made broad accusations of ineptitude and dishonesty, and he wasn't about to talk to reporters. It was assumed that he was working on justifying his charges. Kern had asked for a bill of particulars. As attorney Kern wrote to Attorney General Kremer of 32 Broadway. Early this week, Kern did not say he expected to lose before the Mayor, but he was prepared to carry his case to the courts.

Treachery

Each of the names was a growing cloudiness between the two men. Originally, Judge Kern had asked the Council to try Kern. When the latter was a member of Congress the two had dealt often. It was said that the Mayor had many times uttered the words: "You're fired!" to Kern, only to recall them before they had been made public. And during the past year, when the Civil Service Commission had been buffeted by a City Council investigating committee, it was Mayor who had not repudiated his appointee. On the other hand, persons close to Kern say that more than one person who claimed to have the Mayor's ear say "Brockway" is a political liability, and finally around the opportunity.

Perhaps a straw which showed in the wind the new name was blowing was the vote of Robert Stern, Borough President of Queens, not a member of the Council Committee investigating the Mayor. Stern did not list the number of times that person was fired, but he said: "You're fired!" to Kern, only to recall it before it had been made public.

LEGAL NOTICE

GUIDE WIXMILL, 50 S. NOXIE

State of New York,

City of New York,

Lemonia Libra, Anthony Libra,

M. F. Libra, Albert Libra,

James Libra, George Libra, 

M. W. Libra, Frank Libra,

Frank Libra, William Libra,

Charles Libra, Frank Libra.

Notice is hereby given that the said Lemonia Libra,

M. F. Libra and Albert Libra, on the 30th day of October, in the year of our Lord one thousand nine hundred and twenty-two, did file an application in the office of this court, to the effect that they be declared owners of certain real estate situated in the village of Setauket, town of Brookhaven, county of Suffolk, state of New York.

Whereupon, the same was referred to the jury for their report thereon.

Given under my hand and the seal of this court this 3rd day of December, in the year of our Lord one thousand nine hundred and twenty-two.

THOMAS M. FOLEY

JUDGES OF THE COURT OF EQUITY.
Boulders Pictures Acquires Rights to "The American Way"

"The American Way," Knuff and Harris's Broadway stage play, is offered in such subjects as English.

Plans are under way to make the film version of this successful patriotic play one of the most important productions ever made.

George Stevens will direct and produce, with production under his name as next Columbia vehicle. To be the picture's story, in which he will play the leading role. It is aimed to begin shooting in early October, with every top quality in every department. Sid- way and lantern, the leading role, has been assigned to the script.

Movix

Radio City Music Hall
72nd St. and 6th Avenue

SPENCER KATHARINE HOLLAND

WOMAN OF THE YEAR

Revival of the play. "Woman of the Year," a successful patriotic play one of the best known of this kind.

The Old Homecoming will be the fourth orches-

time leader, will be the fourth orches-

Mixed news for it's now a very popular, Pianist, Dolores Del Rio will make her

DECEMBER 1942

NEW YORK CITY HOTELS

PER WEEK, beautiful outside single rooms with private bath, Communal for $5. Cot- 

New York City Hotels

FLORENCE LIEBERMAN, Special Cocktails

SMILING TAYLOR

CHATEAU MODERNE

FIVE ARRANGEMENTS

3RD ST. AT 6TH AVE., NEW YORK

BARN

CINDERELLA

GREENWICH VILLAGE INN

JUNE BENTLEY

SINGER AT THE VILLAGE BARN

NUT HOUSE

JUNE BENTLEY

SINGER AT THE VILLAGE BARN

Photo Stills, Original Costumes DINNER — SUPPERS — ENTERTAINMENT — GUEST BOOK

JACKIE FARRAR, M.C., — PAUL BANNISTER

Helen Rogers—Dorothea Manvers

NEW YORK TIMES

JUNE BENTLEY

SINGER AT THE VILLAGE BARN

SPECIAL MONTHLY RATES

FIVE ARRANGEMENTS

1352 W 6TH ST. AT 4TH AVE.

1354 W 6TH ST. AT 4TH AVE.

1356 W 6TH ST. AT 4TH AVE.

Vincent's

Delmonico's

JUNE BENTLEY

SINGER AT THE VILLAGE BARN

ROBERT MILLER THEATRE TOMORROW

DINNERS

1358 W 6TH ST. AT 4TH AVE.

1360 W 6TH ST. AT 4TH AVE.

 станции.

NEW YORK TIMES

Jackie Farrell, M.C. — Pat Rossi

Helen Rogers—Dorothea Manvers

NEW YORK TIMES

JUNE BENTLEY

SINGER AT THE VILLAGE BARN

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...
CIVIL SERVICE LEADER

Tuesday, February 10, 1942

BUDGET

400 Less Men For Sanitation

It's a melancholy budget for the coming year which the Sanitation Department is submitting. It indicates that the important work of keeping the city clean will have to be done with fewer men.

The officials of the Sanitation Department haven't liked to go in such a budget. And they feel that this is likely to save the city a lot of money.

Highlights of the Sanitation budget:

Eighty-eight additional junior sanitation men were requested in the proposed budget. Budget Director Kenneth Day, in submitting the budget, has asked for approximately $89,000 more for sanitation than for any other department.

It is a victory, too, for the municipal unions in the Sanitation Department which recently had interviewed 1,300 members of the union.

Sailing

Sailing

Sailing

Five-dollar able seaman eligibles will be offered 13% of the jobs on the great ships comprising the Department of Sanitation's fleet some time this week. The jobs pay $5,120 a year and there is nothing to the marinado that the navigated ships by Chart's sailors are submarine.

Most 6x1 rib cotton socks are made of ordinary single yarn. But not the famous "Weartwist" ordinary single yarns. But not cotton socks around this price are made of 6x1 rib cotton socks -- all of famous "Weartwist" ordinary single yarns.

The duties of a deputy sheriff are similar to those of a patrolman, except that he is under the direct supervision of a sheriff, who can take a promotion to grade 4 if he has served three years before they can take a promotion to grade 4.

A public hearing will be held at 3 p.m., Thursday, February 12, in the City Hall, for the purpose of amending the Civil Service Commission rules so that eligibles in the second grade of this service must work at least two years in the title in order to be eligible for a grade 3 promotion test.