Sanitation Man

Full Page of Sample Questions

16 New Subway Tests

The Municipal Civil Service Commission will announce tests for 16 different types of positions on the Independent City-Owned Subway system next month. Thousands of jobs will be filled. For a list of the positions, filing dates and other information see page 3.

Mayor Approves Clerk Waiver

After a long delay, Mayor LaGuardia signed the Clerk, Grade 2, waiver last Friday. Promotion opportunities of thousands of city employees are affected by the new ruling which now goes to the State Civil Service Dept. for approval. Story on Page 3.

Raisers for State Workers

As a result of statements from reliable authorities in Albany last week, it seems certain that salary increases will be restored to thousands of state employees next year. Story on Page 2.

Climber-Pruner Questions

The date for the written test for 1,400 Climber and Pruner applicants has been changed to January 27, instead of December 15, according to an announcement yesterday. Sample questions for this exam are published on page 15.

U. S. Announces New Tests for Eight Popular Jobs

Eight new competitive exams were announced yesterday by the U. S. Civil Service Commission. These tests are nation-wide and residents from New York State are eligible to apply for them. Included in the new series are exams for five grades of Engineering Draftsman (Palat). Filing for these positions will be open until Jan. 2. Applicants should apply at the Federal Building, Manhattan.

Among the more popular exams which are now open are: Editorial Clerk, Junior Officer (Mechanic), Storekeeper, Instructor (Air Corps Technical School), Corps Area Service Manager, Special Agent, Senior Accountant, Junior Officer (Mechanic), and many others. Applications are also being received for 26 skilled trade exams for positions at the Brooklyn Naval Yard.

The filing period for Sanitation Man, Class A, opens this morning and will extend until Dec. 28. Full official requirements for this test and five others in the Municipal Civil Service Commission's new series are published in The Leader today.

Tentative details for the Sanitation exam and a description of the competitive physical tests which will be given were published exclusively in The Leader on Nov. 31 and 29.

The exam for Sanitation Man is the first competitive one ever given by the Civil Service Commission. The new title, Sanitation Man, replaces the old labor class title of Dump Laborer. The sanitation jobs were placed in the competitive class last September. Nearly 2,260 jobs will be filled from new eligible lists established by the exam. Approximately 100 vacancies a year are expected. The positions will pay $1,660 a year.

Candidates have been advised by the commission that there is no rush to file for this test, since the order in which applications are made will not have any effect on the final rating.

(Sanitation Man requirements on Page 8. Sample questions on Page 7.)
PAY RAISES CERTAIN FOR STATE WORKERS

ALBANY, Dec. 4—There seems to be no doubt that the suspended Feld-Hamilton salary raises will be restored to thousands of State employees next year, reliable sources said here today.

Restoration of the pay raises, which will amount to more than $12,600,000 a year, will be made to employees of 29,000 State workers who go into effect automatically, unless the Legislature specifically suspends them for another 12 months.

The possibility of legislative action appears remote, it was said, since both Republican and Democratic leaders have expressed approval of the salary increases. It is widely stated that they believe the State's income will be sufficiently high to meet the rising costs of living.

The Feld-Hamilton law was sponsored two years ago by the Association of State Civil Service Employees. It was passed by the Legislature and approved by the Governor.

The law provided for a comprehensive, non-competing Civil Service employee raises. The raises were fixed plans for all positions, employees were entitled to annual increases unless they reached the maximum of their grade and title.

It is the opinion of officials that the State faced with a budget crisis and in the midst of an economic drive, finds that it is more important to take care of the salary increases than to adopt a measure suspending the Feld-Hamilton provisions for a year.

The Law Society, with winding up heads with heads of State departments and legislative representatives. As soon as all requests for next year's appropriations are in, the Budget Director will present them to Governor Harriman for inclusion in his message to the Legislature. Though no official word has come from the Governor, sources seem certain that the Governor will not reject the division's request to permit the payments of Feld-Hamilton increases in his annual message.

Civil Service Dismissals
To Be Discussed Sat.

A conference on dismissals and transfers of employees sponsored by a number of Civil Service organizations will be held Saturday afternoon at 2:30 in the offices of D. D. Cameron, 121, Hotel Commodore, 624 St. and Lexington Ave.

According to groups cooperating are the Citizens Union, the Brooklyn Citizens League, the Municipal Workers of America, and the Civil Service Technical Guild.

Densler to Lecture At Training Courses

ALBANY, Dec. 4—Aimed at acquainting State employees with the operation of the State Civil Service Law, the State Civil Service Commission is continuing its service training course to capacity audiences each Monday night and Tuesday evening.

Frank H. Densler, executive officer of the department, conducted a session of the course Monday night with a lecture entitled "Examining for the Job—Its Problems and Techniques."

The organizations invited as well as personnel officers of other branches of the State government invited to attend the sessions. Copies are discussed in the chronological order used in filling positions.

Following the current course which is examining for the operation of the State Civil Service Law, the State Civil Service Commission is continuing its service training course to capacity audiences each Monday night and Tuesday evening.

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In a surprise move last Friday, Mayor Fiorello H. LaGuardia signed the Clerk, Grade 2 waiver, which has been on his desk for more than a month. The new waiver, signed by the Mayor three times and sent to the Civil Service Commission, now goes to the State Civil Service Dept. for final action.

By the P.D. Organization

Lame Duck Council May Delay Pension Settlement a Month

At one last meeting—until the present City Council leaves office—it is expected to lapse before an amendment to the city code is passed embracing the police and fire pension settlement.

First word from the committee Mayor LaGuardia has selected to draft legislation may be forthcoming next week. The proposed amendment, which centers on the number of years' work can be charged to the fund, where changes will undoubtedly take several more weeks.

The settlement, overwhelmingly approved by the two departments, calls for contributions of $90 a year from employees on whether the applicant retires after 25 or 20 years.

Keen concern in the pension matter stems from the fact that the City Council will vote on the organization meeting of the eligible clerks as soon as Tuesday, Jan. 25. Not only is final settlement of the pension matter holding up appointment, but the ordinance in the pension fund will not take effect before the end of May, when the P.D. department's fiscal year expires.

The council action is due to the call for future Patrolman and Fireman joining an amendment to the ordnance. A number of firemen estimates have placed the contribu-
tions at about 7 percent, this being the amount of

CIVIL SERVICE LEADER

STATE COMMISSION MEETS

Members of the State Civil Service Department met last week in Manhattan. Shown here (left to right) are: George R. Hitchcock, secretary; Miss Grace A. Reavy, president; and Commissioner Howard Jones was absent from the two-day session because of illness.

TO HONOR CAVIGIA

The old Columbia Hall Community Center, for many years occupied by the Clubmen's Aid Society, will be dedicated Dec. 9, at 9:30 p.m. in memory of Patrolman Dominick Cavigia, a 20-year employee, who died in performance of duty on July 31, 1938.

P.D. Organization Meeting Tonight

Signed by the three top men, invi-
tations were sent this week to the 1,427 on the Patrolman, P.D. list to enter the organization meeting tonight at 8:15 at the Manhattan district headquarters.

The cards were sent in the name of E. J. Gariepy, third vice-president; H. J. Ferguson, second vice-president; and Richard F. Sullivan, No. 3. Principal Speaker at the meeting will be Joseph J. Burkard, president of the Patrolman's Benevolent Association.

Fire Lieutenants To Be Honored Saturday

Meyer Jacobs, Clerk of the Supreme Court, First Judicial District, who has been a Civil Service employee for 20 years, will be tendered a testimonial supper and dance Saturday night at the Barbizon-Plaza Hotel by the Interfaith Movement, of which he is founder and chairman.

COMMITTEE PLANS JOB TRANSFERS

All but one of the members of Governor Lehman's new Reclassification Committee met Saturday in Manhattan. Draft plans to extend the competitive class of state employees by some 20,000 positions.

While no official announcement was made, a statement from the staff was that reclassification of employees in the Correction Department may be made soon after the first of the year. If such a step is taken, it will give the committee a basis for studying the practicability of later transfers of thousands of additional State employees.

Jacobs To Be Honored Saturday

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Thanks to the Firemen

O VE editorial can hardly be sufficient to compliment the city's uniforms men for their efforts in setting the difficult matter of pensions to rest. We would like to applaud the representatives of the firemen for their contribution toward the compromise.

Vincent J. Kane, head of the Uniformed Services and chairman of the Joint Committee on Pensions for Firemen, serving with his fellow-workers in the police stations, has taken the lead in compensating the firemen for their sacrifice in the war. He has been employed as an expert, vice-president of the Captains Assn.; Capt. Walter J. Dugan, president of the Officers Assn.; Lieut. Reuben Timmins, president of the Lieutenants Assn., and Edward J. Leonard, vice-president; Ed-

Sanitation Jobs

The old labor class position of Dumps and Garbage is changing, and the higher titles of Driver and Sweeper were put into the competitive class last September by the Civil Service Commission, with the approval of the State Civil Service Dept. This action paved the way for the first competitive exam ever held for Sanitation jobs.

This week the commission will receive applications from Sanitary Men, which is the title of the new $8,000 competitive job. In the past when hiring opened for Sanitation jobs, hundreds of men waited long hours in line. Labor jobs are filled by a "first come, first served" basis.

Now that the jobs are competitive, such men would no longer be necessary.

The Sanitary Men, of course, are entitled to an excellent career. Future appointees, who will have to pass in the civil service, will stand to benefit greatly from the new civil service status.

For some time they will get their jobs through merit. Once in the service they will have many promotion opportunities which will benefit them and their families. The fact, in fact, a young man entering the department today can rise as high as a deputy commissioner.

The new employees, as well as the old ones, also will participate in the commission's service rating program, which gives extra credits toward promotion for men with good records.

In reply to a request from The Leader for a statement on the Gargan case which was disclosed last week, Paul J. Kern, president of the Civil Service Commission, wrote the following letter yesterday. A copy was sent to the editorial board after the publication of the statement by the group which caused the release of the statement.

Xmas Holidays

Sirs: As a new year, you have already made it an enviable one. And, my fellow workers, are especially grateful to you for your efforts in making to have an extra long vacations for Civil Service employees during Christmas.

There should be no valid objection to these additional holidays, since very little work could be accomplished on the Sat-}

Tuesday, December 5, 1939
CIVIL SERVICE LEADER

ON THE...'

Situations where a person is ruled incapacitated for major defects which would incapacitate an employee. Such minor defects as probably be overlooked. I am discretion whether the facts warrant established.

similar louriced from time to time. The en-trance for the Police Dept. Educa-tions requiring experience in air-others in various branches of the or less; you should notify the com-mission last week by Mayor La

G. G.—As already explained in earlier issues, appointment to a fed-eral position in Washington without intention to give up residence in New York City will not render one ineligible or incapacitated from an eligible list here.

R. B.—The fact that you have had 30 years business experience at a New York law school education should enable you, it seems to me, to meet the qualifications for public "educa-tion" required for Stenographer Typewriter. Unfortunately you ought to be able to show that you have had an additional two years of such education in your business experi-ence. Send the commission proof of additional business education, business experience, etc.

W. K.—The last police appoint-ments were made in April. The old list expired at that time. The appointments from the new list should be made soon. There is no court order pre-venting them at present.

J. R.—If you have changed your address you should notify the commission with-out delay. The commission sends notices to you only at the last address known to the commission. It cannot assure its delivery to your changed address.

L. B. L.—The federal commission requires photographs of candidates before appointment. The "photographs must be taken in accordance with all regulations during the World War this practice was followed in cases where there was urgent need for special workers.

M. J. R.—The Hilarious case invol-ving the issue of "permanent" as distinguished from "temporary" ap-pointment will probably be before the Appellate Division, Third De-partment, in January. The decision does not necessarily hold that all temporary appointments are considered "permanent." The status will depend upon the particular facts in each case.

F. L. N.—The fact that you were fined for violation of the Sanitary Code through failure of your em-ployer to provide a proper lavatory can very well not necessarily disqualify you from employment in the Sanita-tion Dept. I feel sure the commis-sion won't disqualify you if you make an explanation.

J. B. R.—If your deafness is not too pronounced you may be able to communicate with Carrier. Your physician may be able to advice you; we cannot tell you neither can Civil Service Commission or the Post Office Dept. tell you in advance.

W. E. W.—Though you failed to come within the 3,000 eligible for the police lists, you will not be barred from taking the next exam.

J. E. W.—When you decline appoint-ment at a certain salary, say $3,000, the commission may refuse to give you another appointment at a higher salary is made. If you should later desire to accept a job at $2,000 or less, you should notify the commis-sion to that effect. If you decline appointment more than once, this

P. C. T.—Only competitive employees benefited from the Denny and Wes led cases. Lack of eligibility under the McCarty salary increa-

will not depri you of further cer-tification for the same reason for which you previously declined. You retain the same standing on the eligible list, in any event.

L. E. P.—It is not compulsory physical examination before unification of departments. The commission and the Transportation Board are not empowered to treat an employee transferred under the Wick law

1. A.—A conviction for a misde-meanor does not necessarily dis-qualify one from appointment as Fireman. The Commission and the Police Dept. weigh the merits of each case and determine in their discretion whether your name will not be certi-fied disqualifying. The Commission's action is final, and the applicant has no right to appeal.

A. H.—Honorary discharged Army or Navy men receive a five-point extra on civil service tests and federal tests. No such credit is given by the state or city department. Those men have a rating for military experience when in the military service, but that rating changes in value in a particular position.

W. M. E.—Examinations for State police, are not under the control of the State Civil Service Commis-sion. They are given by the Super-intensive and thorough training. The tests are competitive. Applications are received during stated periods as given in the examination notices. The admissibility requirements are generally those required of candi-dates for the Post Office Dept. Educa-tional and character requirements are rigid.

E. R. Z.—There are Civil Service positions now available for persons in need of employment. The positions involve conditioned and refrigeration, there are some in the Dept. of Markets Board of 100. There are others in various branches of the Dept. Each position has its requirements, and the applicant must satisfy the requirements of the examination for further information.

E. E. C.—When you decline appointment at a certain salary, say $3,000, the commission may refuse to give you another appointment at a higher salary is made. If you should later desire to accept a job at $2,000 or less, you should notify the commis-sion to that effect. If you decline appointment more than once, this
Seven thirty-one licenses were granted last week by the Board of Examiners for shorthand-secretarial training in Pitman Stenography and Typing in a course lasting four weeks. Although only three men are on the list, one of their numbers ranked three points ahead of the nearest competitor. He is Zeyg cdr Goodwin W. C. Connelly, 21, of 1240 Colborne Ave., Bronx, who scored 95.01.

The list follows:

GOODWIN W. COTTLISON
Checks Steno Group

Prepare for End Of School Term

First step in preparation for graduations and transfers at the end of this term will be taken today, when one-half of the applications for transfers to higher schools are due in the principals' offices.

Wednesday, January 21, 1948, was designated last week by Superintendents of Schools Harold G. Campbell and George W. Campbell as the end of the current term. Closing exercises are to be held within five days of that date unless otherwise authorized.

The lower half of the applications for transfers, containing a statement by the principal of the school attended, are due at vocational high schools by Dec. 15, and high schools by Jan. 16.

Registration in higher schools opens Dec. 21, when applicants for transfer to vocational schools are to report. Rejections will be returned by Jan. 5, allowing the candidates sufficient time to register elsewhere.

Record cards of pupils transferring to junior or senior high, schools are to be sent to the principals on Jan. 24. Elementary school pupils report at the senior high schools the following day, while those transferring from junior highs do so on Jan. 26. On Jan. 31, elementary pupils transferring to junior highs are to report.

Exam Ends Today For Substitute

Filing closes today for an application for a substitute certificate in right conservation classes, to be held during the week of Dec. 16.

Salary will be $7 a day.

Candidates between 18-41 may apply for the test. Requirements are a bachelor's degree or its equivalent, including courses in education, practical teaching, and other primary subjects.

Information may be obtained at the office of the Committee on Licenses in Teacher Physically Handicapped Children, 500 Park Ave.

Mayor to Olicitace

Mayor La Guardia is expected to dedicate exercise equipment—a move at one of the new Hunter College buildings at 615 West 124th St. and Park Ave. to take place indoors. Others invited are members of the Board of Higher Education, including Acting President George N. Schurman, and Senator by the bill for 5,000 occupants in September, 1949.

Visit The Leader store for everything in Civil Service—29 Dunau St., N. Y. C.

THURSDAY SERVICE

4:17 PM. 30c. 10c. 5c

150 W. 28th St. (Cor. 6th Ave.)

FURS! Wholesale!

Stunning, gorgeous fur garments . . . created to impress women, are now your at the same place. Here you buy from the factory and earn amazing savings.

Compare These Prices

A luxurious Persian cost for $159 . . .

Call and ask about this service.

Page Six

SCHOOL NEWS

Steno Group Get Licenses

George M. Sullivan

Tuesday, December 5, 1949

CIVIL SERVICE LEADER

WASHINGTON, December 4—Representative Kent Keller (Dem., Ill.) has a plan which you might call "relief in a hurry." It's a proposed law which would bring to Washington this year some 20,000 high school graduates from all over the country, give them five-year jobs in the government service, and allow them to stay the same time, to complete college courses. At the conclusion they would either keep their government Civil Service or return home with a college degree and a first-rate knowledge of the federal government's workings under its civil service.

High-Priority Group

Keller thinks he ought to send the proposed legislation to every high school in the country, with the idea that principals, teachers, students and parents would deluge their Congressmen to pass the bill. The pressure group Keller would try to shame any other group ever dreamed about, he believes. Whether, once, he's probably right in that belief.

Don't hold your breath till it happens, however. The proposal is as harmless as an antelope above timberline.

Reserve Officers' Ruling

Two Congressional Opinion polls last week garnered some interesting news. In the first he ruled that federal and state-funded schools could not receive military leave with pay. Such leave with pay is granted only to the Reserve Officers. Keller's ruling, which was valid for the next one-half of the applications for transfers to higher schools are due in the principals' offices.

"Home and school must work together," he ruled in one of the court cases, "and keep the child out of a sea of bit­ terness and insecurity," warned Mrs. Ada E. Whitney, vice president of the UPA over WNYC.

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School Home Harmony

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Sanitation Man Sample Questions

Part I
Below you will find five passages describing the activities of the Sanitation Department under the new City Charter. They are in bold face type. Read them over carefully. After you feel that you understand each passage, answer the questions which follow it right below it.

A. The head of the department is the Commissioner of Sanitation. He may appoint two deputies. The department maintains an office in each of the boroughs. The Commissioner may adopt a seal to authenticate the orders and proclamations. He may issue rules and regulations. He may adopt a procedure to register voters. He may adopt a procedure to register voters. The department regulations may be prescribed by the Commissioner. The principal task of the Sanitation Department is "the cleaning of streets and the removal of snow and garbage, and the incidental management of incinerators."

1. What group of laws has the Commissioner adopt?
2. What other city department has the power to change the duties of the Sanitation Department? 3. How may the Commissioner adopt regulations controlling the duties of the Sanitation Department? 4. Deputy commissioners are appointed by whom?
5. How many deputies are there in the Department of Sanitation? 6. Upon whom is the order served?

B. The Commissioner has charge and control of the cleaning of the streets, except streets in the boroughs of Queens and Richmond not having permanent pavements; the removal and disposal of all waste matter; the cleaning of sewers and streets; the operation, maintenance, and use of incinerators and other plants or equipment for the destruction or disposal of waste matter.

1. In a brief sentence, give the main duties of the Sanitation Department.
2. In what boroughs that you know are there streets without permanent pavements?
3. Name five different objects that the Sanitation Department is supposed to remove from the streets.
4. Name one machine used in the removal of waste matter.
5. When does the Sanitation Department have more work, in the Winter or in the Summer? Explain.

C. The department's for mounting the construction of incinerators and of constructing and maintaining intercepting sewers and sewage disposal plants, presenting problems of engineering and construction, are transferred to the Department of Public Works. The department's former power of making regulations concerning the disposal of sewage and waste matter into the sewers and regulating the use of sewers is likewise transferred to the Department of Public Works. Under the old charter, removal of night soil and offal was among the powers and duties of the Department of Health. These are now added to the functions of the Department of Sanitation. The principal task of the Sanitation Department is "the cleaning of streets and the removal of snow and garbage, and the incidental management of incinerators."

1. What group of laws has changed some of the functions of the Sanitation Department?
2. What other city department has taken over some of the functions of the Sanitation Department?
3. Which function has been transferred to the Department of Public Works?
4. Name some of the problems involved in these functions.
5. What is the procedure for new city department to take over the functions of the old department?
6. Which functions have been transferred?
7. What remains as the principal task of the Sanitation Department?

D. The Commissioner may adopt regulations controlling the ashes and other matter to be collected by the city and the collection thereof, and prescribing civil penalties for violations. Every such regulation filed with the City Clerk and published in the City Record, and does not take effect until so filed and published. It is enforced by the Commissioner or his agent addressed to the owner or occupant of the premises affected, either by name or by description of the premises.

1. How may the Commissioner issue regulations concerning the ashes and other matter?
2. What other matter may be ordered to be collected by the city?
3. What are the civil penalties for violations of such regulations?
4. How must such regulations be submitted?
5. What are the civil penalties for violations of such regulations?

Physical Test

The physical tests for Sanitation jobs will be competitive and will count 100 in the final rating. Other tests, such as the written and medical tests, will be simply qualifying.

The physical tests will be given in time, so will be determined as soon as weather permits. Men will be called up in groups of 100 or 150. Though the Civil Service Commission has not completed all the details of the physical tests, it has announced that they will be patterned closely on those given to police candidates last Spring. However, they will be laid on strength tests.

The physical tests will be divided into three main parts:

1. The strength event, candidates will have to lift an 80-pound weight, and then run a distance of 120 yards. They will have to score 100%. The minimum passing weight, for both hands, will be 45 pounds. In another part they will have to lift a 30-pound weight, held behind the head, from a position lying flat on their backs. The minimum passing weight will be 20 pounds.

2. To prove endurance they will have to compete in a tug of war, or a run over a shorter distance carrying a weight.

3. With whom are such regulations to be served?

1. What regulations may the Commissioner adopt?
2. What other city department has the power to change the duties of the Sanitation Department?
3. The Mayor is the head of the Sanitation Department.
4. Deputy commissioners are appointed by whom?
5. Regulations of the department must be approved by whom?
6. The New City Charter altered the duties of the Sanitation Department?
7. Upon whom is the order served?

1. What happens when the regulations are not obeyed?
2. Where must such regulations be published?
3. What is the present task of the Department of Sanitation?
4. Deputy commissioners are appointed by whom?
5. How many deputies are there in the Department of Sanitation?
6. Upon whom is the order served?

1. Orders of the Sanitation Department must be served in person upon the owner of the building.
2. Requests for change in a function of the Sanitation Department.
3. Deputy commissioners are appointed by the Mayor.
4. Deputy commissioners are appointed by the Mayor.
5. Regulations of the department must be approved by the City Council.
6. The New City Charter altered the duties of the Sanitation Department?
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**CIVIL SERVICE LEADER**

**Prior to physical, candidates pronounced prior to medical test.**

**Prior to employment, candidate must pass a physical examination, which may result in disqualification.**

**requirements:**

- Five feet five inches in height; vision 20/20 in each eye (eye glasses permitted); normal weight, hearing, teeth; free from hernia, heart and lung disease, varicose veins; normal hands, feet, arms, and legs; no other disease, injury, or abnormality known likely to impair health or usefulness.

**DUTIES:**

- To operate steam boilers; to fill from 9 a.m. to 1 p.m. Saturdays.

**Weights**

- $2,500; file Dec. 27-28; fee, $2.

- To regulate waste disposal, supervise handling of household and industrial wastes, and prepare for disposal, and keep records. To control air pollution, smog and incinerators.

**INSPECTOR OF PIPES AND FILLERS**

**DUTIES:**

- To inspect all public improvements that involve the use of pipes, fittings, valves, and other related equipment; to control the installation of public utilities, and prepare for disposal, and keep records. To control air pollution, smoke and incinerators.

**Weights**

- $2,500; file Dec. 27-28; fee, $2.

**SANITATION MAN, CLASS A**

**DUTIES:**

- To operate in charge of Street Cleaning, recommend changes for elimination of new sites for fills; related work.

**Weights**

- $2,500; file Dec. 27-28; fee, $2.

**SANITATION MAN, CLASS B**

**DUTIES:**

- To operate in charge of Street Cleaning, recommend changes for elimination of new sites for fills; related work.

**Weights**

- $2,500; file Dec. 27-28; fee, $2.

**SANITATION MAN, CLASS C**

**DUTIES:**

- To operate in charge of Street Cleaning, recommend changes for elimination of new sites for fills; related work.

**Weights**

- $2,500; file Dec. 27-28; fee, $2.

**SANITATION MAN, CLASS D**

**DUTIES:**

- To operate in charge of Street Cleaning, recommend changes for elimination of new sites for fills; related work.

**Weights**

- $2,500; file Dec. 27-28; fee, $2.
New Test for Machinists

Machinists between the ages of 20 and 50 with four years of apprenticeship training or one year of college with experience with the U. S. Civil Service Commission to apply for employment as Machinist (1) in the National Training School, New Jersey, at $3,863, $7,586 and $7,370 a day. No written test is required.

Trial period will be determined. No letters of recommendation will be necessary. Work will be done from blueprints. Final duties will include work on any machine tool, working from blueprints and job order instructions. Applicants should be familiar with the operation of the following manufacturing aids, or aids to parts, fitting and mechanism assembly.

**ASSISTANT PROTOZOOLOGIST**

Salary: ($3,600); not over 45 years; file by Jan. 2. Bureau of Animal Industry, Dept. of Agriculture.

Under supervisory assistance, conduct research on protozoan parasites, with demonstrated ability to handle insects and other invertebrates. Important research assignments in the study of the larval stages of protozoan parasites. Postgraduate study may be substituted for two years of experience, up to two years.

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Under supervisory assistance, conduct research on protozoan parasites, with demonstrated ability to handle insects and other invertebrates. Important research assignments in the study of the larval stages of protozoan parasites. Postgraduate study may be substituted for two years of experience, up to two years.

**STOREKEEPER (STEWARD'S DEP.)**

Salary: ($2,600); file by Dec. 21. Army Transport Service.

Receive, store, issue, and account for all store goods, supplies, and personal effects in the stores aboard a transport.

**ASSISTANT INSPECTOR OF SHIP CONSTRUCTION (Mechanical)**

Salary: ($2,600); file by Jan. 2. Bureau of Ship Construction and Repair.

To inspect the construction and repair of vessels; to determine the interchangeability of parts; to supervise the production of plans and specifications; to determine the interchangeability of parts; to prepare the plans and specifications; and to keep records of the vessels upon which the work is done. The duties of this position may be substituted for one year of experience.

**PROTOZOOLOGIST**

Salary: ($3,600); not over 53 years; file by Jan. 2. Bureau of Animal Industry, Dept. of Agriculture.

Under administrative supervision, organize and conduct research on protozoan parasites, with demonstrated ability to handle insects and other invertebrates. Important research assignments in the study of the larval stages of protozoan parasites. Postgraduate study may be substituted for two years of experience, up to two years.
Editorial Clerk Posts Have Openings

(Continued from Page 9)

requirements include all marine engineers, including steam-power units and their associated equipment. All applicants shall be examined in accordance with a standard examination covering the prescribed course of study; to prepare test manuals and other materials used in the examination.

Requirements:

All candidates for the Associate grade must:
(a) pass an examination covering subjects included in the course of study for the Associate grade.
(b) have completed at least one year of the course of study.
(c) have passed a practical examination, under the supervision of the instructor, in all subjects of the course of study.
(d) have completed at least two years of the course of study.
(e) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Additional requirements for the Assistant grade must:
(a) have completed at least two years of the course of study and have passed an examination covering subjects included in the course of study for the Assistant grade.
(b) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.
(c) have completed at least two years of the course of study.
(d) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Substitution: any one year of experience may be substituted for one year of the course of study.

For the Junior grade, the following requirements must be met:
(a) pass an examination covering subjects included in the course of study for the Junior grade.
(b) have completed at least one year of the course of study.
(c) have had at least one year of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Additional requirements for the Associate grade must:
(a) have completed at least two years of the course of study and have passed an examination covering subjects included in the course of study for the Associate grade.
(b) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.
(c) have completed at least two years of the course of study.
(d) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Substitution: any one year of experience may be substituted for one year of the course of study.

Additional requirements for the Assistant grade must:
(a) have completed at least two years of the course of study and have passed an examination covering subjects included in the course of study for the Assistant grade.
(b) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.
(c) have completed at least two years of the course of study.
(d) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Substitution: any one year of experience may be substituted for one year of the course of study.

Additional requirements for the Junior grade must:
(a) have completed at least one year of the course of study.
(b) have had at least one year of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Additional requirements for the Associate grade must:
(a) have completed at least two years of the course of study and have passed an examination covering subjects included in the course of study for the Associate grade.
(b) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.
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(d) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Substitution: any one year of experience may be substituted for one year of the course of study.

Additional requirements for the Assistant grade must:
(a) have completed at least two years of the course of study and have passed an examination covering subjects included in the course of study for the Assistant grade.
(b) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.
(c) have completed at least two years of the course of study.
(d) have had at least two years of experience in the supervision of marine engineers, including at least one year of experience as an instructor in an approved school.

Substitution: any one year of experience may be substituted for one year of the course of study.
Junior Engineering Test
Stays Open 6 More Days

(Continued from Page 10)

Requirements
Completion of a four-year high school course is strongly recommended. A course in a recognized nursing school, which includes a year in a hospital with a daily patient load, totaling 500 closely registered cases as a graduate nurse. Those who are accepted will be required to furnish proof of fulfilling requirements for registration.

JUNIOR ENGINEER (All Branches)
18-23 years old; file by Dec. 11.
Under immediate supervision, inspect engineering drawings, plans for minor projects; prepare specifications for purchase of materials or apparatus; do徒 work, make computations, give assistance, make some use in conducting experimental research, compile data, make computations, use industrial concepts.

Requirements
Bachelor's degree in engineering, with courses detailed previously required for Inspectors.

Weight.
General test, experience and home. A rating of 70 must be attained in both parts.

ORTHOPEDIC MECHANIC (SHOE MAKER AND LEATHERWORKER)
$2,000; 25-50 years old; file by Dec. 11; U. S. Veterans Admini.

Design and construct orthopedic shoes, modify shoes; fit and adjust orthopedic shoes; make all parts of orthopedic shoes; make modifications, pipe, tongue, top, bottom, underlay, heel, and various metal parts; do plaster work.

Requirements
Five years experience. Weight.

ORTHOPEDIC MECHANIC (LIMB MAKER)
$2,000; 25-50 years old; file by Dec. 11; U. S. Veterans Admini.

Design and construct artificial limbs and artificial eyes; repair artificial eyes and limbs; fit artificial eyes and limbs; do all work pertaining to artificial limbs, tooling, finishing and polishing work; do all work pertaining to artificial limbs, tooling, finishing and polishing work.

Requirements
Five years experience. Weight.

ASSISTANT INSPECTOR OF HULLS
20-45 years old; file by Dec. 11; U. S. Veterans Admini.

Visi the Leader store for everything in Civil Service—99 Duanes St., New York City.

ORTHOPEDIC MECHANIC (LEATHERWORKER)
$2,000; 25-50 years old; file by Dec. 11; U. S. Veterans Admini.

General test, experience and home. A rating of 70 must be attained in both parts.

ASSISTANT INSPECTOR OF BOILERS
18-23 years old; file by Dec. 11.

Visi the Leader store for everything in Civil Service—99 Duanes St., New York City.

INCREASEMENT SETTLEMENT
Sought in Court Action

Jubilant over the payment this week of salary raises due since July to 2,400 employees of the Home Relief Division, Dept. of Welfare, officials of the State, County and Municipal Workers of America (CIO) yesterday prepared to take legal action to force pay­ rises to all employees in part-time workers under his term of the Lewis and Schenbaum court de­ cisions.

It is expected that payment of in­ creases to 8,000 employees in all city departments under the Wooler de­ cision will start within a month. A sum of $350,000 for this purpose was appropriated two weeks ago by the Board of Estimate. This decision ruled that annual increases are due in anniversary date rather than budget date, the union centered this week with Mayer LeGuarida on the matter of money due city employees be­ cause of the Lewis decision.

allows for appointment and promotion.

MAYORAL STENOGRAFER, $1,200, Stale Education Dept.

For Station Agent, by amending rules of the Dept. of Public Works.

APPEALS LEGISLATION
URGED BY CARRIERS

The New York Letter Carriers As­ sociation is sponsoring a national-wide campaign for a post-office workers' court of appeals. Vice-President Emanuel Khushdewitw is chairman of the drive. Letters will be sent this week to more than 3,000 branches in the national association. The ob­ jective will be to have these local branches bring pressure behind the appeals resolution passed at the Mil­ wanee convention last September. The Organization will also direct a special appeal to the New York dele­ gation in Congress stressing the need for a court of appeals for postal workers. At the present time, the postal employee has no recourse from a penalty decision handed down by his superior officer.

ABRAHAM C. SAPIRIO.

PLUMBING INSPECTOR
Exam Request Denied

A request of the Dept. of Pub­ lic Works that a promotion exam for Plumbing Inspector, Grade 4 be held was denied this week by the Municipal Civil Service Com­ mission. It was intimated, how­ ever, that the test will be held as soon as possible. The commission's Director of the Budget that such a vacancy exists.

State-City Test
Declared Okay

Declaring that Title Examiners are only temporary employees, Supreme Court Justice Aaron J. Levy gave the Municipal Civil Service Commit­ tee authority last week to give the Final for its exam in that classification this Saturday morning. A total of 420 attorneys have filed for the test; the first to be given the preliminary examinations. The city Civil Service Commission in an experiment ex­ pected to be conducted in five years and effort for both Commissions.

The State post will probably take a supplementary exam in many specifically with State problems.

SPECIAL OFFERING for
Christmas

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EDUCATION TALKS To Continue

Mark A. McClintock, director of education and community activities of the Board of Education, continues the weekly series of WRNY broadcasts on "Our Schools," Wednesdays next Monday at 9:00 a.m., when he discusses "The Importance of Community Activities."

These broadcasts are presented under the auspices of the Teachers' Guild Association, of which Clara A. Gold­ aber is secretary, and Harold Fields, acting Assistant Superintendent, speaks on "Adult Education" on Dec. 18. Federal budget will be taken up next month.

Dr. Powell on Leave

Dr. Norman J. Powell, examiner for the Municipal Civil Ser­ vice Dept., will take leave after last week on a three-months' leave of ab­ sence to accept a position in the newly created Rhode Island Civil Service Dept. Dr. Powell will work with Rhode Island officials in establishing an examining pro­ cedure.

WOODSTOCK TYPEWRITERS
Completely Reconstructed to Work
and Look Like New

ON DISPLAY AT
WOODSTOCK
TYPEWRITER CO.
377 BROADWAY
Second Floor
Canal 6-7452

GIVE A FULL-SIZED STANDARD TYPEWRITER INSTEAD OF A PORTABLE

AT NO ADDITIONAL COST

SPECIAL OFFERING FOR CHRISTMAS

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### Municipal Certifications

#### APPOINTMENTS

The following appointments were announced this week by the Municipal Civil Service Commission:

#### NOVEMBER 24, 1939

**Clerk, Grade 1 (HD)** - Ruth E. Siegel.

**Assistant Engineer, Grade 4** - Pre-Cardinal, Theodore J.

**Laborer (from Auto Truck Driver):** - Vincent Vetrano, Frank A. DeSantis, Anthony J. Silvestro, Anthony J. Napolitano.


#### NOVEMBER 28, 1939

**Clerk, Grade 3 (HD)** - Vincent S. Smith.

**Laborer (Handyman approp.)** - Peter Filosa.

**Policeman** - William W. McManus.

**Clerk, Grade 2 (HD)** - Albert Weinert.

**Laborer (Handyman approp.)** - Peter Filosa.

**Clerk, Grade 3 (HD)** - Vincent S. Smith.

**Laborer (Handyman approp.)** - Peter Filosa.

**Clerk, Grade 4 (HD)** - Albert Weinert.

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**Laborer (Handyman approp.)** - Peter Filosa.
Examiners to Announce Test Exams Via the Microphone

When typographical errors are discovered after the test has already started, the examiner in charge will promptly correct the incorrect wording over a public address system as soon as practicable. Examiners are asked to submit proposals for the correction of typographical errors immediately following the completion of the preliminary examination. Approved.

President.

5524. Board of Examiners. Re-approve of employment application of Assistant Examiners for the school year 1939-40. pursuant to Rule 5-4.

5525. Approved.


5527. Approved.

5528. Approved.

5529. Set up five grades at 5255 salaries from $3,060-$3,040.

5530. Approved.

5531. Held over one week.


5533. Approved.

5534. Approved.

5535. Set up five grades at 5255 salaries from $3,060-$3,040.

5536. Approved.

5537. Approved.

5538. Fifty cents to special group.

Toot, Toot! Public Hearing!

A public hearing was ordered Thursday by the Municipal Civil Service Commission on the request of the Dept. of Parks that a position of Civilian (Grade 1) be held open in the non-competitive class.

The position will involve the work of the instruments used by the Topographical Draftsman in the city's parks and playgrounds.

A check of officials, it is understood that the merit of its musicologists has become such that no regular employee can be trusted with this work.

5539. Approved.

5540. The written test must be dis- placed by Dec. 1.

5541. Approved.

5542. Approved; readvertisement.

5543. Nonserved.

5544. Noted and filed.

5545. Approved.

5546. Recurrent Dec 1; allow to appear.

5547. Approved.

5548. Approved.

P. D. Investigations

First interviews of men on the Patrolman, P. D. list were held yesterday in connection with the investigation of the Municipal Civil Service Commission. Three approved.

The test will probably be held in January.

Applications for positions in the Police Department are now being considered.

Junior Administrative Assistant (Welfare): The write-in test will probably be held in January.

Junior Administrative Assistant (Information Services). The write-in test has probably been settled.

Administrative Assistant (Business). The write-in test has probably been settled.

Administrative Assistant (Labor). The write-in test has probably been settled.

Administrative Assistant (Welfare). The write-in test will probably be held in January.

Closed.

Rulings on City Commission's Calendar

City Officers Exams for the 92 Positions

Examinations for a wide range of positions have been ordered by the Municipal Civil Service Commission. The latest tabulation of tests which a date to this week later, shows that there are 56 open competitive, 33 promotion, and 5 labor class examinations scheduled. Some of the important tests follow:

Mechanical Maintainer, Group B
Medical Inspector, Group B
Physician, Group D (Part-Time)
Physician, Group E (Special Hygiene)
Pipe Fitter
Pipe Repairman
Radio Operator
School Bus Driver
Signal Maintainer, Group B
Signaller (Railroad), Group D
Stenographer (Law), Group E
Structural Engineer (Mechanical), Group B
Superintendent of Asphalt Plant
Superintendent of Plant Operations

Labor Class

Maintainers, Group A
Mechanics, Group D
Policemen, Group B

Promotions

Administrative Assistant, Civil Service Commission
Appointments to Group B
Car Maintainer, Group C
City Attorney's Office, Group D
Examining Inspector, Group D
Foreman (Crane), Group B
Foreman (Graders, Lumber and Snow)
Foreman (Grading and Ventilated Job), Group D
Foreman of Asphalt Workers, Group B
Foreman (Bridge Painter), Group A
Foremen of Carpenters, Group B
Foremen of Drillers, Group B
Foremen of Plumbers, Group B
Foremen of Porters (Housing Bureau), Group C

Below is the latest news from the Municipal Civil Service Commission on the date of examinations to be held the week of November 28, 1939.
Sample Climber-Pruner Examination Questions

Postponement until Jan. 27 of the qualifying written examination for Climber and Pruner applicants was announced yesterday by the Civil Service Commission. The examination, originally set for Dec. 15, was put off because of the inability to secure enough schools in which to hold it closely resembles this test.

rocedure of transferring a five-year-old maple tree. A detailed account of the work done, with the names of all persons involved, is to be submitted to the examiner.

1. Name three kinds of insects or insects injurious to plants and trees.

2. What is the season for setting and pruning trees? (b) What is the season for setting and watering trees?

3. What is the best season for setting and watering trees?

4. What is the best season for setting and watering trees?
Jabalower being appointed, the Manhattan
request of the department that
Gardeners will become eligible.

Parks Dept, it; April will be dl-j  M E M O R I A L  S E R V I C E S
service Commission.
gible to take the next exam for
Three new exams—one competitive,
one promotion, and one
labor class—were ordered by the Municipal Civil Service Commis-
sion at its meeting last week. The labor test, which is expected
to be extremely popular, will be for Electrician's Helper ($11 a
day morning at Duane St. and Cardinal Pl. Throughs of Civil Service employees attended the ceremonies, which took place
on the birthplace site of the late Patrick Cardinal Hayes.

Delay Transfer of Hospital Helpers Until Next Spring

The transfer of thousands of Hospital Helpers in New York City
from the non-competitive to the March by the State Civil Service
Department will be delayed until May 1st, it was announced.

MECHANICS TO MEET, NOMINATE OFFICERS

Nomination of officers for 1943 began the agenda of business for
the meeting of the Civil Service Mechanics Association, which will be
held Thursday night in the evening Court House, 25 Chambers St., according to
an announcement yesterday by Henry J. O'Sullivan, president of the group.

Among other matters which will be discussed, according to O'Sulli-

Next month the President and Vice President of the Union, and the
Executive Committee, meeting, to be held at the clubhouse
Bolivar Hotel, will be announced.

The difficulty of

The service will be

The Commission approved a
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