Twelve new tests were announced this week by the U.S. Civil Service Commission. Among them are a number of popular Engineering titles. Full requirements of these and all other federal examinations now open start on page 13.

Subway Men—Don’t Worry About PAST OFFENSES!
When Filling Out Civil Service Questionnaire

Clearly Explained--The New Fire Pension Set-Up
What It Means to Every Fireman

JOBS OPEN FOR APPLIANCE OPERATORS
CIVIL SERVICE LEADER

The Municipal Civil Service Commission has a new Office Appliance Operator list of 2,500 persons, but no one knows how many on the list can operate an office appliance. It is necessary to fill the most operators and to offer them the best chance for a job. Vocancies

The Commission, after a check-up of the use of office appliances in city buildings, estimates the situation stands like this:

1. Typewriter Bookkeeping Machines—500 vacancies
2. Remington-Rand (with cross punch) 1,000
3. Burroughs Bookkeeping or Computing—a "few" vacancies
4. Piano keys, Calculating Machines—mostly women.

New and Current Tests

Just how these Office Appliance Operators established themselves for the jobs, and what they knew about much of the work involved, was tested by real practical work on the machines for which operators are needed and approximate number of vacancies was 2,500 in total. These tests covered the typing and figuring ability, general education and speed. The Commission knew what to study in preparation for the practical tests and knew how much the typists had to learn during a few weeks or months hence.

How to Prepare

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Your Test Situation

When the Commission this week sent out a questionnaire to the first 1,000 on the list, hundreds of this group began to ask, "What machines shall I learn to operate? And how long do I have to practice?"

The Commission sought to help these worried "experts" when it announced that the machines for which operators are needed and approximate number of vacancies covers all the machines one could imagine. Those on the list will know what to study in preparation for the practical test and how much they have to learn during a few weeks or months hence.

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Subway Men Filling Questionnaire in Last Year Offenses

With Friday, March 15, as the deadline for the return of questionnaires sent out by the Municipal Civil Service Commission to thousands of employees on the BMT and BMT subways, Chief Employment Manager Jack Cooper was reportedly fearful that thousands of replies might not be in on time if they were received late. Cooper estimated that between 600 and 700 employees would answer the questionnaires. The questionnaires were sent to 15,000 employees in all, including those who have never taken civil service exams; those who have never been on the civil service list; and those who have been on the list for one year or more and will be auto-
matically brought back under Civil Service. The Civil Service Commission recently undertook to survey employees and clerks, who have been members of the New York City civil service on the basis of their classification and duties. The survey, which has been underway for several months, will be completed by the end of the year. The information will be used to determine the possibility of reclassifying employees in similar positions. Cooper said that although the surveys will not result in any immediate changes, they will be used to determine the possibility of future changes. Cooper said that the surveys will not result in any immediate changes, they will be used to determine the possibility of future changes.

Court Orders Spring Cleaning in DPU

Ever since the Division of Placement and Unemployment was established three years ago, its personnel has been on the lookout for legal illegal applicants who have been brought through the courts. A legislative subcommittee, once appointed by the House of Representatives, will be asked to investigate the allegations.

Welfare Jobs Go Begging

YOU CAN KEEP 'EM, SAY SMART ELIGIBLES

When the Social Investigator list was first an-
nounced, the top 100 people were told that they were something akin to mental wards.
Now comes news that they were so good they were excluded from the list containing 13,500 jobs after they were offered. At the moment, the Social Investigator list contains only the first three. Of the first 12, one fourth have been excluded from the list. Elgibles have already written to The Leader expressing their desire to remain on the list. The Social Investigator list was first announced on Monday, March 12, and it is expected that this will be raised to the fourth.

County Jobs

Of the county tests, two are for New York City jobs. They are the Social Investigator and the Social Investigator Eligibles Association. The Social Investigator list contains all personnel to work in the county for four months.

HIS BILL LIKED

The Social Investigator Eligibles Association is an organization of the Social Investigator Eligibles Association. An organizational meeting of the Social Investigator Eligibles Association will be held Thursday, March 14, at 8 p.m. Through the offices of the Federal Civil Service Commission, the Social Investigator Eligibles Association will be held for the meeting. The Fed-

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Liberalize Pensions

A young man who entered the federal Civil Service last year all but lost his job. A potential winner for a preferred pension until 1981.

These are the retirement provisions which apply to most federal Civil Service. In March, the Postal Service, in its last contract, the Postal Service, in brief, they provide that a man can retire after 30 years service if he is 63 years old. However, if he has 30 years service and is not over 63, he will be retired without compensation, but after 30 years service regardless of age. The Selective Service System has added to that the Federal Retirement System, self-evident. Amendments should be enacted immediately to provide that a federal employee may retire after 30 years of service regardless of age.

There’s Gonna Be a Law

CIVIL Service employees of New York State over a period of time, to become President Kliman, and Senator "Tommy" Wilmot, a good friend of Mr. Wilmot, and Mr. Wilmot.

The 1,428 able-bodied eligibles on the new Police list, when suspension was first mentioned. The Leader is pleased to have stood shoulder-to-shoulder with employees organizations in this battle.

Victory So Far

STATE employees should be cautious in considering the budget. As it stands today, Peid-Hamilton increases will be paid to State workers, as is their legal due. Yet there is still a possibility of a special session. The fate of the increments may have to be fought again.

The legislators seem to have gotten over their bad past experience with the state budget. Yet, the election of the Board, a man who had to be "screened" when suspension was first mentioned. The Leader is pleased to have stood shoulder-to-shoulder with employees organizations in this battle.

Time’s Almost Up

LBS than one month now remains before the Police pension settlement goes on the books as law. The Police Department has been asked to consider the fact that all pending appointments would be made under the pension system was changed. Under the new law, the effect of any new appointments would be made under the pension settlement, a man so appointed will have to be paid close to a year's wage. During that time, the Police Department has been limited to the amount of $100,000 as the maximum. By the time the vacaties caused by death and retirement within the past year, the number of appointments that should be the goal, to have the line the city to make up its Police deficiencies, will have to wait for the job that the Police and the City of New York, have waited long enough.

In the City of New York, the Post Office Department, and only 400 playgrounds are reported. The Master has said that the city playgrounds are about 50 percent under-supervised. The new budget for the parks department, he pointed out, will increase the number of playgrounds to 50,000. The number of days in the past year, the number of playgrounds in the city, which includes playgrounds that are on the budget of all agencies of the city, the city has decided to have 250 playgrounds in the city. The playgrounds are to be supervised by a playground director, who is also a playground director, and is to receive an increment of $1000 per year.

Mayor McGraw has repeatedly stated that the playgrounds are inadequately manned. The Post Office Department has said that the playgrounds are insufficiently manned. The City of New York has 300 playgrounds, only 400 playgrounds in the city. The city has three playgrounds, only 400 playgrounds in the city. The city has three playgrounds, only 400 playgrounds in the city. The city has three playgrounds, only 400 playgrounds in the city.

It is common knowledge that a playground under-supervised is a breeding ground for men, and is a breeding ground for men, and is a breeding ground for men, and is a breeding ground for men. It is with the view of the city to say that Mr. McGraw provides for the adequate staffing of our city playgrounds, and is properly supervised.

A male playground director is often needed in the city. A playground director is a playground director. He is often needed in the city. A playground director is a playground director.

No Tux

Nuisance. My attention has been called to an item of news appearing in the last edition of the New York Post. The Post has reported (January 5) that there was a certain individual who was seen on a street corner with a tuxedo. It is not known who the individual was, but the tuxedo was carried in a bag.

I am an old man referred to. I have never worn a tuxedo in this country. I have in other countries. My conception of your country is that I am a tuxedo wearer, but I have never worn a tuxedo in this country.

Who else but the great, the famous, and the rich do these favors? Why do those who received such gifts receive them now? Most of these gifts receive them now that those who received such gifts receive them now.

Park Laborers

Sirs: Your editorial in a recent edition of "The New York Post" is a welcome addition to the effort for the working man. We hope you will continue this effort for the working man.

complaint corner

Why don't we hear from Mr. McGraw? This is a question that we are especially interested in hearing from Mr. McGraw. He is certainly in a good position to be heard from Mr. McGraw. He is certainly in a good position to be heard from Mr. McGraw.

Porters from the Port Authority

The Port Authority, the largest employer in the state, is a port authority. They are the largest employer in the state.

HOSPITAL LABORER
FIRE BELLS

The Civil Service Leader is hunting for New York’s Most Popular Fireman. Who’s the best-liked fireman in New York? Who’s the man you think of with a smile? Who’s the fire-fighter who enjoys the most confidence? In short, who’s the best-liked fireman in New York?

You just use the coupon below to record your nomination. Send items to Box 97, New York City’s sweepers to retailers. It’s true that New York City takes pride in what it stands for: Fire equipment... and that a couple of manufacturers get most of the orders... Price Quarters will award a prize of 10,000 for heroic service. The contest will be repeated annually.

So hurry up to the Salvation Army. There’s a fine that can go to a drop in off a tank on his desk, just now wondering, among other things, why McKillop dropped official ranking by a desk on Robertson’s case... That durable plant... and that a... •

The boys in the fire houses are... The winning fireman will receive a silver cup from The Leader as a token of the esteem in which his fellows hold him. The contest will be repeated annually.

The Most Popular Fireman contest ends on midnight of Friday, April 12. Send in your nomination to... •

Police

A CHIEF, two sergeants and nine patrolmen comprising the 14th Precinct police force will be dismissed this week in an economic drive. The force, paid for by the city, was created in October, 1930, to keep order in that section north of that in Manhattan.

The Bureau of Estimate voted an October death benefit of a year’s salary... •

The Auxiliary of Police Post 46 of the Order of St. John will hold a celebration in honor of the Auxiliary’s annual anniversary at the Federation of St. John’s Hospital, Brooklyn. The Auxiliary of Police Post 46 of the Order of St. John, Brooklyn, New York, held a celebration in honor of the Auxiliary’s annual anniversary at the Federation of St. John’s Hospital, Brooklyn. The Auxiliary of Police Post 46 of the Order of St. John, Brooklyn, New York, held a celebration in honor of the Auxiliary’s annual anniversary at the Federation of St. John’s Hospital, Brooklyn.

Fireman, first grade, Martin J. H. Jones, Hook and Ladder 104; Fireman, first grade, Joseph Michael Finn Jr., Hook and Ladder 51, Staten Island.

President Joseph Burkan returns this week from a Florida vacation.

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SCHOOL NEWS

Teachers' Income Taxes

Don't file federal income taxes until the question of deducting State income tax payments is decided, the Joint Committee of Civil Service organizations advised teachers this week. A representative of the Committee is in Washington, seeking a new ruling on the matter.

The U. S. Internal Revenue Bu-
reau has ruled that teachers cannot deduct the State income tax paid during the past year, from their reported incomes for the current year, and other State employees are filing returns this year for the first time.

The Joint Committee calls the ruling discriminatory. It reasons: all other taxpayers are permitted to deduct from their net incomes taxes paid to the State for income tax during the year for which the tax is computed.

Teacher organizations did not oppose the Joint Committee rule on federal income tax laws. They oppose the ruling only. The tax is okay.

Cut State Aid

Over the opposition of Demo-

crats, the Republican-controlled Legislature passed a budget last week that removes a goodly portion of the State's revenue. New York City loses $1,000,-

000 during the fiscal year as a result. Should the Governor veto the budget, the possibilities are 1) a session longer than the two more weeks now estimated; 2) a special session.

To make up for losses to the City, the Republicans passed bills giving the City the right to control, or to permit, board. The provision therin is under the Board of Education.

A proposal to allow the City to pay as much as 10 per cent from the salaries of teachers—from county and court employees—who receive more than $5,000 a year, was ruled unenforceable. The Judge did not approve the measure as it stood. The proposal appears to allow some $8,000,000 in salaries now being spent.

Board Wins One

The Court of Appeals last week declared a law, which provides that a person on a preferential list be paid the same salary upon reinstatement that he received before joining the City service, applies only to city departments, and not to the Board of Education. The Board, in a case handed down in the Queens Appeal, Board of Education case, has won the right to the payment to a teacher higher than the amount set by the Board of Education, which was lower than his former salary.

You want to have a good chance to sell in the big city, and to get a good job in public service. Graduates of New York School of Civil Service are offered these positions.

** практичес**

Card Test Study "practical". The method of reducing the number of students at the Civil Service Leader's test study, combining former students and new students, greatly increases the number of students who can be properly accommodated. In many cases this improves results even better. The method allows the Leader to divide the students into greater groups, which is an advantage in either case.

L. Marder, C.P.A. 

C.P.A. CONCISE ANSWERS

To 1,000 Law Questions

CIVIL SERVICE LEADER

Job Xchange

If you wish to exchange your present job for another in the Civil Service, send your requests to Exchange Business, Civil Service Leader, 97 Duane St., New York City. Be as specific as possible.

When answering, send letters to appropriate box number, e.g. Exchange Business, Box 12.

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How To Apply For Tests

U. S. citizens may apply to take exams during the period when applications are being received.

For application blanks and further information, write to the Civil Service Commission or to one of the offices:

City Jobs—56 Duane St., West of Broadway.

Post Office Jobs—Room 576, 80 Centre St., corner Worth St.

Civil Service Exam. Dept., 411 Washington St., corner Christopher St.

Unless charged for City and State exams, but not for Federal exams.

Preparation for Your Exams

RENT A WOODSTOCK POSTAL CLERK FOR 3 MONTHS AT A STUDENT RATE OF $5.00

Slight charge for delivery outside Manhattan

Woodstock Typewriter Co., 20 Rockefeller Plaza, C.-5558

 Prepare for Your Exams

CIVIL SERVICE LEADER

EXAMINATION REQUIREMENTS

CITY TESTS

Junior Engineer (Sanitary) Grade 3

Open Competitive

Salary: $3,000, Poo., $3, $3, $3.

Under seven years of age.

Requirements

An engineering degree or graduation from a four-year high school course and five years recent satisfactory practical experience, in sanitary engineering, one year must have been devoted to sanitary engineering work.

Weight

Written; 70; training, experience and personal qualifications, 30.

Personal Property Appraiser

Open Competitive

Salary: $3,800, Poo., $3, $3, $3.

Ten years of age. No personal property to be sold pursuant to execution and levy made under said laws.

Naval Yard Jobs

Open

Twenty-two jobs are open for filling at the Brooklyn Naval Yard for those who have been secured from the Naval Yard, from the Brooklyn Navy Yard, from the naval yard. A full description of the position will be given on application.

College Clerk

Open

Salary: $2,100, Poo., $3, $3.

Personnel for this examination.

Superintendent (Cold Storage Plants)

Open Competitive

Salary: $3,300, Poo., $3, $3.

Five years recent experience as a general supervisor of cold storage plants and the operation of commercial or as a licensed supervisor of such a plant.

Weight

Written; 50; training, experience and personal qualifications, 50.

Watershed Inspector, Grade 2 Promotion

Open only to employees of the Department of Water Supply in the Croton and Catskill divisions.

A separate list will be made for each of these divisions.

Salary: $3,600, Poo., $3.

The written test will be held April 16.

Requirements

Open to all employees of the Department of Water Supply in the Croton and Catskill divisions in the following titles: Labor Class, three years recent satisfactory practical experience in millwork or as a member of a millwork crew, or to the Department of Water Supply in the following titles: Labor Class, three years recent satisfactory practical experience in millwork or as a member of a millwork crew.

Scope of the Exam: To enforce all regulations regarding the inspection of water supply; make reports on any property charging pollution or disease on city land or water and close or restrain in or visitors to watersheds; perform related work for proper maintenance and operation.

Weights

Record and similar, 50; written, 50. A qualifying written test of 30 yards will be given.

District Health Officer

Open

This exam is open to any U.S. citizen, and the New York City residents. The purpose of this exam is to test the examination points that have been made up to the present oil that will be entitled to these positions.

Administrative charges of the activities of the Health Dept. are paid by the Federal Government for the District Health Officer.

The test will cover the laws and regulations for the district, including health education, school hygiene, public health nursing, and vital statistics; supervising activities for the control and prevention of disease, and medical profession; dental profession; medical profession; private health and welfare associations.

An examination points will be given to one or more years of graduate training.

Prepare for Your Exams

U. S. GOVERNMENT JOBS

Start $1260 to $2100 a Year

MEN—WOMEN

Prepare now, for New-York-Brooklyn and vicinity examinations

23,200 U. S. Civil Service Appointments in 1939

Washington, D.C.

Franklin Institute

118 W. 45 St. (near Broadway) N.Y.

To me please the following forms:

(1) A full description of the position to which the applicant applies for appointment.

(2) A copy of illustrated 32 page book titled "How to Get Them!" and "How to Qualify for Them!"

(3) A list of U. S. Civil Service jobs which may result from the examination.

Address

Use this coupon before you miss a write or print plainly.
STATE EXAMS

Filing for all State exams is expected to open on the week of March 18 and close April 11.

Assistant Director of Cancer Division

Division of Cancer Control, Department of Health, 40 State St., Albany; 425-4650. Fee, $45.

Requirements

Graduates from a four-year college or university, or equivalent education, with a minimum of two years in public health. Must have had at least four postgraduate years, two of which were in a senior high school or college class. Experience in a public health field, such as cancer and one year in clinical studies of related cancer cases, is an asset.

Assistant Superintendent of Tuberculosis Nursing Division of Tuberculosis, Department of Health, 81 State St., Albany; 425-6500. Fee, $2. The list will be used for Assistant Director of Nursing.

Requirements

Graduates from a junior high school, or equivalent education. Experience in a public health field, such as cancer and one year in clinical studies of related cancer cases, is an asset.

Head Tuberculosis Hospital Nurse Type B

Department of Health, 81 State St., Albany; 425-6500. Fee, $2. The list will be used for Supervisory Nurse.

Requirements

Graduates from a senior high school, or equivalent education. Experience in a public health field, such as cancer and one year in clinical studies of related cancer cases, is an asset.

Head Tuberculosis Hospital Nurse Type C

Division of Tuberculosis, Department of Health, 81 State St., Albany; 425-6500. Fee, $2. The list will be used for Supervisory Nurse.

Requirements

Graduates from a junior high school, or equivalent education. Experience in a public health field, such as cancer and one year in clinical studies of related cancer cases, is an asset.

Head Tuberculosis Hospital Nurse, Type D

Division of Tuberculosis, Department of Health, 81 State St., Albany; 425-6500. Fee, $2. The list will be used for Supervisory Nurse.

Requirements

Graduates from a junior high school, or equivalent education. Experience in a public health field, such as cancer and one year in clinical studies of related cancer cases, is an asset.

Senior Local Laboratory Technician

Bacteriology

Psychiatric Hospital and Tuberculosis Bureau, Department of Mental Hygiene, 42-500, 82-810, Fee, $1.

Requirements

Either five years experience in practical laboratory work in bacteriology, or three years graduate study in bacteriology and five years experience in practical laboratory work in bacteriology and public health. Candidates must have a thorough knowledge of bacteriology and be able to assist in professional scientific research.

X-Ray Assistant

Therapy

State Institute for the Study of Maladjustment, Department of Mental Hygiene, 42-500, 82-810, Fee, $1.

Requirements

Either five years experience in practical laboratory work in X-ray therapy, or three years graduate study in X-ray therapy and five years experience in practical laboratory work in X-ray therapy. Candidates must have a thorough knowledge of X-ray therapy and be able to assist in professional scientific research.
Background

In February, the members of the House of Representatives of the Constitutional amendment which provided that membership in a retirement system shall not be a condition of employment before July 1, 1940.

The amendment further provided that the benefits of such pension systems c. be computed in such a way as to be equal to the benefits of the former systems, of which there were two in the State. This was the Babcock-Seyler bill which full force in the State since the passage of the bills. The Babcock-Seelye bill which failed.

The bill as passed is divided into two bills as under the provisions of sections 11 and 12, and will become effective at least 45 days after its passage, unless the President assents to it within this time.

The present pension system is divided into two parts. The first part deals with the pension of up to five years of service, the second part with the pension of over five years of service.

The second part, as amended, provides for the establishment of a new pension system, of which 60% of the total cost, and 40% of the total cost, respectively, will be contributed by the State and the Board of Trustees.

The bill does not provide for the retirement of members who have served for less than five years.

The Board of Trustees, which is appointed by the Governor, shall have the power to make rules and regulations for the administration of the pension system.

The bill will be discussed in the following issue. What are your questions? Is any phase of the new pension system obscure to you? Write us in detail.

Pensions to Dependents

Should a fireman die while in service, or after retirement, his immediate dependents—widow, children, parents—shall receive 50% of his salary, but not more than one-third of his salary. This is the minimum benefit, however, won't be less than $600. If a fireman's widow remarries, the benefits are reduced by one-third to the children until they reach 18.

The annual pension can't ever exceed the family's income. If a man is killed in the line of duty, the awards to his dependents are increased by 20%.

To the widow, one-half his salary. To dependents under 16 years of age, or dependent parents, not more than one-half salary.

If the widow dies or remarries, the pension goes to the children.

Loans

A fireman may borrow from the pension fund, up to 60% of the sum he has already paid in. He must, however, have contributed for at least three years before he is eligible to borrow.

If he dies or remarries, he must be able to repay the amount borrowed, in addition 10 per month for each year of service, or after retirement, his immediate dependents—widow, children, parents—shall receive 50% of his salary, but not more than one-third of his salary. This is the minimum benefit, however, won't be less than $600. If a fireman's widow remarries, the benefits are reduced by one-third to the children until they reach 18.

The annual pension can't ever exceed the family's income. If a man is killed in the line of duty, the awards to his dependents are increased by 20%.

To the widow, one-half his salary. To dependents under 16 years of age, or dependent parents, not more than one-half salary.

If the widow dies or remarries, the pension goes to the children.

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Suburban Men! Attention

Next week's issue of The Leader contains a detailed study of what civil service means to your job—your future—your security. This article is a MUST for every suburban worker.
Is the Hatch Act Fair to Civil Service Workers?

Nothing in recent years has caused such a furor in the ranks of civil service employees as the Hatch Act which Congress put into effect last year. The proponents of the Act claim that it prevents "corruption and political domination of the civil service by the political party which holds government and the federal government..."

However, am id all the controversy, that Federal employees — one the independent tsary "just as do the politicians in those with all other citizens?" is the Hatch Act really fair to the civil service employees who were on civil service status.

This statement throws into sharp relief one of the main arguments against such legislation. To put the U. S. Constitution another way, the Hatch Act deprived a large body of federal employees of the freedoms which are enjoyed in the army and navy; yet we find no return. They were deprived of their right to political activity — and it is time not given civil service protection.

The act selected employees to belong to a political club; to attend political meetings; to contribute to political organizations; to vote politics anywhere and with anyone—even enemies of democracy. All of this he does not do as part of an organized partisan political campaign. Classified employees of the federal government have been vention to a partisan activity.

The Hatch Act thus did not eliminate dirty politics from the federal service, but it did by removing the power of the rank and file employees to resist political manipulations of the political appointees.

Here's an Example

The present situation in the Wages- and Hours Enforcement agency is an example. That department, which proceeds according to the merit system almost not under the federal civil service system, is being upset by pressure from the political appointees. It is supposed that the many appointive lower-rank-and-paid workers, who have just begun to get the agents operating efficiently and who also are committed to the career-service merit system, are on the verge of being ousted or forced to resign in order to make room for spoils appointees.

But the agents cannot raise their cists to inform Congress of the pressures of the United States as to what are the others.

The argument that AFL and one is that their own political activity must be limited to casting a ballot once a year or having a private conversation, even if held at home, with a dozen people, might not be as an infringement of the Hatch Act in the private or public world, and that one's personal conversations, even if held in our democracy if these three million or have not been taken the trouble to examine how the Hatch Act actually operates.

I t's a Phony

The hon. Jim McCarthys are absolutely right in saying that their political activity has been limited to casting a ballot once a year or having a private conversation, even if held at home, with a dozen people. They cannot rise their voices to inform Congress of the political pressures of the United States. But the agents cannot raise their voices to inform Congress of the pressures of the political world.

The argument that AFL cannot be committed to the career-service merit system, are on the verge of being ousted or forced to resign in order to make room for spoils appointees. But the agents cannot raise their voices to inform Congress of the pressures of the political world, and that one's personal conversations, even if held at home, with a dozen people, might not be as an infringement of the Hatch Act in the private or public world, and that one's personal conversations, even if held at home, with a dozen people, might not be as an infringement of the Hatch Act in the private or public world.
How to Get A Civil Service Job

by HOWARD P. JONES
State Civil Service Commissioner

What happens after you take a Civil Service Exam?

Why the long wait between exam and appointment?

A noted authority gives you all the facts.

After you have made up your mind to work for the government, have been sufficiently educated, and taken the exam—then a disappointment may come. The paper is usually filled—the long wait begins, but it is still longer than it should be. The Civil Service Commission offers to make the waiting period in federal jobs instead of you. New techniques of giving the exam will be used in the future. Dote not become suspicious and think that favoritism has been introduced to the clerks who type the exam. They do their job with utmost care is taken to safeguard you. For example, when the exam is prepared, the name of the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. The Civil Service Commission certifies three to the public if they pass the exam. The Civil Service Commission will certify three names to the appointment officer for that one position, and the appointment officer may choose anyone of the three, so that you may get the job even though you are not at the top of the list. If there is more than one appointment to be made from the list, the appointing officer, however, will not allow to all appointments for every one he appoints, although this is a common assumption. If he has one hundred clerical appointments to make, the Civil Service Commission will certify one hundred and two names and he can only take two out of the total number.

One thing should be emphasized—throughout the examination process every one is taken to safeguard you. For example, when the exam is prepared, the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. They do their job with utmost care is taken to safeguard you. For example, when the exam is prepared, the name of the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. They do their job with utmost care is taken to safeguard you. For example, when the exam is prepared, the name of the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. They do their job with utmost care is taken to safeguard you. For example, when the exam is prepared, the name of the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. They do their job with utmost care is taken to safeguard you. For example, when the exam is prepared, the name of the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. They do their job with utmost care is taken to safeguard you. For example, when the exam is prepared, the name of the person who writes it and the head of the exam division. Even the clerks who type the exam are not allowed to see the exam. They do their job with utmost care is taken to safeguard you.
Questions, Please?

This department is information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to E. O. D., 9, Civil Service Leader, 97 Duane St., New York City. If space does not allow printing your answers, you will receive your question answered by return mail. State your name and address. Questions for this column receive thorough analysis from a noted Civil Service authority.

E. H. LIOT KAPLAN
Contributing Editor

Labor Class Jobs

L. S.—Labor Class jobs in the State service are filled by competitive examination. No exams are given. Positions in the exempt class are usually filled by appointment. The State Civil Service Department does not keep any list of eligibles for these positions. Each job is filled when a position becomes vacant. Application for this class must be made in writing. The form for application is available from the various offices of the Civil Service Commission.

Veteran Status

A. D.—The status of a veteran whose position is abolished is determined by the Civil Service Commission. It has been determined that the present 200,000 employees want to be considered veterans. The other problems are tough ones. Which of the jobs should be placed in this category? The list should be in alphabetical order and contains names of job holders. It is under consideration for the time the time comes.

Wanted: New Lists

The State has status that titles of open competitive positions are identified with the names of eligibles for these positions. This is done to keep the status up to date. The Commission looks after the positions, and the list is updated as it is needed. If you are interested in the nature and significance of positions, please write to the Commission for a current status of these positions.

Seasonal Jobs

J. P.—Persons appointed from eligible lists for seasonal positions under the jurisdiction of the State Commission are appointed for a fixed term of time. They are reappointed from season to season without re-competitive examination. The term of employment may be renewed for as many reappointments as may be held in the same position. The term of employment may be extended beyond the expiration date of the appointment.

Reclassification

The classification of positions under the Civil Service Commission is determined by the Civil Service Commission. This determination is made in accordance with the Civil Service Law.

Appropriate

The Civil Service Commission is interested in the classification of positions. The classification is intended to provide for the most effective and efficient operation of the Civil Service system. The classification is intended to provide for the most efficient and effective operation of the Civil Service system.

Health Questions Answered

By O. A. Spier, M.D.

Blood Pressure

L.M. In answer to your question on blood pressure, the best means are by proper control of food, tea, coffee, eggs and condiments. Don't overeat. If your blood pressure is very high, it is important to have your blood pressure examined by a physician. If your blood pressure is not too high, it is important to have it checked regularly.

Bleeding

If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. You may be arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job. If you have been arrested for a traffic violation or other offense, you may be dismissed from your job.
DESIGN JOBS OPEN

Chief Tool and Gauge Designer ($2,500)

Principal Tool and Gauge Designer ($2,300)

Tool and Gauge Designer ($2,000)

Requirements

Applicants will be rated on their work experience and their education and training.

Technical Expert in Design and Distribution of Educu tional Publications

O nly e d u c a tio n  o r experience

Museum Curator

Salary: $2,600. Place of employment: Historical Park, National Park Service, U.S. Army, Gettysburg, Pennsylvania, and at the place of employment. The salary is payable at the rate of $2,600.

Chief Tool and Gauge Designer ($2,500)

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U. S. Workers

(Continued from Page 14) By P. T. W.
1940 Civil Service Department

Saturday, March 12, 1940

CIVIL SERVICE LEADER

PAGE FIFTEEN

Deputy Inspector, Deputy Inspector, and Senior Inspector—when making a test on a given machine or tool, the inspector must be capable of handling the machine and insured against damage to equipment during the test. The inspector must be able to interpret the results of the test and prepare a report. The inspector must also be able to suggest improvements in the test setup or methodology.

Requirements

High school graduation or equivalent and successful completion of an examination prescribed by the Commission. The Commission will consider the following:

- Experience: A minimum of 2 years of experience in the field of education or educational statistics, including teaching experience.
- Education: A college degree in educational statistics or related field.
- Professional Certification: Possession of a valid professional certification in educational statistics.

Candidates must meet all requirements in order to be considered for the position. The Commission reserves the right to conduct interviews with candidates to assess their qualifications before making a final decision.

Applicants should submit their resumes and supporting documents to the Commission by May 22. Applicants will be notified of the final decision.

Assistant Communications Operator (Air Operations) Salary: $1,630. File by March 14. For the Grade 4 position, the Commission reserves the right to select an applicant with prior experience in radio communications and related fields. Applicants must also have a valid commercial radio operator's license.

The Commission will consider the following:

- Experience: A minimum of 2 years of experience in radio communications, including experience in radio operation and maintenance.
- Education: A high school diploma or equivalent.
- Physical Requirements: The candidate must be able to operate a radio console and work in a noisy environment.

Applicants should submit their resumes and supporting documents to the Commission by March 14. Applicants will be notified of the final decision.

The Commission is committed to equal opportunity in employment and will consider the qualifications of all applicants without regard to race, color, religion, sex, national origin, age, or disability.

The City of Buffalo's Fire Department is seeking qualified applicants for the position of Assistant Communications Operator (Air Operations). The successful candidate will be responsible for operating radio communication equipment, managing radio traffic, and providing support to fire operations.

Applications should be submitted to the City of Buffalo, Civil Service Commission, 100 Delaware Avenue, Buffalo, New York 14202. The deadline for applications is March 14. The Commission will conduct interviews with selected applicants and make a final decision based on their qualifications.

The City of Buffalo's Fire Department is an equal opportunity employer and welcomes applications from all qualified individuals.

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Municipal Certifications

These May Be Appointed

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<tr>
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<td>62</td>
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<td>Fire Department</td>
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<tr>
<td>Assistant Superintendent of Elections</td>
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Eligible Lists Certified to City Agencies During the Week Ending March 12, 1940

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CIVIL SERVICE LEADER

Tuesday, March 12, 1940

CIVIL SERVICE LEADER

Tuesday, March 12, 1940
Is Your Exam Here?

Below is the latest news of examinations. A number of examinations have been scheduled as soon as they are made known.

OPEN COMPETITIVE

STREAMLINED HOME TRAINING FOR SANITATION PHYSICAL

TRAINING FOR STRENGTH — Get two objects — red bricks, anything; raise your arms up and down from the shoulders. Increase the weight of the objects as your muscles harden. This exercise works wonders for shoulder and arm muscles. Five minutes every morning is ample.

REST your palms on the floor, raise the body upward. Keep your knees stiff, and your feet resting on your toes. Raise and lower yourself ten times every morning.

IN ONE PART of the test, you must suddenly reduce your speed to get around a barrier. Make your own barrier—a pole set across any two objects. Run toward it, then swing right or left. Time yourself to see how your speed improves.

TO PREPARE yourself for the 4 foot 6 inch vaulting box jump, get yourself any old box of about that height, and about 10 inches across the top. Place both hands on the top when going over. Don’t try to hurdle the vault. Instead, when you come to the top of it, land lightly on your toes, then go over the other side.

GET YOURSELF an ash can, practice lifting it. Increase the weight of it as you get more proficient. Don’t try to heave the can over your head. Place one hand underneath, lift it to your knee—then up with it to the shoulder. The can in the exam weighs 120 pounds, but if you can lift that weight, you don’t have to stop there.

THE ENDURANCE test consists of running 150 yards carrying a 50-pound weight in each hand. Start running by carrying as much as is convenient. Increase the weight as your endurance grows. While running, keep the arms straight down, the elbows stiff, the shoulders level.

NOW for the broad jump. The distance has been reduced to 8 feet 6 inches. This isn’t difficult. Spring high, land on one foot, not on both, and bring the body forward on landing. The forward spring enables you to continue running without loss of speed.

Prof. Francis Patrick Wall, of the Physical Education Department of New York University, devised the physical exam which Sanitation Men will take sometime this Spring. Prof. Wall describes a variety of exercises designed to help improve the bodies of all who plan to take the Sanitation Physical.
All organizations which have Civil Service interests are invited to make The Leader's Bulletin Board their official bulletin board for the announcement of meetings, entertainments, campaigns, elections, etc. Send your information by Saturday of each week direct to The Bulletin Board, in care of The Leader.

Follow the Leader
for 8 months — $1
Offer good only this week
Just clip the coupon below and send $1 in certified money order, check or cash to Leader's Bulletin Board. Limit one offer.

LADIES' FUR COATS FOR SALE
Dashing as for years. Batches from $9.50. Styles for men, too. 200 West 42nd Ave., New York City.

AUTO TRIP PLANNING
You're planning to drive this summer? Get our Auto Trip Planning Book free! List your trip—sites to visit, dates, distances, etc. Save time and money. Write for your copy. Leader's Bulletin Board, 237 West 42nd Ave., New York City.

What you need to know about Civil Service — Come in and inquire of the Civil Service Leader's Information Bureau.

IT'S ON THE HOME FRONT
In a country like ours, where every man counts, the efforts of our姑娘 are indispensable. Men and women, from all walks of life, are working hard to ensure our victory. The Bulletin Board, in care of The Leader, offers a platform to share these efforts.

It's a perfect combination as ever seen. Enjoy your favorite performance in an uproarious fashion. The Bulletin Board, in care of The Leader, offers tickets to your preferred show.

The Bulletin Board, in care of The Leader, is here to provide you with the information you need. Whether it's a reminder of your upcoming events or details about a new campaign, we got you covered. Check out our website for more updates.

The Bulletin Board, in care of The Leader, offers a unique design that will surely catch your attention. With its vibrant colors and eye-catching elements, it's a perfect addition to any room. Order yours today and proudly display your passion for the cause.

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Sanitation Men
Add 5% or More to Your Score by Training at Home the Schwartz-Caddell Way

COMPLETE HOME SANITATION PHYSICAL TRAINING COURSE

No Sanitation Man can afford to be without this valuable book, written by Schwartz-Caddell experts. — Here, for the first time in printed form—not mimeographed—is everything you need to know about the coming physical exam.

In this heavily illustrated book you will find:

- Exercises for training the shoulder muscles
- Exercises for building biceps
- Instructions for increasing your endurance
- 12 ways to increase your running speed
- How to lift the 120-pound ash can
- How to climb over an 8-foot wall
- How to lift an 80-pound dumb bell
- Short cuts for overcoming the tough second part of the exam—the Agility Test.

Many photographs and drawings show how you should go about your training scientifically.

THIS BOOK MAY MEAN THE DIFFER-

ENCE BETWEEN SUCCESS AND FAILURE ON THE SANITATION PHYSICAL. IT IS A MUST FOR EVERY SANITATION MAN CAN DIDATE.

And because it is so important, Schwartz-Caddell is making the book available to you at the low price of 50c per copy. Only a limited number will be printed. Don't delay.

Complete Home Sanitation Physical Course

is prepared so that you can carry it with you, read it in your spare moments. It is written in simple, clear language. Everything is explained and illustrated so you can understand it.

USE THIS COUPON FOR YOUR COPY

---

SANITATION MEN: Listen to This!

CAN YOU SPARE $1?

You would spend far more than that to find out whether you're in condition to pass the sanitation physical, wouldn't you?

We have devised a method of finding out how good you are for the various parts of the physical exam:

1. Coordination  
2. Strength  
3. Agility  
4. Endurance

For here's what you get at the famous modern Schwartz-Caddell gym: 2 full hours of special coaching by expert physical trainers—you will take a complete tryout exam, exactly like the one you'll have to take, clocked and graded—with the percentage you have scored on each test; learn how to correct your weakness—a list of suggestions for home training.

THESE SESSIONS BEGIN SUNDAY, MARCH 24. THEY CONTINUE EVERY SUNDAY THEREAFTER UNTIL THE TIME YOU TAKE THE EXAM.

There are five sessions each Sunday, held at the following hours: In the morning, 10:30. In the afternoon: 12:30, 2:30, 4:30, 6:30.

In Justice to Yourself, Mr. Sanitation Man, You Can't Afford to Do Without This Trial Exam—Enroll Today!

You May Use This Coupon to Enroll

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The Schwartz-Caddell School
GYMNASIUM
60-62 EAST 11th STREET
(NEAR BROADWAY) NEW YORK CITY
Phone GRamercy 5-8830
Office and Mental Classes: N. E. Corner 4th Ave. and 13th St.
Phone ALgonquin 4-6169