NEW WARTIME OPPORTUNITIES FOR WOMEN

Civil Service in War: 1st Report

YOUNGSTERS WANTED for Man-Size Jobs

HARDER WORK, LONGER HOURS, MANY TRANSFERS COMING FOR N.Y.C. EMPLOYEES

U.S. Wants Investigators
WASHINGTON—War developments on the Federal employee front:

1. Defense agencies are to get priorities on the services of experienced Federal employees. An official order raising the same will be issued at any moment. Employees who leave their non-defense jobs for positions in defense agencies will be guaranteed their old jobs back, if and when.

2. Leave is being cancelled in some defense agencies . . . not leave is being given, but thousands who had planned to spend Christmas at home will be working at their desks, particularly employees in War, Navy, OPM, and OED.

3. The enormous rate of hiring has accelerated: 200,000 new jobs a week. In fact, each district will have a quota of eligible employees, and such employees must be handed over to the Regional Director's office when they are hired. In case of shortage of eligible employees, the Regional Director will be authorized to hire non-eligible workers for a limited time, but 500,000 non-eligible employees will be the maximum number hired.

4. Shortage are plaguing the War Department. On the last week there was a single available eligible employee in the War Department, and the industrial offices now have a minimum of 4 to 6 hours a week. The War Department is using 70 hours a week, Navy Department 53 hours a week, and Regional offices 40 hours a week, with a large part of the work being handled by clerks.

5. The LEADER has written to the General Service Commission asking them to make the number of eligibles on file in the various states available to the public. The LEADER is following up with the Commissions as well as with the Department, but the District. In fact, each district was given a "quota" of eligibles, and 10 days or until December 18 was given to get 500,000 eligibles on file.

6. The streets become so crowded and traffic conditions so bad in Washington that the hours of Federal employees will be furtively staggered. It's even being proposed that em­ plees in the same order should do their worst as to prevent horrible traffic conditions and to make the most possible use of what office space is available.

7. As the LEADER has written, many hours, almost hourly are now rapidly becoming a reality. The General Service Commission has asked that anyone hired on a minimum 4-hour week, the War Department 70 hours a week, Navy Department 53 hours a week, and Regional offices 40 hours a week, with a large part of the work being handled by clerks.

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9. If the Federal Civil Service employees are paid less than $1,000,000, the savings of $3,000 wouldn't be affected in the present situation.

10. The President has already had the opportunity of discussing with the Secretary of Labor the possibility of reducing the weekly hours of work to 42 hours a week, which is the amount of work the Government can be expected to do during the week.

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CIVIL SERVICE LEADER

Page Three

Tuesday, December 16, 1941

faces a decrease in income and service and pension contributions to the City next year. The economies must be made in every department, he said, in short term debt and partly by aid and cooperation of all employees because they were important to the continued business with the City.

Mr. Dayton offers a variety of suggestions for cutting expenses, including efficient use of materials, substitution of less expensive items than those now used, coordination, curtailing activities which can be curtailed, avoiding the use of materials where there are priorities, no new equipment unless it can save money than it costs, elimination of paper work.

The letter, over the signature of this office and the Mayor, was carried out by the department heads, they said, to the effect that the War, whose official mission is concerned, it is difficult to see how it can accept a budget that does not have a surplus.

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DAYTON TO URGEP HIGHER ROOF ON WELFARE PAY

Though they actually decided on three cases brought before Judge John F. Kiernan of the Federal District Court, they will not be in a position to hand down a decision in the case of John H. Dayton, who was appointed in the West End, in which a new Type 32 roof is to be attached to the present one, an action that will make the building more fire-proof.

The investigation of the case was made by the Federal Government and is expected to take no longer than six months. The decision will be announced by the court.

The shortage in civil service is getting ever greater. Replacements are being made, but the numbers being received are being lowered. Your chances in the next examination are better than ever before.

CIVIL SERVICE EXAMS

Two resolutions of the New York City Civil Service Commission, approved by the Board of Estimate, were approved last week by the State Civil Service Commission.

In the housing problem, the construction of the new building was approved by the Board of Estimate.

The Board of Estimate, in a letter to the Government, has approved the construction of the new building.

The new building will be constructed on the site of the old building, which was destroyed by fire.

MONTÉDIEU INSTITUTE

154 SASSU St.,

DIECASTS

Johnson Altas, 1217

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Two Exams for Conductor
One Is Open Competitive, One Promotion

A promotion examination for conductor was ordered by the Municipal Civil Service Commission.

A letter carriers' examination was ordered to be held on the same day as the open-competitive test for conductor, as ordered by the Commission.

The promotion examination will be open only to employees of the New York City transit system. The letter carriers' examination would be held as a result of the open-competitive conductor test.


definition of a letter carrier in the Fire Department as candidate, according to a decision of the Civil Service Commission.

The list will be published in The LEADER as soon as it is issued.

Full requirements for both the promotion and open-competitive examinations for conductor will be published in The LEADER as soon as they are announced.

LADY BOWLERS

Officers of the newly-organized Ladies Municipal Bowling League, first group of its kind, have just been announced. Mrs. John O'Neill, Public Works; vice-president, Mrs. Charles Uhl, Police; finance, Mrs. Arthur Webster, Public Works; secretary, Mrs. Charles Smith, Public Works; treasurer, Mrs. Mary Cheadle, Citizens' Club; publicist, Mildred Maher, Public Works; program chair, Laura Brown, Docks.

New candidate letter carriers are being issued for positions as street-car operators.

The Civil Service Commission denied the request of Florence E. Johnson for appointment to the position of street-car operator. The Civil Service CommissionCampbell 25.

The promotion examination will be held on the same day as the open-competitive test for conductor, as ordered by the Commission.

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Police Calls

BY MIKE SULLIVAN

News Notes

Rumor has it that retired men will be used in the department to serve for the duration of the emergency. ... Police eligibles, 700 in number, are listed for medical examinations for the 200 appointments to be issued by January. ... Sergeant John D’Arcy, 24, was hit by a stray bullet from a BB gun fired by a man running off the sidewalk. ... The Civil Service Commission demands Justice. L.W. John J. Molloy, head of Brooklyn's famed squad, to take special examination for Sheriff. ... Captain Molloy was in Philadelphia on an important criminal case when the arrest warrants were out. ... Gunner Stone, in same case, was never commanded by General Citron 1940. The new commander-in-chief was the personal choice of his predecessor, genial Bill Gossnian. ... Installa­
tion will be in January. ... Rudolph Lehmann and William H. Ripper as the cops on the regular list. ... And the department has added actual police experience in the submarine service, but each one of them has already received one special training in the Police Academy. In some cases, two or three command­ers were put in charge. 

Increasing the Force

Now that war has been declared, police departments all over the country are increasing force than by de­

ing the need for cops. ... If the need for cops increases, it is especially the force to understand reading passages. Paragraphs on diverse sub­

nets are frequently included as part of the civil service examinations. We shall, therefore, indicate here the several methods by which you can prepare for your reading comprehension. 

Improving Your Reading

If you analyze a paragraph, you’ll find there is a central idea of every one, called a topic sentence, from which all other sentences are developed. You can see that the topic sentence is, at the end of a paragraph. The development of the topic sentence may be elaborated by facts, dates, names, places, actions, or generalizations of what the topic sentence meant, but it is complete lack of all exce­

ture, of listing examples, or of citing causes or results. Whatever the topic sentence is, it is the main point of the paragraph, the main idea, the main point of the whole passage. It is therefore a neces­

sary to understand the main idea of a paragraph which is, perhaps, a glance at the subject matter of the article. The supporting ideas are merely a detailed development of the thought of the topic sentence.

Reading Interpretation

In answering Reading Interpretation questions, you must learn to visualize the central thought of the passage. Reading has been called “the art of inferring from the one to the other. You can immediately "spot" the correct alternative of those offered in the multiple-choice questions. For example, the following Reading passage and question appeared in the 1942 Test of the Civil Service Com­

mission. 

(Reading) "The mind that quickly and fully shuns out foregone thoughts and stimuli, and concentrates on the matter presented, has an edge over the mind that is full of external stimuli. Not only should the vacancies in the Police Department be filled by a study of the possible available personnel, but the department can find an excellent reservoir of trained men already received one month's actual police experience in the submarine service law, they could be tran­sferred right into the Police De­

partment. 

Represents of the special pa­

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vant. ... Representatives of the special pa­

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ALBANY.—The big taxpayer battle that has been going on in the State Department of Taxes and Finance Public Expenditure Surplus,...

WEDNESDAY, DECEMBER 16, 1941

CIVIL SERVICE LEADER

By MORTON YARMON

Women Placed in Important Jobs
In Motor Responsibility Office

ALBANY.—State Tax Commiss-...
Merchant Marine Wants Apprentices, Ages 18 to 23; Patrolling During Training

"Home 130 new merchant ships will be ready for service beginning in the near future. As a result, hundreds of cooks, engineers, cooks and bakery and other skilled workers will be needed. The merchant marine is returning to full strength and a lack of trained men to man these vessels is noted, especially on the east coast." - Dr. Samuel Gettenberg, Dentist

Urge Mayor to Use Prison Guard List

Use of the Prison Guard list during the present emergency was urged on Governor Leisman, Mayor LaGuardia, Civil Service Commissioner Grose, and private employers. The guard list may be used in the event of an emergency to fill the ranks of the merchant marine. An administration official said today that there is a shortage of qualified men in the merchant marine. An administration official said today that there is a shortage of qualified men in the merchant marine.

Job Training Course at Harlem Boys' Club

Twenty-six young men between the ages of 18 and 23 are expected to enroll at the Children's Aid Society's Harlem Boys' Club, 35-47 West 132nd Street, for the Civil Service training course. The course will prepare for examinations for civil service jobs. The course is being given at the club under the administration of the Boy's Clubs of America and the Department of Social Services. All of the courses will be held during the next ten months. For those examinations which demand a physical test, classes will be held in the club gymnasium. Registration for the course will be held in the club gymnasium. Registration for the course will be held on Saturday at 146 East 44th Street, New York City, at 1:30 p.m.

War Needs Money!

It will cost money to defeat Japan, Germany, and Italy. Your Government calls on you to help now. Buy defense bonds or stamps today. Buy every defense bond or stamp you can on a regular basis. Bonds cost as little as 36.75. Stamps come as low as 10 cents. Defense bonds and stamps can be bought at all savings banks, stores, and banks and stamps can also be purchased at all post offices. The Civil Service LEADER urges all Americans to supply your Government with your dollars.

Training in Air Instruments

Although aircraft production is booming, there remains an imperative demand for the operation and repair of aircraft instruments. Planes aloft are not the answer. Aircraft instruments must be produced in greater quantities as they are the "heart and lungs" of the entire aircraft industry. Frank E. Lown, Director of the Aeronautics Department said this morning that the school is accepting applications for a civil service job. The school is located at 101 Lexington Avenue, New York City.

CIVIL SERVICE EMPLOYEES: Watch for coming issues of The Civil Service Leader. More information on your seniority rights, promotions, etc.

pim Pimple Eczema ITCHING

WHY is such a history of eczema, poison ivy and other skin rashes, when there is a simple treatment? Why not try the use of a powerful anti-itching remedy, a preparation which has been used for nearly 50 years? Pim Pimple Eczema ITCHING is a sovereign remedy for skin irritations, redness, itching, and rashes. It is a non-habit forming, non-toxic, non-sensitizing, non-corrosive, non-violent, non-irritating, non-carcinogenic preparation. Pim Pimple Eczema ITCHING is not a skin poison, but a skin cleanser. It is a soothing effect on all skin conditions. Pim Pimple Eczema ITCHING is used in hospitals and clinics throughout the United States. It is sold in pharmacies and drug stores. Pim Pimple Eczema ITCHING is a remedy that has helped millions of people. Try it today.

INFORMATION

The Civil Service LEADER invites your suggestions. If you have any ideas, questions, or comments, please write to us at 101 Lexington Avenue, New York City.

Books to Help You Build Your Future!

- Aircraft Teich Welding
- Aircraft Blueprint Reading
- Aircraft Mechanics
- Aircraft Shear Metal
- Aircraft Propeller
- Elemental Aerodynamics
- Practical Math of Aviation
- Aircraft Engine Maintenance
- Aircraft Maintenance
- Auto Guide
- Wiring Diagram
- Blueprint Reading
- Carpentry and Building
- Diesel Engines
- Electrical Dictionary
- Handy Back Pocket
- Electric Motors
- Machine Tools
- Mechanics
- Wood and Toolsharpening
- Mechanical Drawing and Design
- Millwork
- Marine Engineers
- Marine Engineers' Guide
- Plumbing
- Practical Engineering
- Shipbuilding
- Shipwright's Handbook
- Welding Gas Furnaces
- Owning and Operating
- How to Build Your Own
- Shipping
- Hints for Beginners
- Small Power Boats
- How to Build Your Own
- Small Power Boats
- Yacht
- How to Build Your Own
- Yacht
- How to Build Your Own
- Dr. Arthur Davis

Books for the Home Mechanic

- Pile's Healed
- Ferris Field
- Posts and Pile Relationships
- Pile's Healed
- Examination & Certification
- Pile's Healed
- Availability
- Pile's Healed
- Certification
- Pile's Healed

In addition to the books listed above, the Civil Service LEADER also offers a wide selection of other books and publications on a variety of topics related to the field of civil service. If you have any questions or requests, please contact us at 101 Lexington Avenue, New York City.
Want to Volunteer for Civilian Defense Work?

A Complete Listing of the Vast Variety of Jobs to Be Done

Where to Volunteer

For Civilian Defense Work

Volunteer Opportunities in Municipal Programs

1. Volunteer Opportunities in Civilian Protection Programs.
   - Give air raid warden service.
   - Give emergency service.
   - Serve in medical corps.
   - Serve in rescue squads.
   - Serve in defense organizations.
   - Serve in defense organizations and maintain a control registry.

2. Serve in defense organizations.
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In charge of the Manhattan office is Mrs. Sidney Borg. Jerome 6-9119 and Jerome 6-9068. In charge, Mrs. Lillian M. Lucas, 23-15 Union Hall, 180-82nd Street, MU. 3-7831.

The following opportunities are available for volunteers in non-military service agencies in New York City. For work as an air raid warden or fire auxiliary apply at the nearest police or fire station.

A number of private agencies are doing work in which women may be especially interested. Here's a list:

- American Women's Voluntary Services, 40 East 41st Street, New York City.
- American Red Cross: Manhattan, 315 Lexington Avenue.
- Woman's Auxiliary, 25 Willoughby Street, M. A. 4-5090.
- Women's Division, U.S. Council of Defense, 27 United States, E. 9-6930 and 12-848 6th Avenue, IN. 2-3121; and Staten Island, New York City.
- Women's Auxiliary, Hotel Plaza, 514th Avenue, MU. 0-557.
- United Service Organizations, 2nd Floor, C. 6-4800.
- Woman's Auxiliary, 25 Willoughby Street, M. A. 4-5090.
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Civil Servants in War

We will win this war.

In the winning of it, those of you who work for the government will play a major role. For public service is the first line of civilian defense. Upon you devolves not only the efficient running of the ordinary tasks of government. But more: the people of this nation will look to you for guidance, for aid, for sustenance. You will be called upon to share in the ordinary tasks of government.

You now are the leaders. Civil servants must accept their new role with courage and confidence.

What specifically can you do now—immediately?

You should join one of the volunteer services. There are many tasks to be performed, and somewhere you will find yours, whether it be as air-raid warden or auxiliary fireman or ambulance driver or de- and civilization from the terrors of war.

Both for you and for them, there is plenty of work to be done. Get in there and do it!

The morale of the American people is high, and they will win. The President's injunction to avoid rumor applies first of all to you—because many lay persons might think that your position in public service gives your say-so added weight.

A word to department heads, supervisors, and personnel officers: Your responsibilities are great. You must do everything within your power to keep friction at a minimum. There must be the highest kind of give-and-take relationship between you and the people under you. Into many departments, vast new hordes of employees will be streaming. They must be selected on a democratic basis—merit alone. This is a fight for democracy. And it must be won, by practicing here the theories we are fighting abroad.

Mach will be demanded. Much must be given.

We have a war to win. We will win it.

The LEADER will try to keep you thoroughly informed of everything that affects you as a government employee. Please let us have your help in this task.

Write to us and tell us what problems, what suggestions and criticisms of this war that you'd like to have answered. Give your suggestions for the kind of news you feel you should carry. We'll go to official sources, comb every avenue of information.

Since it is written in the Constitution that "all men are created equal" do you not think the height requirement, even for the "little fellow."?

Height requirements are not arbitrarily set. The height requirement usually has a definite purpose. Of course, it is not short men, nor is it a height hard, but the Civil Service Commission can usually advance strong arguments for it. Height requirements—EDITOR.

Speaking Of Preference

Sirs: Knowing that your paper is published here in New York City, I am writing to you to express my desire to apply for the position of Stenographer in the New York City Department of Taxation and Finance against short men. I am listing the following reasons why I believe that the Commission will give the boys in uniform would appreciate the incentive being included as eligible for such preference in all future examinations they may take.

I am sure the boys will appreciate your having given the matter your consideration. The Civil Service Commission is the people's department of the city and the state.

A CIVILIAN SIDER.

The LEADER is bringing the letter to the attention of the Commission—ED.

Wants Admission To Steno Test

Sirs: The New York City Civil Service Commission has for some time been giving serious consideration to the possibility of taking the Promotion to Stenographer, Grade 2, and by failing to admit this class of applicants for enrollment in the Clerical Department.

The Promotion to Stenographer and Typist, Grade 4, is given twice a year. It is open only to persons in the Clerical Department who have served for not less than three years in Grade 1, and has given the Commissioner's attention.

In September, 1939, the Promotion to Stenographer and Typist, Grade 4, was open to all persons in Grade 3, and had been to the Commissioner's attention.

By filing applications accompanied by fees, these clerical employees in the Clerical Service are able to compete on the same basis as employees in the Civil Service Commission, by the present requirements for admission to such grades.

In the event that the Commissioner's attention is given to the filing fee.

I. REYNOLDS.
Military List

F.B.I.: If the eligible list for patrolman should expire before you are released from the army, you will not be affected, provided that you have notified the Civil Service Commission of the fact that you are in the army. As you will recall, you are entitled to a place on the Civil Service Commission’s payroll, but you will be placed on a special military register which will expire in a period of one year. Applicants on the permanent list will have to be made before any appointments can be made from an eligible list established as a result of a civil examination.

Probationary Period

For Firemen

J.B.: You will have to serve the regular probationary period of six months when you are appointed to the Board of Transportation, as in the case of firemen. The fact that you were in the army will not affect your probationary period. If, however, you had been called up or drafted during your probationary period, you would receive credit for an equivalent portion of your probationary period while in the army. Upon your return to the Board of Transportation, you would not have to finish out your probationary period.

Eligibles May Decline “Appropriate” Job

J.B.: You can accept or decline any job which is offered to you as a result of your place on the eligible list, and you will remain on the list eligible for appointment to any appropriate job offered to you in the Department of Transportation.

Late Application

J.B.: We doubt very much if the Civil Service Commission will accept your application for appointment to probationary period after the date which was announced as the last date. If you apply after the date announced, you must take your chances for appointment in the regular Civil Service competitive examinations. We suggest you check on the dates with the Civil Service Commission and request that your application be accepted, if you wish. Eligibility is based on your timely application only, but do not be hopeful of a favorable action.

Standing on U.S. List

R.D.M.: There is no way of determining your standing on the federal list for applicants, Government Printing Office, as the Civil Service Commission does not have a record of those who apply. However, it is not the policy of the Civil Service Commission to close applications in the event that your position in the federal service is terminated by the government printing office, as the Civil Service Commission will accept your application for appointment to any appropriate job offered to you in the Board of Transportation. Your position in the federal service will be determined by the Department of Transportation, and you may decline the position and request that your application be set aside.

Transfer

A.N.I.: Write to the U.S. Civil Service Commission, Washington, D.C., and request them to transfer your name from the multiple register for appointment in the Department of Transportation to the multiple register for appointment in the Board of Transportation. If you wish to obtain a federal temporary position in New York City, you may decline the temporary position in New York City and request the Board of Transportation to accept your application for appointment to any appropriate job offered to you in the Board of Transportation. You must be on the eligible list for appointment to any appropriate job offered to you in the Board of Transportation, and you must be on the eligible list for appointment to any appropriate job offered to you in the Board of Transportation.

Decision Awaited

On DPU1 List

A proposed delay in establishing the employment requirements on the DPU1 list until the courts have ruled on claims of rejected candidates that they were arbitrarily ruled out is expected to be decided upon in the near future by the Federal Civil Service Commission.
CIVIL SERVICE LEADER

Examination Requirements

City Tests

Open Competitive Examinations

Examinations shall be held at the several centers as follows: 10 A.M. and 2 P.M., New York City, Thursday, January 16, 1941; 10 A.M. and 2 P.M., Brooklyn, Saturday, January 18, 1941; 10 A.M. and 2 P.M., Buffalo, Monday, January 20, 1941. Postmaster's assistants, etc., must be eligibles for the same grade positions at the time of appointment. Requirements are subject to change if necessary. Examination fees are $1.00.

How to Apply for a Test

For City Jobs: Obtain applications at 86 Duane Street, New York City, (9 A.M. to 4 p.m.) or write to the Application Bureau of the Municipal Civil Service Commission at 86 Duane Street and enclose a self-addressed, stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 86 Centre Street, New York City, (9 A.M. to 4 p.m.) or write to the Application Bureau of the Civil Service Commission at 86 Duane Street and enclose a self-addressed, stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For Federal Jobs: Obtain applications from U.S. Civil Service Commission, 611 Washington Street, New York City, (9 A.M. to 4:30 p.m.) in person or by mail. Also available from first and second class post office, Second District.

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

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

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

For City, State and Federal jobs, applications must be filed on or before December 29, 1940.


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State Opens Two Exams for Machine Operators

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Senior Tax Clerk Promotion Among State Lists

U. S. Tests

(Continued from Previous Page)

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Electrical

Senior Electrician, $1,800; electrician, $1,410; apprentice electrician, $1,250.

Requirements

At least one year of journeyman experience in the maintenance repair or operation of electrical equipment in civil engineering work, or in the maintenance repair of electric power systems in the electrical industry.

Basis of Ratings

No written test. Candidates will be ranked in the order of their experience in civil electrical work.

Inspector, General Construction

Senior Inspector, $2,000; inspector, $1,410; assistant inspector, $1,250.

Requirements

At least one year of journeyman experience in the construction or maintenance of buildings or public works under the supervision of civil engineers or other higher ranking officials.

Basis of Ratings

No written test. Candidates will be ranked in the order of their experience in civil construction work.

Assistant Inspector, General Construction

Senior Assistant Inspector, $1,800; assistant inspector, $1,410; apprentice inspector, $1,250.

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No written test. Candidates will be ranked in the order of their experience in civil construction work.

Assistant Inspector, General Construction

Senior Assistant Inspector, $1,800; assistant inspector, $1,410; apprentice inspector, $1,250.

Requirements

At least one year of journeyman experience in the construction or maintenance of buildings or public works under the supervision of civil engineers or other higher ranking officials.

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Progress of the Lists

Here's the latest on the progress of the Hospital Attendant list:

The new list was recently exhausted for men in all zones except with the exception of Harlem Valley State Hospital in New York, which still has a few openings.

As for women, the old list has been exhausted, but the new list is still available. The new list has been certified to 11,297, latest appointment is 10,048. The new list is available for morning and afternoon appointments. The new list has been exhausted in all zones except for Zone Four.

All male and female applicants on the new list have been canvassed, along with all male and female applicants on the old list. In addition, provisional appointments have been made. Here's the story by institutions:

The Civil Service Executive Officers have been notified of the new list and will begin processing the applications.

The Old List

The Civil Service Commission officials have noted very much that the Hospital Attendant list, which was established January 1, 1941, will be exhausted on or about March 1, 1942. In the absence of any indication as to how they feel: We would like many people to take advantage of the new list before it is exhausted. New York City applicants won't take advantage of the new list until it has been exhausted. This is a very low salary and it is difficult to get a job.

The LEADER in "Civil Service"

For Banquets, Luncheons, Dances, Teas, etc.

Prime requisites for the unfair amount of our salaries are proper setting and flawless service.

Here at the Henry Hudson Hotel, we pride ourselves on our arrangements. We have a large number of arrangements and we are able to provide the best service for our clients. We have a variety of packages to choose from and we will be able to provide the best service for your event.

The Henry Hudson Hotel will be the scene of your next party and we will be able to provide the best service for your event.

The Banquet Manager will gladly arrange for the best arrangements, to include the best arrangements possible for your event.

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Bargain Buyers For Civil Service Readers

By WILL BENNETT

Alabaster

Some of the earliest known civilizations, the alabaster has been used by man as a decorative stone. Bec- cause of its smoothness and ease of carving, Colorado Alabaster stands out today as a material which is both functional and beautiful. Demand for this material continues to rise, but adds a touch of warmth to the room. All homes are

Tour Requirements — Dress Suit and White Glove — Individual Attention

Alanclif Gat & Service Station

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72-10 RIDGE BOULEVARD

STORCH MARVEL STORES

60% HYDRAULIC BRAKES

C I.O TH K S F O R

LEASE A S H A R E, T H E A T E R M A N

Wants Your Business

ALABASTER

For That Formal Occasion

JAMES R. WHITTON

DUBLIN'S TUXEDOS

DANCING INSTRUCTION

For prompt—no tip—delivery

GUITAR

RINGSTON AVE.

Wine & Liquor Co., Inc.

KINGS...&...CO.

CERTIFICATE OF AUTHENTICATION or YOUR MONEY BACK

J. EVERETT WIEHE INSURERS

INSURANCE

J. EVERETT WIEHE INSURERS

INSURANCE

EVERYTHING FREE OF TAX

EVENING UNTIL CHRISTMAS

CARPET CLEANERS, VACUUM APPLIANCES, ELECTRICAL APPLIANCES, FURNITURE

BENCO-FORMAN SALES CO., INC.

5-9 P.M. (25.00

00).00

P R O T E C T E D

T H A T ' S

O R G A N I Z E !

INEXPENSIVE

DANCING INSTRUCTION

FOR BOYS AND GIRLS FROM

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Your Chances for Appointment

**IMPORTANT: PLEASE READ THIS**

The highest numbers certified in New York City are listed for permanent, temporary, and indefinite positions at various salary ranges. The first column contains the number of names certified. The second column lists the position held. The third column gives the number of applicants (also certified) who were considered. The fourth column shows the status of the applicant. The fifth column shows the number of temporary or indefinite positions. The fifth column shows the number of permanent positions. The fifth column shows the number of temporary, permanent, or indefinite positions. The fifth column shows the number of applicants certified.

### List of Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Number Certified</th>
<th>Status</th>
<th>Number of Applicants</th>
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</thead>
<tbody>
<tr>
<td>Junior Administrator, Grade A</td>
<td>1,230</td>
<td>Permanent</td>
<td>1,230</td>
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<tr>
<td>Junior Administrator, Grade B</td>
<td>1,230</td>
<td>Permanent</td>
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<td>Junior Administrator, Grade C</td>
<td>1,230</td>
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<td>Junior Administrator, Grade D</td>
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<td>Junior Administrator, Grade E</td>
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<td>Junior Administrator, Grade F</td>
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<td>Junior Administrator, Grade G</td>
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<td>Junior Administrator, Grade H</td>
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<td>Junior Administrator, Grade I</td>
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</table>

### Additional Information

- The Civil Service Commission does not issue appointment letters when they are not certified.
- If your number is not in the number reached on your list, you may not have been selected. The program is subject to change. The number to which you were certified will notify you when you are about to be reached for appointment.

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**CIVIL SERVICE NEWS**

**TUESDAY, DECEMBER 16, 1941**

**WINS**

**Monday Thru Saturday**

- **7:00 A.M.** Continuous bulletin
- **8:30 A.M.** Monday, 8:30 A.M.
- **9:45 A.M.** Monday, 9:45 A.M.
- **12 NOON** Monday, 12 Noon
- **2:00 P.M.** Monday, 2:00 P.M.
- **3:00 P.M.** Monday, 3:00 P.M.
- **4:45 P.M.** Monday, 4:45 P.M.

**AND**

**CIVIL SERVICE NEWS**

**TUESDAY**

8:15 A.M.

1000 "On Your Dial"

**W W R L**

**1600 KILOCYCLES**

**ON THE AIR!**

**THE CIVIL SERVICE LEADER**

**WITH THE DAILY CIVIL SERVICE NEWS**

**DAILY OVER WWRL**

**1600 KILOCYCLES**

**TUNE IN:**

"THE HOUSE HUNTER"

**MONDAY, THRU FRIDAY**

9:15 - 9:30 A.M.

**A GUIDE FOR THE APARTMENT HUNTER AND HOME BUYER**

**LISTEN TO THE LEADER WWRL—1600-Kc.**

**MON., TUES., THURS.,**

**FRI., SAT., SUN.**

10:10 P.M.

**WEDNESDAY, 9:55 P.M.**

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**TRAVEL BY CAR**

**MIAMI $10.00**

Meet and have Expensive Air Fares

All 5th Ave., at 48th St., Va. 8-6460

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**WELFARE NEWS**

Sokol Heads

Air-Raid Set-up

Phil Sokol, Resources Division Director, has designated Co-director of Air-Raid Defense for the Welfare Department. The department last week issued instructions to the staff on air raid.

Chilternchatter

A cheer for Johnny Quinn and Eddie O'Leary, who scored high on the new fire test; it's a clever stunt for Harry Levine, newly assigned to the D.O. A. Sylvia Semler and Susan Langlois are the instructors of a Red Cross Knitting group on the eighth floor. Baby clothes and sweaters are being turned out in an end-of-year program. Miss Maloney is teaching Jeannette and Mac Casandra of Room 6 and Laura Liebman, secretary to Mr. Rozman, for a winter vacation. . . . Hilding Spangenberg. Reets noted in connection with one of thevacancies.

Jeanette and Susan Lanipitelli are in charge of the Weavers' Group on the eighth floor. Two of the sixteen groups in the building are being purged out in an end-of-year program.

---

**NEW YORK CITY HOTELS**

**NEW YORK CITY HOTELS**

**HOTEL BRISTOL**

**152 W. 48th St.**

**129 W. 48th St.**

**10:10 P.M.**

**WEDNESDAY, 9:55 P.M.**
Stage News

Gus, opens at the Playhouse. Ed Boothe's "A Happy Marriage," according to Gilbert Miller who holds the production rights...

Films of the Week

"THE MEN IN HER LIFE," a Columbia picture presented at the New York Strand Theatre, starring Luise Rainer, the lady of the memorable classic, "The Good Earth," a period drama about the middle 1920's, with a boring script and performed by a cast of lesser talents.

The Music Hall Stage is another spectacle of music and dance wall with "Do You Remember?"

"BIRTH OF THE BLUES," Bing Crosby's new Paramount picture, with the direction of Victor Schertzinger, at the Paramount Theatre, is first-class entertainment and sure to please the Crosby fans for its own sake and blue rhythm all the time at the same time.

The story is set in New Orleans at the turn of the century, and depicts young Jeff Lambert captivated by the white hand that played that type of music, and as the plot thickens, he finds that he has a chance to sing such popular numbers as "Melancholy Baby," "Wait 'Til the Sun Shines, Nellie," (with Marjorie Reynolds) "The Birthday of the Shivery Moon," and "Mary, Mary." No, this is no accident or a teaming worthy of the casting directors "Dawn Waltz" and "Little Carolyn Lee around out the cast very efficiently.

On the stage, Gurin Tucker's hand covers a wonderful enchantment. Clever, lighted musical notes are used in such a novel fashion as "Here We Baked," "Here We Baked," "The Sneeze," and a second act consisting of "Dawn Waltz" and "The Valentine." The music is fine; the script is also so that we can make a date to see "Blues the Next Time They're Around." "BLUES IN THE NIGHT," a Warner Bros. picture at the New York Strand Theatre.

Nite Life

The Clubs and Hotels are planning to celebrate this New Year's Eve with a variety of festivities and feats. Here are some early prices for New Year's Eve. More information about the parties can be found by calling the hotels listed below.

COUNT BASIE, AND HIS ORCHESTRA

HATTIE MCDANIEL

STAND

BROADWAY AND 47 ST. N.Y. 9-9280

Movie Notes

Special Investigations has almost gotten in the headlines by reason of her Colleen's transition to the Virginia Islands... James Pius of the New York Sun is the chief editor of the Virginia Islands... "The Vanishing Virginian... "You're in the Army New..." Jimmy Durante and Paul Moran, will be the next featured attraction at the New York Strand Theatre.

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BROADWAY AND 47 ST. N.Y. 9-9280

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Helen Hayes, Albert Maltz, and Marion Hutton are producing a new play about sports, "The Bodyguards"... Anatole Litvak directed the picture... The story deals with the strange rhythms of the Mid-silver Moon... Mary Martin of the State Guard and they will turn in fine performances.

"SKYLARK," at the Plymouth Paramount, starring Claudette Colbert, Ray Milland, and Brian Aherne are starring in "Big Brother," a new screen romance, at the Brooklyn Paramount Theatre... Helen Hayes, Albert Maltz, and Marion Hutton are producing a new play about sports, "The Bodyguards"... Anatole Litvak directed the picture... The story deals with the strange rhythms of the Mid-silver Moon... Mary Martin of the State Guard and they will turn in fine performances.

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CIVIL SERVICE LEADER
Return to home

Wartime Opportunities for Women

Women may expect to hold down such positions as...

- messengers
- trolley car conductors
- inspectors of materials and products

The ABC of Defense Jobs
Whether Women Are Occupying

Administrative service officials:
- General service trainee
- Air mail clerk
- Air mail messenger
- Air mail trainee
- City messenger
- Telegraph messenger

Technical service officials:
- Description
- Signaller
- Trolley car conductor
- Telephone operator
- Switchboard operator

Transportation service officials:
- Description
- Railroad brakeman
- Railroad trainman
- Railroad conductor

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