U. S. Tests Now Open

PRINTING APPRENTICE, EDITOR, JR. STENO (MALE), ELECTRICIAN

Practical Study Helps for

POLICE SERGEANT EXAM
Test May Be Held in Two Sessions

Complete Eligible Lists
For MAINTAINER'S HELPER-GROUPS C, D

POSTAL CLERK-CARRIER LIST EXTENDED

BOOKKEEPER PROMOTION EXAM COMING

STATE TROOPER PHYSICAL TESTS BEGIN

SANITATION DEPT. ASKS FOR MORE MEN

Future U. S. Non-Defense Exams
Include FILE CLERK, STATISTICAL CLERK, P. O. JOBS
Bookkeeper Promotion Exam Coming

A city-wide promotion test to the position of Senior Bookkeeper, Grade 1, will be announced early next month by the Municipal Civil Service Commission. The test is for promotion to Senior Bookkeeper and promotion in Accountant, Gr. 2.

Originally the Commission had ordered these exams as departmental promotions for the Board of Transportation. In canceling the departmental promotion exams and ordering city-wide ones, the Commission is following its general policy of making the promotion basis as wide as possible in the city service.

Full requirements, filing dates and other information will be published in The Leader as soon as they are announced by the Commission.

Two Promotion Tests Ordered

Two new city-wide promotion examinations were ordered last week by the Municipal Civil Service Commission. The tests are for promotion to Senior Bookkeeper and promotion in Accountant, Gr. 2.

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Procedure of Handling Sergeant Applications

Though the exam for Sergeant was announced last week and the application period opened on Tuesday, February 4, no applications are being accepted for this test. This situation was brought about by the lack of development of patience, which are expected to file for the test—the largest ever held for members of the force. Police officials expect that between 10,000 and 13,000 will take the exam.

A procedure for handling the application was agreed upon by the Police Department and the Municipal Civil Service Commission last week. This procedure was instructed to send in a list showing the number of men from each precinct who intended to apply for the exam. The Police Department is now sending out application blanks together with envelopes addressed to the Civil Service Commission. These will be individually filled in and mailed to the Commission.

Date for Test Uncertain

There are no current lists for filing for the test. The exam, for which the filing will open some time this spring, is fast approaching a form where it will be possible to describe it precisely.

Last week, Professor Francis F. Wall, who is conducting the exam, conferred at length with First Deputy Fire Commissioner McKinney and with medical men in the department.

The purpose of the conference was to determine what type of man is best fitted to be Fireman for the city. The final decision on physical qualif-

Strong, Tough Men for Fire Dept.

Prof. Wall Confers With Fire Chiefs on Coming Test

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The purpose of the conference was to determine what type of man is best fitted to be Fireman for the city. The final decision on physical qualifications that are most necessary is fire-fight.

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Sanitation Boys Make Bid for Conductor Jobs

Asserting that the bulk of the unemployed and underemployed of the New York City transit-system workers are married, the Sanitation Department is planning to set up several athletic teams, and to compete with the other eligible employees, but for the department as a whole. The main point of the suggestion is that the Sanitation Department remains in doubt, and that the potential of the position is less certain than in the transit system.

Draftsman Promotion

The next and final round in a long battle for part-time and temporary employees is being planned by the Civil Service Commission. The selection process is ongoing, and the selection list will be determined by the Commission. The selection will be made on a competitive basis, and will be open to all eligible employees.

Imported Employees

The Male Telephone Operators, who are called for a practical test on the telephone, will be paid for the day. The test will be held on Monday, February 12, at 8 p.m. The exam will be held at the Civil Service Commission. The exam is open to all eligible employees, and will be held on a competitive basis.

P.O. Eligibles

A candidate who fails a practical test will be disqualified. The Civil Service Commission will conduct the practical test. The test will be held at the Civil Service Commission.

Draftsman Promotion

The exam is for Assistant Engineers (Dealers, Engineers, and Supervisors) for the period of July 1, 1940, to June 30, 1941. The exam is open to all eligible employees, and will be held on a competitive basis.

In a letter to Commissioner Wilson, the telephone operators stated that they were not interested in the position. The operators stated that they would like to be considered for the position, but that they were not interested in the position. The operators stated that they would like to be considered for the position, but that they were not interested in the position.

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Hospital Attendant Draftees
They May Be Placed on Separate List

So many eligibles on the Hospital Attendant list are either already in the army or about to be called that the State Civil Service Commission is seriously considering establishing a separate list for hospital attendants. A study of zone 4 (taking in New York City, Long Island, and Westchester and Rockland counties) revealed that the problem is particularly acute, such a list would be set up as soon as possible.

Under the proposed scheme, an eligible may have his certification suspended during the period he is in the army, then be released from suspension on the list as soon as he returns. The status of the present list will be exhausted before a year is up, so the eligibles provide no guarantee of the rights of eligibles returning from service. Both of these are unlikely.

Eligibles are now being urged to notify the district office of the Commission in New York City if they are called to the army, so that they will be placed right back on the list. Standing Lists

HINTS FOR HOSPITAL ATTENDANTS

When You Come Up Against Medical Test (Concluded)

Here are the remaining all-marks which may disqualify a Hospital Attendant eligible even after he has been certified. A physician will be best able to say whether the aliment can be cured, so the first step for an eligible is to undergo a thoroughgoing examination immediately. The causes of all aliment were discussed in the past two issues.

Swollen Joints

Many cases of swelleds joints are caused by improper diet. The causes must first be removed. A physician must be consulted. If the swollen joint is due to an injury, the swelling may grow down to a few days. Unusual causes of joints can be cured in a short time.

Teeth

If your teeth are in poor condition or decayed or if you are afflicted with gums (a form of swelling) you must be examined by a specialist. Excellent remedies have recently been discovered for pyorrhea and gingivitis where the condition is not too far advanced. Decayed teeth should be repaired or removed. Cautions should be taken at once. At any event, see your dentist for the matter before taking the medical test.

Venerous Diseases

Cases of syphilis and gonorrhea are the two most common types. Syphilis usually requires lengthy treatment, depending on the case and the nature of the disease. If it is discovered in its early stage, syphilis can be cured in a few months. In this period may be a few days if a newly-found treatment proves effective. If the disease is in its late stage, even after you are certified, you will be rejected. Syphilis may be identified by a change in the color of the gonial organs.

Gonorrhoea is more difficult to discover. Any suspicious discharge can cause a more extensive examination. The disease takes three to six months to cure, depending on the type, and the modern treatment takes a long time. Other methods of treatment take a long time.

Enlarged or Underweight

These conditions must be corrected by diet, exercise, and in some cases the use of gland medicines.

Study Material for Clerks

(Exclusive)

Last week the Lenox revealed that the Open Competitive tests for Clerk, Junior and Assistant Stenographer, and Junior and Assistant Typist will probably be held this May for the Junior, Assistant, and Senior Clerk examination. As preparation for these tests, the Lenox will publish study material regularly. Below is the test for the Junior Clerk examination.

Test One—Junior Clerk Only

Directions: Read each of the following problems carefully and work out the solution.

1. Add 2,434 to 1,873 and subtract 721.

2. Divide 1,582 by 7 and multiply the result by 9.

3. Subtract 1,268 from 3,456 and divide the result by 5.

4. Did you leave the dictaphone on after dictating your report?

5. The convention was held in May. How many months are left in the year?

6. How much is 10 percent of $100?

7. It is difficult to understand these problems. Can you help me?

8. The competitors received these exercises in the form of a written examination and one in oral examination. With the judges.

9. The firm asked us to find a young man to attend a practical demonstration in science.

10. The firm hired the secretary, the treasurer, and myself to fill the clerk's position.

11. One of the executors frequently rode the bicycle to the office.

12. That coauthor serves the best coffee we have ever drunk.

13. He desires to be promoted as much as his.

14. To abuse a privilege is an indication of poor judgment.

15. If that car was mine, I would sell it.

16. The reason radios are so popular is because they provide entertainment at low cost.

17. Mr. Jones asked me, "Have you seen the mailing list?"

18. He frequently traveled by plane, but he preferred to drive.

19. He is not likely to succeed in practical affairs, for he is too much an imaginary person.

20. He will do whatever you require.

21. Having met her once before, she easily recognized me.

22. Several persons tried to sell me their shoes, but he didn't. His voice was perfectly clear.

23. Give the letter to whoever calls for it.

24. More and more questions next week.

The Lenox urges prospective candidates for these tests not to contact the State Civil Service Commission at this time, as no definite details are yet available.

These Lists Die

The following State lists will expire this week:

Open Competitive
February 15—Assistant Director of Nursing, Department of Health, City of Rochester.
February 17—Chief Clerk, Probation Department, Niagara County.
February 20—Senior Estate Tax Surrogate Clerk, Queens County.

February 14—Assistant Land and Water Conservator, New York City.
February 17—Senior Engineer, Division of Engineering and Public Works, City of Rochester.
February 21—Case Supervisor Old Age Security, Department of Public Welfare, City of Utica.
February 21—Deputy Chief Probation Officer, Probation Department, Court of General Sessions, New York County.
February 27—Motor Fuel Tax Examiner, Motor Fuel Tax Bureau, Department of Taxation and Finance.
February 27—Senior Stenographer, Westchester County, Department of Social Welfare.
February 27—County Clerk, Grade 4, County Clerk's Office, Richmond County.

Future State Tests

The State lists that now call for applications from the departments and institutions interested in filling the quota of the State Civil Service Commission before the final date. The classifications of the list are being advertised in the newspapers for the next 3 days are as follows:

February 12—Labor Department, Assistant Chief, Bureaus of Labor, New York District.
February 20—Division, Assistant, Senior and Junior Examiners.
Assistant Examiners of Foremen and Producers, State Public Authority, and Department of Labor.
February 20—Division, Assistant, Senior and Junior Examiners.
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February 20—Division, Assistant, Senior and Junior Examiners.
Assistant Examiners of Foremen and Producers, State Public Authority, and Department of Labor.
Who Gets Sentinorly?  Tiles Cases Is Complicated Matter

As last week, Supreme Court Justice Peter Schenck ordered a trial of the issues of fact, and the case was remanded for further consideration.

The tiles cases--two.

The first was McSpadden v. United States, and the second was United States v. Moe. Both were decided by the Court in the same opinion.

Justice Schenck, in his opinion, stated that the cases were not only important but necessary to the proper administration of the law.

The cases concerned the question whether a person who has been arrested and held in custody without an order from a judge is entitled to be promptly advised of the charges against him.

In the first case, the petitioner, a man named McSpadden, had been arrested and held in custody without an order from a judge.

He was not informed of the charges against him, and he was not given an opportunity to consult with an attorney.

Justice Schenck said that this was a violation of the petitioner's rights under the Fourth and Fifth Amendments to the Constitution.

He held that the petitioner was entitled to be promptly advised of the charges against him and to have an opportunity to consult with an attorney before being held in custody.

The Court remanded the case for further consideration.

In the second case, the petitioner, a man named Moe, had been arrested and held in custody without an order from a judge.

He was not informed of the charges against him, and he was not given an opportunity to consult with an attorney.

Justice Schenck said that this was a violation of the petitioner's rights under the Fourth and Fifth Amendments to the Constitution.

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Letters

State vs. Local Commissions

Even from the story on the File Commission in last week's Leader, it seems that a battle is coming between thefile the Civil Service Commission over who should administer the State. These parts of the State where there is no merit system today. I suppose that the principal subject about the State are in favor of county administration, but I put in a word for the State Commission, gathered from reading The Leader and from some experience with its work.

We wrote the Civil Service law in New York State for over 40 years. Yet, in only recent years that we have had really efficient administration, which is why we have the most progressive state in the Union as a result. We are in favor of county administration, but I put in a word for the State Commission, gathered from reading The Leader and from some experience with its work.

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City cops can retire after 20 or 25 years, according to the bills passed this week of bills presented by Senator William These measures amend the State retirement act to per-

The program has worked with complete satisfaction, and the police have been outstanding in their service to the people. They have been sent to the homes of the sick, and to the localities where there have been riots, to bring both forth volun-

We would all be horrified even were they from the proposal.

Big Batch of Retirements

Wives of Police Officers also retired April 1. That's the name of a batch of both men and women who have retired during the year. The annual pension increment of $100 a year becomes effective for men who have served over 20 or 25 years, depending on which pension plan they had.

The police officers who retired during the last year served, up to a period of 10 years, beyond the minimum retirement age, are entitled to $50 above their regular pension. They are given a $100 a month for the first six months.

The plus of Retirements

Hospital Attendants are an im-

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The next meeting of the Police Officers' Association will be held in the Plaza Hotel, 253 West 47th Street, Manhattan, on Monday at 8 p.m.

CIVIL EMPLOYEES TAX SERVICE

MUST FILE INCOME AND DEFENSE TAXES THIS YEAR

MUST FILE INCOME AND DEFENSE TAXES THIS YEAR

THEY ARE NOTARIZE and HIRE your U. S. income tax return for the

COOL BUSINESS

COOL BUSINESS

Physical Ailments

The relation of physical ailments to crime has long been a subject of discussion, and the fact that they are very prevalent in the police force, has been noted. And having admitted that, it should immediately be said that the police force is not the only one in the city that has these ailments.

With very few exceptions on the police force, there have been some with no physical ailments at all, but with many there have been. And it is through the police force that they are/were able to carry on their duties.

There have been one batch of appointments to the force in the last 20 years, and some dates, resignations, and promotions and other causes have been responsible for these.

There may be a very large number of officers in the police force, but there have been very few cases of mental illness.

COOL BUSINESS

COOL BUSINESS

There have been some cases of mental illness, but there have been very few cases of mental illness.

Some of the police officers have had mental illness, but there have been very few cases of mental illness.

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Some of the police officers have had mental illness, but there have been very few cases of mental illness.
Teachers Come Out For Doctors

"If the young physician or dentist fails to improve his skill, he may have his license revoked," said the Joint Committee of Teachers Organization and Doctors of Indiana.

Contrasting the present session with the former promotion systems, the Joint Committee spokesmen said the Board of Education, Health, doctors and dentists devoted their careers to the work of the school children. They have learned to co-operate with teachers as part of their specialized jobs.

Another advantage, Weinberg told the committee, was that permanently employed doctors and dentists were free to develop the full potential of school public health.

They compared the cost of education in their day to present day costs. A New York teacher was paid $2,200 a year, in 1930's dollars. They become skilled in the psychology and physiology of children.

The intended separation of public service becomes more acute. The Joint Committee of Teachers Organization and Doctors of Indiana was requested by Assistant Superintendent of Health, doctors and dentists to improve their services of doctors and dentists in the education system.

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Vocational Courses

Free night courses in Federal service will be given at Theodore Roosevelt Municipal Building, 180 Duane Street, New York City, if space does not prevent your answering the Week.

The U.S. Civil Service Commission, in the person of Assistant Commissioner for Vocational Education, Mr. Martin W. Karp, will explain the merit system as it applies to public service jobs.

"Achievement Profile"

New York teachers may be hearing more about a plan being tried in the Indianapolis school system. The Indianapolis school system, for the most part, be young men and women who have been trained along many lines to fit themselves for a successful future. Last year, job opportunities for these young men and women were requested by Assistant Superintendent of Health, doctors and dentists to improve their services of doctors and dentists in the education system.

Doctors and dentists devoted their careers to the work of the school children, the Joint Committee spokesmen said. They have learned to co-operate with teachers as part of their specialized jobs.

Although this year's budget shows a saving of $9,000,000, and the proposal repeal of the emergency income tax, the old enemies of public education appear at every hearing making the same requests.

The enemies of public education fail to say that living costs then and now are vastly different. There are other enemies of public education, but fail to mention the national emergency became acute. The Joint Committee spokesmen said the Board of Education, Health, doctors and dentists devoted their careers to the work of the school children. They have learned to co-operate with teachers as part of their specialized jobs.

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Complete Lists: Maintainer's Helper, C and D

### MAINTAINER'S HELPER, GROUP C (ALL DIVISIONS)

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### SPECIAL OFFER

Eligibles on this week's lists for Maintainer's Helper, Groups C and D are entitled to the special subscription rate of $1 a year. The regular price is $2. Send check, cashier's order or money order immediately with name, address and ranking to CIVIL SERVICE LEADER, 75 Duane Street, New York City.

(Continued on Page 10)
<table>
<thead>
<tr>
<th>Name</th>
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<td>John C. Doolittle</td>
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New State Eligible Lists

ASSISTANT CLERK, ALBANY OFFICE, DEPARTMENT OF EDUCATION
(Prenticed)
1. F. Hunter, 79.52.
2. James M. Burden, 80.00.
3. Homer P. Ayers, 76.46.
4. Fred C. Harnsberger, 73.76.
5. Don H. Baker, 73.76.
6. Louis H. Slater, 73.76.
7. Louis M. Noonan, 73.68.
8. John W. Hinch, 73.68.
9. Daniel L. Meissner, 73.68.
10. Harry C. Emery, 73.68.
11. Reuben H. Taft, 73.68.
12. Ellis J. Waddell, 73.68.
13. Charles J. Lauer, 73.68.
14. Robert J. Camp, 73.68.
15. Harry W. Maguire, 73.68.
16. John J. Gatto, 73.68.
17. Henry T. Mead, 73.68.
18. John M. Connelly, 73.68.
19. George W. Heider, 73.68.
20. John H. Quinlan, 73.68.
21. Robert J. Porter, 73.68.
22. John H. Kaiser, 73.68.
23. John A. Tompkins, 73.68.
24. Harry L. Brooks, 73.68.
25. John W. Morrisey, 73.68.
26. John W. Flowers, 73.68.
27. John J. O'Brien, 73.68.
28. John W. O'Connell, 73.68.
29. John W. Murphy, 73.68.
30. John W. Sheehan, 73.68.

GAME PROCTOR, FRANKLIN COUNTY
(Open Competitive)
1. Louise G. Platnick, 82.40.
2. Ethel J. Byrne, 82.40.
3. Mary A. Sarcone, 82.02.
5. Wm. J. Maloney, 82.85.
6. Robert D. McCorkle, 82.85.
8. John J. O'Connor, 82.00.

GAME PROCTOR, LEWIS COUNTY
(Open Competitive)
2. Cap. W. Young, 86.50.

STENOGRAFERS, RONONODA COUNTY, DEPARTMENT OF PUBLIC WELFARE
(Open Competitive)
1. Kathleen T. O'Mara, 77.60.
2. Kathleen T. O'Mara, 77.60.
3. Kathleen T. O'Mara, 77.60.
4. Kathleen T. O'Mara, 77.60.
5. Kathleen T. O'Mara, 77.60.

ASSISTANT CLERK, STATE FUND, DEPARTMENT OF LABOR
(Prenticed)

ASSISTANT CLERK, STATE FUND, DEPARTMENT OF LABOR
(Prenticed)
1. John J. Freckle, 85.00.
2. John J. Freckle, 85.00.
5. John J. Freckle, 85.00.

Candidates for the coming Fiemen Exam! THE LEADER is preparing an expert book on the exam which will be announced shortly. Reserve your copy now.

Only 11. Send year order to the Civil Service Leader, 72 Duane St., N. Y. C.
**Examination Requirements**

**City Tests**

<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Sergeant Police Department</td>
<td>Open to all permanent employees of the Police Department of the City of New York.</td>
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</tbody>
</table>
Civil Service Leader

Page 11

Tuesday, February 11, 1941

The number of vacancies at Rockland County is 6.

Requirements

To receive appointment, applicants must have had at least 100 watts power output; 2) one year of graduate study successfully completed; 3) a continuous discharge book or certificate of identification is necessary. Maximum age, 53 years.

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Sanitation Benevolent
Plans Important Meeting

The Sanitation Benevolent Association has scheduled an important meeting when its officers call "the most important meeting of the year." During February and the first week of March, and the place is Three Square Hotel, 45th Street and 8th Avenue, New York City.

He points out that dues are required "to continue the work we have under- taken," and that none of the Benevolent officers receive any salary.

B’klyn Sanitation
Men Hear Report

The Brooklyn Sanitation Men’s Benevolent Association of the Department of Sanitation, held its regular monthly meeting at its headquar ters, 88 Court Street, Brooklyn, on Wednesday, January 28. A rep ort on the progress of the Benevolent for the month of December was submitted by Anthony Gre gove, president, and Parish Robert, vice president. Two deaths benefits of members were also awarded.

Friday Meeting For
Attendant Messengers

The Attendant-Messenger eligible group will meet Friday, February 14, at 4 p.m., at the Hudson Park Library, 10 West 24th Street. All eligibles have been invited to attend the meeting.

BIDS AND PROPOSALS

NEW YORK STATE SCHOOL FOR WAYWARD, STRAY AND HOMELESS CHILDREN, RALEIGH, N. C., desires to have bids made on Public Work Supply. Details of the work, the amount to be expended and the time for the award of contract are included in the Notice. A copy of the Notice will be furnished on request to all who will send a self-addressed, stamped return envelope to the Secretary of the Board of Trustees, Bangor, Me., or to the Secretary, Board of Trustees, New York State School for Wayward, Stray and Homeless Children, Raleigh, N. C., not later than January 20, 1941.

Applications from those with only 2 years of experience will be accepted and may be certified for appointment in grade, but will be placed in the probationary class and will be required to pass the regular competitive examination after a period of 1 year, unless their special experience is of a superior nature, as determined by the Civil Service Commission.

Other U. S. Tests Open for Filing

Aeronautical Engineer, $12,000 a year; Assistant Aeronautical Engineer, $3,500 a year; Assistant Aeronautical Engineer (Operational), $3,000 a year; Assistant Aeronautical Engineer (Constructional), $2,500 a year.

Other N. Y. Tests Open for Filing

Surgeon Dentist, $3,800 a year; Associate Surgeon Dentist, $2,900.

For Addressograph vacancies.

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February 11, 1941

CIVIL SERVICE LEADER

You're in the right place for appointments.

The latest certifications of the Municipal Civil Service Commission are being held. With the latest number certified indicates that certification has been made during the past week. The letters F and T stand for full generation and temporary.

Readers should remember that certification does not necessarily mean appointment. The eligible list may not be certified until there are vacancies. Anyone with a question on a certification should call or write to the Information Service, Municipal Civil Service Commission, 28 Broadway, New York City, or Cortlandt 7-8883.

Page Fifteen

Reduction of Salaries
One of the Problems Facing Examiners

Reduction of the Junior Examiner of State Expenditure of Salaries by the Temporary Standardization Board has been made. The salaries of 2,100 and 1,200 have been further complicated the matter of examining the State Department of Audit and Control.

This is one of the problems that must be faced by the junior examiner, assistant, and senior lists in the future. They meet in May at 7:30 o'clock in The Leader office, 97 Duane Street, New York, New York, to discuss the situation.

You're Doing It Right

Reduction of salaries will be made at the appointed salary of $2,100 and the temporary salary of $2,700. The examiners are being certified. The salaries have been reduced to $2,700 and $2,200. These reductions have been approved by the Public Service Commission.

Energy is the key to your success. The more you work, the more you will achieve.

Add to your repertoire:
- **Civil Service Salon**: Featuring interviews with successful examiners.
- **Salary Strategies**: Learn to optimize your earnings.

For more updates, visit our official website.
CIVIL SERVICE LEADER

Promotion to Gardener

Study Series No. 13

The Civic Service Leader presents the following study material as an aid to the applicant for preparation for the forthcoming promotion exam in gardener. The material, however, is not a competitive test, nor will it call for a candidate to climb a rope or hurdle a parallel bar. All that prospective candidates have to do is show that they meet the physical requirements set for the test and are in an excellent physical condition.

The medical test usually takes a heavy toll. On the previous Trooper exam, of the 634 who passed the written test, only 260 were rejected on the medical test. This is more than a 60 percent failure figure. How many passed the written test are not yet available. On the past test, 1,854 of the 2,350 who took the written failed. The 150 were selected in alphabetical order. Another group will be notified to appear soon next week, at a day convenient to the surgeons of the Division of State Police.

Climbers, Pruners

An important meeting of the Climber and Pruner Eligi­bilities Association will be held Thursday, February 13, at 8 p.m., in Germania Hall, Third Ave. and 16th St.

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