A new series of 22 popular city exams has just been announced by the Municipal Civil Service Commission. The Leader predicted this series last week. At the last minute six of the exams previously scheduled were cancelled because of budget restrictions. Applications for most of these tests begin tomorrow and continue until January 23. A number of the exams, which are announced from previous series, do not open until January 9. Complete requirements, filing dates, and other information begin on page 8.

Topping the list of tests are a number for positions in the Independent City-Owned Subway System. While these are being held primarily to fill vacancies in the city subway system, the eligible lists will also be used later to fill jobs when unification of other transit lines takes place. It is expected that nearly 2,000 positions eventually will be filled from this series of tests.

By BURNETT MURPHEY

Two new series of State exams are ready for announcement by the State Civil Service Commission, The Leader learned exclusively late last weekend. One includes five competitive and eight promotion tests for popular positions in the Division of Placement and Unemployment Insurance. It is expected that filing will open within the next ten days. The examinations will be held Feb. 17.

The commission's second series tentatively lists 38 exams for State and county positions. The filing period probably will begin late this month and it is expected that the tests will be given the first Saturday in March. Readers are requested not to write the State Civil Service Commission for further information about these tests until the filing dates are officially announced.

(Continued on Page 16)

The boom in navy yards throughout the country because of the European war has increased rather than fallen off in recent weeks, it was revealed this week, when 28 skilled jobs at the Brooklyn Navy Yard, scheduled to end filing on Dec. 28, were indefinitely reopened. So acute has the shortage become that the Navy Yard is actually willing to serve as a training ground for men in several trades where workers are sorely needed. Such “students” will be placed on a register of ineligibles, and certified for appointment if their services are needed.

Pneumatic drillers with only one month of experience may be taken on, even though six months is called for in the advertisement. In the Copperman, Loftman, and Shipfitter trades, two years’ experience may be accepted for the substitute register if an insufficient number of candidates file with the required four years.

Applications may be obtained at the office of the Recorder, Labor Board, Brooklyn Navy Yard; at the Second U. S. Civil Service District, 641 Washington St., corner Christopher St., or from the secretary of the Board of U. S. Civil Service Examiners at any first-class post office in the Second Civil Service District. They must be filed at the Navy Yard.

These exams require no written test. Applicants will be rated on the quality and quantity of their experience and fitness, on a scale of 100. These ratings will be based on sworn statements of candidates in their applications, and upon verification.

Physical requirements for all of the positions call for a height of five feet and weight of 100 pounds. Sound health must be

(Continued on Page 3)

(Continued on Page 31)
CIVIL SERVICE LEADER

Emergencv Appointing Only for Three Months

A week of watchful waiting failed to bring any serious change in the situation of appointments to the city service. Only emergency appointments continue to be made, with three months estimated as the time necessary for the city to save the amount of money mentioned in Mayor LaGuardia’s order which halted the normal flow of appointments.


The expected vote by the Municipal Civil Service Commission on the proposed regarding to bring maximum salaries in grades 1, 2 and 3 down to $1,140, $1,790, and $2,426 failed to be taken at Thursday’s meeting as the item did not reappear on its calendar.

Straws, Mayor to Congress

Commissioner Robert K. Straws told The Leader that he will confer with Mayor LaGuardia, within the next few days on the matter of reintroducing his bill to amend the mandatory increment order which halted the normal flow of appointments. The Mayor asserted that these decisions brought on a deficit of more than $1,000,000, which threatened the jobs of 700-800 city employees unless appointments were halted. The decisions are not in accord with the Weiser, Bennewitz and Lewin cases, and the Commission’s regarded proposal would nullify the Demonty decision.

President Paul J. Kern of the Commission stated that the Pa-

The struggle for the three-platoon fire system works eight hours at a stretch, was licensed 10 years ago by the Uniformed Firemen’s Assn. on the question of cutting the period of service from three years to two before taking the Lieutenant examination.

Members of the Uniformed Firemen’s Assn. voted four to one against a change in the test. In view of this opposition to the proposal the commission decided not to alter the requirement.

Chairman of the committee in charge of the selection of laborers, The Civil Service Commission may select the other procedure.

"There are now after allowances, 5,642 labor jobs in the exempt or prejudice class of the city Civil Service," Senator Desmond said. "These constitute 10 per cent of all State positions. These jobs are in many cases filled by unemployed or unrepresented by Democratic county chairs. In other cases, appointments are left to the whim or prejudice of the appointing officer. Many of these State positions have long been open.

Promotions Complete

Eighty-eight members of the Fire Dept. were advanced to higher ranks under the three-platoon fire system platform system voted in a referendum by the electorate of New York City on Election Day three years ago.

Members of the Uniformed Firemen’s Assn. department now total 10,126, as compared with 6,950 three years ago.

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"The proposed law," he explained, "will remove skilled and unskilled labor positions which cannot be filled by competitive examinations. Positions in the new labor class will be filled by lottery. If a man is upon the Democratic ticket, the lottery method is impractical for the selection of laborers. The Civil Service Commission may select the other procedure.

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Promotions Complete

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The first move in an aggressive legislative program was taken last week by the Federation of Municipal employees with the passage of an eight-hour day for Auto Enginemen in New York City. This announcement was made by Henry Feinstein, president of the Federation.

It is expected that the Federation-sponsored bill will be introduced in the City Council this month. According to its provisions, it shall be unlawful, except in emergency, to permit or require any Automotive Engineman or Chauffeur to work more than eight consecutive hours in any day or more than forty-four hours in any calendar week. Furthermore, it requires that in any twenty-four hours shall be sufficient to work. Each employee shall have not less than thirty-six consecutive hours rest in any calendar week.

Public service employees due to the enforcement of this law. Exceptions to these requirements are made for Auto Enginemen in the Police Department and the Department of Hospitals.

Other legislation will also be presented by the Federation to the City Council and the State Assembly in the next few weeks. Included in the Federation's proposed bill will be in the enforcement of the law. Exceptions to these requirements are made for Auto Enginemen in the Police Department and the Department of Hospitals.

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The reexam was given after many complaints about discrepancies in the final list had come to the Municipal Civil Service Commission. An unexpectedly large number—40,000—plied the exam, making necessary the hiring of 862 qualified men.

Entirely 13 in actual emergency, to permit or require any Automotive Engineman or Chauffeur to work more than eight consecutive hours in any day or more than forty-four hours in any calendar week. Furthermore, it requires that in any twenty-four hours shall be sufficient to work. Each employee shall have not less than thirty-six consecutive hours rest in any calendar week.

First among 1,200 Auto Enginemen candidates enter exam room Thursday noon at Alexander Hamilton H. S., Brooklyn. More than 28,000 took the test in 17 schools throughout the city. Insert 400 Names Into Clerk, 2 List

Four hundred names have been Inserted into the Clerk, Grade 2 list as a result of competitive examinations on the examinations given to 600 candidates. They were inserted at their place of rating, but none already appointed will be displaced.

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This announcement was made by Henry Feinstein, president of the Federation. Jerry Cashmore has figured prominently in the negotiations, serving as a member of the three-man bill-drafting committee appointed by Mayor LaGuardia.

Samuel H. Ordway, Jr., former member of the U. S. Civil Service Reform League, and the N. Y. C. Commission, has been elected president of the National Civil Service Reform League, it was announced last week. He succeeds Robert L. Johnson.

The decision to move forward with the passage of these bills, and called for more than eight consecutive hours in any day or more than forty-four hours in any calendar week. Furthermore, it requires that in any twenty-four hours shall be sufficient to work. Each employee shall have not less than thirty-six consecutive hours rest in any calendar week.

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Speed the List

A RECORD-BREAKING number of men who have shown interest in Civil Service jobs are awaiting the preparation of the list. The Civil Service Commission is faced with the big job of administering the several parts of the examination grading the papers, rating the results and preparing the eligible list. While the job is a big one, the commission must try in every possible way to speed the preparation of the list.

Several recent lists are long overdue. The Social Investigator, Office Appliance Operator and City Marshal lists are examples. Since, of course, have resulted from the press of work the commission has had in the last two years with the increasing interest in Civil Service jobs, the usual efforts are made to speed the Sanitation list, it may drag on for a year or more. In the meantime, it is predicted the rate of 50 a day in the Sanitation Department.

The commission undoubtedly will need an extra appropriation to administer the Sanitation list. The increase that can be expected for this, every applicant for the Sanitation jobs paid a fee of $1. Thus, the city has been enriched by $1,500. Certainly, part of this money should be used for additional examiners and other expenses for the Sanitation list. All the other lists will eagerly await the results, and there is no reason to cause them unnecessary hardships.

1940 Programs Next Week

The YEAR 1940 will be a key one for Civil Service. Plans to extend the merit system are under way on many fronts. Rights for good pay, and job stability are state of flux. The next few months will see many changes.

Many believe the Civil Service employees are looking to their own organizations to meet the problems brought by these changes. It is with this in mind that the members of the Federation of Municipal Employees are going to an active part in Civil Service practices and procedures. The program also offers instruction in the mechanics of job placement, and other problems of State personnel management.

More than 200 employees are taking the 1940 Civil Service Tests. Branch directors and officers of other departments have joined the classes to learn the methods used by the Civil Service Commission in its work.

Qualified experts in many fields, most of them with long administrative experience in public offices, are serving as instructors. These informal meetings, compulsory for less experienced members of the commission’s staff and voluntary for others, have become extremely popular. The purpose of this program now under way, more than 500 persons are expected to attend the series. The State Department of Education is interested in the program and is encouraging its development.

Complaint List

- As an eligible on the Transportation-Messenger, Grade 9 a 3-4 year old was a city resident. About one month ago, I attended a general meeting of the Transportation-Messenger Local Benevolent Association. During the course of the meeting a few of the members were upset because the application for a complaint list was not issued.

 Ed. Note: The latest report on the Transportation-Messenger Application list will be ready about Jan. 10. Because of the imperative need for funds, the Police and Fire Investigator lists, the Commissioners’ list and the Sanitation list are being fast-tracked to raise money for these purposes.

Discrimination

I am an eligible on the Attendant-Messenger, Grade 4 a 3-week lag in the police department. It seems, however, that every day when a complaint is presented to the Department, an eligible for the position is declared unfit. This is not in accordance with the rules and regulations of the Department.

Ed. Note: If you have any suggestions about merit rating positions which might be appropriate, you should contact the Civil Service Commission. They will be glad to consider your suggestion.
The Civil Service rules do not force department heads to appoint persons in strict numerical order, since the time of Mayor Grant heads to appoint from lists in the Mayor. This decree doesn't

mission of your oversight, however. This will check better of you call it to their attention.

W. E.—Laborer jobs in the State service are in the exempt class. They are appointed by department heads without any system of registration or any test. In the cities the positions are in the labor exchanges, are filled in the order of application.

O. L.—There are many Civil Service positions that are open to per­

sons over 40. When the job requires more in the way of physical effort, the commissioners may fix a lower age limit. When no age require­

ment is given in the exam announce­

ment, it is assumed to be open to anyone.

S. L. F.—Positions in the consular and diplo­
matic services are not filled through tests held by the U. S. State Department. They are filled by exams held before a special board of examiners for the State Department. Applicant­

ation should be made directly to the Depart­

ment in Washington.

S. R.—The chances are that further recognition will be given to legal experience in the consular posi­
tions in the future. The State Bar Association, the Lawyers' Guild and the various labor groups have urged the Civil Service commissions to give credit for legal experience in certain types of examinations.

A. J. G.—Appeals from service record rulings given by your depart­

ment may be made to the Municipal Civil Service Commission. In your appeal to the commission you should outline the facts in your case.

C. B. Jr.—Enlisted men in the Army and Navy, get an extra added credit of 5 per cent in an examina­tion. The commission gives credit tow­

ard experience in the Army or Navy when it might be of value in a particular position. The State or the principal commission will make any special arrangement for you to take an exam at your military or naval post.

H. A. S.—If you did not state on your application that you were ar­rived for shooting crops 12 years ago this will not disqualify you, since you have an otherwise excellent rec­

ord. By all means notify the com­
Open Competitive

Admissions: Assistant (Women): Qualifying experience has been completed. There will probably be held in February. Junior Administrative Assistant (Civil, Housing, and Management): 228 candidates qualified for the examination. The tentative key is being prepared for this examination.

Baker: This examination is being held in absent in absence of reclassification of the position.

Carpenter: This examination will probably be held next month.

Office Appliance Operator: This examination is still in progress.

Manager Assistant (Housing, Building, and Management): The written test will probably be held next month.

Research Assistant: City Planning: 1,133 candidates have been qualified for the examination. The tentative key is being prepared for this examination.

Junior Statistician: 1,133 candidates have been qualified for the examination. To be held Jan. 13.

Manager Assistant (Housing): The written test will probably be held next month.

Manager Assistant (Building, Housing, and Management): The written test will probably be held next month.

Junior Administrative Assistant (Civil, Housing, and Management): 315 candidates appeared for this examination. The results of the examination have been rated.

Junior Statistician: The report on the final key is being prepared for the examination.

Junior Administrative Assistant (Housing, Building, and Management): The written test will probably be held next month.

Manager Assistant (Housing, Building, and Management): The written test will probably be held next month.

Junior Statistician: The written examination has just been completed. The provisional key is being prepared for this examination.

Junior Executive Engineer (Designer): The written examination has just been completed. The provisional key is being prepared for this examination.

Junior Engineer: The written examination has just been completed. The provisional key is being prepared for this examination.

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Junior Executive Engineer (Electronic): The written examination has just been completed. The provisional key is being prepared for this examination.

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Senior Engineer, City Planning: 202 candidates have been qualified for the examination. The tentative key is being prepared for this examination.

Senior Engineer: The written examination has just been completed. The provisional key is being prepared for this examination.

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Sample Sanitation Questions

Part I

Below you will find a passage describing another part of the work of the Department of Sanitation. This passage appears in bold-face type. Below it, copies of the questions are printed in smaller type. After you feel that you understand the passage, answer the questions immediately below it.

The Department of Sanitation takes unburnable waste matter in barges to Rikers Island, where it is dumped. These barges are now controlled by the city. Their depth is 17 feet, 9 inches, with width 77 feet, with an 8,000-ton dead weight capacity. They have a capacity of 3,000 cubic yards, or approximately 400 tons.

Prior to this, the city hired smaller and less efficient barges to do this work. Under the new policy, however, the city saves $100,000 a year in towing charges. These new barges cannot dump anything into the water, which helps to keep the city clean. The refuse cannot get above the sides of the carriers once they are loaded. Cabins are provided which are used for living quarters for the operators. Electric lights and the latest equipment are installed, including high-pressure pumps.

1. What does the Sanitation Department do with unburnable material?
2. What are the barges used for?
3. Why are the barges used?
4. Why is this so?
5. What comforts are provided for the operators?
6. Name two other improvements.

Part II

1. Unburnable matter is taken to Rikers Island.
2. The city is now a barge-owner.
3. Each barge has a capacity of some 400 tons.
4. The city used to hire more barges.
5. The city loses money, but the new policy is more sanitary.
6. What would a barge's job be if it didn't leave a trail of garbage as they travel?
7. Unburnable stuff on board ship.
8. The barges are lit by condensers.
9. The city keeps a record of their progress.
10. A barge costs the city $12 a day.

Special Notice To Those Filing For Sanitation Man

Many have filed and the competition will be keen. Although about 2,500 positions will be filled from this list, the first and most important step that you should take to guarantee your success is to take the physical and medical tests at this school. Over 95% of our men who took that physical and medical test passed.

In the last test for "fireman" number one man trained for both the physical and mental tests at this school. Over 95% of our men who took that physical and mental test passed.

In the last test for Patrolman, over 90% of the men trained by us gave satisfactory marks for the physical and mental tests.

We feel certain that after you know of our record and long years of experience in training men for the most difficult of competitive tests that you will not hesitate to take the examination.

The test will be held on the next Saturday and Sunday. No exceptions will be made. In addition to that the highest mental man on that list attended this school.

Our full fee is only $15. Payable in installments. It pays for the operators? allowance as well as the tests and registration.

Let us give you a free medical check up to see if you have any hidden conditions that will not show up until after you have been trained.

STATE COURSE RESUMES

Prepared Successfully!!

Complete Business Study Course in Sanitation

New Labor Dept. Exams

1. 12 titles in Division of Employment Insurance

Mon., Jan. 4, 3:00 P.M.

College Clerk

Wed., Jan. 6, 6:00 P.M.

Postal Clerk

Wed., Jan. 6, 9:30 P.M.

Supervisor

Mr. 1 and 2. Promotion

Thurs., Jan. 7, 3:00 P.M.

Mr. 3, Mrs. and Thers.

NEW LABOR DEPT. EXAMS

12 TITLES IN DIVISION OF EMPLOYMENT INSURANCE

Exams on Jan., 4th, 6th, and 7th.

College Clerk

Mon., Jan. 4, 3:00 P.M.

Wed., Jan. 6, 6:00 P.M.

Thurs., Jan. 7, 3:00 P.M.

Postal Clerk

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Wed., Jan. 6, 6:00 P.M.

Thurs., Jan. 7, 3:00 P.M.

Supervisor

Mon. 1 and 2 Promotion

Wed., Jan. 6, 6:00 PM

Thurs., Jan. 7, 3:00 P.M.

Mr. 3, Mrs. and Thers.

Add in for Sail Goods (Cords $1.50)

Civil Service Aid Publishers

46-6169

S U N D A Y S

BOOKS

S A N I T A T I O N

MAN

1.00

EXAM SOON

STUDENT AID

1.00

FEBRUARY

1930

CIVIL SERVICE FRONT

PHELPS TO START RADIO BROADCASTS

State Senator Phelps will be- case a daily, afternoon broadcast on Civil Service next Sunday over Station WOO. He will speak from 4 p.m. until 5 p.m.

6. Name three large centers.
7. Name two small centers.
8. What did it cost the city?
9. Give their measurements?
10. How much money was spent?
11. When was it started?
12. What are some of the improvements?

A. Twelve-two hours a day.
B. Health and comfort.
C. Less than 3,000 miles of streets.
D. 655,000.
E. 5,500.
F. 3,500.
G. 162,000.
H. 31,000.
I. 11,000.
J. 6,000.

1. More than 25,000,000 cubic yards.
2. Incinerators and land-fills.
3. Incinerators.
4. Near areas where collections are especially heavy.
5. Unburnable stuff such as ashes and the residue from incinerators.
6. To waterfront dumps.
8. Rikers Island.
9. It is used to reclaim marshland.
10. A breeding ground for mosquitos.
11. The barges are lit by candle lights.

1. True. 7. False.
2. False. 8. True.
5. False. 11. True.

ADVERTISMENT

ASPHALT WORKERS

TO MEET FRIDAY

The Manhattan Asphalt Workers Union (affiliate of the Federation of Municipal Employees) have announced that there will be a meeting Friday night at the City Court House, 52 Chambers St., according to the request of President John Vence.

R. H. MACK - Featuress

NEW LABOR DEPT. EXAMS

Supervisor

Exam in Division of

Inspection

Exam on Jan., 4th.

Thurs., Jan. 7, 3:00 P.M.

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Mr. 1 and 2. Promotion

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R. H. MACK - Featuress
Using practical definite solutions of precedent cases and of the City's Master Plan; develop comprehensive recommendations with other city agencies.

Requirements

An engineering or architectural degree, or graduation from a recognized college or university, with major work in engineering, architecture, landscape architecture, public administration, economics or sociology, and two years of general experience. Candidates must also have practical experience in the field of city planning.

Operation from subordinates or outside agencies; organize work; develop and supervise basic planning research of a technical nature; have a thorough understanding of practical experience involving practical definite solutions of precedent cases and of the City's Master Plan; develop comprehensive recommendations with other city agencies. Ability to analyze data and prepare reports; ability to meet important responsibilities with discretion and ability to coordinate work and obtain cooperation from subordinates or outside agencies.

Filing Opens This Week

For New City Series

(OPEN)

ASSISTANT CITY PLANNER

($400-$500); sec. 35, File Jan. 9 to 22.

City Planning Agency.

Under supervision but with fairly wide latitude for independent judgment to make investigations, analyses and reports involving practical definite solutions of precedent cases and of the City's Master Plan; develop comprehensive recommendations with other city agencies.

Requirements

An engineering or architectural degree, or graduation from a recognized college or university, with major work in engineering, architecture, landscape architecture, public administration, economics or sociology; and two years of general experience. In addition, candidates must have at least eight recent satisfactory years of experience in a responsible position in a governmental, regional or other planning agency involving direct supervision and responsibility for operations of a staff of recognized ability; personal responsibility, along with skill and ability to meet important responsibilities with discretion and ability to coordinate work and obtain cooperation from subordinates or affiliated organizations; marked recognition of the possibilities for fruitful research; and ability to analyze data and prepare reports; and ability to meet important responsibilities with discretion and ability to coordinate work and obtain cooperation from subordinates or affiliated organizations.

U.S. citizens may apply to take exams during the period when applications are being received. Promotions tests are open only to those already in service.

For further information and application blanks, write of apply in person to the City jobs—90 Duanes St., West of Broadway.

State jobs—Room 378, 80 Centre St., corner Worth St.

Federal jobs—641 Washington St., corner Christopher St.

State jobs—Room 378, 80 Centre St., corner Worth St.

Federal jobs—641 Washington St., corner Christopher St.

City Planning Board of Examiners.

Fees are charged for City and State exams, but not for Federal exams.

For U.S. citizens only, the City jobs must have been residents of the City for three years at time of appointment. This does not apply to jobs in the Board of Higher Education, Board of Transportation, Board of Municipal Law, Dept., Municipal Civil Service Commission, N. Y. C. Housing Authority, N. Y. C. Parkway Authority, N. Y. C. Tunnel Authority, and Tri-State Bridge Authority. These citizens may apply for positions in these departments, but must become residents of the State before receiving such other duties as the Board of Transportation is authorized to law prescribe in its regulations.

Requirements

At least at least four recent satisfactory statistical maintenance duties, which may be rendered under "Duties" with a range of duties such as the operating railroad at the least satisfactory maintenance experience in one or more of the following fields: carpentry, and the work, sheet metal work, metal work, or plumbing. Experience in plumbing, rolling, sheet metal work, metal work, or plumbing, or in the field of city planning, candidates will be required to pass a written examination. Experience in one or more of the following fields of work they desire to be considered. Experience must have been full time and not incidental or occasional in connection with other trade education or training. Trade education will be credited for work in connection with the maintenance of railroad or other trade education up to a maximum of two years.

Weights

Written, 40; practical, 20.

CAR MAINTAINER

(Grp. C) ($1,750-$1,900); sec. 35, File Jan. 9 to 22.

Duties

To perform work in the machine shop, on the small motor, and on the multiple unit cars and trucks including the subway passenger car, billing mill, shaper, drill press, and similar equipment; to make reports; perform such other duties as the Board of Transportation may from time to time assign. Experience rendering service in such lines of work they desire to be considered. Experience must have been full time and not incidental or occasional in connection with other trade education or training. Trade education will be credited for work in connection with the maintenance of railroad or other trade education up to a maximum of two years.

Weights

Written, 40; practical, 20.

CAR MAINTAINER

(Grp. D) ($2,000-$2,250); sec. 35, File Jan. 9 to 22.

Duties

To perform work in the forge shop, on the small motor, and on the multiple unit cars and trucks including the subway passenger car, billing mill, shaper, drill press, and similar equipment; to make cold cold No. 20 wire, and other iron work using furnaces, hammers, chisels, and other tools; to specify in which of the above lines of trade they desire to receive training. Experience must have been full time and not incidental or occasional in connection with other trade education or training. Trade education will be credited for work in connection with the maintenance of railroad or other trade education up to a maximum of two years.

Weights

Written, 40; practical, 20.

Prepare for Your Exams

A WOODSTOCK TYPEWRITER

for 3 months at a Special Student Rate of $5.00

Woodstock Typewriter Co.

277 Broadway

CA. 4-8022

(Continued on Page 9)

How to Apply for Tests

Face the Facts!
AUTOMOBILE ENGINES

Open to employees of the Independent City-Owned Subway System. ($2,401-$3,000.) List also by ranks (GROUP G) who have served concurrently at least three years in the title and who are eligible for promotion. In the event of a write-in, a par excellence test will be given in the same manner as the written test. (GROUP G) who have served at least three years in the title and who are otherwise eligible for promotion. The practical test will be given in the same manner as the written test. In the event of a write-in, a par excellence test will be given in the same manner as the written test.

Scope of Examination

The examination will be based on the following duties: To be in charge of the necessary work equipment, to supervise the work force engaged in reparation and repair of all types of aircraft; to superintend the maintenance and repair of all types of aircraft used in the operation of the Independent City-Owned Subway System; to have the necessary knowledge of aircraft mechanics; to keep accurate records of all work done; to make recommendations to the Board of Transportation as authorized by law to prescribe in its regulations.

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PARK FOREMAN, GRADE 2 (Men Only)

(Continued from Page 9)

List Subways Jobs: As Unifications Near

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Duties

Involves the supervision of a group of Social Investigators in the maintenance and operation of the Independent City-Owned Subway System. ($2,401-$3,000.) List also by ranks (GROUP G) who have served at least three years in the title and who are otherwise eligible for promotion.

Weights

Record and seniority, 50; written, 20; practical, 30; technical, 20.

Scope of Examination

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**OPEN & PROMOTION EXAMINATION OF METHODS AND PROCEDURES**

**DEPARTMENT OF LABOR AND UNEMPLOYMENT INSURANCE, DEPT. OF LABOR, 42-11 21st St., 4th Floor, N.Y.C.**

TO APPLICANTS

The examination under this advertisement will be given at the Department of Labor, 42-11 21st St., 4th Floor, N.Y.C., on

**TUESDAY, JANUARY 20, 1942**

Commencing at 10 A.M.

Candidates are required to file their applications for examination before

**TUESDAY, JANUARY 9, 1942**

Candidates may examine the regulations prescribed by the Department of Labor.

For information on the examination, or to make application, write to

**JAMES C. MILLER, Examining Officer.**

Class: Assistant Examiner of Methods and Procedures

Date of examination: Tuesday, January 20, 1942

Examining Officer: James C. Miller

Department of Labor

42-11 21st St., 4th Floor

N.Y.C.

**Requirements**

Applicants must be a graduate of an accredited college or have had at least four years of business experience, or have had at least three years of business experience and a degree from an accredited college.

Candidates must also have two or more years of experience in clerical work, and must have been employed in New York.

For information, write to

**JAMES C. MILLER, Examining Officer.**

Department of Labor

42-11 21st St., 4th Floor

N.Y.C.

**Duties**

The duties of the position will include the preparation of reports on the methods and procedures used in the department, and the supervision of the work of the clerical and technical staff.

Candidates will be expected to have knowledge of the procedures used in the department, and to be able to write clear and concise reports.

Applicants must have at least two years of experience in clerical work, and must be able to write clear and concise reports.

For information, write to

**JAMES C. MILLER, Examining Officer.**

Department of Labor

42-11 21st St., 4th Floor

N.Y.C.
ANGLISH, SERVICE LEADER
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To work and form angle bars, including channel and I-beams; to make and perform related duties.

ANGLISH, OTHER FIRES
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To work and form angle bars, including channel and I-beams; to make and perform related duties.

BLACKSMITH, HEAVY FIRES
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To make and repair drop-forging dies from the block, roughing cylindrical shapes to molds and templates; to form and press various shapes to molds and templates; to working from both samples and word templates; and to perform related duties.

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BOATBUILDER
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To work and repair wooden and lay down for the Navy Yard, to build and repair all vessels ranging in size from 16 ft. to 50 ft.

BOLTERMAKER
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To construct and overhaul, to build and repair and to lay down for the Navy Yard, all kinds of metal and rivets in quantities such as brass and copper pipe, and mixing tanks and equipment, all kinds of cutters, saws, files, planes, grinders, plane irons, all kinds of finishing work, all kinds of pipes, and all kinds of rivets and related duties.

CHIPPER AND CAULKER, IRON
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To work and form angle bars, including channel and I-beams; to make and perform related duties.

COPPERSMITH
P. 1166, $63.54 a day; 20-55; four years' apprenticeship or experience.

To work and form angle bars, including channel and I-beams; to make and perform related duties.

IMPORTS-EXPORTS Ready This Month

Eligible lists for Social Investigator are available at the Philadelphia Office of the Assistant Special Agent, which have been delayed for weeks, are expected to be published some time this month according to the Municipal Civil Service Commission.

An explanation of the delay was made last week by Commissioner Wallace S. Sayre, who pointed out that the confusion was forced to use all its rating machines in order to prepare the recent Police lists.
CIVIL SERVICE LEADER
Tuesday, January 3, 1937

Deadline Today for Many Federal Posts

(Continued from Page 11)
experience in the air-transporta-
tion industry; or, on an adminis-
tration agency engaged in the reg-
ulation of air-transportation, or
with aeronautical organizations or
associations authorized or established for the
promotion or improvement of the industry.

Weights
Experience will count 100 percent. An oral
examination will be given as the needs of the service
arise.

STATISTICAL SUPERVISOR ($2,400). File by January 22.
Under supervision, to direct the operation of a large
machine installation; to prepare instructions for all
phases of work involved in coding, punching, perforating,
reading, and checking, and in the tabula-
tion of complex statistical data and the
preparation and supervision of charts
for employees engaged in such work; to
provide the necessary material for publication; and
to perform related work.

Requirements
Savoir faire of statistical, respon-
siveness, progressive, full-time,
paid experience. In addition,
education must be in the use
of punch-card tabulating equip-
ment, and 1 to 3 years
of full-time paid
experience may
be substituted.

Candidates
Applicants must be 18 years of age, have
completed a full four-year college course,
and have acquired their experience.

Substitution: applicants may
be substituted for each year of
full-time experience, for a
maximum of four years, for the
respective college education,
successfully completed in a
college or university.

Weights
Education and experience will
count 100 percent.

JUNIOR POULTRY AID ($1,440).
Salary must not be more than 40 cents
by January 22.
Under general supervision, to
feed, water, and care for
poultry; to gather eggs
from traps and to mark eggs
with the date and number of the
hen laying the eggs; to weigh
individual birds and eggs; to
clean and disinfect poultry housing; and
to perform related work.

Requirements
At least two years of experience
at a poultry farm or
on a large commercial
poultry sales outlet, or
that they have had experience
in traps and that they have
indicated the number
of hens at the time they
have acquired their experience.

Weights
Candidates will be rated on
progress made, prior to the
dates of the position, on a scale of 100.

PRINCIPAL ENGINEERING DRAFTSMAN ($2,300)
SENIOR ENGINEERING DRAFTSMAN ($2,000)
ENGINEERING DRAFTS-
MAN ($1,800)
ASSISTANT ENGINEERING DRAFTSMAN ($1,620)
JUNIOR ENGINEERING DRAFTSMAN ($1,440)

For the first four positions there
are six optional branches—Architec-
tural, Civil, Electrical, Me-
chanical (3 M 4 B in a Design), Structural and Radio.
Applicants must file by Jan. 2. Age Limited for the first four years, 30; for Junior Engineering Draftsmans, 18.

Under supervision, to perform
architectural work in one of
the optional branches of drafting.
Duties and responsibilities vary
in accordance with the grade
of the position.

Requirements
Candidates must be graduates of
the U. S. I., in good health, and
with not less than 1 year's full-
hour high-school course or 14 units of
high-school work accepted for
college entrance. In the absence
of this education, six months of
full-time paid drafting experience
may be substituted. In
addition, for the various grades,
candidates must have the follow-
ing experience: Junior, 1 year in
elementary drafting experience or
training. Assistant-one year of
elementary training or experi-
ence on a full-time basis in the optional branch. Engineer-
ing Draftsmans one year of
elementary training or experience
and two years of optional experience.

For this experience required-
to be accompanied by
appropriate, completed
course in a college in a
branch of engineering onarchi-
tecture may be substituted. Such
experience must be of such
character as to show the
extent of yearly experience for one
year of drafting experience and three
years of optional experience.

Weights
For the Junior Draftsmans, appli-
cants will be rated on the sub-
ject of drafting, and as
applicants in the optional branch on a scale of 100.
In the principal and senior grades, candidates in drafting
may be asked to prepare drawings and give
examinations. Competi-
tion in the Junior Draftsmans will be rated on the subject of draw-
ings; to prepare sketches and drawings from blueprint, photo-
graphs, etc., for illustrating the
assembly, details and operation
of mechanical devices, for use in
the defense of suits against the
Government.

Requirements
Applicants must be 18 years of age, have
completed a full four-year college course,
and have acquired their experience.

Substitution: applicants may
be substituted for each year of
optional experience, for a
maximum of four years, for the
respective college education,
successfully completed in a
college or university.

Weights
Education and experience will
count 100 percent.

JUNIOR MEDICAL OFFICER ($2,300). Salary must not be more than 40 cents
by January 22.
Under immediate supervision, to
perform duties necessary in the
administration of the
Federal Juvenile Correctional
Institution for boys, and to
have charge of an agency responsible for
the care and control of boys from the
Juvenile Court of the District of Columbia.

Requirements
Eight years of progressive, full-time,
paid experience in the operation
of equipment using 35-mm. film.
Experience with amateur equip-
ment or with aeronautical
organizations or associations might
be substituted for each year or 3 M s
of high school, 1 year of which
have been in the study of sciences;
and from these, substitution of six months
of high school laboratory work, or six months of
study, to one year of elemental
and two years of high-school work
required for eight positions in the new
Federal Juvenile Correctional In-
stitution for boys.

Weights
General test, education, experience
and training will count 100 percent.

PROJECTIONIST ($3,800); not over 53 years. File by Jan. 2; The National Archives.
Under immediate supervision, to
operate a professional camera in
connection with operation, mainte-
Nance, and projection of motion-picture pictures, inspec-
tion, and repair; to keep records
of stock; to examine equipment
related to storage, preservation,
and decoding motion pictures and
sound recordings.

Requirements
Completion of a four-year school course
or 16 high-school units, six months of acute medical
service, two months of chronic medical
service, two months of obstetrics
(affiliation), two months of pedi-
atria (affiliation), three months
of psychiatry, one year of study,
Junior Medical Officer.

Psychiatric Resident) Applicants
must have completed four years
of study in a Class A medical school before Dec. 31, 1936, and
must have an M.D. or B.A.

Additional requirements for a
one-year internship, provided
that applications will be accepted
from persons now serving an acc-
credited internship. In addition,
one must be a graduate of an
educational or correctional institution.

Junior Medical Officer (Psy-
chiatric Resident) must have the
following experience: one year
of study in a Class A medical school
before Dec. 31, 1936, and a
one-year internship, provided
that applications will be accepted
from persons now serving an acc-
credited internship.

Junior Medical Officer must be
25 years of age, have four
years of surgery, tour of
service, and indicate the number
of years of which have involved
surgery.

Weights
Qualifications, age, experience
and mental ability will count 100 percent.

ASSISTANT SUPERVISOR OF CLASSIFICATION ($2,400). File by Jan. 2; Bureau of Prisons, Dept. of Justice.
Under immediate supervision, to
assist in making scientific
or institutional classification of
prisoners in all Federal penal and
correctional institutions for the
review of classification tests and
recommendation of inmates for
inspection trips to the various institutions,
that classification tests and recommendations
be made for all Federal penal and
correctional institutions.

Assistant Supervisor of Classification must be
25 years of age, have four years
of full-time paid experience in
classification and segregation pro-
gressions, or on an educational service training program in
classification and segregation procedures.

Rabeth's degree and one year
graduate school in psychology or
a related field of study might
be substituted in the case of
individuals who have had
experience in case work in a pro-
gram of training in the psychol-
ogy of personality or in
an organized program of pro-
cession or of considerable experience
in the psychology or in
mental ability. Experience must have
been in the psychological, psychologi-
Cal, or correctional field. In
addition, one must have
successfully completed the psy-
chological examination of the
Bureau of Prisons, and by
January 2, must have acquired
experience in the classification and
care and control of boys from the
Juvenile Court of the District of Columbia.

Weights
Qualifications, education, experience
and mental ability will count 100 percent.

ASSISTANT PROTOZOOLOGIST ($3,800); not over 53 years. File by Jan. 2; Bureau of Prisons, Dept. of Agriculture.
Under immediate supervision, to
examine protozoa and report
whether or not indicated in
search on problems relating to
public health, and to produce
by these organisms, and to
prepare literature on problems
with special reference to disease transmission, host, and
ecological, pathological and community
problems.

Requirements
Bacterial degree with one year
graduate school in parasitology
or a related field of study; five
years' progressive, full-time,
paid experience in the study of
protozoa, and six months' experi-
ence in research in the field of
protozoan or parasitic protozoa
on domestic animals
and control, research in field of
delinquency, and Progressive,
educational or correctional in-
spection.

Weights
Qualifications, education, experience
and mental ability will count 100 percent.

(Continued on P' 7)
APPOINTMENTS

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

DECEMBER 21, 1939


Chief Clerk, 1st. Gr. — Charles R. Curran.

In the Civil Service Court, sent adverse orders to the following:


DECEMBER 22, 1939

Physicist, Clinic, Signal Gr. 1, 1st. to 3rd. Gr. (Medical Inspectors, 1st. to 3rd. Gr. approp.) — Edith Miller, Investigator, 2nd. Gr. (Multistate) — Joseph Edlestein, Inspector, 2nd. to 3rd. Gr. (Multistate) — Joseph Edlestein.


Chief Clerk, 1st. Gr. — Arthur Lerner.

Auto Engineer, DEPA. — John W. Keegan, Frank Weisheit, James J. Janes, Joseph Edlestein.


Chief Clerk, 2nd. Gr. — John W. Keegan.

December 27, 1939


Chief Clerk, 1st. Gr. — John W. Keegan.

December 28, 1939


Chief Clerk, 1st. Gr. — John W. Keegan.

December 29, 1939


Chief Clerk, 1st. Gr. — John W. Keegan.

December 30, 1939


Chief Clerk, 1st. Gr. — John W. Keegan.

December 31, 1939


Chief Clerk, 1st. Gr. — John W. Keegan.
TUES., DEC. 26, 1939

Number unannounced—$1,200 Fireman F. D.; promotion 12-15-37; Fire list Clerk Grade 1 (male); promotion 5-1-89; Civil Service Commission, Manhattan.

79.92; 95, Hohman, Fred P., 79.12; 98, In, Vivian, 81.97.

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Many Popular Exams Are Included
In New State and County Series

(Continued from Page 1)

Competitive exams scheduled for the DPUI include: Assistant Examiner of Methods and Procedures ($2,500-$3,100); Associate Unemployment Insurance Claims Examiner ($3,500-$4,375); Junior Economist ($3,000-$3,750); Senior Examiner of Methods and Procedures ($5,100-$6,850); Senior Unemployment Insurance Claims Examiner ($2,800-$3,550).

Promotion tests will be held for Assistant Unemployment Insurance Claims Examiner ($2,200-$2,700); Assistant Examiner of Methods and Procedures ($2,500-$3,100); Associate Unemployment Insurance Claims Examiner ($2,900-$3,750); Senior Examiner of Methods and Procedures ($3,100-$3,980); Senior Unemployment Insurance Claims Examiner ($2,900-$3,550).

Many Popular Exams Are Included

Vacancies are expected in a number of positions throughout the State and County Departments. Applicants for any one exam should study the requirements carefully before taking the test.

A public hearing will be held in Fordham night school after walking his beat in the day.

Public Hearing Jan. 10
On Clerk Gr. 2 Waiver

A public hearing to determine the fate of the Clerk, Grade 2 waiver, recently passed by the Municipal Civil Service Commission and Mayor LaGuardia, will be held in the State Civil Service Commission for final action, will be held January 10 in Manhattan. It was announced last week.

Members of the State Civil Service Commission will hold a regular meeting in New York City on January 9 and 10.

Qualified representatives of Civil Service employee groups will be given an opportunity to appear before the commission and present their views on the clerk ruling, which cuts in half the length of service required for clerks before they take a promotion test.

Adoption of the new ruling would admit hundreds of city employees to the Grade 2 exam which have not been eligible in the past.

URGES COURT CHANGES

A membership drive has been started by the N.Y.C. Tax Assessors Chapter, of the American Federation of State, County, and Municipal Employees (AFL). It was announced last week by Harry Ahrens, newly elected president.

The second series of tests, which will be officially announced later this month, is expected that the series will include the following exams:

- Assistant Director, Division of Cancer Control, Department of Health.
- Assistant Director of Nursing, Psychiatric Ward, Westchester County Dept. of Public Welfare.
- Assistant Examiner, Methods and Procedures, State Office of Unemployment Insurance.
- General Mailing Clerk, Niagara County Clerk's Office.
- Public Health Nurse, Department of Health, Niagara County.
- Junior Stenographer, Ulster County Dept. of Public Welfare.
- Junior Typist, Ulster County Dept. of Public Welfare.
- Legal Aid, Oneonta County, Public Insurance Field Superintendent ($2,800-$3,550) and Unemployment Insurance Field Superintendent ($2,000-$4,650).

Full requirements for these exams are published on page 16.

While the schedule is subject to last minute changes, it is expected that the series will include the following exams:

- Assistant Director, Division of Cancer Control, Department of Health.
- Assistant Director of Nursing, Psychiatric Ward, Westchester County Dept. of Public Welfare.
- Assistant Examiner, Methods and Procedures, State Office of Unemployment Insurance.
- General Mailing Clerk, Niagara County Clerk's Office.
- Public Health Nurse, Department of Health, Niagara County.
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The weekly issue of The Leader.

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