Clerk Filing Extended!

Civil Service LEADER

Vol. 3 No. 2 New York, September 23, 1941 Price Five Cents

WELDING
A Booming Field

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TWICE EACH MONTH

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Sanitation Eligibles Ruled Off List
When They Accept Appropriate Jobs

Sanitation eligibles who accept
appropriate jobs will be removed
from the Sanitation Man list for
a period of one year, under
a new ruling of the Municipal
Civil Service Commission.

This ruling was made because of
the rapid turnover of eligibles
who had accepted jobs in
other departments which had
requested use of the sanitation list.

Johnny Mandell, president of
the Sanitation Eligibles Associ-
ation, pointed out that this ruling
should be considered as a gain
for the eligibles. "This should
increase opportunities for employ-
ment for eligibles on the list,"
Johnny said. "Certain depart-
ments did not want to list eligi-
boys because they knew that
the boys would quit as soon as
they were offered jobs in the Sanita-
tion Department.

One result of this new ruling
will be that eligibles on the list
will refuse appropriate jobs
even though they pay $1.50
year and more. The majority of
eligibles on the Sanitation list
work in other departments which
have requested their use.

But this new ruling will not
prevent eligibles from
accepting jobs when the line
of work is such that this ruling is
not restrictive. Eligibles who have
already accepted such jobs need
not worry about being removed from
the Sanitation Eligibles list as
long as this ruling is not restrictive.

The eligibility list for the Sanita-
tion Department will be cut down
by the new ruling. However, in
order to maintain the necessary
supply of eligibles for the
Department, this list will be
renewed as vacancies occur.

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Provisions On the Way Out

Paul J. Kern’s program to reduce the number of provisional employees by 1,000 provisionals. The hospital head (female) certification will likely mean a reduction in the number of provisional employees.

Other Certifications

Three hundred more names will be added to the Sanitation Examination Eligible list. The Board of Transportation for more railroad porter jobs will fill these vacancies as soon as possible.

City Resolutions Coming Up

Sanitation Resolution on State Commission Agenda

Fresh from a three-day meeting in New York City, the Civil Service Commission comes down to New York City the week of September 26th. The resolutions on the New York City Civil Service Commission agenda (September 29th) are the Municipal Employees’ lists to the State Pollution Control Board. The highest eligibles reached on the female list so far is $9,300, on the male list is $3,200, on the female list.

Study Fire Test Credits

Questionnaires Are Due on Commission Friday

The 2,605 Firemen candidates who successfully passed the physical and written tests have until this Friday, September 26, to report to the Board of Examiners of the Civil Service Commission for their formal athletic training. The candidates will be divided into categories based on their physical ability, and will be trained in a uniform scale, for disciplined physical and mental tests will be awarded only to those candidates who have completed the physical and mental tests. The candidates will then be assigned to the appropriate fire company and will be trained in the practical application of fire fighting skills.

City Civil Service News Briefs

The City Commission is preparing more than a score of advertisements for jobs to be announced in the next few weeks. Here is a partial list of some of the jobs that will carry details of all of them.

The Commission reserved decision on the appointment of Water Supply, Gas & Electricity that a list other than the one thereupon to be approved for the Water Supply, Gas & Electricity that a list other than the one thereupon to be approved for the Water Supply, Gas & Electricity.

Dude know that this column is an honorary member of the Sanitation Officials Association? Well, if you don’t, please remember all about that Superborn businessman, the one who has asked for a feel of the mayor’s back.

Joe O’Brien, Senator W. B. Q. & E., appointed, September 26th, for a term of one year. He is a business man and a successful politician.

Youngsters

Harry G. Corn, a 20-year-old, head man at the New York City Police Department, is to be appointed, September 26th, for a term of one year. He is a successful politician and a successful politician.

Public Works

Sidney Dreyer, Harry H. Baldwin, Jerome E. Robertson, appointed, September 26th, for a term of one year. They are all successful politicians.

Patronage

George W. Walsh, Traffic E. S. E., appointed, September 26th, for a term of one year. He is a successful politician and a successful politician.

Campaigns

The next general meeting of the Municipal Civil Service Commission will be held Friday night, September 26th, for the purpose of electing three new members of the Board of Examiners. The candidates will be divided into categories based on their physical ability, and will be trained in a uniform scale, for disciplined physical and mental tests will be awarded only to those candidates who have completed the physical and mental tests. The candidates will then be assigned to the appropriate fire company and will be trained in the practical application of fire fighting skills.

Variety

Anybody know what the future holds for the people of New York City? If you don’t, please remember all about that Superborn businessman, the one who has asked for a feel of the mayor’s back.

Comptroller Joe McGoldrick has "streamlined" his office with a modern "machines" system. Nobody is going to be able to do the job as well as he.

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City Civil Service Leaders

The Municipal Civil Service Commission’s Bureau of Training, in cooperation with the Greater New York Chamber of Commerce, is offering a special safety course to municipal employees connected with all phases of the city’s safety, conservation for defense, special hazards, and environmental laws, car in passenger transportation, maintenance of trucks and equipment, and, of course, the equipment and, of course, the equipment. Harry L. Langdon is in charge.

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Safety Courses

For City Workers

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N.Y.C. Meets Private Industry's Wages

"Prevailing rate of pay" is an expression that frequently makes its way into public parlance. In private industry there are many factors that determine this standard—union agreements, the scissors of supply and demand, etc. For public employees, this standard has particular significance. What does the public do about meeting the prevailing rate set in private industry? Exclusive information just made available to The LEADER through the Comptroller's Office helps answer this question.

Comptroller Joseph D. McGoldrick has some starting things to say. The city has, on occasion, paid one of its employees as much as $1,900 less pay to make up for what he would have received in private industry. Increases of $2.93 a day for batterymen have been realized. Per diem cable splicers' helpers are today getting as much as $2 a day more than previously.

Adjustments are made through hearings. Employers, union leaders, and employers gather before Assistant Deputy Comptroller Morris Paris to argue their cases. Not infrequently the workers win their arguments for higher pay. And employers always appear "without prejudice," Comptroller McGoldrick assures The LEADER.

The good faith of the city is further evidenced by the fact that for three years now it has paid investigators to make certain that its employees are not being discriminated against.

Under the State Labor Law, Joseph D. McGoldrick, Comptroller of the City of New York, is charged with the duty of enforcing the prevailing rate of pay for laborers and mechanics. Since he first took office on Jan. 1, 1938, an entirely new set-up has been instituted, with an assistant deputy comptroller working full-time on prevailing-wage cases. The new policy has done away with the necessity, in most instances, for laborers and mechanics to hire lawyers. In earlier days, they had received tax fees for appearing in these cases. The laborers and mechanics of course had to pay the fees.

It was further discovered that only "selected" and "favorite" classifications of workers had received due consideration in previous years, while employees who were less fortunate did not even receive the fullest protection of the law in which they were entitled.

File Complaints

Under the new procedure, laborers and mechanics, labor leaders, and employers alike were invited to appear personally at the Comptroller's Office to file any complaints they believed justified without the necessity of hiring lawyers. Comptroller McGoldrick has also directed his deputy to set up new machinery by which thorough-going surveys of wage conditions in private industry could be made, and for the past three and one-half years investigators have constantly circulated among employees and employers engaged in outside work to determine the true prevailing rates of wage which have been paid. As rapidly as surveys were completed, according to Comptroller McGoldrick, new certifications were prepared so that all city departments engaged in public construction would be apprised of the new and usually increased rate of wages. The city was then invited to be the minimum for laborers on city contract work.

The certifications served the double purpose of informing the city of the rates which the city would pay to the city's laborers and mechanics of course had to pay the fees.

A new series of hearings is scheduled to start next month, covering many classes of city employees. In anticipation of these hearings, The LEADER presents this vivid outline of Comptroller McGoldrick's efforts to meet prevailing wage scales. The accompanying charts, prepared by Assistant Engineers F. N. Canta-messner and Robert F. Kelly, graphically show this picture of a city realizing the rising trend of wages in general.

Labor Laws

The Comptroller recognized that the two main obstacles to just and full compensation to city employees under the Labor Law were, first, a lack of understanding of the legal requirements made mandatory by the Labor Law, and, second, the resulting resort to attorneys who were retained on a contingent basis with the consequent reduction of the total benefits to city employees to which they might be entitled under the Labor Law. To meet this situation, the Comptroller issued the necessary instructions to his Labor Law Division so that any city employee applying to that division could receive advice, on the initial stage to be taken in submitting a complaint under the provisions of the Labor Law, At the same time a policy of informality and liberty in the presentation of the rules of evidence were introduced in the course of hearings held under the Labor Law. The spirit of these hearings was that they were being held to develop all possible information on the basis of which prevailing wage decisions might be made in general.
State Clerk Filing Extended

Applications Must be In by Midnight Wednesday

Filing for the State exams for Junior and Assistant Clerk, Junior and Assistant Stenographer, and Junior and Assistant Typist, due to open this afternoon, has been extended until midnight of Wednesday, September 24. The appointments are for the State of New York, and the eligibility period is from September 23 to September 25.

Applications must be delivered to the New York State Office of the State Civil Service Commission, 26 Clinton Street, or at the State Office Building, Albany. Mail applications are due at the Examination Division, State Department of Civil Service, Albany, by 5 p.m. on October 4.

The current lists expire on the 15th day before the first day of the employment, December 21, 1941. Thereafter they will be extended as required. Applications must be in the Examination Division of the State Civil Service Commission, 26 Clinton Street, New York City, by 5 p.m. on Wednesday, September 24. Applications delivered after that time will be considered late and will be held until the next examination cycle.

Sabbath Observers

Candidates are advised by the Commission that religious holidays, including the Sabbath, are not to be taken into consideration in the determination of eligibility. Applicants who cannot meet this condition must so state in their applications.

Questions from the previous exam appear on page 50. Those are valuable study helps.

Wait and See

On Halpern Law

The Newark News, in an editorial earlier today for carrying out the provisions of the new Halpern Regulation Act will be established by the State Civil Service Commission. The cases under this law, which was passed by the legislature, are of a kind which can be handled by the ordinary means of the State Civil Service Commission.

Agricultural and Industrial School, Social Welfare—Telephone Operators

J. S. Morse
Cleveland 7-4056

The State low says that titles of oppositions are requested by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the position may file applications to be considered for promotion with the State Commission.

ANNUALS

By MORTON YARMON

Future State Tests

The State low says that titles of oppositions are requested by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the position may file applications to be considered for promotion with the State Commission.

The Civil Service Commission is now receiving applications for the October 4 exam. Those competing in the Junior grade will be notified of the results within four months.

Applications are due on September 24. Applicants should be prepared to meet the requirements of the commission.

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Fisher to Lead ASCE
CIVIL SERVICE LEADER

Harold J. Fisher, chief, fiscal division of the Civil Service Employees, is to succeed John W. Heary, late treasurer, in the post of treasurer. Mr. Fisher was selected by the Civil Service Employees for the position. Mr. Heary, who has been treasurer for 25 years, will retire at the end of the year.

The Attendant Mess
By PATRICK H. McDONALD

The Attendant Mess, a popular student organization on the campus of the University of Illinois, will hold its first meeting of the year tonight in the Union Dining Hall.

Members of the organization will discuss the problems of the University and the city of Urbana, and the relationship of the two.

The meeting will be open to all members of the University, and will be held in the Union Dining Hall at 8 p.m.
160,000 Pay Raises Held Up

Where is the Money for Ramspeck-Mead Increases?

(Exclusive)

Thousands of Federal employees are entitled to in-grade pay raises on October 1 under the estimate that 180,000 employees will be given boosts under the Civil Service Uniform Promotion Act that became effective on July 1.

A compilation has been started by the Department of Labor on the employees who are entitled to in-grade raises under the Civil Service Uniform Promotion Act during the next year.

The problem at hand is to determine the old question of whom the money is coming from to pay the raises and who gets it.

Here’s the picture: In making Civil Service appointments, which became available on July 1, Congress didn’t specifically approve funds for administrative promotion tests, and therefore the Civil Service Commission was passed and the technical way it handles it would be for the Budget Bureau to send a request to the Congress for the appropriation to meet the promotion tests.

Supplemental Request

Here is the position that the agency claims in making out the legislation and making the promotions out of the estimates that will be made on the fiscal year, either May or June. It will lend up on the payroll is the question to cover the cost of the promotion tests.

A raise in the appointments doesn’t cost a penny more to do it is that way, and that it would in fact, be far more accurate.

However, the appropriations have been made and will be used in the Senate must approve this amount, and the Senate hasn’t given yet. But if it’s expected...

Boards of Appeals

Here are the boards of appeals that are to be set up and the methods that are to pass on all issues for the

United States Department of Agriculture

Michael Levine, chairman; Dr. Walter K. Robinson, alternate chairman; Dr. Robert S. Swenson, alternate layman; Milton Myers, alternate depository member; Donald W. Alexander, alternate employee member.

Federal Trade Commission

Oliver S. Johnson, department member; Robert S. Clear, alternate department member; Floyd O. Collins, alternate layman; Thomas A. Flynn, Jr., chairman; Allen P. Tisdell, alternate department member; John D. Reilly, alternate layman; Robert B. Berkley, alternate employee member.

Interstate Commerce Commission

Maurice A. Flinn, Jr., chairman; Forss, alternate department member; Edward H. Good, department member; John E. Magan, alternate layman.

Interior Department

Interim Committee Commission

Robert H. Snow, chairman; Oliver S. Johnson, department member; Floyd O. Collins, alternate employee member.

Railroad Retirement Board

Interim Committee Commission

Edward P. Flinn, Jr., chairman; Allen T. Flinn, Jr., alternate chairman; Walter Malleson, alternate layman; Reilly, alternate employee member.

U. S. Tariff Commission

Milton Hall, chairman; Peter H. Birkett, alternate chairman; Elmer H. Mark Albrighton, alternate department member; Daniel W. Alexander, alternate employee member.

Those JPA Registers

Latest Data on Exhausted Options

The U. S. Civil Service Commission announces that the following options on its 1941 Professional Assistant registers are nearly exhausted:

architect, administrative technician, chemist, economist, agronomist, statistician, scientist, engineer, accountant, draftsman, and some sub-options in the engineering register. The registration for the latter has been divided into 20 sections and many of them are at low levels.

The engineering register was announced as a single test and the register was closed Aug. 29. The physical and meteorological tests have been reopened and are still open today. Both these registers are far short of full capacity. A new junior chemist, with the same qualifications as required in the 1941 JPA test, will be announced soon to supplement the register which is now getting low.

Nine hundred forty JPA registers that are nearly exhausted are: veterinarian, junior accountant, and hospital accountant.

The Commission reports that writing and office accountant is now in good shape. However, many of the eligibles on this register have refused clerk jobs paying only $1,400.

The Junior Professional Assistant options are nearly exhausted in some two dozen subjects since 1939. The options in any year’s series depend on courses on the expected needs of the service.

Steno and Typist Tests

Coming Twice a Month

(Exclusive)

This year’s crop of students are urged to take typing and shorthand as a vehicle to enter the Federal service. This suggestion doesn’t originate on the part of any one, but from the U. S. Civil Service Commission that has and will issue lists of job openings as they come in.

Our course not only prepares you for Federal and City examinations that are expected in the near future, but also qualifies you for employment in the commercial field.

TREASURY ENFORCEMENT AGENT

Class meets on Tuesday at 8:30 a.m.}

JUNIOR TYPIST AND JUNIOR STENOGRAPHER

EMPLOYMENT IN WASHINGTON, D. C. AND NEW YORK

Applications are now being issued and may be obtained for an indefinite period.

POST OFFICE CARRIER—RAILWAY POSTAL CARRIER

Class taken in preparation for this examination which will be held within the next few months are meeting on MONDAY and FRIDAY at 8:30 a.m. at the Institute of Government.

INSPECTOR OF HOUSING, GR. 2

Class meets WEDNESDAY and FRIDAY at 8:30 a.m.

MOTOR VEHICLE LICENSE EXAMINER

Entrance Salary $800 per annum. Classes meet TUESDAY, WEDNESDAY and THURSDAY at 1:15, 6:00 and 8:15 p.m.

MOTOR VEHICLE INSPECTOR (Bus)

Entrance Salary $2,800 per annum. Classes meet WEDNESDAY and THURSDAY at 8:30 a.m.

BEDDING INSPECTOR

Classes meet MONDAY and TUESDAY at 8:30 a.m.

Federal Examinations

CARD AND FORM OPERATORS

Applications will be received until further notice for Alphabetical Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our course is only prepared for Federal and City examinations that are expected in the near future, but also qualifies you for employment in the commercial field.
LEARNING TO WELD

By SAMUEL P. BROWN
Chief Instructor
Vocational Division
The Delehanty Institute

FIELDS OF EMPLOYMENT

Tanks, boilers and pressure vessels in general are now almost universally made with welded seams. All chemical process equipment, oil refining equipment, and the bulk of steel tank work is now welded instead of fastened by older methods. The present defense industry boom affects all of these basic industry manufacturers.

Welded steel frames for machinery are rapidly replacing cast iron frames. The Imperial-Rand Company of Philadelphia, N. J., the Waltham Steel Company, the Allis-Chalmers Manufacturing Company, and other heavy equipment manufacturers are utilizing welded steel frames for their heavy pumps. The elimination of the pattern cost, reduction of machining required, and the great saving in weight, make the welded steel frames much less expensive. Even large castings of multi-type machining such as those for pumps, fans, rotors, generators, etc., are now being made by fabricated structural steel and plates, by welding, instead of by the old process of casting. Crocker-Wheeler Electric Manufacturing Company, General Electric and Westinghouse are echos of the latter practice. Structural steel work was estimated to replace 40% of cast iron five years or more ago. Today welding by qualified A-L welders, who are licensed, is being checked on a sampling basis. The process is approved by structural steel work, including the structural steel of buildings, in many prominent cities. Type welding is one of the most important and most rapidly growing fields of electric welding. It is so fast we get $0.75 to $1.00 per hour for the job in pipes larger than 10 inches, but $1.50 per hour by electric welders. We can weld the plate in place, and weld all of the necessary fittings in place, and pipe welding, after the pipes are cast in place, on the job. The Delehanty Institute is offering to train A-L welders, who will be able to weld all of the types of welds that are required for the welding industry.

Welding—A Booming Field

An Expert Outlines the Many Job Opportunities

LENDING WALDEN

Defence News

Monday, September 23, 1941

AVIATION CAREERS!

CIVIL SERVICE LEADER

FRIDAY, SEPTEMBER 21

R E L I A B L E

Welding School

Friday, Sept. 21st—Welding School. Will train you to fill a good demand in this field. COMPLETION CLASS IN ELECTRIC ARC WELDING. Individually taught. Free at various times. PLACEMENT SERVICE

850 60th Street

Wednesday, 8:1706

Term Arranged. Reasonable fees.

AVIATION INSTITUTE

381 K. M. 25th St., N. Y.

HAVE YOU PLANNED IT?

J. N. Drafting Institute

When the country went to war, the demand for skilled drafting and drafting engineers became even more critical. These men are the eyes and brains of industry. The J. N. Institute of Drafting and Drawing was established for the purpose of training drafting and drafting engineers—men who are indispensable to the war effort. The school offers a full four-year course in drafting and drafting engineering, as well as shorter courses, including a six-month course in Industrial Drafting. Classes meet Monday through Friday, with vacation from 12 noon to 3 p.m. Tuition, $250 per year. For further information, write J. N. Institute of Drafting, New York, N. Y., or call 7-0366.

LEARN TO FLY

Professional Flying School

OU CAN FLY IF YOU WANT TO! Professional Pilots

Learn to Fly—Cheap, Complete Training

Complete Course in Private and Commercial Piloting

UNITED STATES NAVAL ACADEMY

1912 BROADWAY

NORTH LONG ISLAND CITY

STENOGRAPHY

AIRCRAFT INSTRUMENTS

MEN

W O R K I N G S W E L D I N G W O R K S

GAS & ELECTRIC WELDING—DAY AND EVENING CLASSES

BROAD BRIDGE NORTH

3017.

MANHATTAN TECH

ON ORDER WILL NEVER FLY!

LOANS

ON DIAMONDS, JEWELRY, JEWELRY, EDELSTEIN BROHS.

123 Jackson Ave. L. I. City

C L A R E N C E  H. W H I T E

850 60th ST. (near Queen Plaza)

W I K C S W E L D I N G W O R K S

28-13 Jackson Ave.

LOANS

M A N H A T T A N  T E C H

E D E L S T E I N  B R O S.

123 Jackson Ave. L. I. City

at Queens Plaza

DRAFTING

MECHANICAL—PIPING—STRUCTURAL—SHIP AERO

BLUING, READING—SURVEYING

MATHEMATICS—ALL BRANCHES

CIVIL SERVICE ARITHMETIC

APRIL PREPARATION

TECHNICAL AND CIVIL SERVICE PREPARATION

OFFICE, N. Y. STATE LICENSED

E D A Y AND EVENING CLASSES

N. Y. STATE LICENSED

8th Ave., L. I. CITY

MANHATTAN TECH

GAS AND ELECTRIC WELDING

DAY AND EVENING CLASSES

501 West 42nd Street

N. Y. STATE LICENSED

DELOHANTY INSTITUTE

3017.

MANHATTAN TECH

ON ORDER WILL NEVER FLY!

LOANS

ON DIAMONDS, JEWELRY, JEWELRY, EDELSTEIN BROHS.

123 Jackson Ave. L. I. City

C L A R E N C E  H. W H I T E

850 60th ST. (near Queen Plaza)

W I K C S W E L D I N G W O R K S

28-13 Jackson Ave.
From Quarry to Ships

Private Defense Work

The following defense positions are available in private industry. If you feel that you qualify for any of these jobs, telephone the designated interviewee at the New York State Employment Service. Applications from those employed in defense industries will not be considered.

Technicians

(Apply to Technical College, 29th & Lexington Ave.)

Designers of Electrical Equipment—B.E. degree, all-around electrical training. Must have one or two years experience, able to do electronic calculations. Must be citizen.

Plater—M.E. degree. Machine shop experience required. Must be thoroughly familiar with any kind of metal or metal work. Must be citizen.

Structural Engineer—B.E. degree. Must have exceptional back-ground in structural work, some knowledge of existing properties and recommended alterations. Must be citizen.

Industrial

(Apply to Mr. Brune, 29th & Lexington Ave.)

ARMATURE WINDERS—Male and Female—Experience on armatures of various types. Must be able to operate winders.

ASSEMBLY LINE WORKERS—Female—Sewing, winding, binding, and finishing work for all small and final assembly. Only experienced workers considered.

KITCHEN EQUIPMENT—Small and machine winders on all types of wire. Experience in network or industrial work on coils and multicore coils as used in transformers, etc. Must be thoroughly familiar with all types of machinery. Experience in all kinds of machinery.

MACHINERY—Must have experience in assembling complicated electrical and mechanical apparatus. Must be thoroughly familiar with all kinds of machinery and able to handle all types of machinery.

24-hour EXPORT WINDERS—Able to operate machines for two years approximately or equivalent and have experience in winding and repairing and engines and turbines, aligning shafts and bearings. Must be a citizen.

INSTRUCTIONAL PRODUCTION—Ability to handle complete production in manufacturing engineering. Trade school training desired. Must be a citizen.

Radio Technicians—Open—Must have laboratory experimental experience.

Sheet Metal Workers—Must be experienced in all methods of layout from blueprints for complicated work with knowledge of fabricating and assembling all types of metal work in the shipyards.—On new and repair work. Able to make templates and layout from blueprints, be able to prepare all blueprints and do all kinds of layout work. Must be a citizen.

Defense Program Converts Skills

From Quarry to Ships

Private Defense Work

The following defense positions are available in private industry. If you feel that you qualify for any of these jobs, telephone the designated interviewee at the New York State Employment Service. Applications from those employed in defense industries will not be considered.

Technicians

(Apply to Technical College, 29th & Lexington Ave.)

Designers of Electrical Equipment—B.E. degree, all-around electrical training. Must have one or two years experience, able to do electronic calculations. Must be citizen.

Plater—M.E. degree. Machine shop experience required. Must be thoroughly familiar with any kind of metal or metal work. Must be citizen.

Structural Engineer—B.E. degree. Must have exceptional back-ground in structural work, some knowledge of existing properties and recommended alterations. Must be citizen.

Industrial

(Apply to Mr. Brune, 29th & Lexington Ave.)

ARMATURE WINDERS—Male and Female—Experience on armatures of various types. Must be able to operate winders.

ASSEMBLY LINE WORKERS—Female—Sewing, winding, binding, and finishing work for all small and final assembly. Only experienced workers considered.

KITCHEN EQUIPMENT—Small and machine winders on all types of wire. Experience in network or industrial work on coils and multicore coils as used in transformers, etc. Must be thoroughly familiar with all types of machinery. Experience in all kinds of machinery.

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CIVIL SERVICE LEADER

Published every Tuesday by Civil Service Publications, Inc., Office 979 Dearborn Bldg., New York, N. Y. Phone: CORslandt 7-5865
Copyright 1941 by Civil Service Publications, Inc.

MERIT MEN

LIEO ARNSTEIN, who was never a candidate for the job of Civil Service Commissioner then currently occupied by him, resented the call for his retirement by the city council. A former president of the American Civil Liberties Union, Mr. Arnstein served in the New York legislature and has been a political activist for many years. He is a well-known figure in New York political circles and has been involved in many prominent cases.

The LEADER invites all readers to write in upon any Civil Service subject. All letters receive the care­

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Policy, Fire Pension

Rates Are High

Mention of the above, you will find that Mr. Arnstein is a man of great integrity and sincerity, with a strong sense of justice and fairness. He has been involved in many important cases, and his experience and knowledge of the law make him a valuable asset to the Legal Service Commission.

Union Needed

A DISTURBING theme runs through a number of letters that have been received by the LEADER in recent days. A strike of employees of the Metropolitan Life Insurance Company has been called, and the company has threatened to fire employees if they do not return to work. The strike is being handled by the United Auto Workers, and the company is determined to maintain its position.

One of the chief reasons for the public employee frequency to ask the question at the end of the letter is that they refuse to unify their efforts. In many cases, the strike is being handled by the employees themselves, without the intervention of the LEADER or any other organization.

Each group is trying to do its own thing, without considering the needs of the others. In many cases, the strike is being handled by the employees themselves, without the intervention of the LEADER or any other organization.

This is the first time that anything like this has happened in the city hospital in which I work. This is a very serious situation, and it is urgent that something be done to prevent a breakdown of the hospital's services.

We are forced to work one-half the time, and we are not paid for the rest of the time. Even though the hours are shorter, we are working longer hours, and our pay is not increased.

This is a melancholy situation, and it is clear that something must be done to improve the working conditions of the employees.

Another Protest

Another protest has been made by the employees of the Motor Vehicle Department, who have threatened to strike if their demands are not met. The department is under the jurisdiction of the Department of Labor, and the department's head is Mr. Arnstein.

This is the first time that anything like this has happened in the city hospital in which I work. This is a very serious situation, and it is urgent that something be done to prevent a breakdown of the hospital's services.

A Call to Public Service

A call to public service has been made by Mr. Arnstein, who has appealed to the employees to return to work and to support the department's efforts.

In the city hospital in which I work, there is a sense of hope and optimism, and the employees are determined to continue their work.

The LEADER invites all readers to write in upon any Civil Service subject. All letters receive the care­

Protests Election Requirement for Test

Tests: The purpose of this letter is to point out that the current tests are regarding the possible changes to take place in the two years of high school requirement, as recommended by the Motor Vehicle License Examination test.

This coming test has occupied my wholehearted attention in both my capacity as an instructor in that position. I can claim a wider scope of knowledge than the average high school graduate. My mental training and experience, in my opinion, will be a command to any would-be-panic for this position. I do not, how­

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Police Test For Those in Service

V.R.: Your husband will be able to take the Police Test if he is a Police officer, or a Fireman, according to the regulations. The Petruson test, even though he is in the Civil Service, is not available to you, his wife.

Requests for Lists

J.G.: What do I do if I cannot get a list of positions for which I am eligible? What can I do if I have no knowledge of Civil Service positions in my immediate area?

As a public service, the Commission furnishes lists of positions that are open at particular times. For example, the list for positions in the U.S. General Services Administration is due to expire soon. The Commission will make arrangements to have a list for positions in the U.S. Post Office Department, which is expected to open within the next few weeks. The Commission will also continue to add new positions to the list as they become available.

Proportional Indefinite

To answer all practical purposes, "proportional indefinite" appointments are as far as possible, permanent appointments. "Proportional indefinite" appointments are new appointments that will be made to fill permanent positions that have been vacated by the resignation or retirement of employees.

Several states use proportional indefinite appointments to fill permanent positions. These appointments are made on the basis of competitive examinations, and they are not subject to the same restrictions as temporary appointments.

Residence Law

C.K.: You can take the next new appointment to the Civil Service Commission's examination even though you are not a U.S. citizen. However, in order to be appointed to a federal civil service position, you must have been a resident of the United States for at least three years prior to the date of the examination.

New York City, the Civil Service Commission, has a list of eligible employees who are appointed to positions in the city. The eligibility list is established by the Civil Service Commission.

You must be available to serve at any time after the examination. It is possible for New York City eligible employees to receive a position and to be available to serve at any time after the examination.

Okay to Live in Many Private Schools

Many young men and women are urgently needed for the greatly increased number of positions in private business offices, where they can do their work in a strictly military manner, supporting national defense programs.

Many Private Schools Join in Defense Training

"Trained young men and women are urgently needed for the greatly increased number of positions in private business offices, where they can do their work in a strictly military manner, supporting national defense programs."

The New York City Civil Service Commission, through the Civil Service Technical Guild, is offering a new appointment to the position of Assistant Examiner to the New York City Police Department.

The position is open to all persons who are eligible for appointment to the Civil Service. The examination will be held on the first day of the new month, and the results will be announced on the first day of the following month.

In an effort to provide additional training for persons who are interested in the position, the New York City Civil Service Commission will offer a new appointment to the position of Assistant Examiner to the New York City Police Department.

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Examination Requirements

State Tests

State Written Examinations of the Department of Civil Service of the State of New York.

Filing Ends Sept. 25

Resident Bids: Oct. 8, 1941

Division of Laboratories and Research, Department of Civil Service. (For information call 720-0776.)

APPLICATIONS May be obtained at the following places:

New York City:

Department of Civil Service, 121 Broadway, Room 1346, New York City.

Albany:

Department of Civil Service, 11 W. 4th St., New York City.

Applicants must meet the requirements set forth in the examination announcement.

1. Civil Service Examining Division, Albany, N. Y., Room 1207.

2. Office of the Comptroller, 211 State Street, Albany, N. Y.


4. Applications will be received only for examinations announced.

COMMISSION ON EXAMINATIONS. The Commission on Examinations is responsible for the conduct of all civil service examinations.

How to Apply for a Test

For City Jobs: Obtain applications at 96 Deane Street, New York City, (9 a.m. to 4 p.m., or write to the Application Bureau of the Municipal Civil Service Commission at 96 Deane Street, New York City. Each stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 80 Centre Street, New York City, (9 a.m. to 4 p.m., or enclose six cents in a letter to the Examination Division, State Civil Service Department, Albany, N. Y. Those qualified for civil service applications must use the Application Bureau at the Department of Civil Service, State Civil Service Department, Albany. Envelope 6 cents.

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 414 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Available also from first and second class post office, Second District.

Applications may only be filed for exam and only during period when applications are being received.

Fees are charged for City and State exams, 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 New York State residencies for one year.

U. S. Tests

Purchasing Officer, $3,200

Assistant Purchasing Officer, $2,500

Assistant Purchasing Officer, $2,000

Assistant Purchasing Officer, $1,800

For employment in New York City, the applicant must be a resident of New York City for three years immediately preceding appointment.

Applicants must meet the requirements set forth in the examination announcement.

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ACADEMY OF ADVANCED TRAFFIC

225 BROADWAY N.Y.C.

3,000 students training daily.

Traffic Management

The National Defense Program is creating a need for trained personnel in traffic management, both in government, financial institutions, and insurance companies, as well as in business and industry. This is one of the most rapidly developing phases of the war effort.

The Army and Navy are also seeking men capable of handling large volume of traffic. In the field of education, a number of new schools are opening up to train men in traffic management.

KENT INSTITUTE

11 MADISON AVENUE (at 40th St.), NEW YORK

ACADEMY OF ADVANCED TRAFFIC

229 BROADWAY N.Y.C.

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11 MADISON AVENUE (at 40th St.), NEW YORK

ACADEMY OF ADVANCED TRAFFIC

229 BROADWAY N.Y.C.
Unassembled Federal Tests

These are exams open until further notice unless a closing date is specified after the title. By an examination, you mean any type where no written test is given. The purpose of an examination is to detect the goals of training and experience.

Issued in 1940

No. 99—Engineering Draftsman; also Chief, Principal, Senior, and Assistant.
No. 106—Inspector, ordnance Material; also Senior, Associate, Assistant, and Junior.
No. 128—Senior radiotelephone Engineer.
No. 142—Inspector of hats; also Principal, Senior, Associate, and Junior.
No. 189—Inspector,图形 Corps; also Senior and Junior.
No. 124—Inspector, Ordnance Service Leader.

Tuesday, September 23, 1941

CIVIL SERVICE LEADER

Page Thirty

SCHOOL DIRECTORY

List of Recognized Schools

Academic & Commercial College Preparatory

Rosen School—811 Broadway, at 16th St.
Glenmary—3,926
Rogers—1,825

Business Machines

New York Business School—11 W. 21st St.—Day and Evening Classes

Accounting Machines

Accounting Machines Institute—221 W. 36 St.—Day and Evening Classes

Drafting

New York Drafting Institute—276 W. 41 St.—Day and Evening Classes

Mechanical Drafting

Manhattan Technical Institute—182 Broadway—Day and Evening Classes

Finger Printing

National Fingerprint and Identification Institute—E. 10th St.—Day and Evening Classes

Secretarial Colleges

New York Business School—11 W. 21st St.—Day and Evening Classes

Washington Business School—180 W. 23rd St.,—Day and Evening Classes

Public Institutes—Including Correspondence Courses—Including Correspondence

Dairies Institute

Modern Technical Institute—332 W. 42nd St., New York City

Welding

McKinley—261 Broadway

The great NEW book by ARCO

N. Y. STATE CIVIL SERVICE

Your Complete Preparation for 1 or 6 of the Oct. 4th State Tests

FOR MAIL ORDERS—Use Form C-435 (Price 75c)

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1,346 Exam Type Questions and Answers

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COMPUTATION ARITHMETIC

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STEAMOGRAPHY

SYSTEMS

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LEARN Day and evening classes—Start

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JUVENILE JUSTICE CASES

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PATTERNS

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643 Washington Ave., Brooklyn 6, N. Y.

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State Establishes New Lists of Eligibles

U. S. Tests

(Continued on page 14)

New York. For more information, see next notice. Age limits: 16 to 35.

To relieve necessity, depending on the grade

Dr. L. ZINS

Mystery of Colds

In 1941, the U.S. established new lists of eligibles for various positions. This newspaper clipping includes information about a variety of jobs, including Civilian Engineer, Assistant Underwriter, and various medical and clerical positions. The jobs vary in pay and require different levels of education and experience. The text is a natural representation of the document as if it were reading it oneself.
A Squawk; An Error

Eligibles on the number three list have applied for the position of CIVIL SERVICE LEADER at the garden. Friday, October 3, Lieutenant Representatives at the Commodore; Saturday, October 4, annual meeting of the Fire Guard. The parking lot on the Hospital Roadside Passes. Friday, October 3, annual meeting of the 45th Avenue Association. The program will be open to all. Fighting forces and fire fighters are now seeking to simulate actual enemy bombing. No evidence no-sense is running a card and bunco game. About the Clock, annual Police Recruit course is split into 15 two-hour sessions. The police program is which is bigger and better than ever. This is running a card and bunco game. 8. Park smooth, brown-gray in color; finished product by Blonde, a Service Vs. Queens. Wear a tie or blouse to the Club. Mounting exhibited. 9. Fiberscope used in motorcycle repair. 11. Grand Finale: Air Raid, Fire Department. 12. Swamp Oak

CIVIL SERVICE LEADER

Real Estate Notes

BY FRED ASHLEY
Real Estate Editor

The Chelsea Management Corporation will open its newest accommodations in the beautiful Kensington apartments next month. It is located on one of the finest streets in the city, from 90. You may move in at once, with possession beginning October 1. Among the many special features included in the Kensington ap-}
## Your Chances for Appointment

The 9 best numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions as indicated below appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the number to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the filling is permanent, temporary, or indefinite. The fifth column shows the log number in the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean the positions are filled.

### Table

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<th>Log Number</th>
<th>Jeffrey</th>
<th>Title</th>
<th>Position</th>
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<td>Department</td>
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Below is the latest news from the Municipal Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

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## Classified Advertisements

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## CIVIL SERVICE LEADER

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CIVIL SERVICE LEADER
Page Nineteen

Films of the Week

By JOSEPH BUBIN

Tuesday, September 23, 1941

THE LEADER IN "Civil Service"

For Banquets, Lunches, Dances, teas, Meetings, etc.

Price requires for the unqualified
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NEW YORK CITY

TRAVEL BY CAR

Tuesday, September 23, 1941

Theatre Notes:
Art Monthly and The Theatre Guild, will be shown in the lobby of
Guindy, October 2, and continue until the end of
—Sylvia Welch has been
chosen to play "El Arquitecto" in
Cinagro's production of "The Laughing People," which can be seen at the
Left Bank Theatre, 73rd Street and Broadway. J. Miss Welch is the young ac-
cess who makes her debut comparatively with the New York drama critics in
"Flight to the West.

New York City
Home Study Helps: Coming Examinations

Patrolman Test, N. Y. C.

The material that follows below is the second part of a complete study course to prepare candidates for the forthcoming New York City police examination. It has been prepared exclusively for this LEADER by Lieut. Bertrand P. Wray (Ret.), an authority on police education. The student is advised to pay as much attention to this material as if he were going to school. Every portion of these lectures should be studied and clipped, week by week, in your own scrapbook. The plan is to cover every phase of information and method that will be necessary in the test. Answers to questions 4, 5, and 6, with complete explanations, appear below.

Questions 7, 8, and 9 will be answered in next week's LEADER. In the meantime, work out the answers for yourself.

ANSWER TO QUESTION 4

7th - 8th: "Police are a highly selected group, mainly because (a) most people believe policemen are in their friends; (b) policemen are like others physically and mentally, the police are a highly selected group (c) the police are less "cops than patrons; (d) an attitude of friendliness aids effective law enforcement; (e) a policeman must perform his duty without regard to the attitude of the persons in the potential criminal.

8th: Patrolmen were directed not to question the directions for this direction (this is) patrolmen. It is most desirable that the public cooperate in the movement to get the current information, therefor the answer is (a) the police are less "cops than patrons.

9th: The premiums charge is lower for those who never had an accident. The police officer, the controlled handling of all mail is the most efficient procedure. T. F.

10th: The employee who files his report should check the box of a week's pay. He must see to it that no box is marked. T. F.

11th: In addition to his statement and subscriber's name, the only entry to make an affidavit valid, T. F.

12th: The police officer who files a report must make out a report on a regular blank form. T. F.

13th: In commercial transactions, interest charge on the unpaid balance of the permit will be correspondingly small — only a few dollars. No Assignment of Pay of Pay Employees Will Be Required.

14th: The premium charge is lower for those who never had an accident.

15th: Therefore, Don't Wait Until You Have an Accident and Pay Higher Rates — Act NOW!

40 Years Experience Handling All Kinds of Insurance

W. M. JOYCE & CO., INC.
115 BROADWAY, N. Y.

TELEPHONE: BARCLAY 7-4545-67

State Clerk

Below are the answers to the questions on the following sheets for clerk, steno, and typist that appeared in last week's LEADER along with further questions:


86. False 87. False 88. True 89. True

90. In a large office, the central mail room is the most efficient procedure. T. F.

91. The term used to designate the receiver of the present account receivable is (a) payee; (b) mortgagee. T. F.

92. A personal inventory in an emergency must be kept and kept on permanent file. T. F.

Answer and further questions next week.

State Clerk

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I. B. M. CARD PUNCH

Burroughs Bookkeeping and Billing

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ALL OFFICE MACHINES

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FRENCH and SPANISH

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2-MONTH CURSING

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for MOTOR VEHICLE LICENSE EXAMINER

State Dept. of Taxation and Finance, Bureau of Motor Vehicles

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CIVIL SERVICE LEADER

Study Manual

(Recommended by the New York City Department of Motor Vehicles)

The Vehicles and Traffic Law

1. How are the Motor Vehicle Laws Enforced?

2. What Does the Code Mean When It States "An Injury to the Person or Property of Another Within the Public Highway"?

3. What Is a "Street" or "Highway" Under the Law?

4. What Is an "Owner" of a Motor Vehicle?

5. What Is a "Passenger" on a Motor Vehicle?

6. In What Form Is a Motor Vehicle License Issued?

Answers and Questions & Answers

Motor Vehicle Authorities

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