SPECIAL STUDY MATERIAL
U. S. EXAM FOR
TYPIST-STENO
Apply This Week

Simple Requirements for
NEW HOSPITAL ATTENDANT TEST

Listing of U. S. Agencies Hiring Without Civil Service

Mayor’s Sanitation Plan Creates Trouble

FDR Brings 125,000 Under Civil Service
Who’s Included? Who’s Excluded?

FIREMAN TEST POSTPONED

FREE COURSE FOR AUTO ENGINEMEN
Mayor's Sanitation Proposal Creates Difficulties
Who Gets the Jobs? What Are the Titles? How About Raises? How Do Promotions Come?

Mayor LaGuardia's proposal to create a new title of Junior Sanitation Man was made in effect, mean that in the future the entrance salary in the Department of Sanitation will be $1,200 and $1,500 instead of $1,860.

This seemed clear this week as the Municipal Civil Service Commission began vetting with a number of problems raised by the Mayor's abolition of the sanitation man, class A. Major Sanitation Proposal Creates Difficulty.

The petition avers that the organization of the Sanitation Department as the 'Four Horsemen' and the 'Mucketeers', an alleged corruption of the phrase 'Matt Gut Ef.

"This Joint Council is upon information and belief, no proper books and records are kept by the various sanitation groups, no accounting is made of the doses and other charges collected by them; and the funds of said organizations have been wasted and misappropriated by them and used for purposes not intended by the said organizations and by the said members of the said organizations and by the said council and combination of the said sanitation works.

"This petition contains a statement of the facts set forth herein and the action is directed against the abolition of the sanitation man, class B, and sanitation man, class C.

"A compromise was made between the Joint Council and the City Civil Service Commission, and it was agreed that the sanitation man, class B, be made a $60 a year raise to $1,920.

"The action is directed against the abolition of the sanitation man, class B, and sanitation man, class C."

CIVIL SERVICE LEADER

Salary Adjustments
Employees Get Raises Under Old Rule

Under the provisions of a 13-year-old resolution, 105 city employees have received adjustments up to $3,120 a year, which in addition to their regular salaries, means as much as $400.

This was realized this week when the New York City Transportation Commission announced that of 206 who applied for salary increases in the Transportation Department, 70 were qualified, 65 were found not qualified, and one employee had applied for a salary increase not to exceed the total of the qualified, the largest increase was granted to the Department of Water Supply, live in the Manhattan Borough Transit Office, in the Department of Parks, and one in the Board of Water Supply.

The resolution under which the adjustments were made was adopted by the city administration in January, 1929. It provided that any employee in the permanent service in the Board and who has been in each of the grades 3, 2, 1, for 1, 2, 3 years respectively, shall have his salary raised to $3,120.

The competitive exam for firemen won't be announced during May. The decision to postpone the test was made by the Mayor but his reasons were not disclosed.

The changes are better than even that the application period will open the first week in June. Montmorency, the Municipal Civil Service Commission has approved the events to be held in the physical examination. The actual description of the test or $20 a week for a 4-week course, but the exams has not decided they the test in almost all regards is the one

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Course for Engineering Learn to Operate Street Cars

The first 500 men on the recently published job list for street car operators are being canvassed by the New York City Transit Company to find out if they have taken any previous training course in the operation of street cars. According to the Commission, the men will be notified by letter, stating the date and time for the first practical tests. A compromise was reached by the Commission, the men will be notified by letter, stating the date and time for the first practical tests. A compromise was reached by the Commission.

The course, starts May 3 and is conducted by the department of training, with the instruction conducted by the department of training, with the instruction conducted by the department of training.

The eligible wage at the beginning of the course is $175 a month for 10 months and $200 a month for 10 months. The eligible wage at the beginning of the course is $175 a month for 10 months and $200 a month for 10 months. The eligible wage at the beginning of the course is $175 a month for 10 months and $200 a month for 10 months. The eligible wage at the beginning of the course is $175 a month for 10 months and $200 a month for 10 months. The eligible wage at the beginning of the course is $175 a month for 10 months and $200 a month for 10 months.
CIVIL SERVICE LEADER

Page Three

City-Wide Promotions Invalid
Court Decision Is of Vast Importance

by BERNETT MURPHY

City-wide promotion lists were
finally established and de­
clined by the Court of Appeals last
week in the case of Cornel vs.
Scott. Contests for employment
in Civil Service jobs must be
conducted to departments
instead of city-wide lists.

No departmental list exists, com­
mittee of the Civil Service
Commission. Prior to this decision
departmental lists were used for
positions in the Civil Service.

Salary increases were
made from city-wide lists.

The scores of voices raised at the
recent public hearing de­
noted that the Budget of 1932 was
considered necessary for the
City's needs.

Mayor on April 1 will be the one
candidate of the Board of Transportation, cited
report on June 30, 1931.

The eligible list for Locksmith was
published in full in The

Tennis Tournament

The Mayor's proposed tax levy
may be required to be held at a
Council meeting today.

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FDR Brings 125,000 Under Civil Service: Many Openings Soon to be Available

Those Included, Those Excluded in Rannspeck Act

During the next few months the Civil Service Commission will have to announce many new examinations in order to supply personnel for the estimated 125,000 additional Federal positions which President Roosevelt in his appeal for Service by the sweeping presidential

order on April 23 that finally will put the Civil Service Act into effect. Examinations will be announced soon for attorneys, adminis-trators, many types of skilled laborers, and commercial and technical jobs not heretofore excepted.

Hearst's note: Please don't invite the Civil Service Commission to ask about your chances. The commission isn't prepared to make announcements now and its policy is no comment on future tests. (The LEADER will keep you informed.)

CARD PUNCH and ACCOUNTING MACHINE OPERATORS

Central Office, 1122-23 E. 49th St., Room 130

A good opportunity to enter a field in which salaries are liberal, advancement rapid, and the work has a high degree of responsibility.

FEDERAL SERVICE<br>EXAMINATION

试题内容包括但不限于以下领域：

1. 决策制定
2. 财务分析
3. 法律知识
4. 行政管理
5. 公共行政

考试目的

旨在挑选适合从事联邦政府服务的候选人。

考试内容

考试包括但不限于以下内容：

- 决策制定：包括分析和解决实际问题
- 财务分析：包括预算编制和财务报告
- 法律知识：包括联邦法律和法规
- 行政管理：包括项目管理和团队领导
- 公共行政：包括政策制定和实施

考试形式

考试采用书面测试形式，包括选择题和案例分析题。

考试时间

考试时间为3小时，包括2小时的书面测试和1小时的案例分析。

考试地点

考试地点为联邦政府服务局。

考试费用

考试费用为$50，包含考试材料和考试服务。

申请流程

申请人需要通过联邦政府服务局的官网提交申请，包括个人信息和相关工作经历。

考试通过

考试通过后，申请人将获得联邦政府服务局的职位通知，并需在规定的时间内完成相关培训和入职手续。

联系方式

联邦政府服务局联系方式：

电话：(123) 456-7890

邮箱：hr@federalgovernment.gov

网站：https://www.federalgovernment.gov


diplomatic consular officers

EMBASSY OF THE PHILIPPINES

Washington, D.C.

December 3, 1941

Dear Sir/Madam:

I am writing to inform you of the upcoming examinations for Diplomatic Consular Officers. The exams will be held on December 15th, 2022, at the National Press Club. Please see the attached notice for further details.

Best regards,

[signature]

Director of Diplomatic Consular Affairs
CIVIL SERVICE LEADER

Simple Requirements on New Hospital Attendant Test

Application Blanks Will Be Ready Within Two Weeks

(Exclusive)

Applications for the coming hospital attendant test, definitely required by the New York City Health Department, must be turned in at the various State offices of the Employment Service, at the various State hospitals, at the State Employment Service, and at the various state as well. A complete list will appear in The Leader as soon as it is made known. Mail applications will be accepted at the various State offices of the Employment Service, at the various State hospitals, and at the various State Employment Service offices, at the various state as well.

Easy Requirements

Virtually every man and woman in the State between the ages of 18 and 35 will be eligible for the test. The same requirements that appeared in the 1940 announcement are in force for this year. Candidates for the test must have an eleventh-grade education, be able to speak, read, and write English, pass a mental test, and meet the general physical qualifications required in New York City and Albany, from popular State lists. P

Lehman Ponders Civil Service Bills

Important Measures Still Await His Final Decision

Three important Civil Service bills were among those signed up to late last week by Governor Lehman. They were the Condon bill, determining who gets the fees from candidates for DPU tests; the Mahoney bill, ending the practice of transferring employees without competitive test; and the Krueger bill, limiting certification of county payrolls to first payment in January and July.

Serious Problems Created By "Temporary Job" Law

(Exclusive)

The Leader learns that application of the new State six-month temporary law, passed by the 1940 Legislature, and in effect since last October 1, is creating problems with serious implications for the entire State. According to the law, temporary appointments may be made for a period of six months if the job is actually a temporary one. The Krueger bill eliminating the probationary period for promoted employees.

The Condon bill providing that each of the eligible shall be equivalent to the number of years spent in the service of the State, with a four-year minimum. The Krueger bill providing the removal of provisional veterans in relief benefits. The Hampton bill extending veterans' preference to those who enter military service.

The Crews bill extending Civil Service preference to those who become citizens in New York City and Albany. The Mahoney bill reinstating discharges aliens on the subway.

Among Civil Service measures which received the Lehman veto were the Krueger bill eliminating the probationary period for promoted employees. The Crews bill providing that each of the eligible shall be equivalent to the number of years spent in the service of the State, with a four-year minimum. The Krueger bill providing the removal of provisional veterans in relief benefits. The Hampton bill extending veterans' preference to those who enter military service.

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A Shortage Of Postal Workers?

A SURVEY by district managers of the Civil Service Commission has revealed that a number of skilled mechanics urgently needed in defense jobs are having difficulty getting transferred. Particularly in this true, it was discovered, in New York.

Civil Service officials in New York contacted a number of the skilled tradesmen, many of whom worked in the Brooklyn Navy Yard during World War I, and most of them expressed a desire to return to their old trades. But, despite their efforts, this change could be arranged so that they wouldn't lose seniority, opportunity for promotion and retirement benefits.

Civil Service district managers recommended that the transfers be made on the basis set forth by the employees. They also suggested that New York be drawn up with the Post Office Department but the department has said that the number of employees has been reduced and was losing thousands of its employees to the Army and that 1,000 employees had to be diverted to defense work of building mail and army camps. The loss of employees is so great, Post Office officials said, that an executive order has to be issued to the permit certain employees retiring the age remain in active service.

Postmaster General Frank Walker will take up the matter personally with President Roosevelt.

Therefore, Post Office officials explained, they would keep a careful check on these men from taking defense jobs, but, if they insisted, employees who do the jobs return to their old status and take their chances on being reinstated afterwards.

Now, we don't quite follow all this. In the first place, Post Office managers have been pretty long, and employers with three lists have been waiting, many of them, years for an opportunity to get new people into the department. The lists are pretty well used up, the Civil Service Commission should order new exams. So what's all this talk about the sufficiency of the lists?

In the second place, the present system of separate lists for separate boroughs might be done away with, as suggested by the manager. It would hardly be possible to have single lists set up in their place. This would prevent the condition arising when there have too few on the list, say, in the Bronx, and too many in Brooklyn.

In the third place, we agree with the postal employees and the Civil Service managers that these men taking defense jobs should retain their rights. Why not work it on the same principle as with draftsmen? When a postal employee goes out of his place is filled by a sub who signs a waiver releasing him from claim to the job, he will be able to return to the ideal method, but the point is that there is no insurmountable problem here, and one shouldn't be created.

It is a matter of great importance to postal workers, and THE LEADER would like to hear from its readers what they believe to be the ideal solution.
Call Police Duty

By BERNARD MURPHY

POLICE CALLS

June 7, 1941

Welfare Department News

By HENRY TRAVES

CALLS 1861

June 7, 1941

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Page Seven
What “Classification” Means

As used in civil service laws the term “classification” is defined as the division of positions into classes, each at a particular level, having certain fixed qualifications. For example, in the Federal service, there are classes for legal positions, social science positions, and so on. In New York State, similar classifications are used, but the names of the classes differ slightly. For example, the professional class includes positions that require a college degree, the technical class includes positions that require a high school degree, and so on. The purpose of classification is to ensure that employees are paid according to the qualifications required for their position.

3,750,000 on Payrolls

The total number of employees in the Federal service, excluding teachers, is about 1,115,000; in New York City service about 75,000; in New York State service about 105,000; exclusive of teachers in the public school system.

Questions

The following questions are intended to aid you in preparing for the coming examination. They are not intended to be an all-inclusive list of answers to questions that may be asked.

1. A state or local government agency may hire employees to perform work that is not related to the agency’s primary mission. True or False?
2. A employee who resigns from his Civil Service position may be reemployed in a temporary position. True or False?
3. An employee who resigns from his Civil Service position may be reemployed in a permanent position. True or False?
4. An employee who resigns from his Civil Service position may be reemployed in a permanent position up to 26 months after the resignation. True or False?

Study Questions—Court Attendant

Q. E. M.—A person employed in a temporary position may be reemployed in a permanent position if the position vacated is at a lower salary grade than the position held. True or False?

C. M.—A person employed in a temporary position may be reemployed in a permanent position if the position vacated is at a lower salary grade than the position held. True or False?

Personal Officers

W. S.—Not all departments have personal officers. True or False?

Q. T.—Not all departments have personal officers. True or False?

Resignation

E. W. M.—While an employee classified for a temporary position is employed for the period of time fixed in his temporary appointment, he is free to resign and to fill any other position he may desire. True or False?

Q. T.—While an employee classified for a temporary position is employed for the period of time fixed in his temporary appointment, he is free to resign and to fill any other position he may desire. True or False?

Contractors

M. P.—The term “classification” as used in civil service laws has various meanings. In New York, there is a distinction between the Federal service and the New York service. In the Federal service, there are classes for legal positions, social science positions, and so on. In New York State, similar classifications are used, but the names of the classes differ slightly. For example, the professional class includes positions that require a college degree, the technical class includes positions that require a high school degree, and so on. The purpose of classification is to ensure that employees are paid according to the qualifications required for their position.

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Promotion to Gardener

The following is a continuation of an article which began last week. Public libraries generally do not receive much recognition in various branches of the恶."}

Tax on Older People

The city has levied a tax on older people, and the New York Public Library has been granted a substantial increase in its budget. The library has been able to maintain its services to the public, and has been able to expand its collections. In addition, the library has been able to offer new programs and services, including a series of lectures and discussions on art, literature, and history. The library has also been able to provide more resources for research and study, and has been able to offer more opportunities for community involvement and outreach. A free day for the public, held last week, was well attended and received positive feedback from the community. The library is grateful for the support of the city and continues to strive to provide the best possible service to all residents.
Complete Listing of This Week's Eligibles

Eligibility Requirements

How to Apply for a Test

For City Jobs: Obtain applications at 95 Duane Street, New York City, between 9 a.m. and 5 p.m., or write to the Applicant Bureau of the Municipal Civil Service Commission at 95 Duane Street and enclose a stamped, self-addressed return envelope (4 cents in New York City, 2 cents outside of New York, 4 cents elsewhere). A completed application will be granted for each examination. Applications for the tests on May 7th, 1941, will be available from 9 a.m. to 5 p.m. on that date. Applicants must have been New York City residents for one year. The fee for each examination is $0.25.

For County Jobs: Obtain applications from 85 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examination Supervisor, State Civil Service Department, Albany.

For City Jobs: Obtain applications from the Municipal Civil Service Commission Division, State Civil Service Department, Albany. Enclose 6 cents.

For County Jobs: Obtain applications from 41 Washington Street, New York City, (9 a.m. to 5 p.m.), or obtain them at the various offices of the County Civil Service, Second District. U. S. citizens only may sit for exams 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 two years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year. The weighted score, based on the relative value of each part of the exams, is calculated by the written part of an exam is 30, this means that the written part counts for 30% of the final mark.

Municipal Civil Service Commission at 96 Duane Street and enclose 6 cents.

Kindergarten Teacher

Eligibility Requirements

For jobs with the City, NYC, the applicant must have passed the written exam for the job.

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For City Jobs: Obtain applications at 95 Duane Street, New York City, between 9 a.m. and 5 p.m., or write to the Applicant Bureau of the Municipal Civil Service Commission at 95 Duane Street and enclose a stamped, self-addressed return envelope (4 cents in New York City, 2 cents outside of New York, 4 cents elsewhere). A completed application will be granted for each examination. Applications for the tests on May 7th, 1941, will be available from 9 a.m. to 5 p.m. on that date. Applicants must have been New York City residents for one year. The fee for each examination is $0.25.

For County Jobs: Obtain applications from 41 Washington Street, New York City, (9 a.m. to 5 p.m.), or obtain them at the various offices of the County Civil Service, Second District. U. S. citizens only may sit for exams 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 two years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year. The weighted score, based on the relative value of each part of the exams, is calculated by the written part of an exam is 30, this means that the written part counts for 30% of the final mark.

Municipal Civil Service Commission at 96 Duane Street and enclose 6 cents.
Defense Jobs

As a special service to readers, The CIVIL SERVICE LEADER will carry, beginning with this issue, a listing of defense openings for skilled and technical men in private industry. For further information about these jobs, get in touch with the New York State Employment Service, Clearance Office, telephone Murray Hill 5-9000.

BUFFALO

AUTOMATIC SCREW MACHINE SET-UP MEN — To make own forming dies. Must have American experience. Salary according to experience. Inquiries must be accompanied by work samples. BENCE MACHINES (Syracuse). — Must be experienced in production work in automatic screw machines. Must be available for travel. Write your name and address with emphasis on experience. Inquiries must be accompanied by work samples. CORNERMEN (dozeners). — Must be experienced in large core for pips. Job in the city. Write your name and address with emphasis on experience. Inquiries must be accompanied by work samples.

ELECTRICAL DRAFTSMEN AND DESIGNERS — Under 16. To do blueprints and prepare drawings of all types of electrical equipment, including switchboards, motor control centers, and power distribution lines, etc. Experience and educational requirements. Minimum of three years electrical drafting experience, or four years employment in the trade not acceptable. Must have checklist reference from past employer.

CONTRACTORS (Syracuse). — Must have own shop and equipment. If you would like work, please accompany your letter with your name, address, trade, and classification. Send it in as soon as possible.

ería: Las mascaras de las comadres de la guerra.

CIVIL SERVICE LEADER

N. Y. State Tests Closing This Week

Nassau County

Junior Epidemiologist

Salary range: $1,000 to $1,500. Applicants should be graduates in epidemiology or related field or have at least one year of experience in the work, and be capable of conducting surveys and investigations on the epidemiology of communicable diseases.

Salary: $1,000 to $1,500.

Duties

Under the direction of the Commissioner of Health, carry out an epidemiological survey of the county, related areas, or a portion thereof to conduct a private practice in the full time for which the grade is established.

Requirements

Candidates must be residents of Nassau County. Graduation from a medical school accepted. Applicants must have at least one year of experience in the work, and be capable of conducting surveys and investigations on the epidemiology of communicable diseases.

Buffalo

Fee Collector (C and D)

Salary: $2,000 to $2,500.

Duties

Collect parking fees for off-street parking meters and supervise and patrol in the enforcement of regulations.

Requirements

Candidates must be residents of Buffalo. Graduation from an eighth-grade school accepted. Must have experience in the work, and be capable of collecting fees and maintaining the books.

Fee, $1. Exam will be held May 24.

LEGAL NOTICES

JOHANN J. ABOCH, INHERITANCE TAX COLLECTOR: The Decedent, REBECCA ABOCH, late of the City of New York, having deceased, all her estate being now at and in the hands of the undersigned, Inheritance Tax Collector, for the County of New York, the seal of which is first hereunto annexed, according to the laws of the State of New York, having declared a list of all the personal property of the said REBECCA ABOCH, late of the City of New York, having deceased, and having thereunto set the seal of the said Inheritance Tax Collector, the said list containing the names of those persons from whom the said REBECCA ABOCH, late of the City of New York, having deceased, is alleged to have derived any benefit or advantage by way of gift, grant, devise or settlement made after the death of the decedent; the said Inheritance Tax Collector having thereunto declared and set his said seal, the same is hereby given notice that within twenty days after the date hereof, such persons as shall have knowledge of any such gift, grant, devise or settlement as aforesaid, shall file with the undersigned Inheritance Tax Collector, an affidavit stating the facts therein set forth, and the reason for their neglect or failure to make such gifts, accounts or settlements, or to execute such conveyances.

[Signatures]

Clerk of the Surrogate's Court,
CAN you type 46 words a minute? Can you dictate perfectly at the rate of 96 words a minute? If you can, you'll probably get 100 per cent on the examination for Junior Stenographers and Typists, for which the U.S. Civil Service Commission is receiving applications until 4 p.m. Wednesday, May 7. Full requirements for this test, open to both men and women, in New York City and Westchester, appear on page 10.

Candidates for this exam will be tested on their ability to type and transcribe. There will be no general test. You need not study the usual stenography text, arithmetic, or other specialized subjects. The examination will be full of general knowledge tests, which will be surprising how fast speed counts.

On the examination, typists will be given approximately 150 words of copy to be written on page 1. Junior stenographers will be given approximately 200 words of copy to be transcribed. These will be written and typed on one side of the same paper, and the stenographers will be expected to space, paragraph, spell, punctuate, and correct spelling mistakes as they appear in the exercise. Practice typing the following exercise before taking the examination.

**Exercise One**

Despite the advanced mechanical revolution, the typewriter can be of no use to the student in learning the mechanical arts pertaining to handwriting. Most of the population, even that portion of our population which is educated in the home, is driven to sub-standard qualities. From the earliest age the child is driven to crowded offices and inadequate housing conditions. In the minds of the child who is occupied as such a manner, care and thought must be given to the prevention of the tendency for such a mind destruction. It is necessary that a more adequate and logical thinking is given to this effect as the child is exposed to such thought and will not begin again.

The typewriter is the result of the technological process and is an important part of the background of any student. This is the instrument of the Middle West, an instrument to support the entire Pacific Coast, a town on the Atlantic seaboard, a city in the Midwest, a city in the Southwest, would each have different problems to view. A student's capital may have more resources and less political and financial power than its rival, a large industrial city. A city in a desert area could be entirely different as a place of residence than one in a depressed mining area.

The task of the typewriter is to help students to interpret their thoughts and ideas. This instrument is a tool which can assist in the development of the child's mind. The typewriter is not an instrument to be used as an independent unit, but an instrument which can be used to help the child learn to type. Practice typing the following exercise before taking the examination.

**Exercise Two**

The size of a community and its location in relation to natural and man-made resources is an important part of the background of any student. An industrial city of the West is a city where the industrial processes are carried on, and where the people are employed in the industries. Such a city would be a place where the child could study, work, and live. It is necessary that the student should be given an opportunity to study, work, and live in such a place.

The typewriter is an instrument which can be used to assist in the development of the child's mind. The typewriter is not an instrument to be used as an independent unit, but an instrument which can be used to help the child learn to type. Practice typing the following exercise before taking the examination.

**GOVERNMENT TRAINING COURSE**

In-service training has become important to the work of all Civil Service employees—city, state and federal. The illustration above shows a typical in-service training new technique for improving work. It's from the film, "Merit System Advancing."
Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission which attracts 366 more candidates. The Leader will publish changes as soon as they are made known.

COMPETITIVE
Administrative Assistant (Wellfare): Rating of Administrative Assistant (Wellfare): Rating of written test completed.
Answer: (Railroad) Rating of written test completed. The exam will be held as soon as possible.
Answer: (Utility Buildings) Same as above.
Administrator (N.Y.C. Information Center): Report on oral examination will be given soon.
Answer: Court Stenographer: Rating held on pending clarification of court accounts.
Car Maintainer, Group F (N.Y.C. Transit Authority): New competitive will be held soon. Promotion test is now being rated.
Dental (Part Time): Appeals being considered.
Dietitian: Rating of qualifying examinations completed. Written test will be held in May.
Electrician (Excavation) and Asphalt Roller Engineer: Rating of written test completed.
Jr. Administrative Assistant (Recovery): Rating of those candidates who are qualified in progress with the exception of the re-housing and maintenance of the re-housing and maintenance buildings has been completed.
Jr. Administrative Assistant (Wellfare): See Administrative Assistant (Wellfare). Written test completed.
Junior Engineer (Mechanical): Grade 4 written test completed.
Junior Engineer (Signals) Grade 3: Rating of written test completed. The oral will be held May 15.
Office Appliance Operator: Qualifying examinations completed. Written test will be held in May.
Playground Director (Female) Permission will be held soon.
Answer: Stenographer (Law): The rating of written test has been completed. Stenotypist, Grade 2: Practical test is being rated.
Supervising Tabulating Machine Operator: Grade 6: Written test being rated.
Telephone Repairman (Maintenance): Written test being rated.
Turnstile Maintainer (N.Y.C. Transit System): Written test will be held May 31.
X-Ray Technician: Rating of written test completed.
PROMOTION
Assistant Stenographer: Written test rated. The practical oral test will be held May 24.
Assistant Supervisor, Grade 2 (Social Service): Examination will be held May 21. 2,843 candidates filed.
Bookkeeper, Grade 2: Written test rated.
Conductor: Written test completed.
Count Clerk, Grade 2 (Magistrates Court): Rating of written test completed. The oral will be held May 15.
Elevator Operator (Dept. of Hospitals): Written test completed. Qualifying practical tests are being held.
General Orphanage (Civic) has been approved. Written test is being rated.
Senior Supervisor, Grade 3 (Social Service):

Follow the Leader

Bargain Buys for Leader Readers

REFRIGERATORS

MAX DEUTSCH

Rental Your Typeewriter

Write The LEADER

LICENSING

Sgt. (Police Department): Test will be held on June 14.
Train Dispatcher: Written test rated.
Yardmaster: Written test rated.

Master Plumber: Written test being held.
Master and Special Electricians: March 2 and March 21 rated.
Motion Picture Operator: 220 candidates filed.
Oil Burner Installer: Written test rated. Oral begins this month.

Read The LEADER every week for complete news of defense and Civil Service!
CIVIL SERVICE LEADER

Tuesday, April 29, 1941

What Every Sergeant Should Know

For Coming Police Test: Part 18

Question 18

A. The New York City Police Department has done considerable to reduce the number of traffic accidents. This year the total bill of injured and dead due to automobiles in this city still continues to increase. What are the main reasons which are taken by the Department to reduce the number of traffic accidents and what are the chief difficulties which the Department is facing in this regard?

Answer to Question 18

1. Although safety activities in regard to vehicular accidents were increased during the last year, due to the Inter-Precinct Safety Program, there was not a sufficient improvement. It was given to the Department either by the Police Commissioner or by the Board of Education in order to reduce the number of traffic accidents.

2. As a result of this safety program, the Police Department conducted throughout the United States in the New York City of traffic accidents first place among cities of over 500,000 population and was awarded Grand Prize of all cities. Since then this city has compared very favorably with other large cities in matters of traffic safety.

3. Since around which the Department Safety Campaign revolves, the decision of the event is being screened by the sound of the alarm.

VETERINARIAN FELLOWS' ASSOCIATION

The New York City Poultry Association of Twenty Years Active Service in Veterinary Medicine will hold its annual general membership meeting to be held on Tuesday, April 30, at 8 p.m., in Room 600 of 333 Madison Avenue, in the City University of New York. Mr. Joseph M. Giblin is in charge of publicity and James J. Giblin is in charge of the event.

That the Department of Veterinary Medicine of New York City will be the host.

That the meeting will be held at the Rand House, 17 East 15th Street, New York, Tuesday, May 5, 1941, at 7:30 o'clock, at Great Central Palace, Park and Washington Streets.

That the Department of Veterans Affairs will conduct its annual general membership meeting on Thursday, April 25, at 8:30 p.m., in Room 600 of 333 Madison Avenue, in the City University of New York. Mr. Joseph M. Giblin is in charge of publicity and James J. Giblin is in charge of the event.

That the meeting will be held at the Rand House, 17 East 15th Street, New York, Tuesday, May 5, 1941, at 7:30 o'clock, at Great Central Palace, Park and Washington Streets.

That the Department of Veterans Affairs will conduct its annual general membership meeting on Thursday, April 25, at 8:30 p.m., in Room 600 of 333 Madison Avenue, in the City University of New York. Mr. Joseph M. Giblin is in charge of publicity and James J. Giblin is in charge of the event.

The first meeting of the Auto Patrol Precincts of the City was held on April 24, at 8:30 p.m., in the City University of New York. Mr. Joseph M. Giblin is in charge of publicity and James J. Giblin is in charge of the event.

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There have been no requests from department heads so far to establish a new Transfer Journal program. This is due to the fact that the Civil Service Commission has not been able to make known to the various departments and branches of the government the importance of the new program.

The Transfer Journal program is designed to help employees who are interested in transferring to other positions in the government to keep track of their qualifications and experiences. It will also help to speed up the process of transferring employees to new positions.

The Commission has asked all department heads to use this list whenever they are considering transferring employees to other positions. It is hoped that this will help to make the transfer process more efficient and effective.

Over 1,100,000 in U.S. Service

In part of the provisions of the legislation passed last week by the U.S. Civil Service Commission, employees in the first two grades of the General Schedule, over 50 percent of whom are women, have been granted changes to their grades. This is the first time that such changes have been made for women employees. The changes are intended to reflect the fact that the work performed by these employees is of equal or greater value than that performed by men employees in similar positions.

Future State Tests

The State law now prohibits the use of open competitive examinations for the recruitment of employees to positions that are normally filled by competitive examination. The law also prohibits the use of non-competitive examinations for promotion to the state employees. The law is intended to ensure that all employees are treated fairly and that the best people are selected for state positions.

Civil Service Amateur Night

On May 3rd, the State Amateur Night competition will be held in memory of Major William H. Pelly, a hero who was killed in action while serving in the United States Army during World War II. The competition will feature amateur performers, including singing, dancing, and instrumental music. The competition is open to all amateurs and is sponsored by the State Department of Education.

Erratum

We should have known better, but last week we printed an incorrect date for the new book by Joseph Patterson, "The New York Times: The Inside Story." The book is scheduled to be published on April 28th. We apologize for the error and will correct our records to reflect the correct publication date.

"Home of Eye Glass Happiness"
Many U.S. Exams Closing

The U. S. Civil Service Commis-

sion announced this week that

the examinations for 27 skilled trade

jobs, which have been open for near

ly two years, will be closed on May

1. At the same time new announce-

ments will be issued to cover 13 of

the skilled positions.

The reason for closing out the re-

mainder of the exam is that the Com-

mission has enough applications for

the skilled positions.

Old Fines Don't Count in Sanitation Test

In computing record and seniority,

the State Civil Service Commission

will adopt a policy similar to that

used for police and fire promotion

taxes. In the announcement of require-

ments and bases of their test, the Com-

mission made no mention of all

fines paid before the end of the

test period as being included.

The announcement is now under

intense examination of the assump-

tion that all taxes payable or paid

prior to the end of the test period

would be rated.

In the description of the test, the

Commission made no mention of

whether the tests would be given

in the various courts or at the

Civil Service Commission.

In the announcement the Com-

mission described the tests as fol-

lows:

1. General knowledge of governmental

laws, together with the knowledge

of rules and regulations in the

field of sanitation, as well as a

knowledge of the work of

the various sanitary officials.

2. Ability to answer questions

regarding the government of

Sanitary districts, sanitary regu-

lations, sanitary equipment, and

sanitary methods of operations.

3. The applicant's record of

service, both as to time

of service and the type

of work done.

4. The applicant's knowledge

of the various sanitary

positions, their duties, and

the qualifications necessary

for their performance.

The Commission has already

sent out 7,000 application blanks

and 2,000 completed applications

have been received.

DOUPI Items

Final briefs in the Flitzen v. Heavy

case, which seeks to have the

Douglas Airplane Company's
test cancelled, were submitted to

the court yesterday. The District

Judge and the Circuit Judge are

to decide the case.

It will be a month or more before the

promotion list for Principal Clerk

is out. The list should be out

within the next week or two.

At the end of the month the

Security Board approved a 100 per

cent increase in the budget of the

Civil Service Training Unit. The new

budget goes into effect May 6.

The new budget includes the

provision for Law Clerk re-

American University.

Several last-minute bills have

been passed by the Senate and

House to provide for the Federal

Pay for next year. The bills are

expected to be signed by the

Governor.

The Municipal Civil Service Com-

mission's new director, E. M.

Foster, has already made some

decrees which will be made law

in a few days.

Foster and Stewart, $1.50) is a study

in selling. It is a book for sen-

iors in the technical professions,

and is written in style, with

emphasis on the sales side, and

good deal of practical technique.

Packages are addressed to

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