Young Men of 17 May Take

FIREMAN EXAM

Full Medical Requirements For Fireman Test — Page 3

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Patrolman Exam Certain This Year

STAFF MAGAZINE SERVICE
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Sanitation Boys Get New Home

The sanitation eligibles have finally gotten a home of their own. It's at Room 1023, 26 Park Row. The boys share the offices with a patent attorney, but that's all right. It doesn't preclude full use of the premises by the boys on the list. In fact, the office will be open seven days a week. The boys are invited to come in and bring along friends.

Indigation flared up this week at what the eligibles consider bad treatment in the Mayor's budget. When the budget was first made public, it wasn't quite certain what the new title of "junior sanitation man" meant to the men on the list. Men and women, however, it is becoming clear that they may be entering the service at salaries of $1,200 and $1,500, instead of at $1,100, the present salary of class A sanitation men.

Write to Mayor

The boys, under the signature of their president, Abe Dunner, this week dispatched a letter to the Mayor, seeking an audience with him for the purpose of clearing up the situation. In the letter, they ask protection of their status, and treatment with respect to salaries at least as good as they are enjoying up the situation. In the letter they ask that a new one be prepared in the next two months, that is, before the next eligibles are appointed. A new list is divided into two parts. Now the first list is divided into two parts by virtue of the new budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be more appropriate, as the present budget, which he took at $1,200 a year, and sanitation man, class B. Under a proposed new rating of sanitation man, class A and B, the new salary will be $1,500. The sanitation man, class A, would be...
Opportunities in Fireman Exam

Men as Young as 17 May Apply—Chances of Making the List Better Than Ever

“Opportunities in the Fireman Exam are greater than ever before,” said Fire Commissioner John J. McElhott last week. “Last year, there were only about 500 positions available, but this year, there are over 1,500. So, if you’re interested in becoming a fireman, now is the time to apply.”

What are the requirements for the Fireman Exam?

To be eligible for the Fireman Exam, candidates must meet the following requirements:

- Be at least 18 years old
- Have completed at least a high school education
- Pass a physical fitness test
- Have no criminal record

The exam consists of a written test and a physical fitness test. The written test includes questions on fire safety, emergency procedures, and general knowledge. The physical fitness test evaluates cardiovascular endurance, muscular endurance, and strength.

The exam will be held on Saturday, July 1, at 9:00 a.m. at the New York City Fire Department’s headquarters. Candidates are encouraged to study for the exam and to prepare physically for the fitness test.

Who can apply for the Fireman Exam?

Any male citizen of the United States, who is at least 18 years old and has completed at least a high school education, can apply for the Fireman Exam. Applicants must also pass a physical fitness test.

The exam is open to all qualified candidates, regardless of age, ethnicity, or gender. Applicants are encouraged to apply as early as possible to ensure a spot on the list.

The Labor Class Issue-Pro and Con

A Complete Analysis of New York City’s System of Selecting Laborers

In larger cities in New York and other parts of the country, the Civil Service Commission is in charge of selecting laborers. In New York City, the Commission has control over the selection of laborers for various positions. The Commission is responsible for ensuring that the most qualified candidates are chosen for the positions.

The Commission holds its policy last year and subsequent the last patrolman examination. The Commission holds its policy giving all candidates certified for the competitive class positions.

The Opposition Credit for Fire Candidates

Vincent J. Kuc, president of the Uniformed Firemen’s Association, described the Opposition credit for fire candidates as a way to reward those who have served in the fire service. The credit is given to firefighters who have completed a set number of years of service and are applying for a promotion.

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Climax in Welfare Fund

Eligibles and Vets Before High Court

The climax in the two-year legal battle for redress by veterans investigators in the Department of Welfare and eligibles on the investigator list will come May 21, when the Appellate Division will hear an appeal from a lower court ruling that the veterans are entitled to pay, due to the provisions of the recently-signed Hampton law. Supreme Court Justice L. P. Hammer signed an order last week directing the city to pay the veterans salary from May 29, the day the Governor signed the Hampton measure, as long as the veteran employed under a proviso or temporary basis can show he is incompetent or ignorant.

A compromise between the battling opponents in the legal arena was reached last week when M. Elliott Kaplan, representing Richard W. Mills, president of the Civil Service Reform Association, and Assistant Commissioner of Police David DuVivier, representing the veterans, agreed to a speedy appeal to the Appellate Division on Justice Hammer's order for payment of the veteran. 

Another Vet Problem

On June 9 a big promotion exam for eligible veterans will be held first. This exam involving provisional clerks will also be held in the Division, so that the entire veteran problem may be settled on that date.

The action in the clerical case is being handled by an attorney for the Rods, who agreed to withdraw a contempt motion and pursue matters in the Superior Court. 

Macy x Special Cord

Junior enlisted personnel will also be handled by the Division, so that all questions from both groups may be made next month. 

Subway Sick Leave Law

Here's the Exact Text of It

All the exams—New York City, New York State, and United Express—open at this time are listed on the exam page. For complete examination news, follow the Leader's exam pages regularly.

150 NASSAU ST. (Opposite City Hall)

Diplomatic Consular Officers

Jr. Menographer (Salary 15,104 a Year)

Junior stenographer

Jr. Typist (Salary 3,102 a Year)

Junior accountant

DRAKE'S

154 NASSAU ST.

(Formerly School for Card Punch Operators)

Diplomatic Consular Officers

EXAMINATIONS ON OR AROUND:

These examinations are put into effect, according

Tues. Evening Next Monday, Thurs. Evening, June 10

San Francisco, California

That appointments from both eligible and veteran lists will be proportionate to the number of those eligible and the number of those employed in the same or similar positions.

Candidates have the option of using the regular patrolman list as a guide for employment. The police may appoint on June 9, after that the special list will be used. 

The climb in the number of eligible veterans who are employed under a proviso or temporary basis is expected to continue, according to Mr. Kaplan. 

The action in the clerical case is being handled by an attorney for the Rods, who agreed to withdraw a contempt motion and pursue matters in the Superior Court.
No Job Exchanges Yet

Four weeks after the publica-
tion of the Municipal Civil Ser-
vice Commission's Transfer Jour-
nal, containing more than 280
names of city employees desiring
job exchanges, no transfers have
as yet been actually made.

However, a survey this week
among personnel officers in the
various departments indicates
that they are receptive to the
idea of the Transfer Journal and
will use it to fill jobs as soon as
appropriate vacancies occur.

One official, commenting on
some recent transfers that were
made without use of the Com-
mision's Journal, pointed out
that transfers usually take a
minimum of several weeks and
sometimes as much as three
months to work out.

The Commission's Transfer
Journal was adopted on an ex-
perimental basis to try to solve
the problems of city employees
who, for one reason or another,
want to switch to other depart-
ments. Each three months the
Commission will compile a new
list of employees wanting trans-
fers and this will be sent to the
appointing officers of each de-
partment. They will be asked to
use the list whenever possible in
filling jobs, rather than request-
ing new certifications.

In order to get his name on the
Commission's list, an employee
has to fill out certain forms and
also secure the approval of the
department head on the con-
templated transfer.

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At less than Half!

**C}.{ILV service Leader**

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**TABLE MODEL RADIO** by General Electric. Touch a
button—get any one of four favorite stations electrically, with-
out change in volume. Exact manual tuning, too, Tone control
and Hum-proof speaker assure full range. Walnut or ground
wire. Has a record-player connection. A Remounts your eyes on
that cabinet: genuine American Walnut, hand rubbed. Com-
plete with 6 G-E tubes, including rectifier, AC-DC.

---

**REAL AMERICAN WALNUT!** FITS PERFECTLY WITH
OUR FURNISHINGS.

**POP-UP AUTOMATIC TOASTER** by Proctor.
Here's a fast worker for your toast-hungry family! Pops up two slizes at a time, and brownes 'em to
the shade you like best—light, medium or dark.
Has a crumb-tray too, easily snapped on or off.
Chrome and black bakelite finish. AC or DC. The
AC model makes Melba as well as regular toast.

---

**3-WAY BRIDGE LAMP** by Artistic. Three degrees of
light. Right height for reading, sewing, etc. Bold, tin-proof
base. Dull bronze finish. Matches last Consolidated Edison
bargain floor lamp. 15-inch hand-sewn pleated silk shade;
rayon lined. Complete with a 50-100-150-watt Westinghouse
Mazda bulb, anti-glare deflector and diffusing bowl.

---

**HOW IS IT POSSIBLE?** We plan far ahead to provide
needed home appliances at prices within the average
family's reach. You get a big saving from large quantity
purchasing. Consolidated Edison does not keep a single
 penny for itself. So... NOW... you can buy this radio
and lamp and toaster... all three for less than the value
of the radio alone! They're latest models from famous
makers. Better order at once. The supply is limited.

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**3-WAY BRIDGE LAMP IN DESIGN'S LAST
COMBINATION OFFER!**

**DESIGN MATCHES ROOM
LAMP IN DESIGN'S LAST
COMBINATION OFFER!**

**A $63.20 VALUE FOR $29.25**

**NOW... you can buy this radio
and lamp and toaster... all three for less than the value
of the radio alone! They're latest models from famous
makers. Better order at once. The supply is limited.

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**CONSOLIDATED EDISON SYSTEM COMPANIES**

**NEW YORK & GREENE'S ELECTRIC LIGHT & POWER COMPANY • BROOKLYN EDISON COMPANY INC. • BORRENTON LIGHTING COMPANY • THE FAYETTE ELECTRIC LIGHT & POWER COMPANY**

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**ORDERS TAKEN AT OUR SHOWROOMS AND ALSO
AT COOPERATING STORES DISPLAYING THIS SIGN**
Uncle Sam Feels Labor Pinch

WASHINGTON, — Uncle Sam is feeling the labor pinch. Federal departments are finding it harder each day to fill job vacancies. The LEADER has made a survey of the short supply of workers in the government and it is in the position to report reliably that Uncle Sam is finding it difficult to find qualified persons for the following jobs.

Stenographers and typists, both male and female and for both permanent and temporary appointments. Beginning salaries are from $1,360 to $1,520.

Account card punch operators. Starting salaries are from $1,200 to $1,460, but most beginners are getting $1,460.

Engineers, all specialized branches for permanent appointments. Junior engineers are needed particularly. Starting salaries are from $1,200 and other grades ranging from $200 to $1,800.

Tabulating machine operators, both permanent and temporary appointments. Starting salaries are from $1,200 and other grades ranging from $200 to $1,800.

Medical officers. Starting salaries range from $1,200 to $1,460. Those with experience get $1,460.

The association invited the Collector of Customs to address a meeting of its members at his convenience and as a result of present employment possibilities the Collector states it is possible to fill vacancies in the positions of Customs Officers. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances. For instance, a youth of twenty-one may take the examination for Patrolman in the Fire Department and when reached on the eligible list he will be in a position to do his chances.
Hospital Attendant Blanks

They're Available at 100 Spots in State

A move to inform men and women themselves of the opportunities for Hospi-

tal Attendant Blankets this week to 40

metropolitan and 54 upstate locations of the Civil Serv-

ice Commission.

Men and women 18 to 45 ar-

e eligible, but only those

who apply may be asked to travel to Al-

bany—112 State Street; 40

Fifth Avenue, near Guernsey

Street, and by mail at

Troy—258 Broadway.

Schenectady—831 State Street.

Kingston—243 Fair Street.

Hudson—724 Warren Street.

Middletown—1 Centre Street.

Plattsburgh—40 Clinton Street.

Watertown—Light and Power

Building.

Albany—112 State Street; 40

Glen Falls—25 Bay Street.

Saratoga Spa—336 Broadway.

Staten Island—36 Myrtle Street, St.

George.

Coney Island—289 East 149th Street,

near Conant Avenue; 2590

Fir Avenue, near Bay Ridge.

Huntington—264 Main Street, Flushing

3041 Liberty Avenue, Jamaica; 385 Mott Avenue,

Pearl Farokyar; 5242 Liberty Avenue, Rich-

son Avenue.

Westchester—1 Church Street,

New Rochelle—251 West 3rd Street, Post Chester;

20 South Broadway, next to 210 Bay Avenue, Mount

Veronica; 87 Main Street, New Rochelle.

Long Island—50 Glen Avenue, known

on the property as 521 Bay Street.

Glen Cove—1 South Ocean Avenue, Patchogu

E—Albany—112 State Street; 40

Glen Falls—25 Bay Street. Saratoga Spa—336 Broad-

way.

Schenectady—311 State Street.

Cohoes—380 Broadway.

Hudson—238 Warren Street.

Kingston—243 Fair Street.

Poughkeepsie—709 Main Street, Pough-

keepsie. Albany—112 State Street.

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way.
McElligott Goes

WILL. John J. McElligott has gone. He kicked him out as Fire Commissioner, and with him Deputy George L. McKenna, under serious charges. The removal of these two men will help clear the air in one city department. The suspicions, the rumors, the unexplained and mysterious goings-on among the men in the department — all this talk the city is laboring under, this will believe be less. The Mayor’s action is based on feet. The suspicion is understandable, but only means he has to keep track of a tidy sum of $900,000 or so a year.

During the three years he has been in office he has modernized and streamlined the accounting and accounting methods used by the city, and has substituted machines in many cases to Thiel fairly efficiently performed by hand.

Cunningham was appointed by Commissioner McNeil on January 1, 1938. Strangely enough his department was not under Cunningham, and had not even met him at the time. His appointment was made because of his recognized standing in his profession. He has never, he says, "the slightest interest in politics."

Blood New Necessary

Cunningham, who says Kreuger is "the blood of the city’s government is best served by bringing in new blood from the outside occasional, vs. any temptation to em­ pressed with the necessity of new­ new service. Cunningham has the future success of the city's life. If his job exceeds exceedingly well, he will be happy, adding that he hopes to continue in some phase of government activity.

Everything Inspected

We have made some major changes of department heads. Cunningham says, "We started the inspection department. We have opened the series of lectures, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring, which we are sponsoring.

Before this inspectional program was inaugurated, it was possible for a concern which contracted to deliver a certain grade 1 commodity or grade 2 commodity to deliver a cargo of the same grade or better grade 2. This sort of thing has been stopped.

Background

Cunningham, who was born in Waterbury, Conn., in 1887, from the Wharton School of Finance of the University of Pennsylvania. From 1918 to 1919 he was an ensign in the Navy, towards the end of the war aboard the U. S. S. Panama.

After the war Cunningham spent seven years with a large international banking firm, public accounting firm. In 1926 he joined the International Telephone and Telegraph Corporation. He continued there for seven years and during this period he grew up in a relative small company to a billion-dollar organization.

Cunningham was appointed by Commissioner McNeil on January 1, 1938. Strangely enough his department was not under Cunningham, and had not even met him at the time. His appointment was made because of his recognized standing in his profession. He has never, he says, "the slightest interest in politics."

College Department

Extra clerks are taken on as the city’s population grows. The Mayor has made appointments to several new department heads who are now filling positions which have been vacated.

The Decision

On Promotions

Sirs: Unemployment is a great enemy in the fight for good administration. We must make every effort to help our unemployed brothers. How can these lowest paid per­ sons find work in the present depression? Why can’t Brook­ lyn give them a chance? Why can’t the State and the Federal government give them a chance?

Your assistance in this matter is requested.

Sirs: In behalf of the Joint Civil Service Com­mittee on Legislation, we take this opportunity to urge you to support the following bill, which is our paramount concern.

The editors would like to hear from other U. S. eligible concern­ers of Mr. Sigaud and Mr. Losak—Extrait.

Plan for National Eligibles Group

Our today’s Leader prints a letter objecting to Mr. Sigaud’s plan of coordinating all the eligibles speakers into one body. The objection is that eligibles may not be fairly treated. The objection has failed to grasp the concept of the plan for permanency of organization.

Eligible associations come into existence, learn something about Civil Service procedure and then grow. Other eligible associations have been added each month. The thought is that eligible associations may have sufficient protec­tion from Civil Service laws, but in order to be effective these eligible associations may have to be coordinated into a "Federal Coordinated Eligibles Association."

This organization might have a legislative office in Washington, and a dues-paying membership of national importance. Such an organ­ization may become a force for good, and which the R. S. Civil Service Commission will recognize. A per­manent central body, preserving the existence acquired, is what the Federal Coordinated Eligibles Association represents.

WILLIAM LOSAK
Chairman, Assistant Inspector, National Eligibles Association.

Now Is the Time

NOW is the time for young men and women to think seriously about Civil Service tests. Spurred by the defense program, expansion is the word of the day. At the same time filing is far below what it was several years back. It all adds up to this: opportunities in public service were never brighter.
Postmasters shall not permit to have access to any mail matter at the fall conventions of both groups. The idea of the clerks is desirable, but say that it is the job of the national, not the New York Central. On this exam the minimum speed requirement is 16 words per minute correctly Poughkeepsie, N. Y., into a pigeonhole labeled "NY Central," because Poughkeepsie is on the main line of the New York Central. At higher salaries or they are getting your two sisters—married and single. The employees are either temporarily in the federal service, a third member of the Civil Service law. About the only type of employee that family within the meaning of the Civil Service Commission can be appointed permanently. However, when one member of temporary appointment, if since the Civil Service law. If the Civil Service law. Such a situation against collection, or the law or the rules of the Post Office Department must not have authority to suspend, with or without pay, live or discharge employees. Before that heads of departments as a rule did not have authority to suspend or fire employees. Appeals to the State Civil Service Commission under the Halpern law are restricted to state employees only—not to county, town or village services even though those latter employees are under the jurisdiction of the State Civil Service commission.
CIVIL SERVICE LEADER

POWDER CALLS

by BERNARD MURPHY

Promotion to Gardener

The following material con¬
cludes the present series of ques¬
tions. It is hoped that the study of
these series has been of some aid in
preparation for the examination.

286. Directions: On the line after
each of the following write the
name of the important element
listed.

(a) Wood ash.
(b) Magnesia sul¬
phate.
(c) Chilo autumnelle.
(d) Leaf mold.
(e) Charcoal.

286. (a) Define the term peak
for appliances. (5)
(b) Enumerate the advan¬
tages and disadvantages arising
to its use. (10)
(c) Briefly explain the purpose
in pruning newly planted trees
and shrubs. (5)

271. On the line after each of
these words write the approxi¬
mate month of bloom:

(a) Pink rhododendron.
(b) European bugleweed.
(c) Labrador tea.
(d) Shrub silverbush.
(e) Barberry.
(f) Raisin vine.

270. (a) State the conditions under
which a school board is allowed
to be formed by the owner of
the land for educational pur¬
pposes. (5)
(b) Give the preparation for
the admission of a student to
school. (10)
(c) Enumerate the advan¬
tages and disadvantages of
schoolingo by correspondence. (5)
(d) Explain the method of
accounting for each division
of a school board. (5)

Personnel Notes

By HENRY TRAYERS

The Personnel Office has
reorganized the personnel
department. Certain changes will
occur in the next few weeks. The
Personnel Office will be reorga¬
nized into three sections.

1. The Personnel Section

2. The Employee Relations
Section

3. The Office of the Commissar

The Personnel Section will
continue to be responsible for all
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Civil Service in War-Torn England

As told to SEWARD BRIDG Man

BY REAGAN MCGRABY
Chief Editorial Writer


"Sir John Anderson, as Lord President of the Council, is a member of Mr. Churchill's Cabinet. And the reason he can say "NO" is the answer to the question:

"What place does the Civil Service occupy in the structure of the British Empire?"

Sir John Anderson is a Civil Servant. He is the automatic representative injected into the British system of government, trained to enforce change on just such inimical issues as the British Empire.

That analysis of the British Civil Service formation, taken from Reagan Mcgraby, chief editorial writer of the New York Mirror, recently returned from a seventy-day study of Britain at war.

Justly, Mcgraby summarized the life of Sir John Anderson:

-It is the story of how a Civil Servant works at the seat of the Mighty:

"I don't know what all those in

Halle after his name stand for-

worse than the New Deal, isn't

But they are running in the

make that "NO" stick.

The story of the British Civil Service? Here's how it begins:

"As perhaps you know, the British Foreign Office was the first government department to set up Merit System in Britain. Here's the equivalent of a last-year high school examination after about eighteen months to get certain promotions. And here's the question from Utica: If you were going to enter a university, they would have to make minor decisions in that subject. And here's a question from Utica: What is the equivalent of the Civil Service System of promotion from Writing Assistant to Writing Executive? And here's a question from Utica: What are the chances of being an permanent secretary."

"Things you probably never knew... That British Civil Service is a caste system... That British salaries begin at $310 a year... That half the Civil Servants in the British foreign office begin from a single school... That rebels are at work in the famed London Fire Brigade trying to impose conditions... And that the whole burden of running the empire-in-crisis rests on the shoulders of Civil Service workers.

Winston Churchill is running this war, but there are still two men left in England who can say "NO" to the Boss—and one of them is a Civil Servant. As Churchill expressed it, in this setup, a Minister is "only a messenger, a channel, a messenger of the public."

Business and industry meets the British Civil Service. It is safe to say that the Governor will go to the British Civil Service to meet the public. It is safe to say that the Governor will go to the British Civil Service to meet the public.

On the other hand, the Harrett Committee of this week, for this British Civil Service, is the equivalent of a last-year high school examination after eighteen months to get certain promotions. And here's a question from Utica: If you were going to enter a university, they would have to make minor decisions in that subject. And here's a question from Utica: What is the equivalent of the Civil Service System of promotion from Writing Assistant to Writing Executive? And here's a question from Utica: What are the chances of being an permanent secretary."

"These are the most dangerous workers in the British Empire. They are the ones who have to make decisions in the public interest. And here's a question from Utica: What is the equivalent of the Civil Service System of promotion from Writing Assistant to Writing Executive? And here's a question from Utica: What are the chances of being an permanent secretary."

"The twenty-nine-year-old head of the regular Fire Brigade in London, Leonard Benn, doesn't like the caste system."

"There is a suggestion that the workers are being forced by the depression in 1924 to drift into wood carving, gave them a job, and then his office was closed."

"What place does the Civil Service occupy in the structure of the British Empire? The committee answered the draft call two years ago, "That is back to business.

"The caste system not only survives, it is the whole British Foreign Office is a system of promotion from Writing Assistant to Writing Executive. "...There's on the shoulders of Civil Service workers..."

"Two. And worst of all is the fact that there is almost no promotion from one class to another in this 'caste system' of the Civil Service."

"But generally, the Civil Servants are out there in that bare outline of the British Empire, and make that 'NO:'"
Examination Requirements

City Tests

Director of Medical Social Service (Grade 4)
Amended May 12, 1941. C. B. degree orLanguages, 10; education, experience and personal qualifications, 30. Written tests, training, experience and personal qualifications, 50.

Director of Bureau of Child Hygiene
Department of Health, Salary: $1,500. Written tests, training, experience and personal qualifications, 50.

Director of Health Education
written tests, training, experience and personal qualifications, 50.

Office Assistant, Gr. 2 (Demograph and Bookkeeping Machines)
Salary: $1,500. Written tests, training, experience and personal qualifications, 50.

Office Assistant, Gr. 1
Salary: $1,500. Written tests, training, experience and personal qualifications, 50.

Office Assistant
Salary: $1,500. Written tests, training, experience and personal qualifications, 50.

Interpreter
Salary: $1,500. Written tests, training, experience and personal qualifications, 50.

Senior Buyer, New York City
Salary: $2,580. Written tests, training, experience and personal qualifications, 50.

Office Assistant
Salary: $1,500. Written tests, training, experience and personal qualifications, 50.

For Examining Applicants

How to Apply for a Test

For City Jobs: Obtain applications at 56 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Department of Civil Service, 175 Varick Street, New York City, (9 a.m. to 4 p.m.). Written test, October 4.

For State Jobs: Obtain applications at 80 Centre Street, New York City, and from six central offices, or write to the Department of Civil Service, 175 Varick Street, New York City, (9 a.m. to 4 p.m.). Written test, October 4.

Examinations

Examinations will be held in the various cities and towns of the State as follows:

For City Jobs: Written test, October 4.

For State Jobs: Written test, November 1.

For official purposes, the term written test shall mean tests by the written test, the oral test, or both, as the case may be.

License for Refrgerating

Machine Operator
Salary: $2,580. Written tests, training, experience and person qualifications, 50; written tests, training, experience and personal qualifications, 50.

Office Manager
Salary: $2,580. Written tests, training, experience and personal qualifications, 50.

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License for Special Bigger

Applications received continuously.

For Examining Applicants

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License for State Jobs: Obtain an application at the office of the United States Department of Agriculture, in the State or territory where the position is located, and submit it to the Department of Civil Service, 175 Varick Street, New York City, on or before the date of the written examination at which the position is to be filled.

For Examining Applicants

How to Apply for a Test

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U.S. Look Out for Inspectors of Goods

Tuesday, May 13, 19-

CIVIL SERVICE LEADER Page Thirtythree

U. S. Tests

Foreman Aircraft Mechanic ($3,800) (Marine) $1,800. Reform School, to engage in professional work relative to commerce, including supervisory, clerical, and typewriting duties.

Secretary ($240) $800. Reg. No. 196. Close fair in work, not less than 301/2 feet vision in each eye. Minimum age, 52. Maximum age, 55.

Chief Engineer ($3,800) $1,690. File by May 21 at 641 through the U.S. Employment Service. For the purpose of clearing the candidate's record. Candidates must be able to perform the duties of the position. One-year service required.

Senior Procurement Inspector ($2,000) $1,000. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Foreman Aircraft Mechanic ($2,000) $1,000. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($800) $320. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Junior Procurement Inspector ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Secretary ($1,000) $400. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Engineer ($2,000) $1,000. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Assistant Secretary ($400) $200. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($800) $400. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($600) $300. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($400) $200. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($200) $100. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($100) $50. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($50) $25. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($25) $12.50. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($12.50) $6.25. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($6.25) $3.12. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($3.12) $1.56. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($1.56) $0.78. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($0.78) $0.39. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($0.39) $0.00. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

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Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($0.00) $0.00. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

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Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Secretary ($0.00) $0.00. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Referee ($1,500) $750. File by May 21. The candidate must be able to perform the duties of the position. A three-month service period is required.

Assistant Inspector ($1,000) $500. File by June 12. The candidate must be able to perform the duties of the position. A three-month service period is required.
A List of Navy Yard Jobs Appears on This Page

To prepare for Civil Service Exam... Choose your study material carefully.

Visit THE LEADER BOOKSHOP

To apply for a job, you must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted but must be filed for appointment as the needs of the service require. The age of applicants must be 20 to 50 years. Jacta: 7.68 8.16 8.64

Everyday Law ......................................................................................................50
Mental Tests for Civil Service Examinations (Federal, State...: 1.00 A 1.50
Mental Tests for Civil Service Examinations (Federal...: 1.00
Unemployment Insurance Manual............................................................ 1.00
Your Federal Civil Service—A 500-page manual on procedure,..: 2.50

Civil Service Handbook—1,000 Civil Service questions ..........................79


Civil Service Leader

Tuesday, May 13, 1941

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Fireman Opportunities

(Continued from Page Three)

Attention! FIREMAN CANDIDATES

The next popal examination fmm a

city-wide list will be held May 13, 1941.

Additional information and specific
requirements will be announced
in a later issue.

(Continued from Page Three)

To Continue City-Wide Promotions

Despite the Court of Appeals de
decision in the case of Cornell vs.
Kern, in which city-wide promotion
lists were held to be invalid, the Municipal Civil Service Com-
mission is continuing its previous policy with regard to these lists.

All except the specific list cited in the
Cornell case are still to be used for certifications when-
ever vacancies occur. And the Commission is now receiving ap-
lications for five new city-wide examination promotions.

Paul J. Kern, president of the
Commission, has moved for a re-
argument of the Cornell case be-
fore the Court of Appeals and pending this no basic change will be made in the Com-
mission's policy on city-wide lists. The Commission contends that
city-wide lists are necessary for the benefit of the merit system because they provide opportuni-
ties for employees in dead-end departments to gain advancement.

Opponents of city-wide lists held that the law specifically barred
them and that no departmental examinations list is possible while a com-
petitive exam should be held.

If the Commission is not upheld finally in the case, the status of
more than 7,000 candidates will be in doubt and they will probably
be thrown out. However, it is not expected that actual appoint-
ments already made from such lists will be voided.

Full-Time Positions

For Hospital Helpers

Hospital workers who have been
employed for one year in the De-
partment of Hospitals will be eli-

gible for transfer to full time po-

positions. In living or in living out, the Municipal Civil Service Com-
mission ruled this week. The
Commission also decided to use
selective certification on the new
hospital helper lists to fill vacan-
cies in certain positions in the
dietary service.

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ICE EXAMS. There are more

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What Every Sergeant Should Know
Study Material for Coming Police Test: Part 20

Question 20

Generally speaking, the Police Department takes more precautions to prevent robberies than any other city service. Explain why this particular crime is singled out, and the various precautionary measures taken by the Police Department to prevent this crime.

Answer to Question 20

A. Reason for particular attention being given to prevent robberies

The crime of robbery has many serious implications and when the following reasons are considered, there is little doubt why this crime receives such attention from the Police Department.

The typical robbery consists of a combination or series of crimes. Usually an automobile is stolen, the criminals are armed, they are unprovoked, the victim is assaulted, sometimes shot and killed, and property or other property is stolen. Robberies often represent an utter disregard for law and order

on the part of the perpetrators, and consequently demand attention from the Police Department.

Practically every armed robbery is a potential homicide.

Robbery seems to hold a keen attraction for youths. Many are first time offenders. In their early teens. Lurid tales of lopsided country, where the outlaws are often the initiators of crimes committed in a fertile manner remain unreported to the police. Due to this fact, definite precautionary measures are taken by the Police Department to prevent robberies and to apprehend the persons who commit them.

Precautionary measures taken by the Police Department to prevent robberies include:

1. Most robberies involve vagrant and uncontrolled persons and the arrests are made from the Police Department and the known criminals, therefore the department collaborates principally with the Police Department of the city.

2. In each patrol precinct the paymaster or person in charge of the bank is interviewed from time to time by the Sergeant in whose vicinity the bank is located for the purpose of ascertaining:

a. The method of payment.

b. When and what type of payroll is made.

c. If the bank has no police protection in necessary and desired by the paymaster.

3. If police protection is necessary and desired by the paymaster the patrolman is sent to escort the messenger either from or to the bank necessary and safety are maintained.

4. If police protection is necessary but refused by the firm, the paymaster is directed to request the bank to employ a guard or to use the service of the bank necessary attention.

5. Deliveries of cash to banks should be made rush orders and those thereby are also protected by the assignment of a patrolman to the vicinity of the bank especially on days when there are heavy deposits or withdrawals or during the day of the week when businesses are particularly busy, special attention is given to certain types of stores to prevent holdups.

7. In some instances detectives are assigned to certain stores, and during specific hours to these stores.

8. Members of the Forces reconnaisance patrols are assigned to Police Academy in the main police precincts and given the proper action to take in dealing with important cases.

9. The lineup at Police Headquarters in the main Police Academy

10. If the lineup is the congestion of serious crimes are paraded before the police, then such detectives have the opportunity to pick out and to recognize such criminals.

11. The Police Department monitors the records of the Forces when special the force is not under guard property against robbery.

12. If the suspect is stopped and is prepared to meet assault, the police officer orders him to carry his revolver in his hand.

13. If the suspect is sighted reloaded and in the vicinity of the victim.

14. If the suspect is sighted reloaded and in the vicinity of the victim.

15. If the suspect is sighted reloaded and in the vicinity of the victim.

The Helen Cashin League will be held Wednesday, May 14th, at 2:30 p.m. This will be held on the bulletin board.

ATTENDANT MESSAGER EXAMINERS

The next regular meeting of the Joint Examining Board for Messengers and Attendants will be held at the Department of Personnel, Manhattan, on Tuesday, May 20, 2:30 p.m.

The group will hold a scholarship examination on May 24 for a McGann and Sons Secretarial School.

ATTENDANT MESSAGERS AND WAREHOUSEMEN EXAMINERS

The next regular meeting of the Joint Examining Board for Warehousemen will be held Tuesday, May 20, 2:30 p.m.

The Helen Cashin League will be held Wednesday, May 14th, at 2:30 p.m.

The Helen Cashin League will be held Wednesday, May 14th, at 2:30 p.m. This will be held at Washington Irving High School, 500 East Sixteenth street, at 8:30 p.m., on the bulletin board.

HONOR MAHONEY

F. O'REECE, President

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Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are available.

COMPETITIVE

Administrative Assistant (Wellfare): Rating of Administrative Assistants, specially prepared, is now complete in a week. Written test will be held on May 23. Practical tests will be held next month. Oral tests will be given soon.

Compound Stenographer: Rating held up pending clarification of conditions.

Car Maintainer, Group F (NYC Transit System): Open competition to be held soon. Promotion test now being rated. Written test will be held on May 15.

Bus Driver: Written test completed. Physical, medical and dental examinations will be held May 16.

Bridge Painter: 202 candidates failed. Written test will be held May 16 as soon as practical. Examinations have already been rated.

Clerk, Grade 2 (Ilg. of Higher Ed., City of New York): Written test completed. Practical tests will be held soon. Oral tests will be given in June.

Civil Stenographer: Rating held up pending clarification of conditions.

Clerk, Grade 2 (deemed eligible last week): Written test completed. The oral test will be held this week.

Fireman (Mechanical): Grade 3: Rating of entire written test completed. Oral tests will be held May 19.

Junior Engineer (Mechanical): Grade 3: Rating of entire written test completed. Oral tests will be held in May.

Senior Engineer (Signals): Written test completed. Oral tests will be held in May.

Junior Engineer (Electrical): Written test completed. Oral tests will be held in May.

Gasoline Boiler Engineer and Apprentice Boiler Engineer: Written test completed. Practical tests to be held soon. Oral tests will be held in May.

Asphalt Roller Engineer: Written test completed. Practical tests to be held in June. Oral tests will be held in July.

Under Fitter (Mechanical): Written test completed. Oral test to be held in July.

Stenotypist Grade 2: Practical tests completed. Written test will be held on May 23. Oral tests to be held in June.

Telephone Line Repairman: Written test completed. Oral test to be held in June.

Refuse Collector: Written test completed. Oral test to be held in June.

Yardmaster: Written test completed.

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Court Attendant Exam Answers

Below are tentative key answers to the State court attendant examination held last Saturday. These answers are entirely unofficial. They were prepared by two experts, but they are not to be taken by the candidate as the official answers of the State Commission. Some of the answers are tentative, if a candidate has been confused, for the answers given. If a candidate has multiple choice questions, only the correct answer—not the incorrect one—has been given.

The experts are Edward J. McClure, Librarian of the Supreme Court, First Judicial Department, and E. Bernard Koch, Court Attendant, First Judicial Department.

Test One—Memory Test

(Weight 15)

1. The memorandum indicates that the members of the Blue Circle gang mentioned.

2. The number of members in the Blue Circle gang mentioned.

3. The memorandum indicates that the Blue Circle gang who is known to use drugs is:

4. Of the members of the gang mentioned in the memorandum:

(A) at least one, if apprehended, may be tried separately.

(B) Patrick Ahern.

(C) may most readily be identified by:

5. According to instructions given, an attendant observes anyone acting suspiciously he should:

(A) send another attendant to assist the Court Attendant.

6. On the basis of the information in the memorandum, it may be positively stated that:

(A) at least one member of the gang is always armed.

7. That advancement from one salary grade should be:

(B) based entirely on seniority. The Commission believes that advancement from one salary grade should be:

(C) not definitely stated.

8. A suspended sentence is:

(C) not definitely stated.

9. A “certified” copy of a record is:

(C) will receive definite new as-
CIVIL SERVICE LEADER

Civil Service Amateur Night Goes Over Big

Well, the first Civil Service Amateur Night went over with a holler at Palisades Amusement Park, in the Fabian Theatre in Brooklyn.

The night had been sponsored jointly by the CIVIL SERVICE LEADER and the borough of Brooklyn.

The audience to the funniest ten thousand who heard the footlights and the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the concert in the lot—but the audience to the 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in the lot—but the audience to the concert in the lot—but the audience to the concert in the (Continued)
The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demands of large employers.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in key offices and I need another." He said, "Tell me, how do you operate the switchboard?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that these five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office, 'WE HAVE PLACED EVERY GRADUATE.'" He asked, "Is competition so terrible?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"Then, what qualifications do you ask of the students who apply?"

Here is the substance of what I answered:

THE NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain desirable secretarial position today the girl must meet certain requirements.

THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, she must be above average in height, provided she is not under five feet four inches. The girls must also be physically fit.

Third, she must be personally attractive. I think it is a very poor磨  school, Advertisers Magazine, Chase National Bank, etc.

If the test reveals that she is not, this school advises her to take a brush-up course.

Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an L. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test shows that she is not, she is immediately dismissed and is offered the chance to take some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a physical type, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl who the school cannot place into a position. The NEW YORK BUSINESS SCHOOL trains only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vegetable Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

Our graduates spend from two to four hours in our office preparing themselves for general office experience. This experience is obtained by the NEW YORK BUSINESS SCHOOL in school and under actual conditions. Our girls take a test, the employer tells us that they are well-trained, she is accepted for a position.

Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employed and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary, as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that he is worth what she says she is.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls, in many cases, they demand a second, third, fourth, because they know how well trained the girl is. The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1949. Page 391.)

"THE NEW YORK BUSINESS SCHOOL has an excellent record in machines; including the comptometer, billing machine, bookkeeping machine, adding, multifiguring, adding machine, switchboard, key punch, in fact, all machines required in an office.

The question was asked the writer, "How can a girl just graduated from your school convince the prospective employer that she has as much as the experienced girl he can engage for perhaps the same salary?"

An employer who has had his girls in the service for ten years said: "I have a very simple answer to that. The college furnished me with a thoroughly trained girl, and when she was ready we had a meeting with the prospective employer. She stated to him everything she knew. We were able to convince him that the girl was as experienced as our experienced girl, and in some cases, far more experienced than she. We have found this method very successful."

As stated above, our graduates spend from two to four weeks in our office preparing themselves for general office work in advance, that is, before they leave the school. Our employment department then sends them on their own responsibility to apply for a position, feeling confident that they are well trained for those positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

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