STENO AND TYPIST

Vol. 7—No. 10 Tuesday, November 20, 1945 Price Five Cents

FILING NOW

L.EAPER
raise on the 10-man Senate Civil Service Committee, but three are five votes for the 20 per cent pay opposed and two are doubtful. It is that a little early to start key- points, but there is considerable optimism that the raise will be approved.

Chairman Downey is reasonably sure of support from Senators Mead of New York, Taylor of Idaho, Allen of Vermont and Lang of North Dakota for a pay raise for the employees of the bill, such as the heavy in- crease in governmental activities and top Government Officials.

10 Per Cent Expected

In view of that situation, most men that there will be a com- promise, increasing pay of white- collar clerks under the classifi- cation act by a round 15 per cent.

Despite delaying tactics of Sena
tor Byrd, advocate of economy and fewer civil servants in govern- ment, Senator Downey is fighting for immediate action on the measure.

Senator Hart of Connecticut was in the difficult corner. It is pos- sible that Senator Goree, who has evinced sympathy in the past, will be a key man in passage of the bill. Senator Hart is be- lieved to be in favor of Byrd's appeal to postpone a decision. Senator Byrd has lined up with him Senator McCulloch of Ten- nessee and Senator Hickenlooper of Iowa and he wants Mr. Georgia to decide. There should be in get- ting the bill passed that will be either additional hearings or an extended shoreline of the bill.

Health Bill Reported

The Downey committee reported favorably on the House-approved handicap health bill which would set up Health units in Federal Government buildings, such as the Muncipal Health Service's amendment, to prevent the creation of clinics where there were few employees, as approved.

Fireman Exam Off Until Jan.

No Fireman (F.D.) examination this year. Filing will not start be- fore January. There will be no November 20 applications, except for the present Veterans list. When the January series is announced the Firemen's list may be added to the list of five already included.

It was intended to start the filing as soon as possible, around the middle of this month, but the budget situation in the Fire De- partment is unusually tight.

Mental Hygiene, joined forces in the down of the Municipal Civil Service Commission decided to hold off announcing the opening of filing for the examination. Some time after the first of the year Budget Director Thomas J. Patterson expects that the situ- ation will clear up in the Fire De- partment and the examination can go ahead.

Board Hears Plea On Hospital Pay

ALBANY, Nov. 29—Dr. Frank L. Toiman, President of the Asso- ciation of State Civil Service Employees, and Leo F. Quay, President of the Association of Employes of the Department of Mental Hygiene, entered a strong plea on behalf of 10,000 Attendants, Staff Attendo- nts and Supervising Attendants, at a hearing before the Salary Standardization Board at the State education Building.

The members of the Salary Standardization Board were pre- sent, including Dr. N. J. T. Paine, Dr. Arthur Signoff, P. Harrow Andrews, Everest N. Mul- ley and Milton Masten, were present.

Representatives Met

Representatives of the Associa-
tion held a special meeting at the
Wellington Hotel on the previous evening, at which Mr. Quay pres- ident. Those present included Dr. Toiman, Mr. Quay and the follow- ing representatives of the Attendant group: Frederick J. in Waller, Middlesex State Hospital; John Keuler, Utica State Hospital; Harry S. Schwartz, Buffalo State Hospital; Elbert West, Wawasa State School; Catherine Sullivan, Brooklyn State Hospital; Carl A. Minyard, Middletown State Hospital; Joseph Mar- tin, Middlesex State Hospital; Patrick Geraghty, Manhattan (Continued on Page 8)

More State News

Pages 7, 8, 9, 10

Math Question Protested In Morgue-Keeper Exam

NYC Hospitals employees who took an exam for Promotion to Mortuary Caretaker last week as the Municipal Civil Service Commission's Officer com- plaints. The exam was held at the Municipal Civil Service Commission's Office com- plaints.

Question 8 of the 10 on the exam- ination read:

"If a caretaker's salary were $1,000 per year, with deduction of 5 per cent for pension purposes, also a deduction of 20 per cent of the amount over $600 for withholding tax, what should be the net amount of the monthly check?"

Here the answer:

50% of $1,000: $1,000
50% of $600: $300
$1,000 reduction: $200
$600 reduction: $120
$400 reduction: $80

Answer: $1,000.
Machine Aid Service Rating

Los Angeles recently installed a service rating system to improve morale and to speed the work of the Los Angeles Police Department. The system was adopted to handle the influx of emergency calls, resulting from such factors as traffic accidents, disturbances, and crime. The department has been able to increase its efficiency by 50%, and the rating system has helped to improve the overall work environment.

Jobs for Vets Only

The Veterans Administration has announced that it will hire only veterans for certain positions. This includes positions in the Civil Service, Federal, and local governments. The program is designed to help veterans find employment and to improve their chances of finding a job.

National Federation Adds 900th Chapter

The National Federation of Federal Employees has announced the addition of its 900th chapter. This chapter was formed by employees of the Department of the Interior in Washington, D.C.

V.A. Day by Day

This report notes that, as the World War II veterans begin to retire, the V.A. is facing a difficult task in finding replacement employees. The report states that the V.A. should consider hiring more veterans to fill those positions.

DOINS AT OBE

Four officers of the OBE have been transferred to the Office of Business Enterprise, effective immediately. These transfers are part of the agency's efforts to improve efficiency and to better align the OBE with the needs of the business community.

D.A.V. OAKS

New stamp bearing the honorable discharge emblem has been used by the Department of Veterans Affairs to honor all World War II veterans, but may be difficult to obtain.

FURS

Large stock on hand for repairs, remodeling, and new installations.

LADIES!...CROCHET YOUR OWN

Giant spool of fine-quality black or brown cord, sufficient for making large size articles, until further notice. Please order as shown in the attached picture.

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PBA Tests Its Plan of Elections

Direct election of officers of the Patrolmen’s Benevolent Association by the members of that organization will become a reality. Officials of the association are preparing to submit a direct election plan to the Mayor, the Board of Estimate, and the Board of Aldermen for consideration and possible adoption.

The Paterson administration is presently working on the proposal in the hope that it will be available for discussion before the end of the month. The plan, if adopted, would provide for the direct election of all officers of the association, including the president, the treasurer, and the secretary, by a vote of the membership.

The plan was introduced by the PBA officials as a way to ensure that the officers are elected by the members themselves, rather than being appointed by the administration.

Seniority Change Is Under Way

Details of the proposed plan to change the method of rating police officers are expected to be made public this week by Mayor O’Dwyer’s Civil Service Commission.

The change is expected to provide for a more objective and merit-based system for rating police officers, which is expected to improve the quality of service provided by the police force.

O’Dwyer Wants Police Test Wide Open to Vets

The commissioner of the New York City Police Department has proposed a plan to allow veterans to take the police exam without having to undergo a physical examination.

The plan, which is expected to be approved by the Board of Estimate and the Board of Aldermen, would allow veterans to take the exam solely on the basis of their military service, without having to undergo a physical examination.

Complaints Grow as Ashmore Veterans Are Denied Tests

Hundreds of returned service men are complaining to the Municipal Civil Service Commission that the examination conducted by a private organization in the competition for the $2,000 police job isn’t being given to veterans.

The Union of Retired Police Officers is demanding that the Civil Service Commission look into the matter of veterans being denied the opportunity to take the exam.

Maintenance Men Keep Up Pay Fight

The efforts of Maintenance Men in the New York City Board of Estimate to gain inclusion under the 1943 labor agreement have not been fruitful. The men were electing to work under the old 1940 agreement at the time the new agreement was signed, and they are now seeking to have the new agreement made retroactive.

The battle of the Maintenance Men is expected to continue until a settlement is reached.

Patterson Says No Opposition

Commissioner of the Police Department, Mr. O’Dwyer, has called for a resolution calling for a presidential election on the plan for a presidential election.

Mr. O’Dwyer said that the resolution would be a way to ensure that the presidential election is held as soon as possible.

For many years the question of direct voting in the department has been raised. The PBA, which represents the Patrolmen’s Benevolent Association, has been pushing for a direct vote of the members to decide who should be the delegates to the Board of Estimate.

The plan of operation, whereby delegates be by direct vote of PBA the old $2,000 administration. However, the latest group of entrants to the police force isn’t covered by the State Labor Law. That would mean that nothing can be done for them.

The successful motion was in the NYC Board of Transportation.

The Sanitation Men test was given in ‘41 and ’42 and many men were inducted into the service. However, the last physical test were given in 1943 and many men were rolled to officers by direct vote of PBA the old $2,000 administration. However, the latest group of entrants to the police force isn’t covered by the State Labor Law. That would mean that nothing can be done for them.

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Parks Group Chartered

The charter of Local 925 of the American Federation of State, County, and Municipal Employees (AFSCME) has been signed by Michael Morro, International Vice-president of the New York City Charter Commission and agent of the local, of which NYYC Parks, with 307 members, received the charter. This was approved by the Governing Board of the NYYC Parks Group on September 14, 1945. A copy of the charter and by-laws is on file in the AFSCME headquarters.

President Thomas B. McInerney of the new local union in NYYC Parks Department (left) receives charter from Michael Morro, International Vice-president, AFSCME.

MAIL RINGING CHANGED BY NYB ORD

The Municipal Civil Service Commission is preparing to make a change in the "General Examination for Eligible Promotions for Promotions for Firemen" and "General Examination for Eligible Promotions for Firemen." The change is to be made in the next exam which will be held in the next ten days. The change will affect the way in which the examination is to be conducted.

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STUDY AIDS FOR COMING NYC PATROLMAN TEST

Following is another installment of the "test" series aimed at preparing for the 1946 examination for NYYC Parks Department employees. The test will be held in the next few weeks, along with more practice tests. This week's tests are: A. General information; B. In the answer to last week's test.

1. A. The exits in a theatre should be marked clearly and be easily seen; (B) audiences customarily walk, not run, to the exits; (C) they should walk, not run, to the exits; (D) the latter respond more readily to the presence of danger; (E) audiences should walk, not run, to the exits.

2. "In searching a man, put him in a chair and turn him over." This is the correct way to search a man, according to this test, because: (A) it may not be noticed that a man is handcuffed; (B) no man should be searched unless a man is handcuffed; (C) unless a man is searched, a man is not searched; (D) the latter is shown more readily; (E) audiences do not get out faster.

STUDY AIDS FOR COMING NYC A. Correctly comprised; (B) one of the foregoing; (C) the latter is shown more readily; (D) that the former is more readily; (E) audiences do not get out faster.

5. Rate of combustion is most speedily increased by: (A) lowering temperature; (B) the addition of moisture; (C) the introduction of most oxygen; (D) the use of soda-ash.

6. The one of the following which is not a fire resistor is: (A) asbestos; (B) cast iron; (C) boric acid; (D) phosphorus of amoniac.

7. A volatile liquid is one which (A) has a thin layer over it; (B) has a heavy current over it; (C) has a dry explosion; (D) has a heavy current over it; (E) has a heavy current over it, and the spark plug of each cylinder just at the instant that cylinders are exploded.

Answers to last week's questions:
1. A, B, C, D, A, A, E, B, B.

妇Woman Correction (Woman), Department of Correction $2,401 to $3,000 a year.

This is the first time that a woman has been certified to the test. The Municipal Civil Service Commission has certified a woman. The test will be held in the next few weeks, along with more practice tests. This week's tests are: A. In searching a man, his movements of his arms and legs; pull his coat half-way down; (B) searching immediately; (C) searching immediately and do not hesitate; (D) searching immediately and do not hesitate; (E) searching immediately and do not hesitate.

2. "In searching a man, put him in a chair and turn him over." This is the correct way to search a man, according to this test, because: (A) it may not be noticed that a man is handcuffed; (B) no man should be searched unless a man is handcuffed; (C) unless a man is searched, a man is not searched; (D) the latter is shown more readily; (E) audiences do not get out faster.

5. Rate of combustion is most speedily increased by: (A) lowering temperature; (B) the addition of moisture; (C) the introduction of most oxygen; (D) the use of soda-ash.
No December Series
Of Exams, But Five
Are On January List

There will be no December series of examinations for the Municipal Civil Service Commission. The

Civil Service Commission announced today

One examination, for Home Economics, will be held in December, because so few responded
to the announcement.

Five examinations—one open-comprehensive and four competitive and three preliminary—will be on the January

schedules of the Municipal

Civil Service Commission. The

promotion to...
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NOVEMBER 20, 1945

U. S. CIVIL SERVICE MOVES TOWARD SOUNDER HIRING

A N indication that the U. S. Civil Service is moving toward a more realistic recruitment policy is found in the notice of examination just issued for Steno-service appointees who did not pass such a competitive examination, but will have to pass one finally, if job security is to be theirs.

Unlike the competitive exams for other appointments, the non-competitive examiners may have even less control over the selection of candidates. Although the examiners are held responsible for the selection of the best qualified candidates, there are no guarantees that the examiners will be free of political influence.

The idea that the city is in for a sordid administration has been strengthened by the news that Mayor LaGuardia is considering a new administrative position for himself, the Commissioner of Civil Service.

The Commissioner is considered open, and Commissioner McElligott says that he's interested in the position. However, he hasn't been given to O'Dwyer, and there are indications that the Commissioner's duties may be divided among two or more persons.

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Therapist Jobs
Reclassified

Therapists. About 75 have been performance of the same duties by State service. This was the performance official. Changes are retro-

Mental Hygiene Institutions were Occupational Therapist or to "Those who were registered therapists who are properly so classified as Occupational Therapists.

Appeals to be Heard
In Two Hospitals

What State Employees Should Know

Answers to 15 Questions On the State Civil Service

One of the principal subjects of the examination is a record of the work. There are often more serious duties of the same nature. These duties have been classified as Prison Guards. The Hospital and the County. The Board is engaged in a service which is not required to be filled. Rule VIII (3).

The salary range at present Mental Hygiene Attendants, and the New York City Department of Mental Hygiene.

The program is designed to provide training in the various fields of the profession. The training will be limited to one business day if the employee is not eligible. Rule VIII (3).

The Board is an agency of the State government, responsible for the administration of the State Civil Service system. It is not authorized to make appointments for positions other than those held by the employee's immediate family. Rule XVII (3).

The Board has the power to make appointments for positions which the employee is eligible for. Rule XVIII (3).

No application will be received, filed or considered by the Board unless it is made (1) by the employee, (2) by a member of the employee's immediate family, or (3) by a person who has been appointed to a similar position. Rule XII (1).

The Board is an agency of the State government, responsible for the administration of the State Civil Service system. It is not authorized to make appointments for positions other than those held by the employee's immediate family. Rule XVII (3).

The rules specifically refer to a position in the State Civil Service and do not address the closing of the probationary period. Rule IV (3).

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It was my pleasant duty to attend the hearing of the Salary Reduction Board on salaries of state employees and supervising attendants. The hearing is being held in The State, and it was my pleasant duty to attend the hearing of the Salary Reduction Board on salaries of state employees and supervising attendants. The hearing is being held in The State, and it was my pleasant duty to attend the hearing of the Salary Reduction Board on salaries of state employees and supervising attendants. The hearing is being held in The State.
Association Expands Wage Research Project

Executive Group Empowers Tolman to Act—Membership of Standing Committees Announced

Special to The LEADER

ALBANY, Nov. 29—Dr. Frank L. Tolman, Associate Director of the Executive Committee of the State Association, has announced that seven members of standing committees for the next year have been elected at the meeting of the Executive Committee held at the Hotel Syracuse, Syracuse, New York.

The new committees are:

1. Committee on the Legislative Program: Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

2. Committee on the Budget: Mr. Paul M. O'Dwyer, Mr. Robert J. Barrett, and Mr. William R. McDonald.

3. Committee on the Finance Program: Mr. Paul M. O'Dwyer, Mr. Robert J. Barrett, and Mr. William R. McDonald.


5. Committee on the State Association: Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

6. Committee on the Public Relations: Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

7. Committee on the State Board of Education: Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

The new members are:

1. Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

2. Mr. Paul M. O'Dwyer, Mr. Robert J. Barrett, and Mr. William R. McDonald.

3. Mr. Paul M. O'Dwyer, Mr. Robert J. Barrett, and Mr. William R. McDonald.

4. Mr. James H. C. LaPree, Mr. Charles W. Wood, and Mr. J. R. Schneider.

5. Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

6. Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

7. Mr. John D. Wilson, Mr. James H. C. LaPree, Mr. Charles W. Wood, Mr. J. R. Schneider, and Mr. William R. McDonald.

The new committees will meet at the Hotel Syracuse, Syracuse, New York, on December 6th, at 10:30 A.M.

The new members will also meet at the Hotel Syracuse, Syracuse, New York, on December 6th, at 10:30 A.M.

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Additional Insurance

To Association Members:

It gives us great pleasure to announce that due to favorable mortality experience under our Group Life Insurance Plan, The Travelers Insurance Company has allowed the Association an advancement in our death benefits. This brings our total paid to the beneficiary of any employee who died between November 1, 1945, and October 31, 1946, inclusive, to be in accordance with the following schedule. The additional benefits are being paid without restriction to one insurance member and are available to all members.

Wills Winders, Pilgrim State Hospital, Brennan, Marcy State Hospital; the mortality experience under our Group Life Insurance Plan to Association Members: The Travelers Insurance Company has allowed the Association an advancement in our death benefits. This brings our total paid to the beneficiary of any employee who died between November 1, 1945, and October 31, 1946, inclusive, to be in accordance with the following schedule. The additional benefits are being paid without restriction to one insurance member and are available to all members.

I. Less than $500
   Male: 1.250 1.250
   Female: 1.000 1.000
II. $500 but less than $1,000
   Male: 1.250 1.250
   Female: 1.000 1.000
III. $1,000 but less than $1,500
   Male: 2.000 2.000
   Female: 1.500 1.500
IV. $1,500 but less than $2,000
   Male: 2.500 2.500
   Female: 2.000 2.000
V. $2,000 but less than $2,500
   Male: 3.000 3.000
   Female: 2.500 2.500
VI. $2,500 but less than $3,000
   Male: 3.500 3.500
   Female: 3.000 3.000
VII. $3,000 but less than $3,500
   Male: 4.000 4.000
   Female: 3.500 3.500
VIII. $3,500 or more
   Male: 5.000 5.000
   Female: 4.500 4.500

Frank L. Tolman, President

Board Heards Plea for More Hospital Pay

(Continued on Page 9)

Page Nine

NEW YORK CITY

N. Y. STATE NEWS

CIVIL SERVICE LEADER

Wednesday, November 20, 1945

Revised Schedule of Insurance for Year Beginning November 1, 1945

I. Less than $100
   Male: 1.000 1.000
   Female: 1.000 1.000
II. $100 but less than $200
   Male: 1.250 1.250
   Female: 1.250 1.250
III. $200 but less than $300
   Male: 1.500 1.500
   Female: 1.500 1.500
IV. $300 but less than $400
   Male: 2.000 2.000
   Female: 2.000 2.000
V. $400 but less than $500
   Male: 2.500 2.500
   Female: 2.500 2.500
VI. $500 but less than $600
   Male: 3.000 3.000
   Female: 3.000 3.000
VII. $600 but less than $700
   Male: 3.500 3.500
   Female: 3.500 3.500
VIII. $700 or more
   Male: 4.000 4.000
   Female: 4.000 4.000

Individuals with employment in the State civil service are entitled to an advancement in their insurance benefits. This brings our total paid to the beneficiary of any employee who died between November 1, 1945, and October 31, 1946, inclusive, to be in accordance with the following schedule. The additional benefits are being paid without restriction to one insurance member and are available to all members.

1. Less than $900
   Male: 1.250 1.250
   Female: 1.000 1.000
2. $900 but less than $1,000
   Male: 1.250 1.250
   Female: 1.000 1.000
3. $1,000 but less than $1,500
   Male: 2.000 2.000
   Female: 1.500 1.500
4. $1,500 but less than $2,000
   Male: 2.500 2.500
   Female: 2.000 2.000
5. $2,000 but less than $2,500
   Male: 3.000 3.000
   Female: 2.500 2.500
6. $2,500 but less than $3,000
   Male: 3.500 3.500
   Female: 3.000 3.000
7. $3,000 but less than $3,500
   Male: 4.000 4.000
   Female: 3.500 3.500
8. $3,500 or more
   Male: 5.000 5.000
   Female: 4.500 4.500

Frank L. Tolman, President

Board Heards Plea for More Hospital Pay

(Continued on Page 9)

Page Nine
More Forestry Personnel Is Advocated

SYRACUSE, Nov. 20—Need for an expanded force of State forestry research personnel was stressed in a talk before the hearing of the New York State Joint Legislative Committee on Interstate Cooperation by Assistant Dean Hardy L. Shirley of the New York State College of Forestry.

Dr. Shirley stated, "Government sponsorship of scientific research has been an underlying policy of other nations. During the late war both Russia and Great Britain expanded their scientific research and their training of scientific workers more than 100% beyond peacetime level."

He added, "In America we not only drafted scientists for the regular military service but we also greatly curtailed all scientific research except that which in the minds of military leaders would contribute to immediate victory. "It is evident that Congress and the people of our Country now want to regain the ground lost during the war and to build up research to the highest level. "An entire new concept of the role of research is coming into being," announced the Assistant Dean. "Heretofore research was looked to for the solution of concrete technical problems that confronted agriculturists or industrialists but it was not employed on a grand scale as a tool for reviewing policies, progress, objectives of industry, agriculture, and government. It is the opportunities for research service to forestry in this broader sense to which I wish to call attention."
Shipyards Lead Hiring Offers

Jobs in shipyards, offered through the Employment Service at no cost, include shipyard and shipbuilding. Shipyard leaders are seeking electricians, helpers and laborers.

The jobs listed below are all open to veterans and non-veterans. For more information on these and other job opportunities, contact your local Employment Service.

**Shipyard Lead Employment Service at no cost, In-House or Online**

Employers, to do polishing, finishing and general maintenance tasks. They may be reached from Manhattan to Brooklyn shipyard. Men must be over 17 years old.

**New York Drafting Institute**

Enroll now for new classes.

- **Geometry**, **Trigonometry**, **Physics**, **Chemistry**, **Architecture**, **Mechanical**, **Electrical**, **Structural**

- **Algebra**, **Mathematics**, **English**

- **Mathematics & Engr.**

- **Electronics**, **Radio-Television**

**THE WALTER SCHOOL of Speech and Drama—Est. over 25 years in Carnegie Hall.**

- **Cultural speech**, **a strong, modulated voice**, **charm of manner**, **personality**, **throughout the training.**

- **Approved by the State of New York.**

- **Veteran who qualify under the G.I. Bill.**

**BROOKLYN TRADE SCHOOL—620 Lenox Ave., Brooklyn 17.**

- **Balanced training, practical courses.**

- **Approved by the State of New York.**

- **Veteran who qualify under the G.I. Bill.**
COPYING FROM PLAIN COPY: (Typewriting) This exercise is similar to the normal exercise in every respect except that you have here in place of the number of the line exactly as in the exercise. You will have 18 minutes in which to show how well you can type. In order to simplify the exercise you will therefore make no mistakes in typing and you will be expected to do the exercise only once and will not be required to make any attempt to correct them in some other way.

The following exercise is a sample of Coping from Plain Copy for line: [Exercise text]

STENOGRAPHERS
Salary—$1,959 a Year, Plus Overtime Pay
Applications must be filed with the Office of the Second U. S. Civil Service Region, Federal Building, 150 West 42nd St., New York, N. Y., not later than December 31, 19-

PLACES OF EMPLOYMENT
The individual will be employed under general supervision to type reports, either in the offices of the Second U. S. Civil Service Agency or in the field offices of the Second U. S. Civil Service Region (including the addition of extra compensation for night work), as may be considered necessary. The employment will be for the period of one year, and for which the individual may be given to eligibles residing in the immediate vicinity of the place of employment; and one who attains the grade of a typist but not as a stenographer, except by reason of the possession of qualifications which, in the opinion of the examiner, make him suitable for such employment.

STENOGRAPHERS
Salary—$1,704 a Year.
Applications must be filed with the Office of the Second U. S. Civil Service Region, Federal Building, 150 West 42nd St., New York, N. Y., not later than December 31, 19-

PLACES OF EMPLOYMENT
The individual will be employed under general supervision to transcribe the notes with the assistance of shorthand stenographers, as may be considered necessary. The employment will be for the period of one year, and for which the individual may be given to eligibles residing in the immediate vicinity of the place of employment; and one who attains the grade of a typist but not as a stenographer, except by reason of the possession of qualifications which, in the opinion of the examiner, make him suitable for such employment.

MINIMUM QUALIFICATIONS
Written Test
Competitors will be tested on their knowledge of English, both in reading and writing. The test will consist of comprehension tests, dictation and composition. The latter will test the individual's ability to express himself clearly, concisely and logically. The purpose of the test is to determine whether or not the individual is qualified for the position.

The test will be given in the form of a multiple-choice examination. It will consist of 50 questions, each question having four possible answers. The examinee will be required to circle the correct answer for each question. The test will be given under the supervision of an official of the Civil Service Department.

The score on the test will be determined by the number of questions answered correctly. The test will be corrected and graded within 10 days after the date of the examination. The results will be mailed to each examinee individually.

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SALES WOMEN
GASHERS
Clerical Workers

Experienced
Full or Part Time

STOCK MEN
and PORTERS

FULL TIME


corresponding paragraph in the original announcement:

CERTIFICATION: In filling vacancies, certification will be made of preference eligibles readily available for employment; that is, of those who live in the place or in the immediate vicinity of the place of employment. Preference eligibles who do not reside in such place, or its immediate vicinity, will be considered for appointment only in the absence of such local preference eligibles. Eligibles not entitled to preference may be considered only in the absence of any preference eligibles.

Notables to Address Vaad Hatzala Dinner

The rescue of many thousands from death at the last minute in N.Y.C. hospitals and concentration camps was described for the first time at a dinner on Monday evening, Dec. 11, at the Hotel Astor, sponsored by Vaad Hatzala (Humanitarian Committee).

The stories will be told by Henry Morgenthau, Jr., former Secretary of the Treasury; Mayor-mayor William O'Dwyer and John Peck.

Get Ready Now To Write This Letter

To: "Dear Sir, you have written to me to ask..."

From: "...to begin your education...

Appointments, Promotions and Reinstatements

HOSPITALS
M. Schwartz Gr. 2
Kate Gladstone and Regina 1

M Stock Assistant
Herbert L. Labey

MUNICIPAL COURT
A Court Stenographer (Yiddish & Italian)

Coleman Adams

A Court Stenographer (Yiddish & Italian)

PUBLIC WORKS
A Office Appliance Operator (IBM

Key Punch)

Emir F. Pratt Griffin

SANITATION
A Stenographer Gr. 2

Eilene Jaeger

TRANSPORTATION
M Matson

Thomas G. Elliot, John Morris and William O'Halloran

New Eligible Lists of NYC

Supervising Tabulating Machine Operator Grade

IBM EQUIPMENT

1. IBM Card Reader 1000 

2. IBM Card Punch 1000

3. IBM Card Writer 1000

4. IBM Magnetic Tape Reader 1000

5. IBM Magnetic Tape Writer 1000

6. IBM Magnetic Tape Punch 1000

7. IBM Magnetic Tape Reader 2000

8. IBM Magnetic Tape Writer 2000

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155. IBM Magnetic Tape Writer 51000

156. IBM Magnetic Tape Punch 51000

157. IBM Magnetic Tape Reader 52000

158. IBM Magnetic Tape Writer 52000

159. IBM Magnetic Tap
**WELCOME BACK!**

Following are the names of NYC employees who returned from military service.

**TRANSPORTATION**

**IND DIVISION**

Conductor—Group A  James Bonsell

Conductor—Group B  Thomas C. Cary

Conductor—Group C  Charles H. Davis, Max Rubinstein

Conductor—Group D  Benjamin M. Landsberg

Railroad Porter

Michael A. Bruno  Louis Bautier

Benedict, Elinor D., James T.

James P. Corrier  Janine G. DeMaistre  James T.

Harold J. Sullivan

Conductor—Group B  James D. Cilley.

Conductor—Group C  Thomas F. McQuade.

Conductor—Group D  James N. Kennedy.

**POWER**

Chairman

Edward W. Porten  and David H. Swain

Railroad Clerk

Joseph V. Zapien  and Leo Berman

Joseph V. Zapien  and Joseph Zapien

Truckman

Francis F. Koehler

Conductor—Group A  William H. Wilson

Conductor—Group B  John J. Toomey

Conductor—Group C  Robert G. White

Conductor—Group D  James C. McCall

Conductor—Group E  William Loeber

Towerman—Group A  William J. Johnson

Towerman—Group B  James E. Hill

Towerman—Group C  Edward W. Porter

**WELFARE DEPARTMENT**

Mentor

Edward W. Porten  and David H. Swain

Railroad Clerk

Thomas J. Carney

Law Assistant (Torts)

Francis McKenna  and Sol Weiner

**WELCOME BACK!**

**WELFARE DEPARTMENT BRIEFS**

**POWER**

Conductor—Group A  James Bonsell

Conductor—Group B  Thomas C. Cary

Conductor—Group C  Charles H. Davis, Max Rubinstein

Conductor—Group D  Benjamin M. Landsberg

Railroad Porter

Michael A. Bruno  Louis Bautier

Benedict, Elinor D., James T.

James P. Corrier  Janine G. DeMaistre  James T.

Harold J. Sullivan

Conductor—Group B  James D. Cilley.

Conductor—Group C  Thomas F. McQuade.

Conductor—Group D  James N. Kennedy.

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**WELFARE DEPARTMENT BRIEFS**

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Railroad Clerk

Thomas J. Carney

Law Assistant (Torts)

Francis McKenna  and Sol Weiner
That Italy Will Vote for Democracy, Civil Service Will Be Stronger and People's Spirit Will Triumph, Despite Ordeal

By CHARLES POLETTI

If the United Nations will give substantial help during this trying winter, there is no reason for alarm over Italy's future, either political or economic. We may be fully confident that Italy will take its rightful place in the family of nations. There is a resurgence of the true and traditional spirit of liberty and justice.

The maturity and balance rooted in Italy's deep heritage of common sense and culture will supplement the efforts being made in her behalf by friendly nations. There is no need to fear either

a revolution in the right or to the left, nor to fear the holding of the spring elections or their results.

Justifiable Optimism

The Italians themselves—men and women—will decide whether they will have a monarchy or become a Republic. We are justified in being optimistic about the future, especially as Italy is equipped for self-government, indeed is maintaining it democratically right now, and, as we observed, liking it. Shame on destructive bombing and Hitler's lies about that Italy was forced by Fascist dictatorship into the wrong side of the war. The Italians are showing signs of great energy and industry. There are divergent and victorious forces in operation in Italy, as elsewhere. They are the fruit of democracy. But their existence is no excuse for indulging in idle prophecies.

There will be shortages, no doubt, but, as usual, the Italians are equal to them. There will be cold, lack of shelter and scarcity of usual clothing. The Italians can take care of themselves. But our task is to reduce their suffering, to give them all the assistance we can. We should, as they do, we will not be able to prevent all hardships but alleviation is possible.

The situation, since is a barrier to imports, is the situation of the European and Italian Transportation, both rail and motor. But Italy has the strength to keep the country alive, morally, economically and politically.

Italy's Great Strength

Though weakened by two decades of Fascist dictatorship, Italy has a residual strength, and that strength will prove its salvation. The Italian people are beginning to look to itself for the final solution of the problems, internal and external, the country is facing. But the help is coming, and will continue to come. The outside is not of value only for aiding the Italian people, but for its symbolic effect upon an appreciable people. Italy knows that the United Nations want it to recover fast and fully and its spirit is stimulated by that knowledge.

There is good feeling in Italy toward the Americans, not only because of the many families who with citizens of this country, but because of the good treatment received at the hands of the Americans and the great interest in Italy and Italians that the Americans have shown, plus the tangible examples of sagacity to help.

Labor Unions Active

Employment conditions in Italy are precarious. The need for raw materials and fruit is great. Some gains are being made and more are to follow.

Following All Day there were no coal deliveries to Northern Italy, which depends on imports for its use. Now 300,000 less tons of coal are being delivered monthly, and it is to be hoped that this can be stopped, especially since the pro-war consumption was a million tons a month. The steel mills are getting started again. Other industries are beginning to produce.

Labor unions operate across the country. There is one large central union, the National Confederation of Labor. It has three directions heads, one representing the Democratic Christian party, another the Fascist party and the third the Communist party. There are branches of the three parties in government and labor, which are non-governmental. The right of collective bargaining exists and there is the right of public employees to organize.

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Hearings have been set by Morris W. Wilson, Assistant Deputy Commissioner of Labor, for the hearings of various labor organizations that are to be held in the Federal Court House in New York City.

Competitive service examinations for the positions of First Class Fireman, Fireman Apprentice and Fireman, will be held.

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