Schendectady and Albany Run Away With Top Prizes
In Big Civil Service Art Show

ALBANY, Sept. 17—Miss E. G. Wetzelmeier, a resident of Bolton Lake, Schenectady, has received prize $80 in the Civil Service Association’s painting contest. Her painting, entitled “The Dancer,” was judged the best in a water color contest. Another Schenectadian, James V. Gilliland, was awarded 3rd prize in oil for his painting “Way".

Frank Reed of Albany was awarded prize $50 for a color oil painting colored “Composition,” and Mr. J. A. H. von der Grotenhuis of Schenectady was given the 2nd prize for his water color, intitled “Ski Bum.” An award for the best work in sculpture was given to Mr. William E. Kincheloe of Albany for his clay model of “The Eternal Woman.”

Four Other Winners
The judges also picked four other pieces, which together with the above six prize winners, will be sent around the State for exhibition. They are Misses Karin McFarland, Association president, who will present the checks. This is the annual set aside for viewing the work of members of the Civil Service Employees Association in Albany at that time. In all, $300 will be presented in prize money.

Mr. McFarland will present a check for $200 for the best water color of the Association’s annual meeting. The check was presented to Mr. W. C. Goodwin, a member of the board of directors, who was absent.

The judges also awarded a first prize for his water color to Mr. W. C. Goodwin, a member of the board of directors, who was absent.

Mr. McFarland’s Reminder
Mr. McFarland stated, following pay for women, and the establishment of fellowship pay for Uhe employees of the Nia-

Conference Considers Problems of TB Aides, Women Guards, Maintenance Men Therapists, Hazards in State Mental Hygiene Institutions

ALBANY, Sept. 17—Skilled Tradesmen, according to a plan announced by Raymond G. Castle, chairman of the submission committee of the Classification and Compensation Committee, and consisting of Fred Kraman, chairman of the Syracuse State School board, Mrs. J. J. B. Vestal, of the Onondaga Sanitarium board, Mrs. J. J. B. Vestal, of the Onondaga Sanitarium board, Mrs. J. J. B. Vestal, of the Syracuse State School board, Mrs. J. J. B. Vestal, of the Onondaga Sanitarium board, Mrs. J. J. B. Vestal, of the Onondaga Sanitarium board.

In addition to the work of the women guards in the prisons and reformatories, the men guards, and the other women who work in the correctional institutions, the men guards, and the other women who work in the correctional institutions.

The Classification and Compensation Committee is investigating the conditions in the case of the matrons who have been pending for over a long delay in correcting the errors in the classification and compensation of the women who have been employed in the correctional institutions.

The men guards, and the other women who work in the correctional institutions, the men guards, and the other women who work in the correctional institutions.

One of the men guards, and the other women who work in the correctional institutions, the men guards, and the other women who work in the correctional institutions.

The men guards, and the other women who work in the correctional institutions, the men guards, and the other women who work in the correctional institutions.
**Metropolitan Conference Meeting**

At a meeting at Manhattan State Hospital, Wards Island, an executive of the Civil Service Employees Association, called attention again to the upcoming deadline of September 30, 1951 for the retirement of the State Employee Retirement System. This deadline is in effect for all employees with more than one year service. New employees have one year after they join service to elect the age-55 plan.

Forms for electing the 55-year plan are obtainable from department personnel officers.

**Kingston Employees Ask Raise For All, Not Just For Police and Firemen**

KINGSTON, Sept. 17 — The Ulster chapter of the Civil Service Employees Association has written the Common Council, asking that the same consideration be given to other City employees of the City of Kingston as is expected to be accorded to the policemen and firemen.

"It is our belief," the executive committee of the chapter wrote, "that all City employees should be treated alike in salary adjustments, and that it is the duty of the City government to carry out this principle."

**McFarland Renews Reminder Of Age-55 Pension Deadline**

ALBANY, Sept. 17 — Jesse R. McFarland, president of the Civil Service Employees Association, called attention again to the deadline of September 30, 1951 for joining the age-55 retirement plan of the State Employee Retirement System. This deadline is in effect for all employees with more than one year service. New employees have one year after they join service to elect the age-55 plan.

*Forms for electing the 55-year plan are obtainable from department personnel officers.*

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2. Saves up to 27 gallons of water

3. Controllable washing time

4. Thor-Way overflow rinse

**Quality Plus Economy**

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- Famous Electro-Rinse (optional)
- Tub rinse, concentrated—inside and out
- Self-lubricating, drip-proof
- 5 Year Protection Available

**PLUS 5 YEAR PROTECTION**
on all 1951 Thor Washers!

**Come In Today!**

*ASK US FOR DETAILS*
Tuesday, September 18, 1951  
CIVIL SERVICE LEADER  
Page Three

**Program Highlights**

41st Annual Meeting
Civil Service Employees Association

**To Be Held in Albany October 2, 3 and 4**

**Tuesday, October 2**

7 PM to 10 PM (and from 9 AM to 11:30 AM on Oct 3 and 4)

**DEPARTMENTAL CONFERENCE COMMITTEE, STATE DIV.**

**MENTAL HYGIENE CHAPTERS' DELEGATES**

Auditorium. Association Headquarters Building, President: Charles D. Meth.

**PHYSICAL FITNESS CHAPTERS' DELEGATES**

South Room, DeWitt Clinton Hotel, President: Dr. William Siegel.

**EDUCATION CHAPTERS' DELEGATES**

Room 1, DeWitt Clinton Hotel, President: Frederick H. Bair.

**HEALTH CHAPTERS' DELEGATES**

Room 1, DeWitt Clinton Hotel, President: Dr. William Sylvester.

8 PM

**BUSINESS MEETING OF DELEGATES**

Association Headquarters Building, President: Jesse B. McFarland.

This meeting held to comply with Constitution of Association. Because of Jewish Holiday motion will be entertained to recess 5 PM to 6 PM.

**Wednesday, October 3**

9 AM to 11:30 AM

**DEPARTMENTAL CONFERENCE COMMITTEE, STATE DIV.**

**Mental Hygiene Chapters' Delegates**

Auditorium. Association Headquarters Building, President: Charles D. Meth.

**Physical Fitness Chapters' Delegates**

South Room, DeWitt Clinton Hotel, President: Dr. William Siegel.

**Education Chapters' Delegates**

Room 1, DeWitt Clinton Hotel, President: Frederick H. Bair.

**Health Chapters' Delegates**

Room 1, DeWitt Clinton Hotel, President: Dr. William Sylvester.

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Edward L. Ryan, Chairman. 

**LUNCHEON MEETING**

Crystal Ballroom, DeWitt Clinton Hotel. President: John P. Powers, 1st Vice President. 


discussion of the provisions of the State constitution in all of the districts, townships, etc., located in the State as well as State coroners. 

**Merit and Fitness**

Those who have joined the Association's membership of 52,000 in the State and County Divisions of the Association are growth in all local units of government in the State, the Association is primarily concerned with the strengthening of the merit system by extending the principal of merit and fitness to other fields of government. Mr. Becher stated that definite recommendations to strengthen the merit system were made to the Legislative commission. The Association has already submitted a bill of recommendations.

Edward L. Ryan, Chairman. 

**LUNCHEON MEETING**

Crystal Ballroom, DeWitt Clinton Hotel. President: John P. Powers, 1st Vice President. 

The Association membership report for the State and County Divisions as of September 15, 1951, State Division: 1950 Paid 41,876; 1951 Paid 49,855. The total of 49,855 was the largest any year to date. 

Dr. Wender spoke about the reasons why members who have joined the Association in the past, and the many persuasions that chairman of membership committees have to offer to prospective members. Dr. Wender pointed out, the increase in salaries, the improved working conditions, the various social meetings, the discounts on products offered to chapter members, the benefits of the insurance schemes. 

**PANEL DISCUSSION NO. 2**

Crystal Ballroom, DeWitt Clinton Hotel. President: Jesse B. McFarland, 2nd Vice President.

The proposals and panel of experts to be announced.

3:30 PM to 5 PM

**BUSINESS MEETING OF DELEGATES**

Crystal Ballroom, DeWitt Clinton Hotel. President: Jesse B. McFarland, 2nd Vice President. 


**Monday, October 1**

9 AM to 11:30 AM

**COUNTY DIVISION BUSINESS MEETING COMMITTEE OF CANVASSERS**

Room No. 11-12, Association Headquarters Building, President: Christopher J. Fee.

**MEETING OF BOARD OF CANVASSERS**

Room No. 11-12, Association Headquarters Building, President: Clifford C. Shoro.

**MEETING OF RESOLUTIONS COMMITTEE**

President's Office, Association Headquarters Building, President: Jesse B. McFarland.

**Announcement of speakers and program for luncheon meeting will be made at a later date.**

3:30 PM to 5 PM

**BUSINESS MEETING OF DELEGATES**

Crystal Ballroom, DeWitt Clinton Hotel. President: Jesse B. McFarland, 2nd Vice President. 

**REPORT OF SPECIAL COMMITTEE TO REVISE CONSTITUTION AND BY-LAWS**

This meeting was held to comply with Constitution of Association. Because of Jewish Holiday motion will be entertained to recess 5 PM to 6 PM.

**Wednesday, October 3**

9 AM to 11:30 AM

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Activities of Civil Service Employees Assn. Chapters

-Onondaga County-

The Onondaga County chapter, CSEA, will be held Saturday, September 22, at 1 p.m. at Lawrence University at Canton. All welcomed. The chapter will feature its annual clambake this year jointly to support the Onondaga County delegation of State employees are expected. Mayor Conviance, all heads of the city departments, Senator John H. Hufnagl and Assemblyman Donald H. Read, Lawrence Rulison and Searles Smith will be guests. Tickets may be obtained from Defor Feuer, Worheim's Compensation Board, 210 W. Genesee St.

The Syracuse Office of the State Department of Public Works, District 8, has suffered a severe loss in the death of three employees: Joseph Barry, Robert Powell and Joseph Loss. In the death of three employees are committed by the chapter's delegates to the October annual meeting in Albany.

-Albion-

MRS. ELEANOR ROSS, Albion chapter's secretary, was entertained at a luncheon at H. Lawrence University at Canton. All welcomed. The chapter will feature its annual clambake this year jointly to support the Onondaga County delegation of State employees are expected. Mayor Conviance, all heads of the city departments, Senator John H. Hufnagl and Assemblyman Donald H. Read, Lawrence Rulison and Searles Smith will be guests. Tickets may be obtained from Defor Feuer, Worheim's Compensation Board, 210 W. Genesee St.

Mrs. Eleanor Ross, Chapter's 8th annual picnic held September 11, 1911. He is married to Mrs. Mary Houghton has returned from a motor trip to Wisconsin where she visited relatives. Bob Reed, our steward, and his family have returned from a vacation at Canane Lake. We are happy to welcome Miss Jacki, our new psychologist. Nell Kirby has returned from vacation and trip to Batavia Dewey Court. Nurse Baleson is on a two-week vacation. Freddie Brunson, son of our secretary, is returning to Buffalo Dental College. Mrs. S. F. Mosher, the staff is again on deck. Mrs. Montomery

Syracuse

The Syracuse chapter will begin its fall meetings Monday, September 24, at 8 a.m., in the North Merchants National Bank, 214 Warren Street, Syracuse. As usual, all members are urged to attend to discuss any proposals to be submitted by the chapter's delegates to the October annual meeting in Albany.

-Staff Lawrence-

ST. LAWRENCE State Public Works co-opplot held a dinner meeting Monday night at the Garden Restorant, Potsdam. Phillip Bernhard president; president. The meeting was largely attended and the membership committee on the 10% membership for the forthcoming year.

Before the regular meeting was Lawrence Fitzgerald, Roy Keeler, and Harold Tully, vice president. The membership committee furnished the entertainment. The近代 of some of those present at the meeting was compared. Veterans of the Harmony Department present were J. H. Sutker, Harold Tully, Lawrence Fitzgerald, Roy Keeler, and others too numerous to mention.

Ray Brook

A "DRAG EM OUT" softball game between the Hospital Main and "Waltzer" Wittenberg and the Infirmary "Tigers" was the early feature at the Ray Brook chapter's 4th annual picnic held August 30 at their own picnic grounds.

Hospital Director Dr. Frederick Beck threw the first ball, starting the hilarious game with well-filled tussles and good-natured back and front. In fine field, pitchers Mrs. Ed Adcock, and Helen Adcock, pitcher, and Joe Durr and other officers extend orcas.

The nominating committee submitted the following slate: President, Mr. Ross; 1st vice president, William Parker; 2nd vice president, Joseph Comfort; and secretary, Frances Hodes; responsible for making it another gala day.

Mental hygiene

FELLOW EMPLOYEES present Dudley Malion in the division of Mental Hygiene, State and City Mental Hygiene Department, with a bouquet of roses on September 17 at the Ray Brook chapter's 4th annual picnic held at the Ray Brook chapter's 4th annual picnic held August 30 at their own picnic grounds.

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For news and between meals

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COME IN TO-DAY AND LET US HELP YOU SELECT THE MAT TO "FIT YOUR FACE" -- THE BEST FOR LESS

American Advertisements
Activities of Civil Service Employees Assn. Chapters

District 10 - Public Works

Chapter, CSEA, will hold Its an-

District 10 - Public Works

Barrett of Suffolk County; Mr. R. Senator William Hultz of Nassau

County Chapter; James Boyle, Charles Culyer, field representa-

Driver Emmons Dean, Greenport; •

County, whose mother died. Berger and Kathryn Kelly on the

Among the recent new em-

Berger and Kathryn Kelly on the

Among the recent new em-

Among the invited guests are:

Senior Engineering Aide; Alfred Down, Babylon. Asst. Civil Engineer;

For President: Paul Hammond,

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SAYS NYC JOB ACTION STEMS FROM DESPERATION

TUESDAY, SEPTEMBER 18, 1951

New York City supervisors who have already participated in the course in Case Studies and in other areas as requested.

IV. EVENING OFFICE MANAGEMENT PROGRAM

The course in Fundamentals of Supervision was the first state-wide program, and will include such courses as Business Arithmetic, Business English, Business Communication, and Business Etiquette.

V. SPECIALIZED IN-SERVICE TRAINING

These courses are offered in the evening in cooperation with local boards of education and are volunteered to be made in Albany, Buffalo, Rochester, and Syracuse.

VI. TRADE TRAINING

Trade training for state employees is offered by the Department of Labor, the State Education Department, and the State Board of Vocational Education. These courses are designed to improve and maintain the operating efficiency of state employees in various occupations.

Bottom Line: Summary of State Training Courses Issued

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DRUGLESS THERAPY
Easy Home Study Course

The Institute of Drugless Therapy offers an easy home study course of 42 lessons, designed to provide a solution to many of the physical complaints frequently encountered by the general public. This course includes the study of the following topics:

1. Chemistry of the Human Body
2. Nutrition and Dietetics
3. Anatomy and Physiology
4. Physiology of the Skin and Hair
5. Circulation and the Nervous System
6. Endocrine System
7. Respiratory System
8. Digestive System
9. Urinary System
10. Reproductive System
11. Muscular System
12. Articular System
13. Medical Terminology
14. Health and Hygiene
15. Therapy and Rehabilitation
16. Health Education and Counseling
17. Health Administration
18. Health Law and Ethics
19. Health Education
20. Health Social Welfare
21. Health Management
22. Health Planning
23. Health Research
24. Health Education
25. Health Administration
26. Health Management
27. Health Planning
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29. Health Education
30. Health Administration
31. Health Management
32. Health Planning
33. Health Research
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35. Health Administration
36. Health Management
37. Health Planning
38. Health Research
39. Health Education
40. Health Administration
41. Health Management
42. Health Planning

The course is conducted in the form of a correspondence school, and is designed to give students a comprehensive understanding of the principles of drugless therapy. It is intended for students who wish to become drugless therapists, as well as for those who wish to improve their knowledge of health and hygiene.

BIBLIOGRAPHY —


LEGAL NOTICE

In the matter of the Petition of State of New York, against F. Alber, No. 100, who has been found to be a competent person to give in the United States of America, in the County of New York, and State of New York, this is to give notice to all persons interested, that the said F. Alber, No. 100, is hereby declared to be a competent person to give in the United States of America, in the County of New York, and State of New York, as aforesaid.

Notice is hereby given to all persons interested, that the said F. Alber, No. 100, is hereby declared to be a competent person to give in the United States of America, in the County of New York, and State of New York.

By order of the Court,

[Signature]

[Name]

Clerk of the Court.
Biographical Sketches Of Candidates

WILLIAM F. KEEN
Candidate for Representative, Civil Service Department, and Markets

WILLIAM F. KEEN candidate for Representative, Civil Service Department, and Markets. He was born in the borough of Brooklyn on August 13, 1912, to John and Mary Keen. He is a native of New York City and a graduate of the University of New York. He is a member of the Civil Service Employees' Association and has been involved with the Civil Service Department since 1935. He served in the U.S. Navy during World War II and was awarded the Purple Heart. He lives in Brooklyn with his wife and two children.

REGINALD E. STARK
Candidate for Representative, Department of Conservation

REGINALD E. STARK is a candidate for Representative, Department of Conservation. He was born in Brooklyn on March 15, 1918, to Robert and Mary Stark. He is a native of New York City and a graduate of the University of New York. He is a member of the Civil Service Employees' Association and has been involved with the Department of Conservation since 1936. He served in the U.S. Navy during World War II and was awarded the Purple Heart. He lives in Brooklyn with his wife and two children.

CARL D. HALL
Candidate for Representative, Department of Public Works

CARL D. HALL is a candidate for Representative, Department of Public Works. He was born in Brooklyn on November 1, 1919, to David and Mary Hall. He is a native of New York City and a graduate of the University of New York. He is a member of the Civil Service Employees' Association and has been involved with the Department of Public Works since 1936. He served in the U.S. Navy during World War II and was awarded the Purple Heart. He lives in Brooklyn with his wife and two children.

ARNOLD WISE
Candidate for Representative, Department of Conservation

ARNOLD WISE is a candidate for Representative, Department of Conservation. He was born in Brooklyn on January 1, 1920, to Charles and Sarah Wise. He is a native of New York City and a graduate of the University of New York. He is a member of the Civil Service Employees' Association and has been involved with the Department of Conservation since 1936. He served in the U.S. Navy during World War II and was awarded the Purple Heart. He lives in Brooklyn with his wife and two children.

On these pages are photographs and biographical sketches of candidates running for office as State departmental representatives on the Board of Directors of the Civil Service Employees' Association. The material is printed as submitted. In some cases, the biographical sketches have not been received by publication date, and a final paragraph to this section notes the names and offices of those candidates. Ballots have already gone out to all Association members, and they are urged to record their votes as rapidly as possible.
JOSEPH F. FEILY
Candidate for 5th Vice Pres.

JOHN F. JAHN
Candidate for 5th Vice Pres.

JOHN F. JAHN was born in Albany, N.Y., and received his early education in the public schools of that city. Following his graduation from the Rensselaer High School, in 1916, he attended Rensselaer Polytechnic Institute, where he majored in Civil Engineering and in 1930, he was awarded the Distinguished Service Medal of the National Highway Research Board.

He has been associated with the Civil Service Commission since 1938, and has served on the Board of Directors of the National Highway Research Board. He is a member of the American Society of Civil Engineers and the American Society of Transportation Engineers.

Other Candidates

In addition to those whose biographical sketches appear in this issue, the following are also candidates for office at State departmental representatives in the Civil Service Employees: Association: Audit and Control; VERNON R. DAVIS; Conscription; CYTHE W. MORES; JOHN C. THOMPSON; State; CHARLES H. DAVIS; State; EDWARD CHIRCH; Legislative; WILLIAM J. KING.

Mr. Carroll received a check for $250 from the Welfare League, which is being run to help the families of Red Cross personnel.

Mr. Jahn is an associate member of the American Institute of Certified Public Accountants and the New York State Society of Certified Public Accountants.

Employees To Go on Air

SYRACUSE, Sept. 17 - The first in a series of radio programs, "Syracuse In Focus," will be presented by the Syracuse University press corps during the afternoon of Monday, September 22, at 10:45 a.m.

The program, which will be transmitted over WICJ, will feature a variety of college students and faculty members discussing topics of interest to the university community.

Language Schools

LANGUAGES INSTITUTE—251 W. Genesee St. (3rd Ave.), N.Y.C. 7-1673. Free Course in English, Spanish, French, German, Italian, etc. Native Teacher available.

School of Business

J. FRANK THOMPSON, President.


STUDY BOOKS

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Mr. Jahn is an associate member of the American Institute of Certified Public Accountants and the New York State Society of Certified Public Accountants.

Employees To Go on Air

SYRACUSE, Sept. 17 - The first in a series of radio programs, "Syracuse In Focus," will be presented by the Syracuse University press corps during the afternoon of Monday, September 22, at 10:45 a.m.

The program, which will be transmitted over WICJ, will feature a variety of college students and faculty members discussing topics of interest to the university community.

Language Schools

LANGUAGES INSTITUTE—251 W. Genesee St. (3rd Ave.), N.Y.C. 7-1673. Free Course in English, Spanish, French, German, Italian, etc. Native Teacher available.

School of Business

J. FRANK THOMPSON, President.


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U. S. Raises Daily Pay
For Jobs at Annapolis;
Still Time to Apply

Tuesday, September 18, 1951
CIVIL SERVICE LEADER

Fair Eight

U. S. Raises Daily Pay
For Jobs at Annapolis;
Still Time to Apply

The Daily Herald (Ames, Iowa), Sept. 17 — The board of the U. S. Civil Service Examining Board, Annapolis, Md., has announced an increase in the daily wage rates, for which examinations are now open. Positions, with daily wage rates, are: tailor, $8.56 to $9.60; laborer, $7.20 to $8.56; welder electrician, $12.08 to $14.40; sheetmetal worker, $10.72 to $12.08; helper painter, $10.72 to $12.08; electrician, $13.28 to $14.96; helper electrician, $10.72 to $12.56; and engineman (steam engineer), $13.28 to $14.96; baker, $10.24 to $11.52; and butcher, $10.24 to $11.52; hotel steward, $10.24 to $11.52; hotel man, $10.24 to $11.52; sheetmetal worker, $10.72 to $12.08; and helper painter, $10.72 to $12.08.

In addition, the following State exams are now open. Written exams will be held as follows:

- Police Officer, N. Y. C. P. D., Nov. 14, 9 A.M.-2 P.M.; Sept. 17-19, 6-9 P.M.
- Police Officer, N. Y. C. P. D., Jan. 15, 9 A.M.-2 P.M. and 6-9 P.M.
- Clerk Promotion, Grades 3-4, Sept. 19, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Oct. 10, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Nov. 21, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Jan. 6, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Feb. 20, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Apr.. 18, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, June 21, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Aug. 19, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Oct. 21, 6-9 P.M.
- Clerk Promotion, Grades 4-LSR, Dec. 20, 6-9 P.M.

For further information, the reader is referred to the Civil Service Examining Board, Annapolis, Md.
Where to Apply for Jobs

U. S.—Strong Regional Office, U. S. Civil Service Commission, 641 Washington Street, New York 14, N. Y. (Mansfield) Hours 9:30 to 5:00, Monday to Friday. Applications also obtainable at post offices except in New York post office.


NYC Education (Teaching Jobs Only)—Personnel Director, Board of Education, 650 Manhattan Avenue, Brooklyn 3, N. Y. Hours 9 to 3:30, closed Saturdays. Tel. Main 4-3800.

Data on Applications by Mail

Both the U. S. and the State issue application blanks and receive filled-in forms by mail. In applying for State jobs, enclose return postage. If applying for State jobs, enclose 6-cent stamped, self-adhesive letter envelopes. The State across postmarks as of the closing date. The U. S. does not require that the mail be in the office by 5 p.m. of the closing date. Because of curtailt deadlines, NYC residents should actually do their mailing no later than 3:55 p.m. on the day of closing.

NYC does not accept blanks by mail or receive the blanks by mail, except for nationwide tests, and then only when the exams notice states so.

The U. S. charges no application fee. The State and the Civil Service Commission charges fees, and at the same rate fixed by law.

Court Steno and Office Jobs

(Continued from Page 11)

Senior Clerk (Maintenance), Dept. of Public Works, Yonkers: apply to the City Clerk, Yonkers, N. Y. Hours 9 to 5, excepting Saturdays, 9 to 12. (Monday, October 15).

Senior Clerk, Room 2301 at 270 Broadway, New York 7, where the higher civil service examinations for State and NYC Civil Service Commission offices in NYC follow:

N. Y. State Civil Service Commission, State Office Building, 29 Columbia Street, Albany, A. Y. Hours 9 to 4, excepting Saturdays. Home address for exams for county jobs.

NYC Civil Service Commission—95 Diane Street, New York 7, N. Y. Hours 9 to 3:30, closed Saturdays. Tel. Mains 4-3800.

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Chief of the Bureau of Censuses, census data, cia 1960.

S. J. O’CONNELL

Chief of the Bureau of Censuses, census data, cia 1960.

CIVIL SERVICE LEADER

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Chief of the Bureau of Censuses, census data, cia 1960.
Teaching, Clerical and Library Jobs Open

(Continued from page 12) completion of a degree in fingerprinting or (b) 6 months of experience and classification of fingerprints in a recognition laboratory, or private fingerprint bureau. Fee $11.

4556. Supervisor of Secondary Education Department. One vacancy in Albany: $10,449 to $12,250. Requirements: (a) a master's degree in education and (b) 3 years of experience in secondary education, of which 2 years must have been in a supervisory or administrative position; or (c) an equivalent combination of such training and experience.

4557. Senior Public Health Educator, Dep. of Health. One vacancy in Albany and possibly others in Albany and some of the regional offices: $9,710 to $10,974. Requirements: (1) a master's degree in public health education, or (b) 2 years of experience in public health education in an approved public health education program; or (c) an equivalent combination of such training and experience. This examination is open to residents and non-residents of New York State. (Monday, December 15.)

4558. Public Health Educator, Dep. of Health. One vacancy in Albany: $8,465 to $9,079. Requirements: (a) a bachelor's degree in education or public health education and a year of closely supervised field experience in public health education in a program approved by the Board; or (b) completion of requirements for a degree in library science, with at least 60 semester hours in library science and at least one year of library field experience and in public health education; or (c) an equivalent combination of such training and experience.

4559. 2 Conveninet Offices

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Insurance and/or accident, health, and on-the-job; or 9 years of related field experience, promoting an equivalent combination of such training and experience.

4560. 3031. Correction Institution Teacher, Dep. of Correction, $3,086 to $4,136. One vacancy in each of the following cities: Binghamton, Potsdam, Utica, Wellsville and Westfield. Fee $6. Candidates must have (1) a bachelor's degree in education and (2) eligibility to practice as a teacher in a New York State approved educational institution, or (c) an equivalent combination of such training and experience.

4561. 4242. Bridge Repair Foreman, $3,237 to $3,932. One vacancy in each of the following cities: Buffalo, Jamestown, Buffalo, Lockport, New York, Utica, and Rochester. Fee $6. Candidates must have (1) a bachelor's degree in engineering or a closely related field and (2) eligibility to practice as a Professional Engineer in New York State, or (c) an equivalent combination of such training and experience.

4562. 4243. Bridge Operator, $3,237 to $3,688. One vacancy in each of the following cities: Binghamton, Utica, and Rochester. Fee $6. Candidates must have (1) a bachelor's degree in engineering or a closely related field and (2) eligibility to practice as a Professional Engineer in New York State, or (c) an equivalent combination of such training and experience.

4563. 4244. Junior Librarian, $3,086 to $3,688. One vacancy in each of the following cities: Buffalo, Potsdam, Utica, Wellsville, and Westfield. Fee $6. Candidates must have (1) a bachelor's degree in library science, (2) satisfactory completion of requirements for a professional certificate, or (c) an equivalent combination of such training and experience. This examination is open to residents and non-residents of New York State. (Wednesday, November 25.)
Mental Hygiene Employees Urged to Vote

The Mental Hygiene Employees Association of the Civil Service Department of the City of New York, representing approximately 3,000 employees in the coming election of the Civil Service Employees Association, urges all employees to join in the drive to register the names of Civil Service Employees in the coming election of the Civil Service Employees Association. This election, to be held in the coming election of the Civil Service Employees Association, will be held in the coming election of the Civil Service Employees Association.

The following is a letter from the Civil Service Employees Association to all employees:

"Dear Fellow Employees,

We are writing to you as a member of the Civil Service Employees Association to urge you to vote in the coming election of the Civil Service Employees Association. This election, which will be held in the coming election of the Civil Service Employees Association, is of great importance to all employees. It is an opportunity for you to have a say in the future of the Civil Service Employees Association and to ensure that the interests of employees are protected.

The Civil Service Employees Association represents approximately 3,000 employees in the coming election of the Civil Service Employees Association. It is the largest organization of its kind in the State of New York, and it is dedicated to the advancement of the interests of employees in the Civil Service.

We urge you to vote in the coming election of the Civil Service Employees Association. By doing so, you will be helping to ensure that the Civil Service Employees Association continues to be a strong and effective advocate for the interests of employees.

Sincerely yours,

[Signature]

Civil Service Employees Association"
The following is the final installment of the study material for the CIVIL SERVICE LEADER. The writer will be held on Saturday, September 28.

Since October 1, 1948, the Commission of Sanitation has divided its budget into three branches: Administration, Operation, and Staff.

The Director of Administration, who is responsible only to the Commissioner of Sanitation, has charge of the Bureau of Fiscal Service, Medical Service, and General Service. The personal schedule allows for 13.16 hours in 113 different work shifts.

The Bureau of Fiscal Service is segregated into four main divisions:
1. Division of Payrolls and Retirements prepares and certifies all employees' records, and maintains and submits any other reports that may be required from time to time.
2. Division of Accounts, Audits and Expenditures maintains account of appropriated funds and audit accounts; prepares the budget; and in general compiles and incorporates such records into quarterly and annual reports of the office.
3. Division of General Service provides messenger service and telephone service; distributes all communications; distributes supplies; provides porter and labor services for delivery and movement; and prepares for delivery all revenues arising out of the Department; and maintains the Departmental Compensation Law Division.
4. Division of Personnel administers the study material and is divided into two divisions, name

The Bureau of Fiscal Service is divided into two divisions, name...

The Division of Personal Service...

Job Interviewer Test Closes Sept. 28

Employment interviewers in the Division of Placement and unemployment in the municipal district and in the metropolitan district will be available in all chairs.

The last day to apply is Friday, September 28. The interview will be held on Saturday, September 29.

At the start, including cost of living adjustment, is $2,160 a year, or about $65 a week, after five annual increments.

The minimum requirements for this State job are:

- "1) Graduation from a standard and junior high school and five years of business experience, or the equivalent of at least one year within the last ten years must have been spent in paid employment in one of the following fields:
- "2) Personal administration in a regularly organized personnel or employment office. This experience, to be acceptable, must have involved specific functions such as: selection, job evaluation, cost control, and personnel administration; registration, selecting, and...

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HERE IS A LISTING OF ARCO COURSES FOR PENDING EXAMINATIONS INQUIRE ABOUT OTHER COURSES

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>1001</td>
<td>General Test Guide</td>
<td>$2.00</td>
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<tr>
<td>1002</td>
<td>Typewriter Guide</td>
<td>$2.50</td>
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<tr>
<td>1003</td>
<td>Stenography Guide</td>
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<tr>
<td>1004</td>
<td>Accounting Guide</td>
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</tr>
<tr>
<td>1005</td>
<td>Administrative Guide</td>
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With every N. Y. C. Arco Book, you will receive an invaluable New York City Government Chart.
NYC employee organizations sign agreement on proposed increment legislation. From left, Herbert S. Caul of Clerical Union, AFL, and Raymond E. Diana, executive secretary of the Government and Civic Employees' National Union, signed an agreement to conform his increment bill, now in the Council, to provide for $200 increments for salaries to $5,960.

Activities

Hyatt of Whitehall and Fred Rosen-ton H. Hallenbeck of Schenectady were picked as vice presidents and Kenneth M. Ranars of Troy are the new delegates to the New York State CSEA chapter, at the annual meeting of the Troy Assembly on May 24-25. The Convention of the CSEA chapter is in charge of the Troy Assembly.

Writings of armory employees held May 24. Note was taken of a reading by Mr. Armstrong and Thomas Fewer of the University of Pennsylvania. Note was taken of a reading by Mr. Armstrong and Mr. and Mrs. Ernest Hanna, who had just recently come to Industry and Mr. and Mrs. Edward Altman, whose family have established an Industry houseparents.

A week before school opened, the instructors and clinic staff held a picnic at Pendant Pond, Saratoga. Several staff members from Industry were in attendance. Several staff members from Industry, and family came in Industry.

Government Public Relations Course at NYU

A practical course in government public relations, designed for those now working or desiring to work in public relations, will begin an evening session in New York University's Graduate School of Public Service.

Enrolled "Government Information and Publicity," the course will include such subjects as dealing with the press, radio and television; public relations for public relations of a political campaign; "selling" programs; case histories of public relations successes and failures; preparing press releases, newspaper reports; distributing public information; judging public opinion.

Wednesday Evening Courses

The course will be given Wednesday evening by Edward Lenoch, Associate Professor of Political Science, and Leo Margolin, public relations counsel, former chief public relations officer for UNRA, and former public affairs agency.

Registration

The course is limited to graduate credit to qualified students. Registration for this course will run until June 21. Full information may be obtained from the Division of Extension of Public Service, New York University, Washington Square, N.Y.C.

Chapter Activities

Civil Service Employees Assn.
Capitol District

Armed Forces

James E. Cross, director of the chapter, CSEA, at the annual meeting of the Arm of the Army on May 25, was picked as vice president and James L. Smith, as secretary-treasurer. Kenneth H. Gurney, past president, was chosen as chairman, with William H. Mann and Fred Rose-tor of the Union, and Frederick L., Allion of Congress, as vice chairs.

Washington, Sept. 15 - The reduction in annual leave of Fed-eral employees to 20 days, from 30, now in effect, retroactive to July 1. The bill that President Roosevelt signed reduces to 20 days the leave of all U.S. employees in this country whose leave compu-tation had been at a higher figure, excepting all U.S. government workers, and overseas persons in U.S. territories.

The leave reduction is in the form of a rider to the independent office bill and was sponsored by Senator Paul Douglas (D., III.). No change is made in the pres-ident's salary.

The postal workers are limited under separate law to 15 days leave.

Federal employees Reduction to 20 days are a mill-ion classified employees and 700,000 clerical employees.

Dowd, have moved into their newly purchased home in Hou-river after living at Industry for 21 years . . . Miss Lorin Ostrum, who was principal of the school at Industry for 10 years, resides in Rochester.

Randall W. Vaughn, past presi-dent of the CSEA chapter, is con-valescing Oct. 1. . . Mr. and Mrs. Lawrence Stebbins, now residing in Rochester, are in Industry. . . Mrs. Delia Harrick, with her son, Brian, and daughter, Beryl, on Aug. 21, at 5:30 P.M. in the Commis-sioner's Office. Note was taken of a reading by Mr. Armstrong and Mr. and Mrs. Charles Moore, who had just recently come to Industry. . . Mr. and Mrs. Charles Moore, who had just recently come to Industry.