Health Insurance Board To Vote Program Feb. 5; Bids from Companies Next

40-Hr. Week Won at Spa By CSEA Aid

ALBANY, Jan. 28—The employees at the Saratoga Spa have won a 40-hour week, and it's already in effect.

The Spa chapter of the Civil Service Employees Association thanked the Association for aid rendered by its officers and counsel and, by the Association staff, in Albany, in the chapter's drive for this gain.

Marie Van Ness, chapter president, freely gave the Association credit for it. Assistance.

In effect. In Albany, in the chapter's drive rendered by its officers and counsel, and by the Association's Central New York Conference meeting and celebration its 20th anniversary with a dinner-dance at the Hotel Onondaga, Syracuse, on the same date.

Guest speaker at the dinner, which begins at 6:15 P.M. in the hotel ballroom, will be Maxwell Lehman, Deputy City Administrator of New York City, and former president of the New York Hospital Board.

The members voted to support an intensive campaign to inform the public and the legislative leaders of the situation, and request a substantial pay raise.

Assemblyman Townsend said that he is much concerned with conditions in the mental hygiene institutions and with the welfare of the employees. He promised to keep himself informed of developments.

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Maxwell Lehman to Be Main Speaker

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To Focus on Sensitive Jobs, To Amend State Security Law

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Social Welfare Scholarships Are Offered

The State Department of Social Welfare is offering appointments and internships in social work and related fields. These are open to graduates who are at least 21 years old and have completed at least two years of college study, two years' experience in social work, or equivalent. The deadline for applications is March 30, 1957.

For a list of agencies and positions, write to the Department of Social Welfare, 100 Washington St., New York 7, N.Y.

State Commerce Commissioner Edward T. Dickinson (left) and Dr. Charles P. Gossnell, State Librarian, opened the Commerce Department's Exhibit honoring International Printing Week in the Sheraton Ten-Eyck Hotel in Albany. Printing Week ended on January 19.

Mental Hygiene Hiring Hungarian Refugees

The Civil Aeronautics Administration, now expanding to meet the nation's "jet-age" needs, is seeking electronic installation and maintenance technicians. Applications, with fees, must be submitted by April 15 to start, and airways operations specialists, at $3,670 to $5,250, start, May 1.

Candidates for operations specialists at $3,670 need one of the following: two years as certified or military-air-traffic control tower operator in active duty as an operator of ground radio equipment or air route traffic controller; two years as a certifi- cated or military-air-traffic control tower operator in active duty; or two years' experience in radio or radar maintenance. Specialized experience should include that of a radio or radar specialist, or radio technician in the CAA, radio aircraft radio traffic controller, or engineering or college instructor in the principles of radio. The $4,080 jobs require 4-1/2 years' total experience; $4,525, four years; and $4,970, four years. The announcement is No. 2-54-2.

Applications may be obtained at any post office, except Manhattan and the Bronx. The examination is scheduled for April 30.

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Exactions of Jobs Are Cited For Mental Hygiene Raise

Chairman of the Mental Hygiene Commission, Dr. James E. Allen, Jr., Commissioner of Education and president of the University of the State of New York, made his annual report to the Governor of the State University of New York; Edward T. Dickinson, chairman of the Board of Education; Alexander A. Falm, President of the New York State Civil Service Commis- sion; and Comptroller Levitt, accountant general of the state. Members of the sponsoring committee, besides Comptroller, are: Senator Paul H. Appleby, President of the Senate; Robert C. Wright, dean of the College of Education and head of the Maxwell Graduate School of Cit- izenship and Public Affairs; Syl- vard K. Allen, President of the Union of New York; and Thomas A. Roman, dean, Graduate School of Public Administration and Social Service, New York University.

IDEAS AWARDS SET NEW STATE RECORD

ALBANY, Jan. 28—Suggestions from state employees resulted in savings of over $100,000 in state departments and institutions during 1956, the State Em- ployees Merit Award Board re- ports. Under the Suggestion Pro- gram, employees' constructive ideas benefited workers by $1,000 in cash awards the largest ever awarded by the Board dur- ing a one-year period.

Edward D. Roe, chairman of the Board, announced the names of 16 employees whose ideas were approved for adoption by their superiors.

Woman Typist Double Winner

Two suggestions from Ethel Overeckler, a typist in the De- partment of Labor's Workmen's Compensation Board, New York City, won her $50. Other recipients of money for ideas:

Ellen Gelschel, a principal clerk in the Department of Taxa-
tions' Motor Vehicle Bureau, New York City Office, $10.

Kenneth Guillette, an institu-
tional vocational instructor in the Department of Public Work, $10.

Catherine G. Rodell, a senior ta-
bulating machine operator in the Division of Employment, Al- bany, $10.

Certificates of merit were awarded to Raymond A. Amado, se-
tor medical technician, De- partment of Public Health Hospital, West Haven; Allan J. Lamak, an empoly-
ment specialist, Department of Labor's Division of Employment, Saranac; Stanley G. Lowe, Pur-
chasing Agent, State, a general mainte-
ance foreman in the De-
artment of Public Works, $10.

Murray J. Zawadzki, a senior clerk in the Department of Public Works, Rochester; M. V. T. McCarthy, a canal electrical supervisor in the Department of Public Works, New York City, $10.

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The report recommends that responsibility for the direction of employees' constructive ideas be given to programs for training State employees be given to programs for training

Civil Service
Committees of Legislature

ALBANY, Jan. 28—The Senate and Assembly have announced members of standing committee on civil service matters.

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Bills Ask U. S.
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WASHINGTON, Jan. 28—Bills to provide a merit career system for Federal civilian lawyers were introduced in Congress by Demo-

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Centralized Control Asked In Graduate Education

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Apply Now for March Test Offering U.S. Careers Jobs

Those who wish to take the next written test in the Federal Service and must apply by Thursday, March 28. The test will be held on Saturday, April 13.

The schedule of remaining tests to August, 1957 follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
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<tr>
<td>Apply for March Test</td>
<td>March 28</td>
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<td>May 11</td>
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<td>July 18</td>
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<td>August 30</td>
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<td>July 25</td>
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The test is primarily for college graduates, but non-graduates with "college-type minds" may also apply.

Applicants will be given trainee jobs in 18 fields, at $3,670. This includes jobs in New York City, other parts of the U.S., and abroad.

450 Eligibles Certified For 300 Fire Jobs

The New York City Personnel Department completed the first certification of 450 names, for 300 Fire Jobs Certified For Eligibles.

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The Department completed the first certification, of 450 names, for 300 Fire Jobs. The New York City Personnel Department will issue certifications for the remaining jobs.

Health Insurance Bill Introduced by Ash

ALBANY, Jan. 28—A bill which would revise the law establishing a health insurance plan for State employees so it will provide complete medical and hospital service, has been introduced in the Legislature. The bill was introduced by Sen. Sidney H. Ash, Bronx Democrat.

Under the present law, State employees are required to contribute $3.00 a month and to work 40 hours a week. The bill would be shared equally by the State and the employees. Ash declared that it would make the law simpler and more understandable.

Eligibles for GS-5, for those who score high,
or who are hard-to-get specialists, or who qualify under the extra demands for the administration specialty.

For GS-7 (452)—Same educational and experience requirements as for GS-5, plus one of the following: one year's graduate study, one additional year's equivalent combination of education and experience. Applicants who complete six years of residence college work leading to an LL.B. or higher law degree will meet the entire educational or experience requirements for GS-7.

Apply to the U.S. Civil Service Commission, Second Region, 641 Washington Street, New York 14, N. Y.

Mental Hygiene Memo

By A. J. Coccaro

40-hour Week—"It is my hope that we can move on before long to establish the 40-hour week for all State employees, but the difficulty of recruitment of qualified personnel will, among other factors, necessarily delay the realization of this goal."

The above excerpt was taken from Governor Averell Harriman's initial message to the Legislature this year. The Governor mentions that there are several reasons why the 40-hour week will be delayed, and of these, the only one that he identifies is that of recruitment.

Our employees want a 40-hour week this year. However, the salaries are so low that although all our employees want a 40-hour week, a more important factor to many of them is an increase in their income. The 40-hour week will be a reality for many of our employees.

The Governor took a fir step toward establishing the week last year by four hours, thereby doing away with compulsory 48-hour-a-week for many of our employees.

Each employee must write to his local State Service and Assemblyman as well as the Governor's office, telling his or her wishes along these lines, and insisting on full action this year.

VITAL TRAINING FOR PATRIOT'S
For Federal Government Employees
Dr. A. A. Markow
NASSAU OFFICE

during the next twelve months there will be many appointments to U. S. Civil Service jobs in many parts of the country.

These will re-start operating as high as 400.00 per month to start. They are well paid in comparison with the same kind of jobs in private industry. The lack of security that is usual in private employment. Many of these jobs require little or no experience or specialized education. They are available to men and women between 18 and 55.

But in order to get one of these jobs, you must pass a Civil Service test. The competition in these tests is intense. In some cases as few as one out of five applicants pass. Anything you can do to increase your chances of being successful in these tests is worthwhile.

Franklin Institute Is a privately owned school which helps many pass these tests each year. The Institute is the largest and oldest organization of this kind and it is necessary to be realistic about your chances.

To get full information free of charge on these U. S. Civil Service jobs fill out the coupon, send to postcard, and mail. TODAY or call at Franklin Institute, 5016 12th Ave., Brooklyn, N. Y., and they will show you how you can qualify yourself to pass these tests. Don't delay—act NOW!

Franklin Institute, Dept. E-66
130 W. 42nd St., N. Y. 18, N. Y.

ROEBLING, 155 EAST 44TH STREET, NEW YORK 17, N. Y.

Killy Clothes, Inc.
FINE MEN'S CLOTHES AT FACTORY PRICES THAT YOU CAN AFFORD TO PAY

621 RIVER STREET
2 Blocks North of Hoochick St.
TROY, N. Y.

PREPARE YOURSELF NOW FOR COMING U.S. CIVIL SERVICE TESTS

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To make this offer even more attractive (1) a full description of U. S. Civil Service jobs; (2) free copy of illustrated 50-page book with 55 line list of Civil Service jobs; (4) tell me how to prepare for any test. No obligation.

NAME
ADDRESS
CITY
ZONE
STATE

Coupon is valuable. Use it before you mislay it.
Postal Jobs in Southampton, Westbury and Upstate Offices

The U.S. Civil Service Commission is accepting applications continuously for substitute postal service jobs. These are temporary jobs, for work in some stations in New York and New Jersey at $1.82 an hour.

In New York, there are vacancies in Southampton, Westbury, Altos, Castleton-on-Hudson, Herkimer, Middleport, Monroe, and Saranac Lake. Federal jobs are open for work in Blue Island, Ocean City, Pleasantville, Ramsey, Riverton and Seaside Park.

Applicants must be citizens, and at least 18 to apply. They must be residents of the postal area in which the job is located. Minimum height for men is 5'6", and for women, 5'4". Minimum weight for men is 125 pounds, and for women, 95 pounds. Those with 115" of vision in each eye and 15° of peripheral vision in each eye are considered to have 20/20 vision.

Women May Apply, Too

Both men and women may apply for the clerical positions, but city carrier jobs are open only to men. Candidates for carrier must be able to drive, and in some cases, must furnish their own automobiles.

In addition to a physical examination, candidates will be given a written test on a scale of 100. A rating of at least 70 on the general ability test and on the written test as a whole is required.

The announcement is No. 2-1 (497). Apply at any of the post offices mentioned above, or to the Department of Civil Service Region, 641 Washington Street, New York 14, N.Y. Applications will be received until the needs of the service are met.

CLERKS, TYPISTS, STENOGRAPHERS NEEDED IN A HURRY

The New York District, Corps of Engineers, is accepting applications immediately for the following jobs:

Telephone Mr. Pagliaro, Personnel Branch, 111 East 16th St., New York 3, at Spring T-4090.

Clerk-stenographer, GS-3, $7,500 in New York City. Requires four years of your school experience or high school business course, and full requirements.

Typist, GS-4, $8,115, Albany. Requires one year's general office clerical experience, plus six months' engineering experience, including drafting and specification preparation.

Construction engineer, GS-7, $8,305, New York City. Requires four years' education and experience equivalent to a four-year college course, plus six months' construction engineering experience, including drafting and specification preparation.

Construction Inspector (waterways), GS-5, $7,175 - $8,415, New York City. High school education plus two or two and two-thirds years of technical experience as a construction engineer, or four years' general office clerical experience.

Third assistant engineer (diesel). $6,451, III. Requires six months' experience on vessels.

Ford Is New President Of NYC Engineers

Commissioner Arthur C. Ford of the Department of Water Supply Gas and Electricity has been elected president of the Municipal Engineers of the City of New York.

Commissioner Ford, a civil engineer, is closely associated with the city government since 1924. He was appointed Commissioner in 1954 by Mayor Robert F. Wagner.

Others elected were George Elenoff, Public Works, 1st vice president; Deputy Commissioner M. P. Miller, Public Works, 2nd vice president; Leo N. Komiakoff, City Auditor, 1st vice president, and Horatio T. Knowlton, Board of Water Supply, Treasurer.

SOCIAL SECURITY news, comment, questions, answers appear regularly in The Leader.

9 Exams Started; Applications Soon

The New York City Personnel Department ordered four open-competitive examinations for engineering aid, illustrator, real estate manager and shorthand reporter.

Also ordered were promotion examinations for assistant architect, assistant civil engineer, assistant sanitary engineer, civil engineering draftsman and stenographer.

Application blanks will be announced early this year.

CLASS MEETINGS

Manhattan: FRIDAY at 3:00 PM or 7:00 P.M.

Jamaica: TUESDAY—10:30 AM or 7:30 P.M.

Brooklyn: THURSDAY—7:30 P.M.

The Leader, a weekly publication of the Department of Civil Service in New York, is distributed free of charge. It carries news and notices of the Department, and is published weekly.

The LEDEHANY INSTITUTE

MANHATTAN: 118 East 15th Street, ny 4 AVE. JAMAICA: 91-01 MERRICK BLVD. BET JAMAICA & HILLCREST AVE. PHONE GR 3-6900 FOR INFORMATION ON OUR COURSES

Page Five

CIVIL SERVICE LEADER

Tuesday, January 29, 1957

1,500 Clerical Jobs

Will Be Filled

Men and women up to 79, and high school students who will graduate by August, 1956, may apply through January 25 for State clerk examination scheduled for March 30. The title of the test is beginning office work. The number of the exam, 4200. Jobs in several titles will be filled from the examination of clerical and file clerk, at $2,620- $3,430, and stenographer and stenotypist. A number of office machine jobs will also be filled from the clerk list, and the number and salaried clerks to be filled will be used for audit clerk and bookkeeping machine operator positions. Applicants may file for as many options as they choose for the salary $3,350.

No formal education or experience is required.

About 1,500 appointments are to be expected throughout the State. The current clerk list will expire in August, 1957, and the candidates from the new list thereafter in six months. Write to Personnel Office, Room 2, Federal Building, New York 7, N.Y., or by mail at the State Department of Civil Service, Rooms 2601, 270 Broadway, at Chambers Street, New York 7, N.Y.

Transit Police Test

About to Be Opened

The test for New York City transit patrolmen is tentatively set to open next month. Several hundred appointments are expected from the list of 4,553, a year, on the basis of a 60-hour week.

Transit patrolmen work a 42-hour week and get an additional percent. City residence is not required, nor is any experience for formal education. Watch The Leader for official dates and full requirements.

VP'TYPS JOBS AT FORT HAMILTON

FORT HAMILTON, Brooklyn—Immediate openings, starting at $2,060, with the U. S. Army Garrison, Fort Hamilton, closing the Civilian Personnel Office, Brooklyn, SH 5-4900, extension 2222.

There is also an 8 P.M. CLASS in MANHATTAN ON MONDAYS ONLY! TO THE BENEFIT OF THOSE WHO WORK LONG HOURS PREVENT THEIR ATTENDANCE AT AN EARLIER CLASS.

The same lecture will be given at each location and the lecture content, classroom quizzes and home study material will continue to be prepared by Dr. Vincent J. McLaughlin, Chairman of the course.

THE LEDEHANY INSTITUTE
Frantic Antics

JERRY WURF has come a cropper again. He wanted New York City laborers in the 2,000 under the Care and Salary Plan. The Wagner Administration has decided not to grade them. Under grading, lower and upper pay limits would be those of some grade in the Plan’s salary schedule. Instead, the laborers will be paid the rates prevailing in local private industry, to be determined by Comptroller Lawrence E. Guerra. Responsible labor leaders agreed heartily to the plan, for it was those labor leaders’ own plan.

Informed by the City of the terms of the agreement after it had made, Mr. Wurf rejected it, so far as his local is concerned, and called a meeting of laborer and assistant gardener members, the agenda including “details and table on work stoppage.” Such stoppage, under the anti-strike law, could cost the job of any employee who takes any part in it. Moreover, Mr. Wurf accused the City Administration of “outrageous betrayal.”

Pineo In State Field

He has been enjoying a rampant career as regional director of the American Federation of State, County and Municipal Employees. Smirring City officials as being in line with his antics against other employees organizations when things don’t go his way, as they frequently don’t.

He was going to dominate the State employee field, so started organizing in the Correction and Mental Hygiene Departments. He was going to put the Civil Service Employees Association, whose membership nearly saturates the roster of State employees, out of business. Well, recently payroll deduction started in the State government. The CSEA has more than 70,000 members, including employees of local governments outside New York City.

The checkoff of State employees showed that the CSEA has 58,000 such members, Mr. Wurf’s union, after three years’ effort, less than 2,000.

Annoyed Once More

Naturally such a miserable showing required a reprisal by Mr. Wurf, so he had his brother Al, his star organizer on the State labor, in the 2,000 under the Care and Salary Plan, write letters to presidents of CSEA chapters, taking a crack at The Leader, which publicizes the projects, accomplishments of the CSEA, a fact that Mr. Wurf is well aware of. So far Mr. Wurf has been doing fairly well in getting laborers to join his union, and the Teamsters report making inroads. But when his members read of Teamsters the hour before the next checking, and the Teamsters’ pay was higher than grading, would provide.

Another reason was that the CSEA’s Bi-Weekly employee newspaper, Catskill, N. Y.

And Leave Rules Sought

He is currently employed in a State hospital near Utica, Ontario County, with the possibility of moving to a State hospital near Canton, New York, if he so chooses, and all over the State is standing in, fact.

STATE LABORERS HAVE PAY GREVANCE

The Leader, the Laborer, who pays the tab, the contractors, and the workmen, on the 40-hour shift schedule bad, and it certainly has been worked out regarding holidays and vacations.

Mr. Zander should note well that his New York regional director, after losing battle after battle — no way to win a war — makes himself so objectionable to City officials that they do not have him attend an important conference at which the pay policy of many of the international’s own members will be decided. That should be a warning of how well smear pays off.

The president of one of them former Communist sympathizers in a new defunct union with his bare fists on the streets of the City, while the vice-president is a former commander of the American Legion in Brooklyn. As for the other union, it is headed by a man dead set against Communism, who is a leader in the Holy Name Administration

Public Administration

BY WAY OF PROVIDING carowners with a means for legally disposing of old, unwanted vehi

Such stoppage, under the anti-strike law, could cost the job of any employee who takes any part in it. Moreover, Mr. Wurf accused the City Administration of “outrageous betrayal.”

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QUESTION, PLEASE

WE ARE ATTENDANTS on the shift at Marcy State Hos-
ital. On Election Day, the help were allowed two hours off, but the 4-12 and 12-8 shifts were not allowed those two hours. Some held two jobs at other State hospitals for the two hours off.

THE NIGHT SHIFT

Marcy State Hospital

Rule II of the new Attendance Rules effective January 3, 1957 covers absence with pay and pro-
vides that all Sundays and holidays enumerated herein shall be allowed as days off or days shall be allowed in lieu thereof and the Election Day is one of those enumerated.

Section 298 of the Election Law states: "Any person entitled to vote on an election shall be allowed to abs-ent himself from any service or employment in which he is then engaged or employed for a period of two hours while the polls of the election are open." This section specifically includes employ-

ments of the State and all civil divi-
sions thereof, including cities, towns and villages.

Must Be During Voting Hours

The two-hour period to which employees are entitled is during the time that the polls are open. The purpose of this section is to eliminate any penalty for exer-
cising the franchise and remove any practical obstacles to voting.

The specific answer to your question is that the employees are entitled to two hours off while the polls are open. You were em-
ployed on the night shift and as a ma-

ter of equity we can see that you should be given the same con-
sideration as employees on other shifts, but as far as we know the employer is not legally required to give two hours off except during such times as the polls are open.

The old Attendance Rules for Marcy State were in effect at the time your letter was writ-
ten enumerated certain holidays that should be allowed as days of or in lieu thereof and the old rules did not include Election Day.

WHAT ARE the residence re-
quirements for New York State?

Residence has been waived for positions of a semi-technical or professional character in the De-
partments of Health, Hospitals, Welfare, and Correction and the City's Municipal Employees, the Court of Domestic Relations, etc. for a limited period of time. In such cases the announcement of examinations for such positions contain specific information concern-
ing such residence waivers.

WHO ARE entitled to 10-point veteran preference in Federal ex-
aminations?

A disabled veteran (or a veteran who has been awarded the Purple Heart; the wife of a disabled veteran who is disqualified for appointment because of his service connected disability; the widow (or who has not remarried); or, a deceased ex-service man; or the mother who is widowed, divorced, separated or, or whose husband is permanently and totally disabled) of a veteran who died or was dis-
abled on active military duty.

MUNICIPAL PERSONNEL

PROGRAM

6 Evening Courses

Fee: $12 per course

Public Speaking

The revealing Stenography and Executive Secretary

developing Your Ability to Take a Civil Service Ex-
aminations

Accounting for Non-Accountants

Building Construction for Inspectors

American English Grammar and Use

Registration is in person and by mail.

January 11, through February, Triple

Division of Employment, Department of Personal, Room 1240, City Hall, New York. 9-5 a.m.

The course will cover 90 minutes each, and registration can be accom-
plished by writing to the above address.

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abled on active military duty.

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istration, retired after 36% years' service.

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Credit

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Economics

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History

Mathematics

Music

Physical Education

Religion

Spanish

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First and Ferry Sts., Troy, Ashley 2-2800, Ext. 25
The State is now accepting applications for the following examinations.

Please note the closing dates and test dates for each examination, which are indicated in parentheses. Examinees should actually do their mailings more than the closing date. Because of postmarking delays, applications if postmarked not later than the closing date, March 16, will be accepted for four days preceding the test date, March 18.

Qualify for One of the Better Positions in Government and Private Industry

Advance Your Knowledge of Management

Enroll in

Graduate Program in Public Administration

1. The following courses, given in the evening, will be offered during the 2nd Term of 1956-57:

   Legal Aspects of Personnel Administration
   Regulation and Administration
   Community Planning

2. The examinations for these courses will be held on Tuesday, February 15.

3. A strict time limit will be observed in all examinations.

For Information, Write

COLONNA SCHOOL OF COSMETOLOGY
Dept. C
18 Chapel St., Albany, N. Y.
Phone 4-3772
4. Bachelor’s degree in public administration, municipal government, or nursing and planing; five years’ related experience in administrative experience, and one of the following: three additional years’ experience, 20 graduate semester hours in public administration, municipal government, or nursing and planing; or plus one additional year’s experience, or a time-equivalent combination.

(Continued on Page 9)

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New  York  13,  N.  Y.

CHURCH  NOTICE

1. The  following  examinations,  in  March,  April,  May,  and  June, will be held at the State Office Building, Albany, N. Y., except as otherwise indicated:

2. For information, write to the appropriate address as indicated.

NEW YORK STATE JOB OPENINGS

The New York State Employment Service, 415 Second Avenue, New York City, is always ready to assist you in finding a job.

OPEN-COMPETITIVE

4325. DRAFTSMAN, $3,230-$4,429, Mechanical Engineer, Foe $3, Test date, March 14. Twenty-five years’ experience, including five years in designing and one of the following: associate degree by August 1, 1957, in mechanical engineering or related field, two years’ drafting experience, or a time-equivalent combination.

4326. ENGINEERING AIDE, $2,880-$3,550. About 200 appointments will be taken, Test date, March 16. Twelve of the following: two years’ drafting experience, or a time-equivalent combination.

4327. DRAFTING AIDE, $2,880-$3,550. About 200 appointments will be taken, Test date, March 16. Twelve of the following: drafting experience, or a time-equivalent combination.


4329. INSTRUCTOR, $2,880-$3,550. 100 vacancies, New York State Vocational and Educational Centers. Test date, March 18.

4330. INSTRUCTOR, $2,880-$3,550. 100 vacancies, New York State Vocational and Educational Centers. Test date, March 18.

4331. PLANT SUPERINTENDENT, $2,880-$3,550. 100 vacancies, New York State Vocational and Educational Centers. Test date, March 18.

4332. ST. 5-8949

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4328. GAME PROTECTOR, $3,220-$4,180. 160 vacancies, Con-}
**State Jobs**

(Continued from Page 81 preceding the test date, March 2.

Age limits for General Sessions courts and county courts of Bronx, Kings, Queens, and Richmond: 21 to 41; 21 to 46 for other courts. Minimum height, 5 feet 7 inches; minimum weight, 140 pounds; satisfactory hearing and eyesight, glasses permitted; good moral character. (Friday, February 1).

**PROMOTION**

3151. SENIOR ACTUARIAL CLERK, $3,320-$4,180, Insurance Department. One vacancy, Albany. Permanent employment in the Albany office of the Department for one year preceding the test date (March 2) in a grade 3 or higher related job. (Friday, February 1).

3202. PRINCIPAL DRAFTSMAN (ELECTRICAL), $4,650-$5,760, Department of Public Works. Several vacancies anticipated. Permanent employment in the department in a grade 11 or higher drafting or engineering aide job for two years preceding the test date, March 2. (Friday, February 1).

3203. PRINCIPAL DRAFTSMAN (MECHANICAL), $4,650-$5,760, Department of Public Works. Several vacancies anticipated. Same requirements as for 3202, with specialization in mechanical engineering or drafting. (Friday, February 1).

3191. CAPTAIN, $5,940-$7,270, Department of Correction. Permanent employment in a Correction institution for one year as lieutenant, two years as sergeant, or four years as prison guard preceding the test date, March 2. (Friday, February 1).

3220. LIEUTENANT, $5,390-$6,620. Correction Department. (Continued on Page 12)

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   - 19" L x 24" W x 30" H, 4 black legs, 3" casters, wood-grain finish in 4 colors.

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   - Tray cart, 23.95
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  - Single study material, exam questions and answers suitable for the State test.
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  - Previous civil service examinations for sanitation Man. Helpful hints on how to pass the test. Reading interpretation.
- SURFACE LINE OPERATOR $2.50
  - Contains 1947 and 1952 examinations and answers. Also analysis of these tests. Driving regulations and interpretation of rules and reports. Mechanics of equipment.
- POLICE SERGEANT $3.00
  - Last 6 Civil Service examinations for Sergeants. Live enforcement evidence, legal definitions and laws, phrases and procedures used in police work.
- JUNIOR ACCOUNTANT $3.00
  - Previous city examinations. How to open and close books. How to operate accounting machines. Partnership accounts, previous questions and answers. Electrical work.
- PATROLMAN $3.00
- FEDERAL ENTRANCE EXAMS $3.00
  - Exams will be open continuously to College graduates and College seniors. Sample study questions and helpful hints.
- HIGH SCHOOL DIPLOMA TESTS $4.00
- CLERK (City) $3.00
  - For beginning clerks in city civil service. Two previous examinations, office practice, legal accounting.
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- 6 rooms
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**Questions answered on civil service and social security answered.**

**Address: The Leader, 87 Dunne Street, New York, N. Y.**

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**FOR BETTER HOMES**

In St. Albans, Hollis

Springfield Gardens, St. Albans

**HOLLOWS**

- 4 rooms
- 2-3 family
- 2 bathrooms
- 60x100 modern, oil heat, 2-car garage, finished basement

**Rent**

- $15,000

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**GOOD VALUE!**

**ST. ALBANS**

- 2 family
- 3 rooms
- 1 bath
- **$1,500**

**KELLIS**

- 2 bedrooms
- **$1,600**

**HOLLIS**

- 3 bedrooms, 2 baths
- **$1,750**

- 2 bedrooms, 1 bath
- **$1,600**

**SPRINGFIELD GARDENS**

- 3 bedrooms, 2 baths
- **$1,950**

**好送金**

- 2 bedrooms, 1 bath
- **$1,700**

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- 1 family
- 3 rooms
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**OH OTHER 1 and 2 FAMILY HOMES**

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- 6 rooms
- 2 bathrooms
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**HOLLIS**

- 3 bedrooms, 2 baths
- **$1,600**

**SPRINGFIELD GARDENS**

- 3 bedrooms, 2 baths
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**Bayside**

- 2 bedrooms, 1 bath
- **$1,500**

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**BRAND NEW HOMES — BRAND NEW HOMES**

**LOCATION**

- Bayside, St. Albans, S. Ozone Pt., Hempstead
- TYPES OF HOMES: 3-bedroom Ranch Homes, Cape Cod, Ranches, 2-family Homes.

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Call JA 6-8269

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**FOR BETTER HOMES**

In St. Albans, Hollis

Springfield Gardens, St. Albans

**HOLLOWS**

- 4 rooms
- 2-3 family
- 2 bathrooms
- 60x100 modern, oil heat, 2-car garage, finished basement

**Rent**

- $15,000

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**GOOD VALUE!**

**ST. ALBANS**

- 2 family
- 3 rooms
- 1 bath
- **$1,500**

**KELLIS**

- 2 bedrooms
- **$1,600**

**HOLLIS**

- 3 bedrooms, 2 baths
- **$1,750**

- 2 bedrooms, 1 bath
- **$1,600**

**SPRINGFIELD GARDENS**

- 3 bedrooms, 2 baths
- **$1,950**

**好送金**

- 2 bedrooms, 1 bath
- **$1,700**

**NEW HOMES INBAYSIDE**

- 1 family
- 3 rooms
- **$1,650**

**OH OTHER 1 and 2 FAMILY HOMES**

- 3 rooms
- **$1,500**

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**GOOD BUYS**

**ST. ALBANS**

- 1 family home
- Asking $13,900
- 6 rooms
- 2 bathrooms
- **$1,500**

**HOLLIS**

- 3 bedrooms, 2 baths
- **$1,600**

**SPRINGFIELD GARDENS**

- 3 bedrooms, 2 baths
- **$1,700**

**Bayside**

- 2 bedrooms, 1 bath
- **$1,500**

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**Questions answered on civil service and social security answered.**

**Address: The Leader, 87 Dunne Street, New York, N. Y.**

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**LOOKING INSIDE news and views**

- H. J. McVay, associate often in THE LEADER. Don't miss it.
Overseas Jobs

There are many overseas jobs now open for business and professional persons and technical specialists. Women may apply for jobs as secretaries and accountants in the Far East and other locations by contacting F. Pinlcl, U. S. Employment Office, 1 East 39th Street, New York City, or at various State Employment Services offices throughout the State.

Accounting and Auditing
May be employed in the offices of banks, brokerage firms, insurance companies, and other financial institutions.

Teaching
Positions are available for teachers of English, mathematics, science, and other subjects in many overseas locations.

Healthcare
Positions are available for nurses, doctors, and other healthcare professionals in many overseas locations.

Engineering
Positions are available for engineers in many overseas locations.

Other Positions
Positions are available for a variety of other professional and technical positions in many overseas locations.
Patrolman Study Aid

The following continues the series of publications of the questions and key answers in the last patrolman study aid.

39. An off-duty policeman was ejected in a restaurant when two men pointed guns at the cashier. The policeman never saw the robbery or apprehend the criminals. Later he justified his conduct by stating that a policeman when off-duty is a private citizen with the same duties and rights as any other citizen. The written test was taken by (A) Alphonse P. Kene- nody; (B) Luther H. Cullen; (C) Edward F. Cavanagh, Jr.; (D) Edmund M. Kros; (E) Francis W. H. Adams.

40. The following is the correct sequence of the types of businesses in New York City which generally do not require a license for operation is (A) private detective agencies; (B) retail liquor stores; (C) retail clothing stores; (D) barbershop; (E) restaurant.

41. In each of the following situations, the operator’s license and at- tended by (A) Stephen P. Ken- noody; (B) Luther H. Cullen; (C) Edward F. Cavanagh, Jr.; (D) Edmund M. Kros; (E) Francis W. H. Adams.

42. Drivers with many convic- tions for driving violations sometimes try to conceal this rec- ord by cutting off the lower part of the motorist to the station house for further questioning (A) check the record; (B) examine both parts of the license to see if they match; (C) request additional information and descriptions; (D) refuse to answer; (E) examine the operator’s license.

43. The main function of the Institutional X of New York City, which operates the penal institution, is (A) rehabilitative; (B) educational; (C) social; (D) medical; (E) custodial.

44. Of the following traffic con- trol measures, the one which has not yet been adopted in New York City is (A) regulate the leasing of dock space; (B) regulate the leasing of dock space; (C) regulate the leasing of dock space; (D) regulate the leasing of dock space; (E) regulate the leasing of dock space.

Columbus In HA
Hold an Election

Joseph Cannon, Jr., was elected president of the Columbus Association of New York City Housing Authority employees. Cannon is expected to serve in this position, "by placing his name on the ballot," as a first vice president, Edward Richard, second vice president; Pat Del Mastro, treasurer; Dominick J. Caflisch, fi- nancial secretary; Salvatore Gal- letto, secretary, and Anthony Comolli, sergeant-at-arms.

VET CENTER GIVES
FREE TAX ADVISE

New York City veterans and their beneficiaries may receive free assistance in preparing their State and Federal income tax re- turns at the Veterans’ Service Center, 300 West 43rd Street, Manhattan, Monday through Friday from 9 A.M. to 5 P.M.

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- An extra work surface, an extra storage unit, a handsome serving cart — in one 25" high, 16.5" wide, 3.5" thick, three color, Chromoluen black legs. Chromoluen wood-grain finish in three colors. Comes in and set yours today.

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Clerk Exam Study Aid

The following contains the questions and answers in the last clerk test held by New York City. There were 8,607 candidates, of whom 7,661 passed. The next test is to be held on March 29, applications for which closed recently with 8,001 candidates.

38. Richard White, who has been employed in the department for 12 years, receives $500 a year as a clerical worker in the Construction Division. He is 38 years old. He should be coded (A) 20-665-14-03-4 (B) 20-665-15-02-1 (C) 20-665-14-04-2 (D) 20-665-15-04-8.

39. An 18-year-old clerk appointed to the department six months ago is assigned to the Record Division. His annual salary is $1200. He should be coded (A) 70-115-11-05-1 (B) 70-115-12-05-1 (C) 70-115-12-05-2 (D) 70-115-12-05-3.

40. An employee has been coded 40-156-03-03-3. Of the following statements made regarding this employee, the most accurate one is that he is (A) a clerk who has been employed in the department for at least 6 years (B) a typist who receives an annual salary which does not exceed $2400 (C) 12 years, receives $5000 a year (D) 14 years and who earns less than $3600 a year.

41. If the following statements regarding an employee who is coded 60-175-13-01-2, the least accurate one is that he is (A) a clerk who has been employed in the department 11 years or more (B) a typist who will receive a salary increase (C) a typist whose name is John Jones and William White (D) employed in the department for 11 years or more and who earns less than $5000 a year.

42. The following are the names of four employees of the department with their code numbers: John Jones, 80-115-12-03-3; William White, 20-665-14-03-4; Sam Green, 60-115-12-03-3; John Jones, 10-327-10-04-3. If a salary increase is to be given to the employee who has been employed in the department for 11 years or more and who earns less than $5000 a year, the two of the above employees who will receive a salary increase are (A) John Jones and William White (B) James Black and Sam Green (C) James Black and William White (D) John Jones and Sam Green.

43. Code number 50-605-14-02-6, which has been assigned to a maintenance clerk, contains an obvious inconsistency. This inconsistency involves the Service (A) 50-605 (B) 605-14 (C) 14-02 (D) 02-6.

44. This employee was awarded merit prizes for outstanding service during the year. Their code numbers were: 80-240-14-04-4, 40-156-14-04-6, 10-115-13-02-3, 60-175-13-03-9, 10-115-12-04-1, 10-115-10-02-3, 20-665-15-02-2, 60-115-12-02-3, 10-115-13-02-3, 60-155-13-04-6.

45. The most accurate of the following statements regarding the 10 outstanding employees listed in item 44 above is that (A) fewer than half of the employees were under 40 years of age (B) there were fewer typists than stenographers (C) four of the employees were employed in the department 11 years or more (D) two of the employees in the Personnel Division receive annual salaries ranging from $2000 to $3000.

$11,350 Job To Be Filled In NYC

The New York City Board of Education is now accepting applications for director of education of the physically handicapped (other than visually and acoustically), paying $11,350 a year. The board of examiners will give a non-competitive test to all applicants. Candidates need a baccalaureate degree or its equivalent (they will have until October 1, 1958, to complete their degree, plus 30 semester hours in approved graduate courses). Education must include 45 semester hours in related professional courses, eight of which must have been supervisory or administrative, and 90 in related subjects or specialization. Also needed are eight years' licensed teaching of the physically handicapped in day schools.

The application fee is $10. Apply to Associate Superintendent Edmund J. Gannon, Room 510, Board headquarters, 110 Livingston Street, Brooklyn, N. Y.

BRENNAN IS ELECTED EMIGRANT BAN. PRESIDENT

At the annual meeting of the board of trustees of Fordham Industrial Savings Bank, New York City, John T. Madden, chairman of the board and president of the bank since January, 1945, was re-elected board chairman and chief executive officer, and Joseph C. Brennan, former vice president and assistant to the president, was elected president.

Army Civilian Jobs Open to Clerk-Typists

The New York District, U.S. Army Corps of Engineers, currently needs clerk-typists at $3175. Required typing speed is 45 words a minute. A written test will be given. Appointments will be career conditional.

Contact A. J. Rizzo, Chief, Personnel Branch, District Engineer's Office, 111 East 16th Street, New York City. The telephone number is SPR 7-1200, extension 352.
Time Off for Sunday Work Confirmed for Fiscal Year That Contains 53 Sundays

—ALBANY, Jan. 19—Chairman Alexander A. Falk of the State Civil Service Commission has no-...