CSEA Scores Total Victory on Prison Guards' Grievance

ALBANY, Feb. 12—Total victory in an 18-month fight by the Civil Service Employees Assn. was assured last week with the announcement that $175,000 had been included in Governor Rockefeller's budget for construction of sanitary services at Sing Sing Prison.

The negotiations were conducted by the State Grievance Board, which has agreed to carry the case forward to the State Legislature. The CSEA now is seeking amendments to the Senate bill to provide that the State Retirement System provide pensions for any employees who transfer to the jurisdiction of the City of New York.

Wagner Assures CSEA On Rent Agency Aides

ALBANY, Feb. 12—Mayor Robert Wagner has assured the Civil Service Employees Association that the civil service protection of some 800 employees of the State Housing Rent Commission will not be jeopardized by their transfer to the jurisdiction of the City of New York.

The study, made by the New York City firm of Powers, Perrino, Pender and Crosby at the request of State Comptroller Arthur Levitt, suggested the 70 per cent figure for those employees and, as a stronger believer in the civil service system, his administration will act to protect these rights in discussions with legislative leaders and the governor's office.

"This position is made clear and unequivocal," Felt was told.

Zaretzki Asks 10% For Lower Grades, Effective April

ALBANY, Feb. 12—Senate Minority Leader Joseph Zaretzki wants the Legislature to give a ten per cent pay hike to lower paid state workers and a seven per cent raise to those in the higher salary brackets.

In debate on the Senate floorLees, Zaretzki called for a review of Governor Rockefeller's proposed five per cent across-the-board State pay raise.

"It isn't fair to the lower paid civil service worker," the Man-(Continued on Page 18)
CIVIL SERVICE LEADER
Tuesday, February 13, 1962

Municipal B’nai B’rith Lodge Planning New Membership Drive

CLASS PLANS — Philip Weiker, chairman of the Abraham D. Beame Membership Class B’nai B’rith; Compitille Abraham D. Beame; Lethal Katz, international president, and Saul Moskoff, president of the Municipal Lodge B’nai B’rith, look over plans for class sponsored by Municipal Lodge, 2121.

Municipal Lodge No. 2121, B’nai B’rith, is in the process of planning a crash membership campaign, it was announced this week by Philip L. Meister, General Chairman.

Over 75 committee officials and members of Municipal Lodge, B’nai B’rith met recently to formulate the plans for the Abraham D. Beame Membership Class of 1962.

Municipal Lodge, B’nai B’rith, of which Mr. Beame is a charter member and founder, is comprised of New York City employees and officials in over 40 different city departments, bureaus and agencies. Although Compitille Beame could not be present at the planning meeting due to the death of his wife last week, he was in a prepared state to said that “B’nai B’rith, is in the process of planning membership in Municipal Lodge can we accelerate the process in the absence of services that B’nai B’rith offers in efficiently and unselfishly.”

Mr. Meister urged the group to consider another force of forces that carelessness, most of these accidents and deaths could have been avoided. No one has been committed for 54 projects, and more coming; and in urban renewal, funds for which are now committed for 54 projects in 43 communities.

If also admisters the State of Home School in is 65th Year

The famous, not-for-profit American School of Home Study is now celebrating its 65th Anniversary. The American School was founded by a group of professors from MIT and Harvard University in 1897 for the purpose of helping men and women to earn more through home study. The American School offers close to 300 subjects and 35 complete courses, including engineering, architecture, business management, and famous high school course, whose graduates have entered over 600 different colleges.

The American School offers a free bonus to anyone interested in finding out more about the interesting rewards of home study.

Your Public Relations IO

By LEO J. MARGOLIN

(Mr. Margolin is Adjunct Professor of Public Relations in the New School for Social Research, and a vice-president of the public relations firm of Martial & Company, Inc.)

GOOD PUBLIC relations for more than a billion dollars in public money requires no louder voice than for a million dollars.

THE TEST is simple: Is a good job being done in administration? Is the billion dollars plus? Or in the care of the millions? (New York State's Division of Housing and Community Renewal is a fine example of the theory of housing, to the public good. When a good job in the public interest is being done and is translated by a full information program pitched in conversations, to actual times rather than in very hindered.)

The DIVISION of Housing ad-

ministers $1,190,188,609 in public funds—not including its own operating budget.

IT DOES this for low rent pub-
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The American School offers a free bonus to anyone interested in finding out more about the interesting rewards of home study.
Mental Hygiene Memo

By William Rossiter

CSEA Mental Hygiene Representative

(The views expressed in this column are those of the writer and do not necessarily constitute the views of this newspaper or any organization.)

MHEA Meeting—Aides Honored

The Mental Hygiene Employees Association recently held a two-day meeting in Albany.

On January 29, MHEA representatives met with officials of the New York State Retirement System. Representing the Retirement System were Leon Braun, Deputy Comptroller, Isaac Hungerford, Director of Pensions, and George Burke, Deputy Director. Some of the MHEA representatives included John O'Brien, President, Arnold Mace, 2nd Vice-President, and Doris Blum, Secretary. Sam Cipolla, an aide of the Albany office, attended a question-and-answer session.

Some of the topics discussed were: a non-contributory system, retirement for 25 years or less, potential interest, variable annuity, insurance, and supplemental and replacement income.

Considerable interest and cooperation was displayed by the officials representing the retirement system. It was a successful and fruitful meeting.

The Business Meeting of MHEA was held in the evening of January 22nd at the Wellington Hotel. Much time was spent on proposed legislation that will affect the mental hygiene employees. Direct action was taken to increase membership dues and place same on a payroll deduction basis. Final action will be taken at the February 21st meeting. MHEA's membership has increased by 150 the past year.

A Luncheon Meeting was held on January 23rd at the Wellington Hotel. Guests from the New York State Department of Mental Hygiene were Dr. Paul Hoch, Commissioner, and Mrs. Hoch. Groch Hills, Physical Director, Mrs. Margaret F. Fisc sk Highway, Commissioner of Mental Health Education and Information, Ann Bessette. Mrs. Blinn, and this writer. CSEA's mental hygiene representatives were also present.

Delegates used whatever time was available visiting legislators at the Capitol: bills that the Civil Service Employees Association has been working on will benefit the service.

Merit Awards given recently to Mental Hygiene employees consist of the following:

Lawrence Doyle, Central Islip State Hospital, won $10 for constructing a wagon to carry barber equipment to wards.

Leland Covill and Edward Brennan, Rochester State Hospital, won $15 for constructing a mobile utility cart for maintenance purposes.

Thomas Umina, Middletown State Hospital, won $10 for making rubber gloves to help prevent patients undergoing shock therapy from biting tongues and lips.

Michael Haftiado, Craig Colony, won $10 for making a window guard to prevent patients from throwing objects at staff members who can no longer be removed till machine has stopped; result: increased safety.

Rudolph Hains, Central Islip State Hospital, won $15 for making a portable shaving kit to raise level of shave for patients with shaven heads.

Albert Arena, Middletown State Hospital, won $10 for suggesting that pool tables in children's units be covered with canvas instead of felt because canvas lasts longer.

Mrs. Pearl Beers, Newark School, won $25 for her suggestion of allowing children to bathe in rubber mouthpiece to help prevent patients undergoing shock therapy from biting tongues and lips.

Our Congratulations: We are always happy when state employees come up with constructive ideas that are rewarding. Think it over—send your suggestions to the Employees Suggestion Program, CSEA. Employees come up with constructive ideas that are rewarding. Think it over—send your suggestions to the Employees Suggestion Program, CSEA.

Don't Single Out One Group For Raises, Eric

CSEA Urges Buffalo Mayor

(From Leader Correspondent)

BUFFALO, Feb. 12—All employees of the City of Buffalo are entitled to wage increases and "it is wrong for any group of employees to be favored by the city over any other group."

This, in essence, is the feeling of members of the Erie Chapter of the CSEA, the State Employees Association, expressed in a letter to Mayor Chester Kowal.

The letter, signed by Andrew T. Burke, chapter president, followed a recommendation by Police Commissioner Howard Finner, formerly of the New York City police department, for general wage increases for policemen.

Leiter Gives Standards

Commissioner Finner recommended that policemen receive $2,000 annually—a jump of $1900 from the present pay rate.

"We feel that it is wrong for any group of employees to be favored by the city over any other group," the letter stated.

All Have Problems

"All city workers have financial problems. Many of them, like policemen, have homes to pay for, children to be educated and duties to be repaid."

"The time has come for a searching study of the city's entire state of finance and its tax structure. That study will certainly show that the civil servant—the person who has dedicated his life to public service—is worthy of his hire."

"We believe that policemen deserve better pay and we hope they get it. We believe that all city employees deserve more pay. And we hope that they get the consideration due them, too."
U.S. Service News Items

Female Woman's Award Goes to Six

The six Government career women who will receive the second annual Federal Woman's Award were announced last week by Mrs. Eunice Leidholt, chairman of the Federal Woman's Award board of trustees.

The women selected for this top honor represent high achievement in the fields of chemistry, forestry, mathematical and administrative administration.

They were chosen for their outstanding contributions to the quality and efficiency of the service of the Federal Government for their influence on major Government programs, and for personal qualities of dedication, judgment, integrity, and leadership.

The recipients are:

Mrs. Katherine W. Brucken, director, Office of Central American and Panamanian Affairs, Bureau of Inter-American Affairs, Department of State.

Margaret H. Bruns, chief, General Litigation Section, Antitrust Division, Department of Justice.

Dr. Thelma B. Denison, head of the Cancer Statistics and Policy Section, National Cancer Institute, National Institutes of Health, Department of Health, Education, and Welfare.

Dr. Lynne Harrison, director, Bureau of Programs and Standards, U.S. Civil Service Commission.

Dr. Allen J. Jessen, chemist, chemical reactions and structure investigations, cerebral perfusion laboratory, Northern Utilization Research and Development Division, Agricultural Research Service, Department of Agriculture.

Dr. Namer Grace Roman, chief of astronomy and solar physics, Geophysics and Astronomy Programs, Office of Space Science, National Aeronautics and Space Administration.

They will receive the Award at a banquet in their honor on February 27 at the Statler Hilton Hotel in Washington, D.C., which will be attended by the heads of their agencies, the 5 judges who selected them from among 650 career women nominated by Federal agency heads, the members of the Board of Trustees, and the public.

The Federal Woman's Award was established in 1960 and the first awards were given the week of May 16, 1961. It is the only award program created exclusively for the purpose of honoring career women in the Federal Government.

Electronics Men Sought at $5.20

In El Paso, Texas

The U. S. Civil Service Commission has announced positions for electronic equipment repairers with fire direction systems experience.

Qualified applicants will be considered for employment at Fort Bliss, Texas at salaries from $2.25 to $3.25 per hour, depending on the experience.

Applicants must be filed with and may be obtained from the Executive Secretary, Board of U. S. Civil Service Examiners, Department of the Army and Air Force, Tinkham Building, El Paso, Texas.

These applications may also be available at post offices. A written test is not required.

Vacation Postal Jobs Offered to Students; Filling Ends March 15

Part-time and temporary postal office, in the New York area, during the vacation periods from schools, are being offered now to students at $2.16 an hour.

The Brooklyn Post Office has announced that it is scheduling tests during the Easter recess to post school to provide high school and college students a chance to participate.

Students who pass the tests will be called for work during July and August, and again during the Christmas holidays.

No tests will be scheduled for Thursday, April 19 (Passover), or Friday, April 20 (Good Friday).

To apply, students must fill out form 8000-AR and file it by March 15. On it must be included a statement as to whether the applicant will be available for work during the week of April 16 to April 20 and/or the week of April 23 to April 27.

The form is available from, and should be filed with, the Executive Secretary, Board of U. S. Civil Service Examiners, General Post Office, Room 473, Brooklyn 1, N. Y.

Governor Appoints Library Trustees

ALBANY, Feb. 12 — Governor Rockefeller has appointed Bruce W. Hilop of Troy and Kenneth A. Hoyd of Troy as trustees of the State Library of the State University of New York in Troy.

How To Get A HIGH SCHOOL DIPLOMA OR EQUIVALENCY CERTIFICATE AT HOME IN SPARE TIME

If you are 17 or over and have not completed high school, you can graduate from high school and receive a General Education Diploma in a few weeks at home for a small fee.

AMERICAN SCHOOL, Dept. 40-A, 130 W. 46th St., New York 19, N.Y.  Tel. 564-6040 Day or Night

Address

Age

State

OUR 65th YEAR

ADVERTISEMENTS take a TERRIBLE TOLL

yet SICKNESS accounts for 70% of all disabilities!

It's a fact, each year millions of Americans lose billions of dollars in lost wages as a result of accidents and sickness. Statistics show that 1 out of 3 people will be disabled before age 65, and approximately 1,000 people are permanently disabled due to accidents each day.

The C.S.E.A. Accident and Sickness Insurance program administered by Ter Bush & Powell, Inc., offers this vital protection to any active C.S.E.A. member. Over 30,000 employees are already covered and many have received benefits which total millions of dollars. Enroll now in the C.S.E.A. Accident and Sickness Plan and provide an income if an accident or sickness should happen.

Call or write us today. An experienced insurance counselor in our Civil Service Department will give you full details.

TER BUSH & POWELL, INC.

Insurance

MAIN OFFICE

146 Clinton St., Schenectady 1, N. Y. • Franklin 6778 • Albany 5-3507

West Orange, N. J. • Medford 3-2073

445 Madison Ave., New York 17, N. Y. • Murray Hill 3-7098
Social Investigator Trainees Sought in City From $4,850

Social Investigator trainees are being sought in New York City at $4,850 a year. The jobs are with the City Welfare Department, and recruitment is on a continuous basis. After a year of satisfactory training, social investigator trainees will receive regular appointment to the title of social investigator at $6,150 to $6,500 a year.

Applicants are available at the Applications Section of the Department, 68 Diag. St., New York 7, N.Y.

Questions Answered

What does the VA mean by a "presumptive period" in connection with diseases?

Generally, a wartime or Korean conflict veteran who develops a chronic disease to a degree within one year of release or separation from service may be service-connected for VA Disability compensation, in the case of active tuberculosis, multiple sclerosis, or syphilis, present law provides for a three-year presumptive period.

Because of my late husband's military service, I received some income tax? In death gratuity payment.

In the case of active tuberculosis, World War II veterans, and if so, who?

No VA benefit is provided for the multiple choice type and will include questions on general knowledge, dealing with people, psychological and sociological concepts and general background information.

Who gets the burial flag used in some cases, for children to be buried with? Generally, the program applies to children of disabled veterans, and women must be approved for training under the War Orphans Training Act.

A written test will count for all of the total grade and 60 is the passing mark. The test will be of the multiple choice type and will include questions on general inelligence, dealing with people, psychological and sociological concepts and general background information.

Applications can be filed, in person, only on each Tuesday between 8:30 and 9:30 at 214 Church St., New York City.

Socials For Graduate Study

ALBANY, Feb. 13—State, federal and local government employees are eligible for William E. Mosher Memorial Scholarships for graduate study in public administration.

Applications are available at the Applications Office, Maxwell Graduate School, Syracuse University, Syracuse, N.Y.

Foreman Demands Reinstatement

LACKAWANNA. Feb. 12—A former public works foreman has served notice on this city that he plans to sue and he is not reinstated to his post.

Michael Kogutek said he was illegally discharged for the post which, he contends, is covered by the Labor Relations Board's immediate re-employment with back pay.

His claim, referred to Corporation Counsel Norman Walensweer for study, is pending. The city, he says, was able to convince a judge that ab- sented himself from his job without permission and had thus forfeited civil service protection.

SUCCESS Is Usually Earned... Seldom Won!

Before your face is rarely the result of "luck." This is entirely true. Anyone who is successful today enjoys specialized knowledge in many diverse fields. This requires a great deal of training and effort. At Delehanty Institute, THOROUGH PREPARATION FOR OFFICIAL WRITTEN EXAM is the key to success. Many have been able to prepare themselves for the multiple choice type and will include questions on general intelligence, dealing with people, psychological and sociological concepts and general background information.

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Five N.Y. State Thruway Aides' Suggestions Cited
ALBANY, Feb. 12 — Four State Thruway employees turned in certificates of merit for ideas they suggested to improve the efficiency and economy of Thruway administration.
The awards went to: Soren C. Alldinger, Enfield; Dan Burke of Chittenango; Harry Weeks of Westport and Howard W. Shaffer of Abernathy.
In addition to the certificate, Mr. Alldinger and Mr. Burke were both given a cash award.

Dr. L. P. Roberts Named Director At Harlem Valley
ALBANY, Feb. 12 — Dr. Lawrentin, well-known employee, was appointed director of Harlem Valley State Hospital. The opening salary is $17,690 a year.

Mr. Lee P. O'Donnell, who retired after 12 years' service, will head the institution.

A career man in state service, Dr. Roberts served as an intern at Western Psychiatric Hospital in New York, and was the state's chief medical examiner in New York.

Mrs. Virginia McCordrall, Queens, New York
Nurse Appointed
ALBANY, Feb. 5—Mrs. Virginia Defini, a professional nurse of Manhattan, has been named to the Board of Visitors at Newark State School.

Mrs. Josephine V. Catochop of Williamston, who resigned.

TUESDAY, FEBRUARY 13, 1962
Engineer, Steno, Typist, Machine Jobs Offered

The New York City office of the U.S. Army Corps of Engineers has just released a list of current vacancies.

The vacancies are: civil engineer, paying $6,435 (two positions); electrical engineer, $6,435; hydraulic engineer, $6,435; civil engineer, $7,095; electrical engineer, $7,095; and architectural engineer (agent), $6,314.

All of the above require a degree in engineering or a engineering license, plus one year of experience for the $6,435-a-year jobs, two years for the $7,095 and three years for the $8,340.

Also needed are bookkeeping machine operators, at $3,760, three to six months experience required; electric accounting machine operators, $3,760 (high school graduation and ability to take decisions at 80 words a minute required); and clerk-stenographers, $3,760 (high school graduation and ability to take decisions at 80 words a minute required).

Applications for the engineering positions should apply to Mr. J. Pagliaro, Personnel Branch, U.S. Army Engineer District, New York, Spring 7-4200, Extension 351.

Applications interested in clerk-stenographer and machine operator vacancies should apply to Miss M. Parisi, Spring 7-4200, Extension 343.

Private Nursing Care?
Covered!

New York State, counties, towns, villages and school districts have chosen the Statewide Plan for protection against the total cost of medical care. This protection covers not only hospital and doctor bills but also many other medical expenses such as the cost of drugs outside the hospital.

BLUE CROSS-BLUE SHIELD

Because of their choice, these employees enjoy the unparalleled protection of Blue Cross—120 day plan for hospital care.

Blue Shield—for doctor bills. This plan provides generous allowances established by those who know medicine best—the doctor himself.

MAJOR MEDICAL

The Statewide Plan also includes broad major medical coverage in addition to the extensive protection of Blue Cross and Blue Shield.

Major Medical ($150 deductible) pays eighty percent of covered medical expenses. Here are a few of the exclusive benefits:

- All prescribed drugs and medicines
- Oxygen
- Private duty nursing care
- Lengthy hospital stays
- Anesthesia supplies
- Special braces, trusses, equipment
- Psychiatric care by physician
- Blood and blood plasma

During the transfer period of January and February, 1962, eligible employees have the opportunity to transfer to the Statewide Plan. They may now join the 150,000 employees (390,000 persons) who enjoy the realistic protection provided BY the Statewide Plan.

For full information, see your personnel or payroll office now... or call your Blue Cross-Blue Shield office. Learn why the Statewide Plan offers the most liberal benefits at the lowest possible cost.

FOR THE BEST IN...

IN ALL SECTIONS — PAGE 11
Tax Collectors Needed in City From $4,760

The State of New York has numerous tax collector jobs, for work in New York City, that pay $4,760 a year to start and for which applications are now being accepted on a continuous basis. Testing for them will be conducted in the City.

The specific requirements are either a bachelor’s degree, or two years of experience in an investigative program of which one year was spent in field investigation, or one year of experience in collection or investigation work, of which six months was in the field collection of delinquent accounts.

Appointments

Appointments will be to the State Department of Taxation and Finance, and the Division of Employment, Department of Labor. The minimum salary for the title is $5,860. Candidates whose applications are accepted will be notified of the time and place of examination. They must have with them when they go for the test the written notification.

The exam will be designed to test for a knowledge of collection principles, procedures, and terminology, and for general abilities, such as paragraph reading, table interpretation, arithmetic reasoning and vocabulary.

Postal Jobs Open

To Men and Women; Pays $2.16 to $2.63

Post office career jobs, offering the full benefits of federal employment, are open for filing now. These positions, open to both men and women, are in the clerk title which is also open. The jobs pay from $2.16 to $2.63 an hour.

There are no residency requirements. However, certifications will be made first from a listing of residents in the filing area.

The main requirement for the carrier jobs is a driver license.

Recreation Leaders Needed in N.Y. City Pays to $5,990

Recreation leaders are being recruited on a continuous basis by the New York City Department of Personnel. Salary for these positions starts at $4,500 a year and top pay is $5,990.

Appointments will be made to the Department of Parks and to the Department of Hospitals. Appointments to the Department of Hospitals are exempt from the New York City residence requirements.

Requirements

Candidates for this test must be college graduates. The candidate’s college studies should have included 18 credits in recreation, physical education, or group work. Six months of paid leadership experience in organized recreational programs may be substituted for the specific credit requirement.

The written test will be of the multiple choice type, and may include questions covering such areas as general intelligence, reading comprehension and arithmetic reasoning. Questions on drug awareness information may also be included.

Candidates will be required to pass a qualifying test before applying.

SPECIAL RATES FOR EXTENDED STAYS

PETIT PARIS RESTAURANT

ACCOMMODATIONS FOR PARTY—OUR COTTITION ROOM. SEATING 40 TO 100. FULL COURSE DINNER, $2.25 UP LUNCHEON DAILY IN THE OAK ROOM — NO. UP TO 12 TO 2:30

FROM $4,760

ALBANY, N. Y.

Phone IV 2-1664 or IV 2-9881

HOTEL Wellington

DRIVE-IN GARAGE AIR CONDITIONING • TV

FROM $4,760

ALBANY, N. Y. Phone 4-1111

For party purposes at Albany’s largest hotel... With Albany’s only drive-in garage. You’ll like the comfort and convenience, hotel family lounge, cocktail lounge, 303 ROOMS, 15 SUITES NOT OPPOSED STATE CAPITOL CALL 4-1111

See your friendly travel agent.

SPECIAL WELCOME OFFER

ALBANY-TEN EYCK HOTEL

ITALIANO HEADQUARTERS FOR TRAVELING STATE PERSONNEL

EAT MEAL: DINNER, $2.60 OR MORE.

S M T W T S F

FEBRUARY

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11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28

MEMO

To: All Traveling State Employees

Planning a trip to Albany in February?

Some dates are already so call early so you won’t be disappointed.

JOAN NOETH, Manager

State and Federal Reservations

HEMLOCK 4-1111

P.S. The Travel State Reservation Department will place you if we cannot accommodate you.
Agriculture & Printing Jobs Are Offered

The U.S. Civil Service Commission has announced new examinations for jobs in the fields of printing and agriculture.

Printer-hand compositors are needed at $3.25 an hour in the Government Printing Office and the Bureau of Engraving and Printing in Washington, D.C. No written test is required.

To qualify, applicants must have completed a five-year apprenticeship, or have had five years of practical printing experience equivalent to a complete apprenticeship, plus at least one year of journalism experience as a hand compositor on book and publications work.

Applications will be accepted until further notice by the Board of U.S. Civil Service Examiners, Government Printing Office, Washington, D.C.

Agricultural commodity graders (tobacco), at $4,345 a year, are needed in the Government Printing Office and the Bureau of Engraving and Printing.

In addition to the above, a bachelor's degree or two years of accounting or auditing experience, or one year of college course in accounting, is required.

Applications and further information may be obtained from the Recruitment Unit, New York State Department of Civil Service, Box 32, The State Campus, Albany, N.Y.

State Needs Institution Teachers

Institution teachers in nearly all fields of education are being recruited by the State of New York for positions paying from $5,020 to $8,200 a year.

A written test is required. Ratings will be made from information given by applicants in their application forms and other source materials.

Vacancies are in the Department of Correction, Correctional Schools, and Social Welfare.

Minimum requirements for institution teachers are college graduation and completion of the necessary teaching requirements for the provisional State teaching certificate.

Applications and further information may be obtained from the Testing Unit, New York State Department of Civil Service, Box 32, The State Campus, Albany, N.Y.

Auditors & Accountants Receive $5,200 a Year During Training Period

Auditors and accountants are needed now for jobs in New York City with various state agencies. These jobs, paying from $5,200 to $5,590 a year, require work on an open continuous basis.

The jobs are, with their exam numbers: rent accountant, No. 311; payroll auditor, No. 312; and payroll auditor, No. 313.

The $5,000-to-$5,500 figure is the pay for a one-year training period, after which promotion will be made to the regular grade 14 level of $5,650 to $6,400.

Candidates with an extra 30 hours of graduate training, aside from the other requirements, can apply for appointments at $5,650.

The minimum requirements are a bachelor's degree or two years of accounting or auditing experience.

The City of New York has over 20 examinations, for jobs in various departments and locations, which are open for the filling of applications on a continuous basis.

For most of the exams, applicants must be able to read and write English fluently. Details are given in the Civil Service Announcements, Section New York City Department of Civil Service, Room 96 Dun- done, New York 7, N. Y.

Beginning with the March 8, with the Board of U.S. Civil Service announcement 273 B.

Applications and further information may be obtained from the Recruitment Unit, New York State Department of Civil Service, Box 32, The State Campus, Albany, N.Y.

Architects Needed By Housing Board

The New York City Housing and Redevelopment Board has vacancies for positions in the architectural service. Anyarchitect who is interested should apply for an interview appointment.

File Continuously With City Application Forms, Which They Pay Only $1.75

Office Hires

Many children are thought to be inattentive when their real problem is poor hearing. If you have the least suspicion your child is not hearing well, see your doctor.

Autistic reactions in children could mean a hearing aid in adult life.

"He said if I didn't get any new clothes for a year, he'd get me an automatic washing machine."

The SPOT KIT at All Movie Theatres

"Looks like she got less than she bargained for. Rising prices in recent years have made many people feel the same way. However, electricity is one exception."

Does your child hear you?

Useful Tips, Inc.

"The bigger the bargain, the bigger the profit. Thanks to John Edson's step-down rates, the cost per kilowatt-hour goes down as the bigger the bargain. Thanks, John Edson."

For most of the exams, applicants must be able to read and write English fluently. Details are given in the Civil Service Announcements, Section New York City Department of Civil Service, Room 96 Duane St., New York 7, N. Y.

Applications and further information may be obtained from the Recruitment Unit, New York State Department of Civil Service, Box 32, The State Campus, Albany, N.Y.

To qualify, applicants must have had experience in the handling or marketing of tobaccos which required the ability to judge quality.

At least one season of work must have been with one of the classes of tobaccos covered by the examination.

Full details are given in the Civil service announcement 273 B. Applications must be filed by March 8, with the Board of U.S. Civil Service Examiners, U.S. Department of Agriculture, Washington, D.C.

Candidates for the provisional State teaching certificate, and two years of teaching experience.

Applications and further information may be obtained from the Recruitment Unit, New York State Department of Civil Service, Box 32, The State Campus, Albany, N.Y.

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The State of New York has jobs in nearly 40 titles for which it will be accepting applications beginning Feb. 16. The jobs are in many different departments of the State government and have starting salaries of from $4,000 to $15,000 a year. Applications can be filed, after Friday, until March 26.

The exams, listed with title, number and salary range, are:

- Local assessment examiner, 8012, $4,400 to $5,150.
- Senior real estate appraiser, 8044, $9,030 to $10,860.
- Real estate examiner, 8045, $9,030 to $10,860.
- Senior biophysicist, 8004, $7,500 to $8,470.
- Associate sanitary engineer, 8063, $5,020 to $6,150.
- Senior social worker, 8067, $7,360 to $8,910.
- Occupational therapy trainee, 8064, $4,000.
- Government employee, 8065, $7,360 to $8,910.
- Industrial investigator, 8066, $5,020 to $6,150.
- Renewable energy engineer, 8067, $6,000 to $6,500.
- Assistant director of Workmen's Compensation Board operations, 8075, $5,020 to $6,150.
- Speech therapist, 8076, $5,020 to $6,150.
- Assistant civil engineer (structure), 8077, $6,700 to $8,420.
- Civil defense representative, 8078, $5,020 to $6,150.
- Civil defense safety representative, 8080, $6,280 to $7,620.
- Assistant supervisor of civil defense radio services, 8081, $7,000 to $8,000.
- Senior civil defense representative, 8082, $7,600 to $8,470.
- Supervising civil defense radio technical representative, 8083, $8,150 to $9,460.
- Supervising civil defense radio technical representative, 8084, $8,560 to $10,340.
- Supervisor of civil defense radio services, 8085, $9,590 to $12,340.
- Assistant director of civil defense, administration, 8086, $10,860 to $13,340.
- Assistant director of civil defense planning, 8090, $10,860 to $13,340.
- Deputy director of civil defense, 8091, $15,280 to $17,130.

FREE BOOKLET by U. S. Government on Social Security. Mail only, Leader, 17 Duane Street, New York, N. Y.

State Offers Jobs In Many Titles For Filing From Feb. 16.

U.S. to Fill Thousands of Career Jobs

The Federal Service Entrance Exam, through which some 9,000 jobs were filled last year, is open now for the filling of applications and will remain open until April 26.

Jobs in nearly all branches of the Federal Government will be filled from the exam. They are located throughout the U.S. and in foreign countries.

Window Shade Repairers Are Needed in City

The New York City Board of Education has openings for window shade repairers as of a salary of $2,200 a year, in the repair shops at 193 East 12th Street, New York City.

The Civil Service qualifications are three years' experience as a window shade repairer; or a satisfactory equivalent of experience and education.

Anyone interested in such vocational employment should apply in person to William E. Quigley at 220 East 42nd Street, New York City or telephone him at 3-6314.

Craig Colony Aides Head Mason Lodges

Two members of the executive council of Craig Colony chapter of Civil Service Employees Assn. have been elected Masters of their Masonic Lodges, the Leader learned last week.

Samuel M. Seltzer, a past president of the chapter, was honored by being named master of the Lodge in Mount Morris and a similar honor went to Benjamin Hoagland, Master of the Lodge in Nunda.

Mr. Seltzer told The Leader that Richard Middleton, of Atica Fraternity chapter, CHCA, was elected for the same office at the Masonic Lodge in Atica.

Mt. Vernon Offers Custodian Jobs

The Mt. Vernon Civil Service Commission will be accepting applications until Feb. 27 for custodian jobs in that town. The jobs pay from $4,500 to $5,350 a year and require one year's residence in Mt. Vernon.
INTTEGRATED

FOFFICES READY TO SERVE YOU! 
Call For Appointment

VACANT 
$500 TOTAL CASH
BEAUTIFUL, 7 room ranch, featuring 4 large bedrooms, modern kitchen, full dining room, full garage, $1,000 plot, 2 car garage and covered patio. No credit check. Pay $500 down and move in.

277 NASSAU ROAD
ROOSEVELT
MA 3-3800

EXCELLENT VALUE
$1,375
DETACHED, 7 room ranch on beautiful 85x120 plot, 3 car garage, 5 rooms and bath and many extras. Full down payment 400. — Vets $190

17 South Franklin St.
HEMPSTEAD
IV 9-5800

BETTER REALTY
ALL 4 OFFICES OPEN 7 DAYS A WEEK
FROM 9:30 A.M. TO 7:30 P.M.

IMMEDIATE OCCUPANCY
SEE YOUR APARTMENT NOW

CEDAR MANOR CO-OP
116-51 157TH STREET
JAMAICA, NEW YORK

OVERLOOKING BAISLEY PARK FOUNTAIN
Sales Office: LA 7-4891
Open Daily 10-7 P.M.

HOLLYS
4 BEDROOM brick bungalow, party finished basement.

$22,900—$20,000 Cash

HOLLYS
2-FAMILY

$2,000 DOWN
STEUCO. 5 rooms down. 3 up detached 1 90x160 plot, 2 car garage, semi finished basement.

ASKING $22,900

Belford Dr. Harry Jr.
192-05 LINDEN BLVD.
ST. ALBANS
Fieldstone 1-1950

2 GOOD BUYS
HILLSIDE GARDENS
$1,000 DOWN
1-FAMILY, completely detached.

$2,000,No Cash Down

HOLLYS
2-FAMILY

$3,990

2 car garage, basement, oil heat, refrigerator, storms and screens, near everything.

DETACHED 50x100 plot, modern kitchen, large bedrooms, oil heat, refrigerator, storms and screens, near everything.

ONLY $500 DOWN. G.I. NO CASH DOWN

Call For APPT.

3 OFFICES AT YOUR SERVICE
"HOMES TO FIT YOUR POCKET"

G.I. NO CASH
EXCLUSIVE WITH LIST ONLY!

1-FAMILY, 6 rooms down and porch bath; all until September, extra large plot 84x126x196. Brand new! Beach, all will part of land to build 2 houses. Superman HEMPSTEAD

ATTRACTION — MODERN 1-YEAR YOUNG

SPLUT RANCH, 7 rooms and den, patio, basement, garage, 8x150 plot, all unit, walk to everything. Beautiful residential area, $1,000. No rent.

FREIGHT 

LIST REALTY CORP.
OPEN 7 DAYS A WEEK

14 SOUTH FRANKLIN STREET
HEMPSTEAD, L.L

IV 9-8814—8815

Listed in the New York State Multiple Listing Service

GREAT BRICK AND STONE HOME. NO CASH Down.

HOLLIS

$3,990

135-30 ROCKAWAY BLVD., 30. OZONE PARK

FOR RENT—BAYSIDE

HILL, 140-33 LIBERTY AVE.
JAMAICA

AX 1-5856 — S

LIST ONLY!

Farms for Sale — Ulster Co.
AGRICULTURAL HOMES from $6,400 up.

HOLLIS

$2,000 DOWN

2 FAMILY — BAYARD HOME, built 1923, 3 bedrooms, 2 bathrooms.

NO CASH Down $1,990

HOLLIS

$4,990

120A-44 LINDEN BLVD.
JAMAICA

FOR RENT — BAYSIDE

HILL.

$3,990

2 bedroom home, beautiful, large den, large kitchen, 3 up, 90x160 plot, large garden, fireplace, etc.

LINDON REALTY

OL 7-1190

REAL ESTATE VALUES

WESTBURY, L.I.

INTERESTED IN INVESTING?

UPSTAIRS.

Hilltop 144, 2-A, L.I.

HEMPSTEAD

2 car garage, porch, heat, oil heat, refrigerator, storms and screens.

$100 DOWN.

G. I. $100 down, and $400 in 3 months.

LIST ONLY!

Henschel, W., Citizens Bank

HEMPSTEAD, L. L.

Franklin, N.Y.

$3,990

135-30 ROCKAWAY BLVD.
30. OZONE PARK

FOR RENT—BAYSIDE

HILL.

$3,990

2 bedroom home, beautiful, large den, large kitchen, 3 up, 90x160 plot, large garden, fireplace, etc.

LINDON REALTY

OL 7-1190

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UPSTAIRS.
TRIBUTE — In an unprecedented tribute to a summer employee, the U.S. Naval Training Device Center in Fort Washington has presented a superior achievement award to Ruperto Balodis, a general engineer working under the Center's summer employment program for graduate and undergraduate students. The award was the result of his work in designing a simple transistorized circuit which replaces bulky electrical/mechanical components in flight simulators. Mr. Balodis was born in Latvia, studied at Riga Technical University, then served as a first lieutenant in the U.S. Army Signal Corps, and is now a graduate student at Brooklyn Polytechnic Institute. Shown at the presentation are, from left: G. J. Jaquiss, head, naval weapons branch; G. C. Norton, head, employment division; Mr. Balodis; J. H. Hickey, head, land and sea systems training department; and C. W. Delsmaler, head, training safety and employees services division.
Below is the complete progress of New York City examinations, listed by title, latest progress on tests or list and other information of interest to anyone taking City civil service open-competitive promotion examinations, and the last number certified from each eligible list. Only the most recent step toward appointment is listed.

**Permanent Jobs**

**Motor Vehicle Drivers in City**

**Apprentice Jobs Open in Brooklyn**

Apprentice jobs, paying $78.40 a week to start, are now being offered by the Brooklyn Navy Yard.

The jobs are career-conditional, and are in the mechanical trades, on the ships. There are no qualifications or experience requirements. The only requirement is to pass the test.

There were no economy or experience requirements for the last motor vehicle operator test, and there is no reason to expect any

**$78.40-a-Week**

Beginning March 1, applications will be accepted by the City of New York for some 200 chauffeur and truck driver jobs. They pay $81 a week to start. The filling period will end March 21.

The jobs are in almost all departments of the City government. This pays a top salary of $122 a week.

There were no age requirement for that last test. And candidates were required to have a valid chauffeur's license by the time of their appointment.

The current eligible list for motor vehicle operator was set up in February of 1969 and will expire in February, 1970. Thus by the time the list from this exam is established, the other will be nearly expired.

The written test, to be held sometime in June, will be designed to measure candidates' knowledge of motor vehicle operation, general intelligence, aptitude, judgment and ability to follow directions.

There are 50 provisionally serving in the title now, and there are 173 on the certificate of eligibles. This means that 200 more jobs may be filled during the year, pending the Mayor's approval.

Beginning March 1, official announcements and application blanks will be available from the Applications Section of the New York City Department of Personnel, 58 Eighty-First St., New York 7, N.Y.

**Next Exam For Peace Corps To Be Given Feb. 17**

The next Peace Corps placement test will be conducted on Feb. 17. Postmaster of New York, has announced.

Applications for this non-competitive

Applicants should get in promptly at 9:30 a.m., should report to Room 724 of the Federal Building, Eastern Street, New York 14, N.Y.

Peace Corps posters announce

Application information may be ob-

New York, 23, D.C.
Personal Contact Called Most Important Point In Making Impressions

(Special to The Leader)

A recent issue of the Public Administration Review notes that "the point of sale," where an employee meets the public, is a significant factor in the determination of people's impressions of a government agency.

In discussing the public relations function, the author of the article, David C. Cox, a management consultant, emphasizes the need to present the facts in a clear, logical manner. "Nothing can hamper a government's efforts to sell itself," Cox writes, "more than a lack of confidence in what it has to offer its customers. However, within the framework of rules which must be followed, behavior in dealing with the public is most important in establishing good public relations.

Need Is Low Sometimes

In his study of local unemployment offices in an unnamed state, Cox found that the need for "public relations" was low because of the wide latitude of applicant and because of the inflexibility of the laws under which employees carried out their duties. Specific rules governed eligibility and amount of casework.

Cox estimated that 85 percent of the activities of all government types are conducted under the influence of regulations, leaving about 15 percent where public relations might be important. In most cases where public relations is required, the author states, "it is predominantly a non-sales effort with the aim of improving public relations as it affects the public employee and the organization.

His Conclusions

Cox's conclusions about the importance of public relations are supported by a little-known article written by a large petroleum company employing 4,000 people. The article stated that people gained $4.12 per cent of their favorable impression by the increasing membership of the organization. The total membership of the group is now over 50,000. Are employees of the state or any political subdivision in eligible for membership therein?

State Employees, with the Curtis, other members who have hazardous employment usually have to pay additional premiums for Life Insurance, but not in the CSEA Group Plan. In addition to low cost, the plan includes more advantages. Claims are paid to beneficiaries of deceased persons within 24 hours of notice of death is received as CSEA headquarters without red tape. Premiums are mailed to members of the plan, reducing to 5000 of its members and has been steadily developed and improved throughout the years. It provides double indemnity for accidental death and waiver of premiums if total disability occurs before age 60. The premium charges to the policyholder are based on a classification of risk, which is determined by the condition of the applicant.

CSEA Staff: The CSEA plan now covers over 50,000 workers, total membership of CSEA is now over 100,000. Are employees of the state or any political subdivision in eligible for membership therein?

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Manhattan State Chapter Readies for Elections

Manhattan State Hospital chapter of the Civil Service Employees Association held a regular meeting at the Assembly Hall, Jan. 24.

Guest speaker was Ben Sherman, CSEA field representative. The legislative session was discussed and the delegate to the Albany Board of Trade made an announcement to the officers as to their wishes, which is reference to a 25-hour work week and other matters.

Prepare for Elections

Chapter President Charles Loucks, called for a vote on the designation of Jack Krajchy, as chairman of the Nomination and Election Committee. Under the leadership of Mr. Krajchy, the following committee members will be named: Mrs. Sophie Ellis, Mrs. Leslie Waterman, Mrs. Thomas Jones, Mr. Bob Mages, Mr. John Walsh, Mr. John Price and Mrs. Chas. Loucks.

The committee will gladly accept the names of nominees for any of the chapter offices. All nominees must be members in good standing in the Civil Service Employees Association and want to serve as officers of the Chapter.

All members of the chapter are urged to sign in their names as umpires for the election. All offices will close on Wednesday, March 13, and the results of the voting, and the installation of officers will be the main business of the meeting. Refreshments will be served and all members are cordially invited to attend.

Deep-seated sympathy is extended to the wife and relatives of the late Steve Murphy, Mr. Murphy was a motor vehicle operator, and very well liked by his co-workers who will be missed by many.

Lawmakers Discuss Employee Bills At Binghamton Meeting

BINGHAMTON, Feb. 13 — Assembly Majority Leader George L. Insalaco and Senator Warren M. Anderson, both of Binghamton, have discussed proposed legislation affecting state employees at a meeting of the Binghamton Chapter of the Civil Service Employees Association.

Meeting to be held in the Assembly Hall, at 4:10 p.m.

The committee is seriously considering the use of voting machines for the convenience of our members. The machines will be on hand for two days, from 9 a.m. to 6 p.m. March 13 and 14. The next regular chapter meeting will be held the next day, with the results of the voting, and the installation of officers will be the main business of the evening. Refreshments will be served and all members are cordially invited to attend.

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There are 200 temporary jobs for telephone repair and maintenance in Brooklyn for men to deliver telephone books to private homes, apartment houses, commercial establishments, and office buildings. Must be able to carry 50 Pounds and to climb stairs. Ability to speak, read and write English is necessary. $1.00 an hour, plus a bonus of $3.46 or better daily, depending on other qualifications. There are openings also for men willing to use their own cars in this work, with flexible and convenient hours arranged. No Sundays. Such men can average $10.00 for 2 days of work. Operating on new books delivered and old books picked up.

Apply at any of these addresses:
Brooklyn Industrial Office, 106 Nevins St., Brooklyn.
Manhattan Industrial Office, 255 West 54th St., New York.

U.S., STATE, CITY NEED

For application write:
Brooklyn Industrial Office, 75 Broadway, N.Y. 7 (near S St.)
Manhattan Industrial Office, 1 East 36th St., N.Y. 16 (near 3rd Ave.)

The Job Market
A Survey of Opportunities in Private Industry

By A. L. PETERS

In Flushing
Typewriter rentals are wanted in Flushing to service and repair all makes of manual and electric typewriters. Work inside and outside work. $125 a week and up, depending on experience. Apply at the Flushing Office, 42-59 Main St.

The Collectors are needed by a State Government agency. Collection work in the field includes per- sonal calls, examining records, arranging payments and tracing. Must have either a college degree or one or two years in collection or investigative work. Pay is $4,508 a year, increasing in five an- nual increments to $5,840 a year. Apply at the Manhattan Commercial Office, 1 East 19th St.

SPECIAL CLASSES
FORMING NOW FOR
Navy Yard
APPCRENTICE JOBS!

E. U. STATE, CITY PRINTING Duplicator Operators

No experience necessary. Day and afternoon jobs pays $80 to $105 for a 6-day week.

A range of clerical jobs is needed. A typewriter and a knowledge of form filling is required. From stare to now, $56 a week.

Week-end car washers are also needed. Work Saturdays or just Saturdays. No experience required. Apply any Thursday, 7:30 to 9:00 a.m. on an hour. Apply at the Brooklyn Industrial Office, 1 East 36th St.

Printing Offset Lithography, Photography, Camera, Stripping. Linotype & Silk Screen
Free Placement Service PAYS YOU LEARN

U.S. STATE, CITY NEED

No Age Limit

In Brooklyn, there are many openings for service station attendants who have New York State drivers' licenses and check with the police. Jobs pay $80 to $105 for a 6-day week. A range of clerical jobs is needed. A typewriter and knowledge of form filling is required. From stare to now, $56 a week. Week-end car washers are also needed. Work Saturdays or just Saturdays. No experience required. Apply any Thursday, 7:30 to 9:00 a.m. on an hour. Apply at the Brooklyn Industrial Office, 1 East 36th St.

Manhattan

Some openings are available in Manhattan, men and women able to use a tube and glue to paste single sheets into small booklets for multiple stones. Should have at least one year's experience. Piece work rates, $7.25 to $10.00 a week. Butcher and baker makers are needed, men and women to operate a kill press and make cloth-covered books and booklets. At least two years' experience needed. Work pays $12.00 an hour. • Apply at the Manhattan Industrial Office, 255 West 54th St.

In Queens, experienced die makers are needed to do repairs of dies and to keep the machinery in proper working order so that we may sell our products at a competitive price. A knowledge of the machinery and the parts is necessary. Must pass physical examination. $10.00 to $15.00 an hour.

Education Sets
Date For Second Influenza Shots

A second round of influenza inoculations will be administered on a voluntary basis to all voluntary, legal Education Department employees on February 15th, as an immunization clinic. The decision to sponsor the clinic was made with the co-operation of the CSEA, Education Chapter and of the Office of Business Management and Personnel of the Education Department. Supplies of necessary vaccine have been made available through the efforts of Kenneth Grossard. Secretary to the Pharmacy Department, according to a physician.
Two Meetings, Dance Set For Brooklyn State CSEA: Several Deaths Reported

A general meeting of the Brooklyn State Hospital chapter, Civil Service Employees Association will be held on Wednesday, February 14, at 4:30 p.m. in the Assembly Hall. Discussion will concern health plans and possible changes in health plans from one plan to another. Instructions will be given to delegates attending the annual CSEA annual meeting.

Winter Dance
The annual Winter Dance is being held on February 6 in the Assembly Hall of the hospital. There will be continuous dancing from 9:00 p.m. to 1:00 a.m. Andy Pradino is chairman and Gus Pusa is co-chairman.

The Brooklyn State Hospital Psychiatric Forum will be held on Thursday, March 1, at 4:30 p.m. in the Assembly Hall. Dr. John A. T. Miller will speak on "Hostility and Suicide in Psychiatric Patients."

Deepst sympathy to Mrs. Claud- inia Grant on the death of her mother; to Mrs. Catherine Head- man and family on the death of her husband; to Mr. and Mrs. Hub- bard Lord on the death of their brother; to Mr. and Mrs. Al Jen- sen on the death of his mother; to Mr. and Mrs. E. Pearson in the death of her father; to Mrs. W. Lindsey, who was a retired state employee.

Recent word has come to the hospital that a retired employee, Martin Mohr, has recently passed away. Sympathy to his family.

Wilm Seeks Title Changes
(Continued from Page 1)

The Canto AT 1 chapter of the Civil Service Employees Association held a dinner meeting recently at the St. Lawrence Inn to Canton with all members attend- ing. It was the first meeting of its kind held in Canton. Members considered it such a success that they hope to make it an annual affair.

The following committees were appointed: Miss. Marlin, representative of St. Lawrence. County chap- ter and member of the statewide membership committee; and, partially hidden: Chapter President Earl Burton.

Wilm Seeks Title Changes
(Continued from Page 1)

1. Other guests at the speaker's table included Mrs. Ringo, Mrs. Cau- rier, representative of the CSEA; and, a member of the statewide membership committee of the CSEA.

2. Other members of the chapter include; and, a member of the statewide membership committee of the CSEA.

3. A general meeting will be held in the Assembly Hall of the hospital. The annual Winter Dance is being held on February 6 in the Assembly Hall of the hospital.

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