Creation of Better Public Image Up To Individual—McKeon

KIAMESHA LAKE, April 16—The hunger for prestige among employees can only be satisfied when every individual employee realizes his responsibility in creating a better image of the public service, William H. McKeon, chairman of the New York State Democratic Committee, told here last week.

McKeon, final speaker at the two-day Spring Workshop sponsored by the Southern and Metropolitan Conferences of the Civil Service Employees Assn., at the Concord Hotel, touched on the need for improved wages and opportunities in civil service but, in the main, he spoke of the great need for better public relations for civil service in general.

"McKeon declared that he was "distressed by the indifference and contempt for our public service displayed all too often by some members of the general public. How often have we heard shallow-minded, irresponsible individuals ridicule public employees... how often has the whole public service been condemned for the individual employee to answer the challenge to this score. "A good public image of the public service is the surest way...

(Continued on Page 16)

Restore Mandated Leave With Pay To Disabled Employees, Says CSEA

ALBANY, April 16 — Restoration of a provision in the State Attendance Rules that would mandate leaves of absence with pay to employees disabled in the line of duty was called for last week by the Civil Service Employees Association.

Under present rules, leaves are granted at the discretion of appointing authorities without uniformity, representatives of CSEA told the State Civil Service Commission last week.

The Association spokesmen said they were dismayed that a revision of the rules procured by the Civil Service Department early in 1961, that would have accomplished mandatory leaves, later had been deleted.

The mandatory provision, as urged by the Association, would grant leaves of absence with pay or is not disabled to the extent that he cannot perform his work. 2. Spell out specific procedures to be followed by the appointing authority in terminating the employee's service where he is permanently incapacitated and unable to perform his duties at a future time. Also, mandate that reasons for such termination must be based on medical evidence.

Other Revisions Sought

The CSEA also requested revisions in the rule that would:

1. Make it necessary for the appointing authority to file with the Commission reasons for denying such leave in each case.

2. Mandate that denial of leave be based only on medical evidence that the employee is malingering or is not disabled to the extent that he cannot perform his work.

(Continued on Page 16)

Republican Party Is Workers' Best Friend, Albano Tells Workshop

KIAMESHA LAKE, April 16—The Republican Party in New York State has become the best friend of public employees ever had, Vincent Albano, Jr., contended in an address here last week before the combined Spring Workshop meeting of the Metropolitan and Southern Conferences of the Civil Service Employees Assn., at the Concord Hotel.

Albano, chairman of the executive committee of the New York County Republican Club, pressed his theme by citing the accomplishments of four legislative sessions under the governorship of Nelson A. Rockefeller and told his more than 250 listeners that "you have friends in the highest places in this state."

The Manhattan Republican leader named Linus, Governor Malcolm Wilson; Senate Majority Leader Walter J. Maloney and Speaker Joseph Carlino as "men who extend their friendship for you beyond the Legislature sessions. Mr. Carlino's leadership in modernizing salary and employee benefits in Nassau County is only one example."

Jobs Goes On

While pointing to the accomplishments of the CSEA during the past session of the Legislature, Albano said he was aware that the job for employees was a

(Continued on Page 16)

Professor is Author

ALBANY, April 14—Dr. Ludwig Edelberg, clinical professor of psychiatry at the Downstate Medical Center, has published a book, "The Dark Urge." It has been issued by Pyramid Book Company of New York City.

BIG WELCOME — Was given to Vincent Albano, Jr., center, chairman of the New York County Republicans Club executive committee, by Del Sandel, left, president of the Metropolitan Conferences CSEA, and Samuel Emmett, president of the CSEA New York City chapter, at the Concord Hotel last week where Albano was the first speaker to address the Metropolitan Conferences Spring Workshop.

OOPS! We Meant To Say $512

Some years ago, a well-known newspaper wrote an editorial to a girl named Virginia and explained that "you, there, is a Santa Claus."

We gladly endorse the sentiment but The Leader regrets that it must point out the fact that Santa only comes around in December. The annotation in these pages last week that the Metropolitan Conference Area tour to Hawaii and Las Vegas was priced at "only $15.00" was a typographical error. The correct price is $152.

We regret any unnecessary pausing we may have caused anyone.

(Continued on Page 16)
Supreme Court Reverses Fire Pension Board
Decision Sets Precedent In Heart Attack Cases

The denial of a half-pay accidental death pension to the widow of a Fire Department Battalion Chief Anthony P. Mar- tucci, who died of thrombosis on March 9, 1961, was annulled this week by Supreme Court Justice Peter T. Sarnoff and the Appellate Division. In her appeal application, the widow claimed that her husband sustained a thrombosis on February 28, 1961, when he was fighting a fire and an explosion in a burning apartment. She charged the explosion caused an abrasion of his chest and produced a blood clot which caused him to complain of pain in his chest until his death from coronary thrombosis nine days later.

Justice Sarnoff annulled the decision of the pension board and remanded the application back to it for a new hearing, because of "utterly conflicting medical evidence", and because the pension board failed to give the full opportunity to present both proof and argument concerning the causal relationship between the decedent's death and his claimed accidental injury.

This action is being watched by firemen, police officers, nurses and health employees who are already being denied pension benefits to which they are entitled as a result of their service-connected death. The question is whether or not the pension board, at the request of the widow, has allowed the widow to cross-examine witnesses, the right to appear personally with counsel before the pension board and to present both proof and argument in support of the pension application.

In this column or by mail by the State Division of Veterans' Affairs.

Questions on veterans' and servicemen's rights will be answered In this column or by mail by the State Division of Veterans' Affairs.

THE VETERAN must have been a citizen of the United States for one year and have served in the armed forces for five years, or 12 months of active service, or 360 days of active service, or 30 days of active service and one year of reserve service, or 90 days of active service and six years of reserve service, or any combination of such service...

(Continued on Page 15)

The Veteran's Counselor

By FRANK Y. YOTTO

B. Randall, former president and member of the National Board of Health, in a candid article appearing recently in "The New York Times Magazine;"

"...there's dirt on the collar..."

"...The tie carries an ineradical stain..."

"...The eyes are bloodshot...

"...The lips are puffed from reading speech after speech..."

"...There's dirt on the collar..."

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LEGISLATION — Was discussed by Harry W. Albright, Jr., CSEA past president, at the annual Spring Workshop of the Metropolitan and Southern CSEA Conferences, held in the Concord Hotel, Kiamesha Lake, last week.

Moderation of the panel was Raymond G. Castle, second vice-president of CSEA and consultant to the State Public Relations Committees. Other speakers were Paul Kyser, editor of The Leader; Donald Johnson, assistant editor of the Binghamton News Press; Gary Perkinson, assistant director of public relations for CSEA; and Michael P. Vadas, president of Elmira County and chairman of the State Conference Planning Committee.

A large audience was highly impressed with the fine work of this panel. Careful and thorough preparation was evident throughout the presentation and members of the panel were highly complimented on the wealth of ideas brought to the State and County delegates attending the session.

The customary morning session was directed by President Florence A. Dore with Vice-President Edward Liner serving as chairman.

Conference Nominations

Delegates to the Central Conference and County Workshop held separate business sessions. The Nominations Committee, under the direction of Past Conference President John E. Graveline, presented the report of the committee, proposing officers for the 1961-62 Conference year. President, Tom Ranger (State University Chapter); First Vice-President, Emmett J. Dury (Raybrook); Robert Wilbur (Rome State School) and Charles Ecker (Syracuse State School); Second Vice-President, Michael P. Vadas (Elmira Chapter), Peter B. Volmes (College of Forestry) and Grace C. Prendergast (Broome County Hospital); Secretary, Marion Watkins (Seneca Chapter); Margaret Whitmore (Syracuse State School); Treasurer, Irma Gehman (Rome State School) and Eda C. Mather (Syracuse Chapter). Ballots will be mailed in all Chapters in the Central Conference and sealed envelopes will be opened at the Annual Meeting to be held in June.

County Meeting

The County delegates business meeting was held in Parlour A under the direction of S. Samuel Bosett, President of the Central New York County Conference. A large group of delegates attended and plans were laid for future activities. The main business of the session was Vice-President Kenneth Hubert and Secretary-Treasurer Mary Mann of Binghamton. The legislative session was given by N.Y. Vice-President Vernon Tapp who discussed items of particular interest to CSEA members in the various governmental subdivisions. The Nominating Committee will speed its report, by mail, to the presidents of all county chapters.

The business session was followed by an interesting and instructive session on fringe benefits. The speaker was Henry Baldwin, Chairman of the Binghamton County Board of Supervisors. Among the items discussed were retirement, social security, the 8 per cent inflation, institutional leave and increased vacation time. A representative of the Personnel Division of the State Department of Social Welfare conducted fringe benefits in common use in

CIVIL SERVICE LEADER

Page Fifteen

The annual spring meeting of the Western Conference, Civil Service Employees Association, will be held on Saturday, April 12, at the Peace Bridge Motel, Buffalo N.Y.

The Roswell Park Memorial Institute chapter, CSEA, is the host chapter.

The meeting will begin at 1:30 p.m. and arrangements have been made to have Frank Mudd, administrator for Roswell Park Memorial Institute, speak, with the business meeting to follow immediately thereafter.

Cocktails will be served at 6 p.m. and dinner at 6:30. The host chapter, Roswell Park, will have one of their dinner speakers as their dinner speaker. The all inclusive cost is $4.50 per person.

Reservations and tickets may be obtained by contacting Mrs. George G. Wachob, Motel Room, Roswell Park Memorial Institute, 666 Elm St., Buffalo 3, N.Y. Please make all checks payable to the Roswell Park Memorial Institute chapter.

The event will be in honor of George Wachob, a Ter Bush and Peggy representative moving from the Buffalo area to-Schenec-
dady area. It was thought fitting to honor those who have moved on the occasion of his promotion.

The Motel is located at Porter and Lovejoy avenues, Buffalo, and is reached from the thruway via the Porter Ave. exit.

Named Trustee

ALBANY, April 16 — James M. Welt of Rochester is a member of the Board of Trustees of the Monroe County Community College. His term expires June 30, 1966. He succeeded D. Wilbur Eddy Saunders, who resigned.

Craig Colony Open House To Be May 2

Dr. Vincent Bonafede, director of Craig Colony and Hospital, has announced that the institution will conduct an open house on Wednesdays, May 2, between 9 a.m. and 4 p.m.

The open house is being conducted in conjunction with Mental Health Week, which begins April 12. According to Dr. Bonafede, approximately 40 visitors attended the event last year.

Many of them praised the holding of the open house on a regu-
lar institutional work day, thereby allowing visitors to observe the average and routine aspects of the world's largest hospital of epilepsy.

Special tours will be taken to various parts of the hospital.

**Where to Apply For Public Jobs**

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

NEW YORK CITY—The Application Section of the Personnel Department is located at 66 Duane St., New York, N.Y. (City) 7-7360. The office is two blocks north of City Hall, just west of Broadway, across from The New York Times Building.

Hours are 8 A.M. to 4 P.M. Daily. Letters of application must be stamped, self-addressed business-size envelopes and must be received by the Personnel Department at least five days before the closing date for filing applications.

Completed application forms, which are filed by mail must be sent to the Personnel Department with the specified filing fee in the form of a check or money order, and must be postmarked no later than twelve o'clock midnight on the day following the last day of required applications.

The Applications Section of the Personnel Department is near the corner of Chambers and Broadway, at the side of the main subway line that goes through the area. These are the IRT 4th Avenue Line and IND 8th Avenue Line. The 1R4ie Avenue Line stop is to be the Brooklyn Bridge stop and the IND 8th Avenue Line stop is to the Brighton Local's stop at City Hall.

All these are but a few blocks from the Personnel Department.

**STATE—First floor at 270 Broadway, New York 7, N.Y. corner of Chambers St., telephone Barclay 7-1616. Governor Alfred E. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; Room 190 at 152 West Main Street, Rochester (Wednesdays only); and 114 James St., Syracuse (first and third Tuesdays of each month).

Any of these addresses may be used for jobs with the State. The State's New York City Office is two blocks south on Broadway from the City Personnel Department's Broadway entrance, so the same transportation instructions apply. Mailed applications need not include return envelopes.

Candidates may obtain applications for State jobs from local offices of the New York State Employment Service.

**FEDERAL—Second U.S. Civil Service Building, 1201 8th Av., Brooklyn 24, N.Y. (City) 7-6500. Telephone number is 768-0000.**

**Ends Career**

Edward W. Perry, left, is shown being awarded a certificate of merit upon his recent retirement from State service. He was employed in the shop office of the Utica branch of the Public Works Department. Making the award is Lucy V. Kechichian, district engineer, in the Utica office.

**AT HOME IN SPARE TIME**

If you are 17 or over and have dropped out of school, write for FREE 55-page High School booklet to-day. Tells you how to prepare for work. Mention school.

**If you own the Goose that laid the Golden Eggs...**

WOULD YOU INSURE IT?

Have you ever stopped to think that in everyday life your earning power is really the source that produces golden nuggets? These "golden eggs" in the shape of dollars and cents provide the food, clothing, shelter and other things you have, and do, to make your family comfortable and happy.

Are you protecting your earning power? Would you receive an Income if an accident or sickness kept you away from work? The C.S.E.A. Plan of Accident and Sickness Insurance, which covers over 30,000 members, will pay you an income each month if you are totally disabled from covered accidents or injury. You receive your check even though you are still getting sick leave pay or benefits from other insurance.

Call or write for full information.

**U.S. Service News Items**

**U.S. Expected To Hire Some 20,000 Grads This Year**

Federal agencies hope to hire nearly 20,000 college graduates from colleges and universities across the nation this year, Civil Service Commissioner Robert E. Capper said. Two thousand two hundred and college and university officials last week in an address before a joint Conference of Federal Personnel Council at Long Beach State College, Long Beach, Calif.

Stressing the fact that the United States will continue to face extremely complex and serious problems in its role as leader of the free world, Mr. Hampton urged the officials to bring the story of the need of the Federal Government to the college and university students.

**Hospital Providers**

**Stock Clerk**

The Veterans Administration Hospital, 600 Polk Place, Brooklyn 28, New York, has a vacancy for an inventory or stock control clerk, 05-04, preferably with a knowledge of key punch operations. Salary from $4,400 to $4,600 a year, plus benefits.

For further information, visit or write the Personnel Office at 114 James St., Syracuse, N.Y., or call Mrs. Baran at 3E 6-0600, Extension 399.

**Brooklyn Army Office Recruiting Computer Aides**

Digital computer programmers and digital computer systems analysts are being recruited for positions with the Army Overseas Supply Agency in New York City. The programmer jobs pay from $6,435 to $7,425 a year; the systems analyst positions pay from $5,400 to $6,400.

Applications accepted for positions through the Personnel Office of the Civil Service Commission, U.S. Army Transportation Terminal Activity, Brooklyn, N.Y., or call Mrs. Baran at 3E 6-0600, Extension 399.

**Watervliet Needs Over 100 Skilled Workers**

Watervliet Arsenal has a need for some 335,640 work-orders to make howitzers and an urgent need for skilled employees to do the work on the howitzers and other weapons manufacturing jobs slated for the Arsenal and elsewhere in the Arsenal and other weapons manufacturing jobs slated for the Arsenal and elsewhere in the Arsenal and other arsenals.

The installation's most pressing need is for 86 qualified machinists and 29 machine tools operators. Other skills urgently needed to fill these positions are: electronic control panel assembler, electrician, tool and die maker, electrician, and sheet metal workers.

For full details on these and other jobs which are available, write to the Personnel Division, U. S. Army Personnel Office, Watervliet Army Arsenal, Watervliet, New York, for FREE 55-page High School booklet to-day. Tells you how to prepare for work. Mention school.

**Commission Issues "Guidelines" On Employee Groups**

Guidelines issued to Federal agencies last week by the Civil Service Commission called for a "positive obligation" on management's part to consult with employees on a wide range of issues, "subject to law and the paramount requirements of the public service."

At the same time the Commission cautioned agencies that the introduction of the new employee-management cooperation programs under Executive Order 10988 "should in no sense be viewed as an effort to dilute or jeopardize the importance of the individual or to dilute existing programs designed to meet his needs and protect his rights."

Motor Pool Chief at B'klyn Army Terminal Retires

August Canellozza, chief of the motor pool section, equipment division, of the U.S. Army Transportation Terminal Activity, Brooklyn, retired from the Government.

In a farewell address at the Terminal in 1939 as driver-mechanic for the commanding general, the roster of important visitors for whom he had driven reads like a twentieth century "Who's Who," according to Terminal officials.

**ENDS CAREER**
CIVIL SERVICE LEADER

County Council of the Jewish War
Queens at the Annual Award
Man outstanding of
the State Public Health Council.

TO BE SUCCESSFUL BE WELL PREPARED!
Many thousands of successful men and women achieve their goal
in DELICACIES SPECIALIZED INFORMAL. Many who sur-
face at the last minute have gone home disappointed. They have
been successful in the past because they have been successful in
the future.

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CIVIL ENGR. NEEDED

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LETTERS
TO THE EDITOR

Letters to the editor must be submitted within 10 days of publication upon request. They should be no longer than 400 words and may be edited for space and clarity. Letters to the editor must be addressed to The Editor, 97 Duane St., New York, N.Y.

Filing For Jobs
Like Placing Bet

Editor, The Leader:

Last Wednesday, I spent several hours on line at the Department of Public Records for the position of senior clerk job. I had to pay $8 before they would accept my application. I know there is not a lot of money except when you have been out of work for as long as I have. I have been looking for a job for 10 months. Actually, paying the three dollars has been my bet. In this case, I was betting on myself. I bet that I would come out high on the clerk list so that I will be appointed.

I also understand that the state will not allow a separate job list to be used until all names have been used from the promotional examination which will be given at the same time.

The City promised some time ago to do away with this "tax on unemployment" but so far no action has been taken along this line. At least, they should give back the money if we are not hired.

JACK LEITZ
Brooklyn

Asks Age Reduction
For H.S. Graduates

Editor, The Leader:

In my application I graduated from high school this June. At that time I will be 17 years and one month old. If I have the qualifications for many of the jobs advertised by both New York City and the State, why can I not apply? I find that I am too young.

I do not intend to go to college but have a desire to become a career in civil service. My father and older brothers are now working for the Federal Government. They all have "30 years of Federal service." I do not wish to live in poverty so I must go to work.

My age will not make any difference. I have completed the necessary requirements to qualify for a job.

TODD YOUNG
Staten Island

To Be Commissioners

Mayor Abraham A. Beame has appointed the following persons to the Board of Visitors of Pilgrim State Park Commission:

George D. Giffen of Penn Yan and Roy W. Hodges of Spencer have been named to the Board of Visitors of the New Lake State Park Commission.

The Pilgrim Visitor

ABILY, April 14–Two new commissioners of the State Department of Social Welfare, now serving terms ending July 1, 1965 are: Ben E. Bohn, a former state government employee and O. Kimmeller of Palentine Bridge.

Mr. Bohn succeeds George P. Snediker, former welfare commissioner who resigned. Mr. Kimmeller succeeds Ernest Mann of Malone, who died last April.

Civil Service

LAW & YOU

By HAROLD L. HERZSTEIN

Editor, The Leader:

I am receiving a V. A. disability pension. Does this mean I can also qualify for disability payments under Social Security?

The rules in Social Security Law for deciding whether a person is disabled are different from the rules used by some other government agencies and private disability programs. The Social Security Administration must consider all the evidence relative to a person's disability and people receiving payments for "total disability" from another government agency may still be eligible under the Social Security law.

I am 62 years old and getting Social Security disability benefits because I was disabled by my Social Security check cashed monthly. If I return to work, must I tell my Social Security office? If you intend to make over $2,100 in a calendar year in covered or non-covered employment, discuss this with your local Social Security office.

How much of a loss do I take if I draw benefits at age 63 based on my work?

Your benefit will be reduced by 20 percent at age 65 but you will have earned 20 months of benefits which you would not otherwise draw. These benefits are taken at age 65 or 66 and would not reduce your retirement benefit. At age 65 this amount is 12 percent, At age 66 this amount is 20 percent. At age 67 this amount is 30 percent.
Dockbuilders—$37 A Day; 24 Openings

Dockbuilders are being recruited by the New York City Department of Personnel for jobs open now. Salary for the job begins at $37.20 a day.

There are presently 24 vacancies in New York City with many more expected before the list expires.

Dockbuilders must have five years of experience doing carpentry and repair work on docks, piers, bulkheads and ferry terminals. Included in their duties are managing a pile driver or floating derrick and towing timber rafts.

A physical test will be given and will count for 30 per cent of the final grade. A practical test will count for the other 70 per cent.

Applications will be accepted until April 24 at the Applications Section of the Department of Personnel, 96 Duane St., New York 7, N.Y.

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There are some open competitive examinations open for filing now by the New York State Civil Service Commission. The details of the more popular state exams are included in the schedule. These are stockbroker, X-ray machine technician, employment insurance claims clerk and women's correction officer.

For them is April 23.

Senior attorneys (realty), 8100, $8,910 (State residence not required).

Dietitian, Therapist, Mohawk Valley Association (open 4-20), 8492, $3,800 a year.

Hospital in Brooklyn has vacancies — must be ready to pick up the load as people are needed. The occupational therapist must decide how many generators — and which Con Edison — to be ready at the right time with plenty of fuel. It takes a lot of know-how to run a big company like Con Edison — to be ready at the right time with plenty of electricity and gas for the thousands of new homes being built or modernized each year.

Our planning engineers must figure out years in advance, just how soon and where we must supply more electricity and gas. Every day our system operator must decide how many generators — and which ones — must be ready to pick up the load as people switch on more lights, more appliances.

It takes a lot of know-how to run a big company like Con Edison — to be ready at the right time with plenty of electricity and gas for the thousands of new homes being built or modernized each year.

Multi-million dollar corporation, the largest in the world — and a big responsibility. The occupational therapist must decide how many generators — and which ones — must be ready to pick up the load as people switch on more lights, more appliances. The planning engineers must figure out years in advance, just how soon and where we must supply more electricity and gas.

Veterans Hospital Needs Librarian, Dietitian, Therapist

The Veterans Administration Hospital in Brooklyn has vacancies now in the library, dietetics and occupational therapy.

The librarian job pays $3,360 to $4,340 a year and requires one year of experience (with higher pay for more experience). The dietitian job pays the same and requires a bachelor's degree plus two years of experience in the field. The occupational therapy job, at the same salary, requires six months of experience and graduation from an approved school.

For further information, contact Mrs. Marion at AV 6-6060, ext. 266.

U.S. Offers Financial Analysts $6,435 to Start; $12,212 Top

The U.S. Civil Service Commission has announced an examination for financial analysts for filling positions paying from $6,435 to $12,212 a year in the Housing and Home Finance agency in Washington, D.C., and various locations throughout the country and in Puerto Rico.

No written test is required. To qualify, applicants must have had specialized experience in the analysis, evaluation or development of loans to private or public corporations or municipal governments. Pertinent college study may be substituted for part of the required experience. Applications for these positions will be accepted until further notice, but information on the requirements to be met and instructions on how to apply are given in civil service announcement 216 B. The announcement is available from the Board of U.S. Civil Service Examiners, Room 413, at the General Post Office in Brooklyn; from other post offices, except the main one in Manhattan; and from the Civil Service Commission’s Information and Examinations Office, 800 “W” St. NW, Washington 25, D.C.

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OPENING SPECIALS

CIVIL SERVICE LEADER

Tuesday, April 17, 1962
Filing Now Open For Senior Clerk Jobs, $5,080

There are over 60 jobs now open in various New York City departments for senior clerks and many more expected in the near future. Applications for these $4,000 to $6,000-a-year jobs will be accepted on an open competitive and promotional basis until April 24.

Both an open competitive and an examination for the jobs. Thus, there will be promotional lists resulting from the testing which will be open until April 24.

Applicants must have a minimum of two years of full-time office experience are required. Two years of college education may be submitted for the experience requirement.

The duties include performing difficult and responsible clerical work, or assisting in the performance of administrative duty. Senior clerks may supervise subordinate employees.

The written test, which will probably be of the multiple-choice type, will be designed to determine the candidates ability to perform the duties of the position. It may include questions on clerical procedures, supervisory practices, government, vocabulary, English usage, and interpretation of data.

To apply for the exam, candidates should contact the Application Section of the City Department of Personnel, 96 Duane St., New York 7, N.Y.

Supervise Laundries For State

Three state agencies are seeking head laundry superintendents and many more positions, starting at $8,100 to $6,590-a-year positions.

The duties of senior clerks include performing difficult and responsible work, or assisting in the performance of administrative duty. Senior clerks may supervise subordinate employees.

The written test, which will probably be of the multiple-choice type, will be designed to determine the candidates ability to perform the duties of the position. It may include questions on clerical procedures, supervisory practices, government, vocabulary, English usage, and interpretation of data.

To apply for the exam, candidates should contact the Application Section of the City Department of Personnel, 96 Duane St., New York 7, N.Y.

Head Maintenance Engineer Sought On Governors Island

A vacancy exists at Port Jay, Govemors Island, New York, for one supervisory maintenance engineer, GS-11, $7,560 a year. This is a permanent position.

Interested applicants should immediately visit or call the Civilian Personnel Section, Port Jay, Governors Island.

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Please send me FREE Information.

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9 WEEKS

GET your High School Equivalency Diploma which is accepted in the majority of colleges and vocational schools.

Applications must be filed by April 23.

Candidates should have four years experience in large-scale commercial or institutional laundries.

Applications and additional information may be obtained from Recruiting Unit 76, New York State Department of Civil Service, The State Campus, Albany 1, New York.

Electronics Men Sought to $2.98

The U. S. Army installation at Port Totten on Long Island seeks accepting applications for the position of electronic equipment installer and repairmen at W-7, W-8, and W-11 $2.57, $2.65 and $2.94 per hour respectively.

Duty location is in the guided missile (Nike) Repair Shop, North Babylon, L. I.

For details concerning experience requirements and duties, contact the Executive Secretary, Board of U. S. Civil Service Examiners, Headquarters Port Totten, Plushing M. 1, L. 1, and ask for announcement No. 2-371 (2) which will be open until April 24.
Filing Closing April 29 For School Guards

Filing for the part-time positions as school crossing guards with the New York City Police Department will close on April 29. An open competitive test will take place on May 26. Starting salary for these positions is $1.65 an hour increasing to $1.75 after two years of service. All jobs will open in September.

School crossing guards are responsible for protecting children at designated traffic spots. The work is part-time during a five-day week throughout the school term. An average day involves an eight-hour tour of duty with a two-hour tour at noon time.

It is desirable that guards live no further than one-third of a mile from their assigned crossing, since duties require them to commute from home twice a day. Successful candidates for these positions will receive training course at the Police Academy prior to a regular assignment.

Applicants must be U.S. citizens between the ages of 25 and 50. Female candidates may not be less than 5'5'`. Weight should not exceed 150 pounds, and vision with glasses, and good character. It is stressed that anyone presently employed by the Police Department will be notified by mail concerning the progress of the investigation, and oral interview, and having passed the physical examination, he will be notified by mail concerning the progress of his assignment.

The Department gives all guards a uniform allowance of $15 after six consecutive months of service within a fiscal year.

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clerks needed

At B'y kent center

Six clerks-typists are urgently needed at the Defense Medical Supply Center, 29th St. and 3rd Avenue, Brooklyn, N. Y. Starting grade GS-2 pays $2,500 per year.

Further information and application forms may be obtained from the Industrial Relations Department of the Defense Medical Supply Center. Division spokesmen say that applications will be accepted until the needs of the service have been filled.

General Park Foreman Key Answers Changed

Two changes were made in the tentative key answers to the general park foreman exam which was held on Feb. 3. Answer 3 was changed from D to B or D and answer 31 was changed from D to B or D.

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New York State

Farms & Acresage—N. Y. State

CIVIL SERVICE LEADER

For further information and application forms, visit the second region of the U. S. Civil Service Commission, 292 E. 42nd St., New York 17, N. Y. The announcement is No. 2509.

State Careerists

Set Annual Dance

The New York State Careerists Society will hold its fourth annual dance on Friday, May 4, in the Hotel Riverside Plaza. The feature of the dance will be the selection of Miss New York State Careerist of 1962. The president of the society, F. L. W. president of the society, H. chairman of the affair.

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CIVIL SERVICE LEADER

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I enclose $4.00 (check or money order) for one year's subscription to the Civil Service Leader. Please enter the name listed below:

NAME

ADDRESS

CITY
Continuous testing is being conducted by the Post Office Department to fill vacancies in the clerical and carrier positions in the New York City area. Both men and women will be considered for the clerk position but men only are eligible for the carrier jobs.

Starting salary for both positions is $2.16 with a top pay of $2.53.

Certifications will be made first of a listing of residents in the filing area, although there is no residency requirement.

The main requirement for the carrier jobs is a driving license. Applicants will have to pass a driving test and submit proof of a safe driving record.

Applications are now being accepted for the New York General Post Office for jobs in Manhattan and the Bronx, and at the Brooklyn Post Office for jobs in Brooklyn and Queens County, which includes Long Island City, Flushing, Jamaica, and Far Rockaway.

Clerk Applicants must be at least 18 years old at the time of filing and 18 by appointment. All applicants must be citizens of the United States. A driver's license is required of applicants for most jobs. A written test is required.

Applicants may be considered for both clerical and carrier positions or for either position. Eligibility for both positions will be terminated upon career appointment to either position.

Deck positions The positions are, with salary ranges:

- Radio officer, $7,754 to $9,779 a year.
- Junior deck officer, $6,465 to $8,753.
- Able seaman, $4,607 to $5,797.

LEGAL NOTICE

CITATION.—THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God, Governor and Commander in Chief of the Army and Navy of the State of New York, and by virtue of the power and authority vested in the Governor as Commander in Chief of the Army and Navy of this State, do ordain and declare, that the above-named has been appointed as Able Seaman, in the United States Navy, and, by virtue of such appointment, is entitled to the status of Able Seaman, and is, therefore, a commissioned officer of the United States Navy, and that the above-named is entitled to all the privileges and immunities of an officer of the United States Navy.

CIVILIANSHIPBOARD JOBS OPEN FROM $3,551 TO $7,754

Applications are now being accepted for several positions starting at $3,551 up to $7,754.

- Electrician (maintenance), $6,072.
- Office maid, $4,607.
- Security guard, $4,953.
- Administrative assistant, $4,071.
- Maintenance worker, $3,516.

CIVILIANSHIPBOARD JOBS OPEN FROM $3,551 TO $7,754

Applications for these positions are being accepted at the Civilian Shipboard Jobs Office. The positions are in the engine, electric, and administrative departments.

Engine Department

Ludlow engineer, $6,072.

Second engineer, $5,483.

Third officer, $5,000.

Chief engineer, $6,690.

Deck Department

Able seaman, $4,607.

Junior deck officer, $3,516.

Able seaman, $2,602.

CIVIL SERVICE LEADER Tuesday, April 8, 1962

Start at $2.16

Postal Office Needs Men and Women

Civilian Shipboard Jobs Open From $3,551 to $7,754

CITATION.—THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God, Governor and Commander in Chief of the Army and Navy of the State of New York, and by virtue of the power and authority vested in the Governor as Commander in Chief of the Army and Navy of this State, do ordain and declare, that the above-named has been appointed as Able Seaman, in the United States Navy, and, by virtue of such appointment, is entitled to the status of Able Seaman, and is, therefore, a commissioned officer of the United States Navy, and that the above-named is entitled to all the privileges and immunities of an officer of the United States Navy.

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DOES YOUR CHILD HEAR YOU?

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To acquaint you with Vivant,"we'll give you ONE FREE with your purchase of three — whether you buy individual plate setting pieces or complete place settings. That means you pay for three and get four.
The Elmhurst chapter of The Civil Service Employees Association held its annual dinner meeting recently at Lincon Naval Air Station, Verran, PA. The meeting was highlighted by a talk given by Gary Perkinson, CSEA assistant director of public relations. Perkinson stressed the importance of public relations to the public service, and how it can be used as a tool to make the public aware of the service and how it benefits them.

Perkinson urged the public service employees to work hard at creating a good public image so that they may be able to overcome any unfavorable attitudes towards them. He also stressed the importance of good public relations to the state government.

The meeting was held in a grand jury rooms in this city with Assemblman Orin Tift reviewed the annual election meeting and assembly's civil service committee, discussing accomplishments of the legislative session. The banquet of the county association will be held May 26 at the VFW, clubhouse. Below Avenue. There will be a dinner at 6 p.m. with the dinner scheduled to start at 7 p.m. Principal speaker will be Raymon D. Castle, CSEA second vice president, and vice president of the state organization.

Other guests at the dinner included the New York State Association, Rep. W. Wilcox, Thaddeus, chairman of the assembly's civil service committee, discussing accomplishments of the legislative session. The banquet of the county association will be held May 26 at the VFW, clubhouse. Below Avenue. There will be a dinner at 6 p.m. with the dinner scheduled to start at 7 p.m. Principal speaker will be Raymon D. Castle, CSEA second vice president, and vice president of the state organization.

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(Continued from Page 1) create an atmosphere for improving the lot of the public employ ee.

McKeon illustrated his point by going on to say: "There is no public respect and esteem, which is justified by the public service, in a large measure apparent in the public opinions. Instead, the battle has to be won by dedicated effort through the one medium in government and the public: namely, the civil service employee.

Making Contact "People form their impression of the value of their service from their experience in contact with individual employees. Thus, when an employee is courteous, helpful, patient, and friendly to members of the public with whom he has dealings, it enhances the public impressions of the government service. If all employees demonstrate the magnitude of public relations and make a conscious effort to cultivate favorable impression, the civil service will soon enjoy the respect and esteem which it rightly deserves.

"These efforts must be made on not just during working hours. It is the job of the civil servants to project a favorable image of the civil service when they are away from work, with their friends and acquaintances. There is nothing more damaging to the importance of the service than to have an employee belittle his job, his supervisors or his agency. This is not just a matter of public relations and it is certainly not good for the cause of civil service.

"In recent years public officials and public employees alike have become increasingly concerned with achieving good public relations. I am sure we all have noticed the efforts made by many agencies to make an effort to explain their programs to the public through meetings, seminars and procedures and by other means, they are trying to make the government seem a more approachable and professional entity. I note also that the new efforts are producing real results in many relations in the Civil Service Department. Incidentally, on this point I salute the editors of this department for their efforts.

"The State Civil Service Department for a number of years made a pointed effort in pamphlets, news releases and exhibits, to tell the story of the thousands of dedicated men and women who perform the myriad of services required by the state. Also the various associations have made significant contributions in this direction.

"I applaud these efforts. I believe they are showing favorable results. They must be continued. But even more is needed. There is a felt public need that needs to be met. We are, as far as I am concerned, focused largely on the individual, on the job security, or retirement, ultimately will depend on him. But, there is still a great deal to be done.

The Message "Thus, if there is one message, which I might leave with you tonight, it is this: cultivate good public relations. Build the prestige of the civil service employee. I promise you that you will reap big dividends for your efforts and, speaking very realistically will benefit the entire field of civil service and be one of the greatest inducements and arguments that can be used in upgrading classifications and in obtaining salary increases.

William K. Hoffman, president of the Southern Conference, welcomed McKeon to the final dinner, for which Frank Flood, of Westchester CSEA, was the genial toastmaster.

State Fund Chapter Picks New Officers

The State Insurance Fund chapter of the Civil Service Employees Association has elected Mae Brown as its president for the coming year. Other officers chosen in the recent election are: Randolph V. Jacob, first vice president; Gertrude Murphy, second vice president; Jack Branson, recording secretary; Edith Pereto, corresponding secretary; Vincent R. Barone, financial secretary; Charles Warner, treasurer; and Kenneth Boyce, sergeant-at-arms.

At a special meeting of the chapter, Reverend M. A. Taylor was appointed chairman of the publicity committee. Abraham Schwartz was named chairman of the installation committee, with John J. White as assistant.

The installation of officers will be held on May 2 at 9 p.m. in the cafeteria of the State Fund building.

Reappointed to Board

ALBANY, April 15—C. Vernon Straton of Oxford has been reappointed a member of the State Board of Insurance Welfare for a term ending July 1, 1966.

Conservation Aides Await Kelly Decision on Appeal For New Titles, Grades

ALBANY, April 16—Personnel of the Department's Division of Fish and Game today are awaiting rulings on changes in titles and salary hikes from two to four.

Kelly considers Scott's recommendation that fish and game conservation aides be reclassified as "conservation aides." Scott's recommendation is based on a study of the work done by aides. Scott also recommended the aide's salary be increased this year. Kelly was expected to make an announcement on the matter soon.

Kelly will also consider the recommendation of John P. Kelly, Jr., assistant commissioner of the department, that aides be reclassified as "Fish and Game Aides." Kelly was expected to make a decision on this matter soon.

Kelly's decision is expected to be announced sometime before May 1, which is the deadline for the aides to file for reclassification.

Top Ranks of GOP Have Given Employees, Says Republican Leader

"Winning public respect and confidence is the top priority of the Republican party," said William K. Hoffman, president of the New York State Republican Committee. "This is why we have given our top priority to the issue of employee relations, and why we are working hard to improve the lot of the public employee."

Hoffman said that the Republican party is committed to the principle of employee relations, and that it is working hard to improve the lot of the public employee. "We are committed to the principle that the public employee is an essential component of our society, and that he should be treated with respect and dignity," Hoffman said.

Hoffman said that the Republican party is committed to the principle of employee relations, and that it is working hard to improve the lot of the public employee. "We are committed to the principle that the public employee is an essential component of our society, and that he should be treated with respect and dignity," Hoffman said.

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