

OFFICE WORKERS

**salaries
hours of work
supplementary benefits**

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INTRODUCTION

Surveys of office worker salaries were conducted by the Bureau of Labor Statistics in more than a score of large cities during 1948-49. The survey program provides for annual resurveys in a major city in each of 5 broad geographic areas. These cities are Atlanta, Boston, Chicago, Los Angeles, and New York. Initial surveys will be conducted each year in another 5 important cities. To the extent that resources permit, salary data will also be brought up-to-date in a few cities last covered 2 or 3 years earlier.

These surveys are designed to provide salary data for selected office occupations on a cross-industry basis. Data are also obtained on supplementary benefits, such as vacations, holidays, sick leave, and insurance and pension plans. Salary and related data are provided wherever possible for individual industry divisions.

The Atlanta study was prepared in the Bureau's Division of Wage Statistics by Harry E. Hall, Regional Wage Analyst, Region III, Atlanta, Georgia. The planning and central direction of the project was the responsibility of Tovia P. Kanninen and Louis E. Badenhop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.

SALARIES OF OFFICE WORKERS IN ATLANTA, GEORGIA, JANUARY 1950 ^{1/}

Salaries

Average weekly salaries of women general stenographers and accounting clerks, numerically the most important job groups among more than a score of office jobs studied, were \$44 and \$43, respectively, in January 1950. Clerk-typists and general clerks, the next largest job groups in Atlanta offices, were paid \$38 and \$42 on the average. The highest-paid women workers, hand bookkeepers, averaged \$50. Weekly salaries of office girls, routine file clerks, and class B typists were grouped at the \$33-\$34 level (table 1).

Men accounting clerks and general clerks, the largest groups among the 8 men's job categories for which information could be shown, averaged \$52.50 and \$51.50 on an all-industry basis. Men bookkeepers (hand) were paid \$65, \$15 above the pay level indicated for women in this occupation. Office boys, the lowest-paid men's job group, averaged \$34.50.

Comparison of average salaries paid in the various jobs among the 6 broad industry divisions revealed an earnings advantage for workers employed in offices of manufacturing and wholesale trade establishments. Typically, however, the job averages in these divisions exceeded the all-industry averages by \$3 or less and lower-than-average salaries were paid in several occupations.

Earnings of individual workers in the jobs studied ranged from less than \$25, for a few women in routine jobs, to more than \$100 paid to a few men workers. Pay rates varied widely in individual jobs as well, with the greatest dispersion indicated in men's jobs. In more than half of the women's jobs, two-thirds or more of the workers had weekly salaries varying by less than \$10 (table 2).

Although salaries for clerical workers are generally expressed in monthly or weekly terms, the Bureau converted the salaries to hourly rates to allow for differences in the length of the workweek. On an hourly basis, occupational averages for women ranged from 84 cents to \$1.26 and exceeded \$1 in half the jobs. Hourly averages for men's jobs ranged from 87 cents to \$1.58.

Salaries in Atlanta offices were somewhat higher in January 1950 than in the same month of 1949. In a majority of the women's jobs, averages were from \$1 to \$2.50 above earlier levels. Men's salaries had increased by slightly larger amounts.

SUPPLEMENTARY WAGE PRACTICES

Work schedules

The work schedules in Atlanta offices in January 1950 resembled those in effect at the time of the Bureau's previous study in 1949. The 40-hour week was the most common schedule in Atlanta offices; it covered three out of five women. Most of the remaining women were on schedules of less than 40 hours. Women in transportation, communication, and other public utilities and in the finance, insurance, and real estate groups generally worked the shortest hours of any groups studied (table 3). Seven-eighths of the office workers were employed on a 5-day week basis and most of the remainder worked 5½ days (table 4).

^{1/} See Appendix A for discussion of scope and method of survey.

Paid vacations

All establishments visited reported formal provisions for paid vacations for office workers. Over half of the employees were in offices granting paid vacations of at least 1 week after 6 months of service, and all received a week or more after employment of 1 year. Vacations of 2-weeks' duration, after 1 year's service, were in force for three-fourths of the workers, and over 90 percent of the employees received similar benefits after 2 years of service (table 5).

Paid holidays

All but a negligible number of Atlanta office workers received paid holidays. Over 95 percent of the workers received at least 5 paid holidays annually. Nearly 30 percent were in offices granting 6 paid holidays a year; over 20 percent were compensated for a greater number--up to and including 12 days a year (table 6).

Paid sick leave

A fourth of the workers were employed in offices having formal provisions for sick leave with pay after 6 months of service. Time allowances varied from 3 to over 20 days; leave provisions in manufacturing and wholesale trade were somewhat more liberal than in other industry divisions (table 7).

Nonproduction bonuses

Over a third of the workers were in offices that supplemented basic pay with a nonproduction bonus. In a vast majority of instances, the bonus was a Christmas or year-end payment. Bonus payments were most prevalent in retail trade; offices accounting for over 90 percent of the employees in this group had some type of bonus plan (table 8).

Insurance and pension plans

Establishments employing about 90 percent of Atlanta office workers provided some type of insurance or pension plan for which the firms paid at least part of the premiums. Life insurance provisions were the most prevalent of the various types reported (table 9).

There was considerable difference among the industries in the proportion of employment in offices with various insurance and pension benefits. Life insurance, for example, was less common in transportation, communication, and other public utilities than in other industries, but over 90 percent of the office workers were entitled to retirement pension plans. Less than half of the workers in manufacturing were in offices having retirement pension plans but three-fourths were in offices with hospitalization plans and nine-tenths were in offices with life insurance plans.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Atlanta, Ga., by industry division, January 1950

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Men</u>						
<u>Billers, machine (billing machine) ^{4/}</u>	57	\$43.00	41.5	\$1.04	\$42.50	\$40.50 - \$44.50
Transportation, communication, and other public utilities ..	28	42.50	42.5	1.00	41.00	39.50 - 42.00
<u>Bookkeepers, hand ^{4/}</u>	106	65.00	41.0	1.58	65.00	54.50 - 72.00
Wholesale trade	26	56.00	45.5	1.22	54.50	54.50 - 62.00
Finance, insurance, and real estate	30	63.00	39.0	1.61	69.00	46.00 - 80.50
<u>Clerks, accounting ^{4/}</u>	436	52.50	39.5	1.33	52.00	44.00 - 59.50
Manufacturing	105	52.50	40.5	1.30	53.00	44.50 - 60.50
Wholesale trade	170	57.00	40.0	1.44	56.50	46.00 - 60.00
Finance, insurance, and real estate	81	44.50	38.5	1.15	44.50	34.50 - 50.50
Transportation, communication, and other public utilities ..	54	53.00	38.0	1.38	51.50	42.50 - 64.50
<u>Clerks, general ^{4/}</u>	318	51.50	40.0	1.28	50.00	41.50 - 57.50
Manufacturing	51	48.00	40.5	1.18	44.50	39.50 - 56.00
Wholesale trade	170	52.50	40.0	1.31	50.00	40.50 - 58.00
Transportation, communication, and other public utilities ..	40	50.50	39.5	1.28	50.50	41.50 - 61.50
<u>Clerks, order ^{4/}</u>	122	53.00	40.5	1.32	52.00	42.50 - 59.00
Wholesale trade	83	53.50	40.0	1.34	52.00	41.50 - 65.00
<u>Clerks, pay roll ^{4/}</u>	58	50.00	40.5	1.23	48.50	44.00 - 59.00
Manufacturing	39	47.50	40.5	1.16	46.50	43.50 - 53.50
<u>Office boys ^{4/}</u>	167	34.50	39.5	.87	34.00	30.00 - 39.00
Wholesale trade	50	34.50	40.0	.87	34.50	31.50 - 39.50
Finance, insurance, and real estate	37	31.00	38.5	.80	30.50	30.00 - 32.50
<u>Stenographers, general</u>	32	47.50	40.0	1.18	45.50	40.00 - 50.50
<u>Women</u>						
<u>Billers, machine (billing machine) ^{4/}</u>	312	39.50	40.0	.99	39.50	37.00 - 40.50
Manufacturing	49	43.00	39.5	1.08	40.50	38.50 - 46.00
Wholesale trade	195	38.00	40.5	.94	37.00	34.50 - 40.00
Transportation, communication, and other public utilities ..	32	45.00	39.0	1.16	42.50	40.50 - 48.00
<u>Billers, machine bookkeeping (machine)</u>	31	37.50	39.0	.96	37.50	35.00 - 40.00

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Atlanta, Ga., by industry division, January 1950 - Continued

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Bookkeepers, hand ^{4/}</u>	178	\$50.00	39.5	\$1.26	\$48.50	\$42.50 - \$52.00
Wholesale trade	65	51.00	39.5	1.29	50.00	44.00 - 52.00
Finance, insurance, and real estate	49	46.50	39.0	1.19	45.00	42.50 - 48.50
<u>Bookkeeping-machine operators, class A ^{4/}</u>	142	45.50	41.0	1.10	43.50	40.00 - 48.50
Wholesale trade	96	44.50	42.0	1.06	43.50	40.00 - 48.50
<u>Bookkeeping-machine operators, class B ^{4/}</u>	300	39.00	40.0	.97	38.00	35.50 - 41.50
Manufacturing	55	40.50	40.0	1.02	40.00	38.00 - 44.00
Wholesale trade	59	41.50	39.5	1.04	41.50	40.00 - 42.50
Services	30	42.50	40.0	1.06	41.50	39.50 - 47.00
<u>Calculating-machine operators (Comptometer type) ^{4/}</u>	475	43.00	40.0	1.07	41.00	38.00 - 46.00
Manufacturing	63	44.50	40.5	1.11	44.00	40.00 - 50.50
Wholesale trade	152	44.00	40.5	1.09	41.50	39.00 - 48.50
Retail trade	193	42.00	40.0	1.05	40.50	38.00 - 44.50
Finance, insurance, and real estate	41	38.50	38.0	1.01	38.00	34.50 - 41.50
<u>Calculating-machine operators (other than Comptometer type) ^{4/}</u>	110	39.50	40.5	.98	40.00	35.50 - 41.50
Manufacturing	29	45.50	41.5	1.09	44.00	41.50 - 49.50
Wholesale trade	60	37.00	40.0	.92	38.00	33.50 - 40.00
<u>Clerks, accounting ^{4/}</u>	1,042	43.00	39.0	1.10	40.50	37.00 - 47.50
Manufacturing	91	46.50	39.5	1.18	44.00	42.00 - 52.00
Wholesale trade	174	44.50	40.5	1.10	42.00	40.00 - 49.50
Retail trade	73	41.00	40.0	1.02	39.00	36.00 - 44.00
Finance, insurance, and real estate	201	39.50	38.5	1.02	37.50	35.00 - 44.50
Services	83	45.00	40.0	1.13	46.50	38.00 - 50.50
<u>Clerks, file, class A ^{4/}</u>	138	40.50	39.5	1.03	40.00	37.50 - 42.50
Wholesale trade	52	41.00	40.0	1.02	40.00	37.00 - 43.00
Finance, insurance, and real estate	44	40.00	38.5	1.04	41.00	37.00 - 42.50
<u>Clerks, file, class B ^{4/}</u>	498	33.50	39.0	.86	32.50	30.00 - 36.00
Manufacturing	28	34.00	39.5	.86	32.50	32.00 - 37.00
Wholesale trade	59	38.00	39.5	.96	36.50	31.00 - 42.00
Retail trade	72	32.50	40.0	.82	33.00	31.00 - 36.00
Finance, insurance, and real estate	252	32.00	38.5	.83	31.00	29.00 - 34.50

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Atlanta, Ga., by industry division, January 1950 - Continued

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Clerks, general ^{4/}</u>	719	\$42.00	40.0	\$1.04	\$40.50	\$36.50 - \$45.50
Manufacturing	107	45.00	40.0	1.13	44.00	39.00 - 51.50
Wholesale trade	264	40.00	41.0	.98	40.00	37.00 - 42.50
Retail trade	145	41.00	40.5	1.02	40.00	35.00 - 48.00
Finance, insurance, and real estate	132	40.00	38.5	1.03	38.00	35.00 - 44.00
Transportation, communication, and other public utilities ..	57	48.50	39.0	1.25	46.00	40.50 - 59.50
<u>Clerks, order ^{4/}</u>	187	42.50	39.5	1.08	42.50	36.50 - 48.00
Manufacturing	37	43.50	39.0	1.11	42.50	36.00 - 45.00
Retail trade	67	35.50	39.5	.91	36.00	30.00 - 39.00
<u>Clerks, pay roll ^{4/}</u>	254	45.00	39.5	1.14	43.50	39.00 - 50.00
Manufacturing	97	45.50	39.5	1.15	44.00	39.00 - 50.50
Wholesale trade	29	51.50	41.0	1.26	51.00	43.00 - 55.00
Retail trade	50	43.00	40.0	1.07	42.50	40.00 - 48.00
Transportation, communication, and other public utilities ..	56	44.00	37.5	1.17	40.50	39.00 - 46.50
<u>Clerk-typists ^{4/}</u>	792	38.00	39.5	.96	37.00	34.50 - 40.50
Manufacturing	106	40.50	40.0	1.01	40.00	35.00 - 44.00
Wholesale trade	237	37.50	40.0	.93	38.00	34.50 - 40.50
Retail trade	95	36.00	40.0	.90	36.00	35.00 - 38.00
Finance, insurance, and real estate	191	37.50	39.0	.96	37.00	34.50 - 40.50
Services	77	35.00	40.0	.87	35.00	33.50 - 37.00
<u>Office girls ^{4/}</u>	131	33.00	39.5	.84	32.00	30.50 - 35.00
Wholesale trade	30	34.00	40.5	.84	34.50	30.00 - 38.00
Finance, insurance, and real estate	36	32.50	38.5	.85	31.00	29.50 - 40.50
<u>Stenographers, general ^{4/}</u>	1,732	44.00	39.5	1.11	42.50	39.00 - 48.00
Manufacturing	254	46.00	39.5	1.16	45.00	40.50 - 50.50
Wholesale trade	533	44.50	40.5	1.09	42.00	38.00 - 50.50
Retail trade	222	42.50	40.0	1.06	42.00	38.00 - 46.00
Finance, insurance, and real estate	384	44.00	39.0	1.14	44.00	40.50 - 48.00
Services	152	42.00	40.5	1.04	41.50	37.50 - 44.50
<u>Switchboard operators ^{4/}</u>	156	39.50	40.0	1.00	38.00	35.50 - 41.50
Wholesale trade	58	39.00	40.0	.98	37.00	33.00 - 41.50
Retail trade	43	36.00	40.0	.91	36.00	33.50 - 38.00

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Atlanta, Ga., by industry division, January 1950 - Continued

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Switchboard operator-</u>						
<u>receptionists</u> ^{4/}	183	\$38.50	39.5	\$0.97	\$37.00	\$34.00 - \$40.50
Manufacturing	43	38.50	40.5	.95	37.00	37.00 - 39.50
Wholesale trade	50	38.00	39.0	.98	37.00	33.00 - 43.00
Finance, insurance, and real estate	44	37.50	38.0	.98	35.50	32.50 - 41.50
Services	29	39.50	40.0	.99	39.00	34.00 - 43.50
<u>Transcribing-machine operators,</u>						
<u>general</u> ^{4/}	227	41.50	38.5	1.07	40.50	37.00 - 44.00
Wholesale trade	53	50.00	40.0	1.25	48.00	43.50 - 58.00
Finance, insurance, and real estate	143	38.50	38.0	1.02	38.00	36.50 - 40.50
<u>Typists, class A</u> ^{4/}						
Finance, insurance, and real estate	125	41.50	39.0	1.06	40.50	38.50 - 43.00
Finance, insurance, and real estate	57	39.50	38.5	1.08	39.00	37.00 - 40.50
<u>Typists, class B</u> ^{4/}						
Finance, insurance, and real estate	474	34.00	38.5	.88	34.00	31.00 - 36.00
Finance, insurance, and real estate	280	34.00	38.0	.89	33.50	31.00 - 35.50

^{1/} Excludes pay for overtime.

^{2/} The study covered representative manufacturing and retail trade establishments and transportation (except railroads), communication, heat, light and power companies, with over 100 workers; and establishments with more than 25 workers in wholesale trade, finance, real estate, insurance, and selected service industries (business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit organizations).

^{3/} Value above and below which half of workers' salaries fell.

^{4/} Includes data for industry divisions not shown separately.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Atlanta, Ga., January 1950

Weekly salaries <u>1/</u>	Percent of men -						
	Billers, machine (billing machine)	Book- keepers, hand	Clerks, account- ing	Clerks, general	Clerks, order	Clerks, pay roll	Office boys
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	1.8
\$25.00 - \$27.49	-	-	-	-	-	-	3.6
\$27.50 - \$29.99	-	-	0.2	0.3	-	5.2	17.4
\$30.00 - \$32.49	5.3	-	3.0	-	-	6.9	20.3
\$32.50 - \$34.99	5.3	-	3.7	1.3	-	-	15.5
\$35.00 - \$37.49	3.5	4.7	1.6	9.8	4.1	-	7.8
\$37.50 - \$39.99	5.3	-	4.6	6.3	4.1	-	18.0
\$40.00 - \$42.49	43.9	-	6.4	12.0	11.5	-	10.8
\$42.50 - \$44.99	14.0	-	10.3	7.5	5.8	24.1	2.4
\$45.00 - \$47.49	7.0	5.7	7.1	8.8	6.6	10.3	-
\$47.50 - \$49.99	3.5	3.8	5.5	4.1	4.1	17.2	2.4
\$50.00 - \$52.49	3.5	.9	8.9	11.6	20.5	3.5	-
\$52.50 - \$54.99	1.7	12.3	4.6	4.7	8.2	6.9	-
\$55.00 - \$57.49	-	3.8	11.5	7.2	4.9	-	-
\$57.50 - \$59.99	-	2.8	11.2	9.1	6.6	1.7	-
\$60.00 - \$62.49	7.0	6.6	4.6	3.5	4.9	13.8	-
\$62.50 - \$64.99	-	8.5	3.4	2.8	1.6	-	-
\$65.00 - \$67.49	-	12.3	3.2	.6	5.7	-	-
\$67.50 - \$69.99	-	14.1	4.8	2.8	8.2	5.2	-
\$70.00 - \$72.49	-	-	.7	1.6	-	-	-
\$72.50 - \$74.99	-	2.8	.9	-	-	-	-
\$75.00 - \$79.99	-	3.8	.7	-	-	-	-
\$80.00 - \$84.99	-	7.5	.7	1.6	1.6	1.7	-
\$85.00 - \$89.99	-	4.7	-	1.9	1.6	3.5	-
\$90.00 - \$94.99	-	5.7	.5	1.3	-	-	-
\$95.00 - \$99.99	-	-	1.4	.6	-	-	-
\$100.00 and over	-	-	.5	.6	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	57	106	436	318	122	58	167
Average weekly salary <u>1/</u>	\$43.00	\$65.00	\$52.50	\$51.50	\$53.00	\$50.00	\$34.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Atlanta, Ga., January 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -					
	Billers, machine (billing machine)	Bookkeepers, hand	Bookkeeping-machine operators, class A	Bookkeeping-machine operators, class B	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)
\$20.00 - \$22.49	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-
\$27.50 - \$29.99	5.18	-	-	0.3	-	0.9
\$30.00 - \$32.49	3.2	1.7	-	4.4	1.1	7.3
\$32.50 - \$34.99	12.8	-	1.4	13.0	4.6	10.0
\$35.00 - \$37.49	15.1	-	.7	20.0	13.5	16.4
\$37.50 - \$39.99	17.0	5.6	13.4	22.0	12.8	14.6
\$40.00 - \$42.49	28.2	14.0	25.4	25.0	28.2	32.7
\$42.50 - \$44.99	2.9	15.2	14.1	7.7	9.7	3.6
\$45.00 - \$47.49	5.1	11.2	12.0	4.3	7.6	1.8
\$47.50 - \$49.99	1.6	3.4	9.1	1.0	9.7	10.9
\$50.00 - \$52.49	2.9	25.8	16.2	1.3	4.6	1.8
\$52.50 - \$54.99	3.5	1.7	.7	.7	3.1	-
\$55.00 - \$57.49	1.6	3.4	5.6	-	1.5	-
\$57.50 - \$59.99	-	.6	-	.3	.4	-
\$60.00 - \$62.497	5.0	-	-	1.9	-
\$62.50 - \$64.993	6.2	-	-	1.3	-
\$65.00 - \$67.49	-	-	-	-	-	-
\$67.50 - \$69.99	-	.6	-	-	-	-
\$70.00 - \$72.49	-	-	-	-	-	-
\$72.50 - \$74.99	-	-	-	-	-	-
\$75.00 - \$79.99	-	1.1	-	-	-	-
\$80.00 - \$84.99	-	4.5	1.4	-	-	-
\$85.00 - \$89.99	-	-	-	-	-	-
\$90.00 - \$94.99	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-
\$100.00 and over	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .	312	178	142	300	475	110
Average weekly salary <u>1/</u>	\$39.50	\$50.00	\$45.50	\$39.00	\$43.00	\$39.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Atlanta, Ga., January 1950 - Continued

*Weekly salaries <u>1/</u>	Percent of women -						
	Clerks, account- ing	Clerks, file, class A	Clerks, file class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk- typists
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	0.8	-	-	-	0.1
\$25.00 - \$27.49	-	-	1.8	-	2.7	-	.1
\$27.50 - \$29.99	-	2.9	23.9	.6	4.3	.4	1.9
\$30.00 - \$32.49	1.7	2.9	23.1	5.1	5.3	.8	7.8
\$32.50 - \$34.99	8.7	14.5	16.7	5.8	6.4	1.6	21.0
\$35.00 - \$37.49	15.2	4.4	18.7	17.8	7.0	11.4	19.8
\$37.50 - \$39.99	14.4	17.4	6.4	14.6	9.1	13.8	17.2
\$40.00 - \$42.49	17.2	25.4	4.2	17.5	13.4	15.4	16.0
\$42.50 - \$44.99	11.5	19.6	.8	11.3	20.3	16.5	8.2
\$45.00 - \$47.49	5.7	6.5	1.0	7.2	5.9	7.5	3.3
\$47.50 - \$49.99	7.8	1.4	.4	4.7	7.5	6.7	.7
\$50.00 - \$52.49	7.1	-	.8	7.4	5.3	10.6	1.3
\$52.50 - \$54.99	3.2	2.2	.2	2.4	5.3	3.9	1.3
\$55.00 - \$57.49	2.2	1.4	-	1.3	1.6	3.9	.3
\$57.50 - \$59.99	1.3	-	.8	1.7	5.9	1.6	.5
\$60.00 - \$62.49	2.6	-	-	1.7	-	2.7	.5
\$62.50 - \$64.998	-	-	.4	-	.8	-
\$65.00 - \$67.493	-	-	.4	-	1.2	-
\$67.50 - \$69.99	-	-	-	.1	-	-	-
\$70.00 - \$72.491	-	.4	-	-	.8	-
\$72.50 - \$74.991	-	-	-	-	-	-
\$75.00 - \$79.991	-	-	-	-	-	-
\$80.00 - \$84.99	-	1.4	-	-	-	.4	-
\$85.00 - \$89.99	-	-	-	-	-	-	-
\$90.00 - \$94.99	-	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	-
\$100.00 and over	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	1042	138	498	719	187	254	792
Average weekly salary <u>1/</u>	\$43.00	\$40.50	\$33.50	\$42.00	\$42.50	\$45.00	\$38.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Atlanta, Ga., January 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -						
	Office girls	Stenographers, general	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
\$20.00 - \$22.49	2.3	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	0.6
\$25.00 - \$27.49	-	-	-	-	-	-	1.9
\$27.50 - \$29.99	16.8	0.3	1.3	3.8	0.9	-	9.3
\$30.00 - \$32.49	33.6	1.9	9.0	9.3	1.3	-	27.0
\$32.50 - \$34.99	19.8	5.0	9.6	16.4	7.1	2.4	22.6
\$35.00 - \$37.49	11.4	8.8	21.8	23.0	17.2	19.2	19.8
\$37.50 - \$39.99	9.2	10.1	21.8	12.6	19.4	12.0	7.4
\$40.00 - \$42.49	4.6	18.9	12.8	14.8	18.5	32.8	8.9
\$42.50 - \$44.99	2.3	17.6	7.0	2.7	15.4	16.0	1.1
\$45.00 - \$47.49	-	10.0	3.2	14.2	7.5	6.4	.8
\$47.50 - \$49.99	-	6.3	3.8	-	.9	5.6	-
\$50.00 - \$52.49	-	10.0	2.6	1.1	3.5	1.6	-
\$52.50 - \$54.99	-	4.3	3.2	1.6	1.3	3.2	.2
\$55.00 - \$57.49	-	2.0	1.3	-	-	.8	-
\$57.50 - \$59.99	-	.9	-	-	3.5	-	.4
\$60.00 - \$62.49	-	.4	1.3	-	2.6	-	-
\$62.50 - \$64.99	-	1.5	-	.5	-	-	-
\$65.00 - \$67.49	-	.6	-	-	.9	-	-
\$67.50 - \$69.99	-	.3	-	-	-	-	-
\$70.00 - \$72.49	-	.2	-	-	-	-	-
\$72.50 - \$74.99	-	.3	1.3	-	-	-	-
\$75.00 - \$79.99	-	.5	-	-	-	-	-
\$80.00 - \$84.99	-	-	-	-	-	-	-
\$85.00 - \$89.99	-	.1	-	-	-	-	-
\$90.00 - \$94.99	-	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	-
\$100.00 and over	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers ...	131	1,732	156	183	227	125	474
Average weekly salary <u>1/</u>	\$33.00	\$44.00	\$39.50	\$38.50	\$41.50	\$41.50	\$34.00

1/ Excludes pay for overtime.

TABLE 3.--Scheduled weekly hours of women in Atlanta offices, January 1950

Weekly hours	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices employing women	100.0	100.0	100.0	100.0	100.0	100.0	100.0
35 hours	4.3	1.2	1.6	-	3.2	19.3	2.6
Over 35 and under 37½ hours	4.5	-	1.4	-	14.7	-	-
37½ hours	11.8	10.6	5.5	-	4.1	63.3	-
Over 37½ and under 40 hours	12.1	2.3	-	9.9	37.4	-	-
40 hours	61.6	80.2	78.3	86.1	40.6	14.7	87.8
Over 40 and under 44 hours	7.7	3.5	.8	1.7	-	-	-
44 hours	4.5	1.4	11.1	1.8	-	2.7	9.6
Over 44 and under 48 hours1	.8	-	-	-	-	-
48 hours1	-	-	.5	-	-	-
Over 48 hours3	-	1.3	-	-	-	-

TABLE 4.--Scheduled days in workweek of women in Atlanta offices, January 1950

Days in week	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices employing women	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days	88.1	92.3	84.3	93.8	85.3	97.3	82.1
5½ days	10.9	7.7	15.7	4.3	11.7	2.7	17.9
6 days2	-	-	1.9	-	-	-
Other8	-	-	-	3.0	-	-

TABLE 5.--Vacations with pay in Atlanta offices, January 1950

Vacation policy	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>6 months of service</u>							
Offices with paid vacations	56.4	58.1	43.2	47.2	67.1	48.4	70.4
Under 1 week3	3.2	-	-	-	-	-
1 week	48.3	42.3	33.1	47.2	52.2	48.4	70.4
Over 1 and under 2 weeks	4.0	12.3	5.8	-	4.9	-	-
2 weeks	3.8	.3	4.3	-	10.0	-	-
Over 2 weeks	-	-	-	-	-	-	-
Offices with no paid vacations ...	43.6	41.9	56.8	52.8	32.9	51.6	29.6
<u>1 year of service</u>							
Offices with paid vacations	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week	22.9	32.4	14.9	52.3	3.0	52.8	14.0
Over 1 and under 2 weeks2	-	-	-	-	1.7	-
2 weeks	75.7	67.6	85.1	47.7	92.7	45.5	86.0
Over 2 weeks	1.2	-	-	-	4.3	-	-
Offices with no paid vacations ...	-	-	-	-	-	-	-
<u>5 years of service</u>							
Offices with paid vacations	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week	4.7	8.8	7.0	-	3.0	1.8	8.5
Over 1 and under 2 weeks2	1.4	-	.5	-	-	-
2 weeks	85.7	77.3	91.0	68.6	85.4	98.2	88.3
Over 2 weeks	9.4	12.5	2.0	30.9	11.6	-	3.2
Offices with no paid vacations ...	-	-	-	-	-	-	-
Information not available	-	-	-	-	-	-	-

TABLE 6.--Paid holidays in Atlanta offices, January 1950

Number of paid holidays	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays ..	98.9	100.0	100.0	100.0	100.0	100.0	92.1
Number of holidays:							
15	-	-	-	-	-	3.5
4	1.8	5.0	-	.5	4.2	-	-
5	35.5	41.2	28.3	21.7	40.7	41.4	39.2
5½	10.9	1.9	-	57.8	7.2	-	10.8
6	28.1	50.9	47.1	20.0	1.9	52.5	17.7
6½8	-	-	-	2.9	-	-
7	11.6	1.0	24.6	-	18.7	6.1	-
8	5.0	-	-	-	7.6	-	20.9
9	4.1	-	-	-	14.7	-	-
126	-	-	-	2.1	-	-
Offices providing no paid holidays	1.1	-	-	-	-	-	7.9

Table 7.—Formal provisions for paid sick leave in Atlanta offices, January 1950

Provisions for paid sick leave	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>6 months of service</u>							
Offices with formal provisions for paid sick leave	26.1	27.3	30.4	18.8	34.9	6.8	25.0
3 days9	1.5	-	5.4	-	-	-
5 days	5.5	14.0	-	1.8	11.0	-	5.3
6 days	3.8	2.5	3.2	1.7	5.7	2.6	5.0
10 days	4.8	-	3.9	9.9	4.4	4.2	6.8
12 days	3.5	-	-	-	9.7	-	5.4
15 days	1.2	-	-	-	4.1	-	-
18 days	-	-	-	-	-	-	-
20 days	-	-	-	-	-	-	-
Over 20 days	6.4	9.3	23.3	-	-	-	2.5
Information not available	-	-	-	-	-	-	-
Offices with no formal provisions for paid sick leave	73.9	72.7	69.6	81.2	65.1	93.2	75.0
<u>1 year of service</u>							
Offices with formal provisions for paid sick leave	28.6	27.3	33.8	19.6	34.9	6.8	37.2
3 days	-	-	-	-	-	-	-
5 days	4.6	14.0	-	2.7	4.3	-	11.9
6 days	2.5	4.0	3.2	5.4	-	-	5.0
10 days	6.6	-	3.9	9.8	8.1	4.2	12.4
12 days	5.7	-	-	1.7	15.4	2.6	5.4
15 days	-	-	-	-	-	-	-
18 days	-	-	-	-	-	-	-
20 days8	-	-	-	3.0	-	-
Over 20 days	8.4	9.3	26.7	-	4.1	-	2.5
Information not available	-	-	-	-	-	-	-
Offices with no formal provisions for paid sick leave	71.4	72.7	66.2	80.4	65.1	93.2	62.8
<u>5 years of service</u>							
Offices with formal provisions for paid sick leave	39.1	27.3	33.8	44.8	34.9	62.8	37.2
3 days	-	-	-	-	-	-	-
5 days	7.4	14.0	-	2.7	-	36.7	5.3
6 days	1.8	4.0	3.2	-	-	-	5.0
10 days	7.7	-	3.9	9.8	12.4	-	15.5
12 days	3.6	-	-	7.1	5.7	2.6	5.4
15 days	-	-	-	-	-	-	-
18 days	-	-	-	-	-	-	-
20 days8	-	-	-	3.0	-	-
Over 20 days	17.8	9.3	26.7	25.2	13.8	23.5	6.0
Information not available	-	-	-	-	-	-	-
Offices with no formal provisions for paid sick leave	60.9	72.7	66.2	55.2	65.1	37.2	62.8

Table 8.—Nonproduction bonuses in Atlanta offices, January 1950

Type of bonus	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses <u>1</u> /	35.6	38.1	27.3	91.9	23.7	7.9	47.0
Attendance7	-	-	-	2.5	-	-
Christmas or year-end	32.3	38.1	19.3	91.9	19.3	5.1	47.0
Profit-sharing	3.2	-	8.0	-	4.0	2.8	-
Other	4.3	-	6.4	22.9	-	-	-
Offices with no nonproduction bonuses	64.4	61.9	72.7	8.1	76.3	92.1	53.0

1/ Unduplicated total.

Table 9.—Insurance and pension plans in Atlanta offices, January 1950

Type of plan	Percent of workers employed in offices in -						
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <u>1</u> /	90.5	91.1	91.6	98.1	95.1	98.9	63.2
Life insurance	80.0	91.1	82.0	88.3	93.2	49.0	63.2
Health insurance	16.7	31.2	21.0	3.0	7.1	36.7	11.9
Retirement pension	55.5	42.1	30.9	92.1	64.7	91.9	17.3
Hospitalization	48.4	76.0	39.7	56.8	64.9	13.8	32.5
Offices with no insurance or pension plans	9.5	8.9	8.4	1.9	4.9	1.1	36.8

1/ Unduplicated total.

APPENDIX A

Scope and Method of Survey

The information presented in this bulletin was collected by visits of field representatives of the Bureau to representative offices in the city surveyed. In classifying workers by occupation, uniform job descriptions were used; they are presented in Appendix B.

No attempt was made to study all office occupations and, in general, the jobs surveyed were those that are found in a large proportion of offices and that involve duties that are more or less uniform from firm to firm. The jobs studied are more representative of the salaries of women than of men office workers.

The study covered six broad industry divisions and in each division only establishments above a certain size were studied. Office employment in smaller establishments was not considered sufficiently great to warrant inclusion of such establishments in the survey. A greater proportion of large than of small establishments was studied in order to maximize the proportion of office workers that could be surveyed with available resources. Each group of establishments of a certain size, however, was given only its proper influence on the information presented. The industries included in the study together with the minimum size of establishments and the number of establishments surveyed are summarized below.

Establishments and workers in major industry divisions in Atlanta, and number studied by the Bureau of Labor Statistics, January 1950

Item	Minimum size of establishment 1/	Number of establishments		Employment		
		Estimated total	Studied	Estimated total 2/	In establishments studied	
					Total	Office
<u>Industry division</u>						
All divisions		511	137	86,700	51,880	13,730
Manufacturing	101	97	33	32,800	20,060	1,900
Wholesale trade	26	222	29	16,700	4,490	1,590
Retail trade	101	40	18	15,300	11,240	2,270
Finance, insurance, and real estate	26	78	22	6,800	3,120	3,120
Transportation, communication, and other public utilities 3/	101	17	14	11,600	11,290	3,170
Services 4/	26	57	21	3,500	1,680	1,680
<u>Size of establishment</u>						
All size groups		511	137	86,700	51,880	13,730
2501 and over		2	2	5,700	5,690	1,660
1001 - 2500		11	11	18,000	18,040	2,630
501 - 1000		17	14	12,400	10,180	1,670
251 - 500		45	30	15,600	10,430	4,100
101 - 250		140	32	21,200	5,040	1,820
51 - 100		103	24	6,900	1,610	1,170
26 - 50		193	24	6,900	890	680

1/ Number of plant and office workers.

2/ Plant and office employment in the Atlanta Metropolitan Area (Cobb, DeKalb, and Fulton Counties).

3/ Excludes railroads.

4/ Business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations.

The information on weekly salaries excludes overtime pay and nonproduction bonuses but includes incentive earnings. The weekly hours data refer to the work schedules for which these salaries are paid. Hourly rates were obtained by dividing these weekly salaries by scheduled hours. The number of workers presented refers to the estimated total employed in all establishments within the scope of the study and not to the number actually surveyed.

Data are shown only for full-time workers, defined as those who are hired to work the establishment's full-time schedule for the occupational classification.

Information on wage practices refers to all office workers except in the tabulations of scheduled weekly hours and days in workweek for women workers. It is presented in terms of the proportion of workers employed in offices with the practice in question. Because of eligibility requirements, the proportion actually receiving the benefits in question may be smaller.

The summary of vacation and sick leave plans is limited to formal arrangements and excludes informal plans whereby time off with pay may be granted at the discretion of the employer or other supervisor. Sick leave plans are further limited to those providing full pay for at least some amount of time off and exclude health insurance even though paid for by employers.

In evaluating information on variations in salaries with size of establishment, in the few cities in which the coverage justifies such a summary, it should be remembered that this factor may be related to others. There is frequently an important relationship between size and industrial classification in the broad industry groups used in these surveys.

APPENDIX B

Descriptions of Occupations Studied

The primary purpose of the Bureau's job descriptions is to assist its field staff in classifying workers who are employed under a variety of pay-roll titles and different work arrangements from office to office and from area to area, into appropriate occupations. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interoffice and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or those prepared for other purposes. In view of these special characteristics of the Bureau's job descriptions, their adoption without modification by any single establishment or for any other purpose than that indicated herein is not recommended. Where office workers regularly perform duties classified in more than one occupation, they are generally classified according to the most skilled or responsible duties that are a regular part of their job and that are significant in determining their value to the firm.

BILLER, MACHINE

A worker who prepares statements, bills, and invoices on a machine other than an ordinary typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. Should be designated as working on billing machine or bookkeeping machine as described below.

Billing Machine - A worker who uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fan-fold machine.

Bookkeeping Machine - A worker who uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on a customer's ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

BOOKKEEPER, HAND

A worker who keeps a set of books for recording business transactions and whose work involves most of the following: posting and balancing subsidiary ledgers, cash books or journals, journalizing transactions where judgment is involved as to accounts affected; posting general ledger; and taking trial balances. May also prepare accounting statements and bills; may direct work of assistants or accounting clerks.

BOOKKEEPING-MACHINE OPERATOR

A worker who operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register) to keep a record of business transactions.

Class A - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a set of records of business transactions usually requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a record of one or more phases or sections of a set of records pertaining to business transactions usually requiring some knowledge of basic bookkeeping. Phases or sections include accounts payable, pay-roll, customers' accounts (not including simple type of billing described under Biller, Machine), cost distributions, expense distributions, inventory control, etc. In addition, may check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CALCULATING-MACHINE OPERATOR

A worker whose primary function consists of operating a calculating machine to perform mathematical computations other than addition exclusively.

Comptometer type
Other than Comptometer type

CLERK, ACCOUNTING

A worker who performs one or more accounting operations such as preparing simple journal vouchers, accounts payable vouchers; coding invoices or vouchers with proper accounting distributions; entering vouchers in voucher registers; reconciling bank accounts; posting and balancing subsidiary ledgers controlled by general ledger, e.g., accounts receivable, accounts payable, stock records, voucher journal. May assist in preparing journal entries. For workers whose duties include handling the general ledger or a set of books, see Bookkeeper, Hand.

CLERK, FILE

Class A - A worker who is responsible for maintaining an established filing system and classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

Class B - A worker who performs routine filing, usually of material that has already been classified, or locates or assists in locating material in files. May perform incidental clerical duties.

CLERK, GENERAL

A worker who is typically required to perform a variety of office operations. This requirement may arise as a result of impracticability of specialization in a small office or because versatility is essential in meeting peak requirements in larger offices. The work

CLERK, GENERAL - Continued

generally involves the use of independent judgment in tending to a pattern of office work from day to day, as well as knowledge relating to phases of office work that occur only occasionally. For example, the range of operations performed may entail all or some combination of the following: answering correspondence, preparing bills and invoices, posting to various records, preparing pay rolls, filing, etc. May also operate various office machines and type as the work requires. (See Clerk-Typist.)

CLERK, ORDER

A worker who receives customers' orders for material or merchandise by mail, phone, or personally and whose duties involve any combination of the following: quoting prices to customers, making out an order sheet listing the items to make up the order, checking prices and quantities of items on order sheet, distributing order sheets to respective departments to be filled. May also check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow-up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

CLERK, PAY-ROLL

A worker who computes wages of company employees and enters the necessary data on the pay-roll sheets and whose duties involve: calculating worker's earnings based on time or production records; posting calculated data on pay-roll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. In addition, may make out pay checks and assist the paymaster in making up and distributing the pay envelopes. May use a calculating machine.

CLERK-TYPIST

A worker who does clerical work requiring little special training but the performance of which requires the use of a typewriter for a major portion of the time and whose work involves typing letters, reports, and other matter from rough draft or corrected copy and one or more of the following: keeping simple records; filing records and reports; making out bills; sorting and distributing incoming mail.

KEY-PUNCH OPERATOR 1/

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using a numerical key-punch machine, following written information on records. May be required to duplicate cards by using the duplicating device attached to machine. Keeps files on punched cards. May verify own work or work of others.

OFFICE BOY OR GIRL

A worker who performs a variety of routine duties such as running errands; operating minor office machines, such as sealers or mailers; opening and distributing mail, and other minor clerical work. (Bonded messengers are excluded from this classification.)

SECRETARY 1/

A worker who performs secretarial and clerical duties for a superior in an administrative or executive position and whose duties involve the following: making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation, either in shorthand or by stenotype or similar machine (except where transcribing machine is used), and transcribing dictation or the recorded information reproduced on a transcribing machine. In addition, may prepare special reports or memoranda for information of superior.

1/ Not surveyed in all cities.

STENOGRAPHER, GENERAL

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See Transcribing-Machine Operator.)

STENOGRAPHER, TECHNICAL

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See Transcribing-Machine Operator.)

SWITCHBOARD OPERATOR

A worker who operates a single or multiple position telephone switchboard, and whose duties involve: handling incoming, outgoing, and intraplant or office calls. In addition, may record toll calls and take messages. As a minor part of duties, may give information to persons who call in, or occasionally take telephone orders. For workers who also do typing or other stenographic work or act as receptionists, see Switchboard Operator-Receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

A worker who in addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and/or performs typing or other routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

A worker whose primary function is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a Stenographer, General.

TRANSCRIBING-MACHINE OPERATOR, TECHNICAL

A worker whose primary function is to transcribe dictation involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a Stenographer, Technical.

TYPIST

A worker who uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May operate a teletype machine.

Class A - A worker who performs one or more of the following: typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign language copy; combining material from several sources; or planning lay-out of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May also type routine form letters, varying details to suit circumstances.

Class B - A worker who performs one or more of the following: typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.