

# **OFFICE WORKERS**

**salaries  
hours of work  
supplementary benefits**

**Bulletin No. 987**

**INDIANAPOLIS, IND.  
JANUARY 1950**

---

**UNITED STATES DEPARTMENT OF LABOR • BUREAU OF LABOR STATISTICS**

For sale by the Superintendent of Documents, U. S. Government Printing Office  
Washington 25, D. C. - Price 15 cents

**UNITED STATES DEPARTMENT OF LABOR**  
**Maurice J. Tobin - Secretary**

**BUREAU OF LABOR STATISTICS**  
**Ewan Clague - Commissioner**

CONTENTS

	<u>Page</u> <u>Number</u>
Introduction .....	1
Salaries of Indianapolis Office Workers, January 1950 .....	1
Supplementary Wage Practices .....	1
Tables:	
1. Salaries and weekly hours of work, by industry division .....	3
2. Percentage distribution, by weekly salaries .....	7
3. Scheduled weekly hours .....	11
4. Scheduled days in workweek .....	11
5. Vacations with pay .....	12
6. Paid holidays .....	12
7. Formal provisions for paid sick leave .....	13
8. Nonproduction bonuses .....	14
9. Insurance and pension plans .....	14
Appendix A:	
Scope and method of survey .....	15
Appendix B:	
Descriptions of occupations studied .....	17

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 Indianapolis study was prepared in the Bureau's Division of Wage Statistics by George E. Votava, Regional Wage Analyst, Region IV, Chicago, Illinois. The planning and central direction of the program was the responsibility of Toivo P. Kanninen and Louis E. Badenhop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.



Salaries

Average weekly salaries of women general stenographers and clerk-typists, numerically by far the most important job groups studied in Indianapolis, were \$44 and \$37, respectively, in January 1950. Rates in excess of \$45 were recorded for pay-roll clerks, bookkeeping-machine operators (class A), technical stenographers, and hand bookkeepers, the latter averaging \$54, top pay for women among the 22 categories of office work for which data are presented in this report (table 1). The lowest-paid women were employed in routine filing work at \$34.50 a week, and as office girls, at a \$32 average salary.

Men were employed in substantial numbers in the accounting clerk, order clerk, and general clerk categories. An average of \$50 was paid to accounting clerks and men in the other 2 jobs averaged \$55.50. Among the 6 jobs for which data could be reported for men office workers, average salaries ranged from a high of \$58.50 for hand bookkeepers to a low of \$32.50 for office boys.

Comparison of average salaries paid in typical office jobs among 6 broad industry divisions covered in the study revealed an earnings advantage for workers employed in offices of manufacturing and wholesale trade establishments. To the extent that valid comparisons could be made, salaries in the transportation, communication, and other public utilities division were usually also above the all-industry salary levels.

Salary rates varied widely in individual jobs reflecting, in part, inter-industry differences in pay practices. The range of rates among men workers were generally greater than among women workers in the same jobs. In the bookkeeper job, for example, salaries of individual men workers ranged from \$40 to \$110 whereas women's rates ranged from \$35 to less than \$85 (table 2). Despite the apparent scatter of salary rates paid to individuals, rates for a large percentage of workers in most jobs were grouped within rather narrow limits. More than half of the women general stenographers were paid between \$35 and \$45 a week and nine-tenths of the office girls were grouped in the \$27.50 - \$37.50 salary bracket.

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. The inter-industry differences noted in salary levels are somewhat narrower when measured by average hourly earnings because of differences in the average weekly scheduled hours of work. In the general stenographer job, for example, workers in wholesale trade establishments averaged \$1 more a week than the comparable group in the finance, insurance, and real estate division; on an hourly basis, however, stenographers in the latter division averaged 4-cents higher pay due to a shorter average workweek.

## SUPPLEMENTARY WAGE PRACTICES

Work schedules

Although work schedules varied considerably among the industries studied, the 40-hour, 5-day workweek was by far the most common schedule in Indianapolis offices in January 1950. A fifth of the women office workers in wholesale trade worked on a 44-hour, 5½-day schedule (tables 3 and 4). An estimated 45 percent of the women workers in finance, insurance, and real estate worked less than 40 hours a week.

---

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

### Paid vacations

Virtually all establishments visited reported formal provisions for paid vacations for office workers. Half the employees were in offices granting at least 1 week after 6 months of service and most workers received 2 weeks with pay after a year of service (table 5). Three-fourths or more of the office workers in each industry division received 2 weeks after 2 years of service.

### Paid holidays

Indianapolis office workers, with few exceptions, received 6 or more paid holidays. The most liberal policies were reported in the finance, insurance, and real estate division in which more than a third of the office workers were granted 11 or more paid holidays (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' service. A substantially larger proportion of the office labor force was eligible for paid sick leave after completing 5 years of service (table 7). Sick leave granted on an informal basis as reported by many employers is not included in these estimates.

### Nonproduction bonuses

Employers of more than half the office workers in the 6 broad industry divisions supplemented basic pay with a nonproduction bonus, typically in the form of a Christmas or year-end payment. As in most cities surveyed by the Bureau of Labor Statistics, bonus payments were most prevalent in retail trade (table 8).

### Insurance and pension plans

Establishments employing nine-tenths of Indianapolis office workers provided some type of insurance or pension plan for which the firms paid at least part of the premiums. Life insurance plans were the most prevalent of the various types reported in each industry division (table 9).

Retirement pension plans were reported by establishments accounting for half of the office workers. Among the individual industry divisions, however, the proportion of office workers in establishments with such plans ranged from a fourth in the service industries to four-fifths in transportation, communication, and other public utilities.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Indianapolis, Ind., by industry division, January 1950

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Men</b>						
<u>Bookkeepers, hand <sup>4/</sup></u> .....	92	\$58.50	41.0	\$1.43	\$55.00	\$51.00 - \$63.00
Wholesale trade .....	35	56.00	43.5	1.29	53.50	52.00 - 62.00
<u>Clerks, accounting <sup>4/</sup></u> .....	404	50.00	40.0	1.25	49.50	42.00 - 57.00
Manufacturing .....	165	55.00	40.0	1.38	55.00	50.00 - 61.00
Wholesale trade .....	93	48.50	41.5	1.17	45.00	41.50 - 54.00
Finance, insurance, and real estate .....	76	42.50	39.0	1.09	41.50	35.00 - 49.50
Transportation, communication, and other public utilities .	48	49.50	40.0	1.24	48.50	45.00 - 54.00
<u>Clerks, general <sup>4/</sup></u> .....	263	55.50	40.0	1.39	56.00	47.50 - 63.00
Manufacturing .....	151	58.50	40.0	1.46	59.00	53.50 - 64.50
Finance, insurance, and real estate .....	44	56.50	40.0	1.41	56.00	48.00 - 63.50
<u>Clerks, order <sup>4/</sup></u> .....	279	55.50	41.5	1.34	55.00	48.00 - 60.00
Manufacturing .....	57	59.50	40.0	1.49	58.00	55.00 - 66.00
Wholesale trade .....	212	54.00	42.0	1.29	53.50	47.50 - 58.50
<u>Clerks, pay roll <sup>4/</sup></u> .....	52	52.00	40.5	1.28	52.00	45.00 - 57.00
Manufacturing .....	38	49.00	40.0	1.23	47.00	42.50 - 54.00
<u>Office boys <sup>4/</sup></u> .....	135	32.50	39.5	.82	32.00	30.00 - 36.00
Manufacturing .....	49	32.00	40.0	.80	31.50	28.50 - 35.50
Finance, insurance, and real estate .....	54	32.00	39.0	.82	32.00	29.50 - 36.00
<b>Women</b>						
<u>Billers, machine (billing machine) <sup>4/</sup></u> .....	186	39.00	40.5	.96	40.00	35.00 - 42.00
Wholesale trade .....	40	42.00	41.0	1.02	40.50	39.50 - 49.50
Transportation, communication, and other public utilities .	28	41.50	40.0	1.04	42.00	40.00 - 44.00
<u>Billers, machine (bookkeeping machine) .....</u>	42	39.50	40.0	.99	39.00	38.00 - 43.00
<u>Bookkeepers, hand <sup>4/</sup></u> .....	158	54.00	40.0	1.35	52.00	44.50 - 60.00
Manufacturing .....	46	59.00	40.0	1.48	60.00	48.00 - 68.00
Finance, insurance, and real estate .....	51	53.00	39.0	1.36	47.00	40.00 - 59.00
Services .....	27	50.50	39.0	1.29	52.50	44.50 - 54.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Indianapolis, Ind., by industry division, January 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Bookkeeping-machine operators, class A <sup>4/</sup></u> .....	76	\$48.50	39.5	\$1.23	\$48.50	\$43.50 - \$53.00
Finance, insurance, and real estate .....	38	45.50	38.5	1.18	46.00	43.50 - 48.50
<u>Bookkeeping-machine operators, class B <sup>4/</sup></u> .....	488	38.50	40.0	.96	38.00	34.50 - 42.50
Manufacturing .....	140	41.50	40.0	1.04	41.50	38.00 - 45.00
Wholesale trade .....	102	41.50	41.5	1.00	42.00	39.50 - 44.00
Retail trade .....	46	38.50	40.5	.95	38.00	35.00 - 42.00
Finance, insurance, and real estate .....	180	35.00	39.5	.89	34.50	32.00 - 37.00
<u>Calculating-machine operators (Comptometer type) <sup>4/</sup></u> .....	449	44.50	40.0	1.11	44.00	40.00 - 48.00
Manufacturing .....	143	47.00	40.0	1.18	46.50	43.00 - 51.50
Wholesale trade .....	116	44.50	40.0	1.11	45.50	40.00 - 48.00
Retail trade .....	145	42.00	39.0	1.08	42.00	38.00 - 45.00
Transportation, communication, and other public utilities .	34	43.00	40.0	1.08	42.00	37.00 - 47.50
<u>Calculating-machine operators (other than Comptometer type) <sup>4/</sup></u> .....	76	40.00	40.0	1.00	39.00	37.00 - 43.00
Manufacturing .....	40	41.00	40.0	1.03	39.50	37.50 - 45.00
Finance, insurance, and real estate .....	26	39.00	39.0	1.00	39.50	34.50 - 43.00
<u>Clerks, accounting <sup>4/</sup></u> .....	698	42.00	40.0	1.05	41.50	36.50 - 47.50
Manufacturing .....	213	45.00	41.0	1.10	45.00	40.00 - 50.00
Wholesale trade .....	98	41.50	40.5	1.02	41.50	38.00 - 44.00
Retail trade .....	68	40.50	40.0	1.01	40.00	38.00 - 44.00
Finance, insurance, and real estate .....	230	39.00	39.0	1.00	38.00	34.50 - 42.00
Transportation, communication, and other public utilities .	50	48.00	40.0	1.20	49.00	46.00 - 52.00
<u>Clerks, file, class A <sup>4/</sup></u> .....	109	38.00	39.5	.96	37.50	34.50 - 39.50
Manufacturing .....	28	40.50	40.0	1.01	39.00	37.50 - 45.50
Finance, insurance, and real estate .....	47	36.50	38.5	.95	37.00	34.50 - 38.50
<u>Clerks, file, class B <sup>4/</sup></u> .....	491	34.50	40.0	.86	33.50	30.00 - 36.00
Manufacturing .....	96	36.50	40.0	.91	36.00	35.00 - 40.00
Wholesale trade .....	60	39.50	41.0	.96	34.50	33.00 - 42.50
Finance, insurance, and real estate .....	193	32.00	39.5	.81	32.00	29.50 - 34.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Indianapolis, Ind., by industry division, January 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Clerks, general <sup>4/</sup></u> .....	291	\$45.00	39.5	\$1.14	\$44.50	\$38.50 - \$50.50
Finance, insurance, and real estate .....	86	43.00	38.0	1.13	43.00	36.50 - 47.50
<u>Clerks, order <sup>4/</sup></u> .....	204	41.50	40.0	1.04	41.00	36.00 - 45.00
Manufacturing .....	84	44.50	40.0	1.11	42.50	40.00 - 48.50
<u>Clerks, pay roll <sup>4/</sup></u> .....	316	46.00	40.0	1.15	45.00	42.00 - 49.00
Manufacturing .....	187	46.00	40.0	1.15	45.00	42.00 - 49.00
Wholesale trade .....	33	50.50	40.0	1.26	46.50	42.00 - 59.50
Retail trade .....	47	42.00	40.0	1.05	44.00	38.00 - 45.00
Transportation, communication, and other public utilities .	28	45.50	40.0	1.14	45.00	43.00 - 48.50
<u>Clerk-typists</u> .....	1,409	37.00	39.5	.94	36.00	33.00 - 40.00
Manufacturing .....	625	38.00	40.0	.95	37.50	35.00 - 40.00
Wholesale trade .....	111	41.00	40.5	1.01	37.00	35.50 - 49.00
Retail trade .....	60	37.00	40.0	.93	36.00	34.00 - 40.00
Finance, insurance, and real estate .....	514	34.50	39.0	.88	33.50	31.00 - 37.00
Transportation, communication, and other public utilities .	58	40.50	40.0	1.01	39.00	37.00 - 42.50
Services .....	41	36.00	40.0	.90	35.00	32.50 - 38.50
<u>Office girls</u> .....	70	32.00	40.0	.80	31.00	30.00 - 34.00
<u>Stenographers, general</u> .....	1,448	44.00	40.0	1.10	43.50	40.00 - 48.50
Manufacturing .....	598	45.50	40.0	1.14	45.00	40.50 - 50.00
Wholesale trade .....	201	43.50	41.5	1.05	42.00	39.50 - 47.00
Retail trade .....	111	41.00	40.0	1.03	40.00	37.50 - 44.00
Finance, insurance, and real estate .....	364	42.50	39.0	1.09	41.50	38.00 - 46.00
Transportation, communication, and other public utilities .	81	47.50	40.0	1.19	48.50	43.00 - 58.00
Services .....	93	44.50	39.5	1.13	44.00	40.00 - 46.50
<u>Stenographers, technical <sup>4/</sup></u> .....	132	50.00	40.0	1.25	49.50	45.00 - 53.00
Manufacturing .....	92	50.50	40.0	1.26	50.00	45.00 - 54.00
<u>Switchboard operators <sup>4/</sup></u> .....	157	40.00	41.0	.98	40.00	37.00 - 43.00
Manufacturing .....	48	44.00	40.0	1.10	42.00	40.00 - 49.00
Wholesale trade .....	34	39.50	42.0	.94	41.50	37.00 - 44.00
Retail trade .....	27	39.00	40.0	.98	40.00	37.00 - 42.00
<u>Switchboard operator-receptionists <sup>4/</sup></u> .....	214	39.00	40.0	.98	38.00	35.00 - 41.50
Manufacturing .....	87	40.50	40.0	1.01	37.50	37.50 - 43.00
Wholesale trade .....	40	37.50	40.5	.93	38.50	35.00 - 39.50
Finance, insurance, and real estate .....	43	36.50	38.5	.95	37.00	31.00 - 39.50

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Indianapolis, Ind., by industry division, January 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Transcribing-machine operators, general <sup>4/</sup></u> .....	209	\$40.00	40.0	\$1.00	\$40.00	\$36.50 - \$43.50
Manufacturing .....	84	42.50	40.0	1.06	42.00	40.00 - 45.00
Wholesale trade .....	31	42.00	41.5	1.01	42.00	40.00 - 43.50
Finance, insurance, and real estate .....	76	36.50	39.0	.94	37.00	33.50 - 39.50
<u>Typists, class A <sup>4/</sup></u> .....	169	45.00	40.0	1.13	46.50	38.00 - 50.50
Finance, insurance, and real estate .....	78	41.50	39.5	1.05	41.00	37.00 - 47.00
<u>Typists, class B <sup>4/</sup></u> .....	560	37.50	40.0	.94	37.00	34.00 - 40.50
Manufacturing .....	108	39.00	40.0	.98	38.50	35.00 - 42.50
Wholesale trade .....	101	40.50	41.0	.99	41.00	37.00 - 44.00
Finance, insurance, and real estate .....	172	35.00	39.5	.89	35.00	32.00 - 38.50
Transportation, communication, and other public utilities .	57	39.50	40.0	.99	39.00	36.00 - 42.00

<sup>1/</sup> Excludes pay for overtime.

<sup>2/</sup> 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 membership organizations).

<sup>3/</sup> Value above and below which half of workers' salaries fell.

<sup>4/</sup> Includes data for industry divisions not shown separately.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries  $\frac{1}{2}$  in Indianapolis, Ind., January 1950

Weekly salaries $\frac{1}{2}$	Percent of men -					
	Book keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Clerks, pay roll	Office boys
\$20.00 - \$22.49 .....	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	7.4
\$25.00 - \$27.49 .....	-	-	-	-	-	.7
\$27.50 - \$29.99 .....	-	1.0	-	-	-	15.6
\$30.00 - \$32.49 .....	-	.7	0.4	-	-	29.7
\$32.50 - \$34.99 .....	-	3.2	-	-	-	14.8
\$35.00 - \$37.49 .....	-	4.5	2.3	0.7	-	18.5
\$37.50 - \$39.99 .....	-	2.7	2.7	1.4	-	5.9
\$40.00 - \$42.49 .....	2.2	13.7	8.0	4.3	5.8	3.7
\$42.50 - \$44.99 .....	-	7.2	2.7	6.5	15.4	1.5
\$45.00 - \$47.49 .....	15.2	8.4	8.4	5.7	17.3	1.5
\$47.50 - \$49.99 .....	1.1	8.7	6.5	9.7	1.9	-
\$50.00 - \$52.49 .....	14.1	10.9	5.3	12.9	15.4	.7
\$52.50 - \$54.99 .....	12.0	6.9	7.6	6.8	7.7	-
\$55.00 - \$57.49 .....	6.5	8.9	12.4	16.2	13.5	-
\$57.50 - \$59.99 .....	6.5	6.9	8.7	10.4	-	-
\$60.00 - \$62.49 .....	14.1	4.7	8.0	4.3	13.5	-
\$62.50 - \$64.99 .....	3.3	4.7	10.2	6.1	1.9	-
\$65.00 - \$67.49 .....	7.6	.7	4.9	5.0	3.8	-
\$67.50 - \$69.99 .....	3.3	3.5	8.4	1.8	3.8	-
\$70.00 - \$72.49 .....	5.4	1.0	1.9	2.9	-	-
\$72.50 - \$74.99 .....	-	1.2	.8	1.4	-	-
\$75.00 - \$79.99 .....	5.4	.5	.8	1.1	-	-
\$80.00 - \$84.99 .....	-	-	-	.7	-	-
\$85.00 - \$89.99 .....	-	-	-	1.4	-	-
\$90.00 - \$94.99 .....	-	-	-	-	-	-
\$95.00 - \$99.99 .....	1.1	-	-	-	-	-
\$100.00 and over .....	2.2	-	-	.7	-	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	92	404	263	279	52	135
Average weekly salary $\frac{1}{2}$ .....	\$58.50	\$50.00	\$55.50	\$55.50	\$52.00	\$32.50

See footnote at end of table.

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

Weekly salaries <u>1/</u>	Percent of women -					
	Billers, machine (billing machine)	Book- keepers, hand	Bookkeep- ing- machine operators, class A	Bookkeep- ing- 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 .....	-	-	-	1.4	-	-
\$30.00 - \$32.49 .....	20.4	-	-	11.7	0.4	-
\$32.50 - \$34.99 .....	4.3	-	-	14.3	4.7	9.2
\$35.00 - \$37.49 .....	12.4	1.3	1.3	16.2	6.7	23.8
\$37.50 - \$39.99 .....	12.4	.6	7.9	15.0	10.9	18.4
\$40.00 - \$42.49 .....	30.7	11.4	9.2	15.6	17.8	21.1
\$42.50 - \$44.99 .....	9.1	12.7	9.2	11.1	9.8	3.9
\$45.00 - \$47.49 .....	.5	5.7	17.1	7.0	21.2	10.5
\$47.50 - \$49.99 .....	5.9	7.0	10.5	4.7	11.1	11.8
\$50.00 - \$52.49 .....	1.6	11.4	18.4	1.6	4.5	1.3
\$52.50 - \$54.99 .....	2.2	6.3	6.6	1.4	8.7	-
\$55.00 - \$57.49 .....	-	5.7	5.3	-	1.8	-
\$57.50 - \$59.99 .....	-	10.1	13.2	-	.7	-
\$60.00 - \$62.49 .....	-	7.6	-	-	.9	-
\$62.50 - \$64.99 .....	-	-	-	-	.4	-
\$65.00 - \$67.49 .....	-	5.7	-	-	.2	-
\$67.50 - \$69.99 .....	-	.6	-	-	-	-
\$70.00 - \$72.49 .....	.5	8.2	1.3	-	.2	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-
\$80.00 - \$84.99 .....	-	5.7	-	-	-	-
\$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 .	186	158	76	488	449	76
Average weekly salary <u>1/</u> ....	\$39.00	\$54.00	\$48.50	\$38.50	\$44.50	\$40.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries  $\frac{1}{2}$  in Indianapolis, Ind., January 1950 - Continued

Weekly salaries $\frac{1}{2}$	Percent of women -							
	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls
\$20.00 - \$22.49 .....	-	-	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	-	-	-
\$27.50 - \$29.99 .....	1.6	-	11.6	-	-	-	5.1	17.1
\$30.00 - \$32.49 .....	5.9	10.1	29.1	0.7	11.8	0.6	15.3	44.3
\$32.50 - \$34.99 .....	9.9	16.5	20.2	8.9	4.9	.6	16.1	15.7
\$35.00 - \$37.49 .....	8.5	21.2	21.6	8.9	17.1	5.7	22.1	12.9
\$37.50 - \$39.99 .....	11.3	31.2	6.7	11.0	8.8	8.2	13.3	7.1
\$40.00 - \$42.49 .....	18.5	6.4	6.1	11.4	18.1	15.9	13.5	2.9
\$42.50 - \$44.99 .....	10.6	1.8	3.3	10.7	13.7	16.2	5.7	-
\$45.00 - \$47.49 .....	7.2	2.8	.6	9.3	6.4	18.4	3.1	-
\$47.50 - \$49.99 .....	11.0	6.4	.8	11.4	6.4	11.4	3.6	-
\$50.00 - \$52.49 .....	7.3	.9	-	10.3	4.4	4.1	1.3	-
\$52.50 - \$54.99 .....	2.7	.9	-	5.8	1.5	3.8	.1	-
\$55.00 - \$57.49 .....	1.6	.9	-	6.5	1.5	4.4	.1	-
\$57.50 - \$59.99 .....	.3	.9	-	1.4	.5	5.1	.2	-
\$60.00 - \$62.49 .....	1.3	-	-	1.4	3.9	2.5	.4	-
\$62.50 - \$64.99 .....	2.0	-	-	1.7	-	2.2	.1	-
\$65.00 - \$67.49 .....	.3	-	-	.3	1.0	-	-	-
\$67.50 - \$69.99 .....	-	-	-	.3	-	.9	-	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-	-	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-	-	-
\$80.00 - \$84.99 .....	-	-	-	-	-	-	-	-
\$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	100.0
Estimated number of workers ...	698	109	491	291	204	316	1,409	70
Average weekly salary $\frac{1}{2}$ .....	\$42.00	\$38.00	\$34.50	\$45.00	\$41.50	\$46.00	\$37.00	\$32.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries <sup>1/</sup> in Indianapolis, Ind., January 1950 - Continued

Weekly salaries <sup>1/</sup>	Percent of women -						
	Stenog- raphers, general	Stenog- raphers, technical	Switch- board opera- tors	Switch- board operator- reception- ists	Tran- scribing- machine operators, general	Typists, class A	Typists, class B
\$20.00 - \$22.49 .....	-	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	-	-
\$27.50 - \$29.99 .....	0.6	-	4.5	2.8	5.7	-	6.4
\$30.00 - \$32.49 .....	1.5	-	6.4	5.6	.5	3.6	7.7
\$32.50 - \$34.99 .....	3.6	-	7.6	9.3	9.1	-	15.4
\$35.00 - \$37.49 .....	7.9	0.8	13.4	17.3	10.5	16.6	21.1
\$37.50 - \$39.99 .....	10.8	.8	14.7	29.9	15.8	6.5	17.3
\$40.00 - \$42.49 .....	18.3	8.3	25.5	15.4	28.8	5.9	18.9
\$42.50 - \$44.99 .....	15.4	8.3	10.8	4.7	8.6	6.5	6.4
\$45.00 - \$47.49 .....	13.3	15.2	4.5	4.7	10.0	22.4	5.7
\$47.50 - \$49.99 .....	6.4	18.9	3.8	2.8	9.6	12.4	1.1
\$50.00 - \$52.49 .....	8.8	18.1	7.6	5.1	1.4	17.2	-
\$52.50 - \$54.99 .....	7.7	9.8	-	1.9	-	5.9	-
\$55.00 - \$57.49 .....	1.7	5.3	-	-	-	1.8	-
\$57.50 - \$59.99 .....	2.1	3.8	.6	.5	-	1.2	-
\$60.00 - \$62.49 .....	1.2	7.6	.6	-	-	-	-
\$62.50 - \$64.99 .....	.1	.8	-	-	-	-	-
\$65.00 - \$67.49 .....	.6	2.3	-	-	-	-	-
\$67.50 - \$69.99 .....	-	-	-	-	-	-	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-	-
\$80.00 - \$84.99 .....	-	-	-	-	-	-	-
\$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 ..	1,448	132	157	214	209	169	560
Average weekly salary <sup>1/</sup> .....	\$44.00	\$50.00	\$40.00	\$39.00	\$40.00	\$45.00	\$37.50

<sup>1/</sup> Excludes pay for overtime.

TABLE 3.—Scheduled weekly hours of women in Indianapolis 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 .....	0.9	0.1	-	-	2.3	-	5.2
37½ hours .....	6.3	.4	1.0	7.4	19.6	-	-
Over 37½ and under 40 hours .....	6.9	-	-	2.6	23.5	2.3	3.2
40 hours .....	81.9	99.2	78.2	82.4	54.6	95.7	82.2
Over 40 and under 44 hours .....	.7	-	-	1.4	-	2.0	7.6
44 hours .....	3.1	.3	19.4	6.0	-	-	1.8
Over 44 and under 48 hours .....	.2	-	1.4	-	-	-	-
48 hours .....	(1/)	-	-	.2	-	-	-

1/ Less than 0.05 of 1 percent.

TABLE 4.—Scheduled days in workweek of women in Indianapolis 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 .....	83.1	98.9	78.6	58.7	69.8	97.7	79.6
5½ days .....	8.2	.3	20.8	7.4	16.4	-	12.6
6 days .....	5.9	-	-	30.1	7.8	-	2.9
Other .....	2.8	.8	.6	3.8	6.0	2.3	4.9

TABLE 5.—Vacations with pay in Indianapolis 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 .....	58.5	53.7	46.9	51.9	74.3	45.6	71.5
Under 1 week .....	8.3	8.6	3.3	34.8	-	4.4	26.3
1 week .....	48.0	45.0	43.6	17.1	67.1	41.2	43.5
Over 1 and under 2 weeks ....	.1	-	-	-	-	-	1.3
2 weeks .....	2.1	.1	-	-	7.2	-	.4
Offices with no paid vacations ...	41.5	46.3	53.1	48.1	25.7	54.4	28.5
<u>1 year of service</u>							
Offices with paid vacations .....	99.4	98.6	100.0	100.0	100.0	100.0	98.2
1 week .....	42.7	52.3	40.5	93.5	16.3	46.9	23.5
2 weeks .....	56.7	46.3	59.5	6.5	83.7	53.1	74.7
Offices with no paid vacations ...	.6	1.4	-	-	-	-	1.8
<u>2 years of service</u>							
Offices with paid vacations .....	99.4	98.6	100.0	100.0	100.0	100.0	98.2
1 week .....	10.0	9.2	25.2	20.8	-	17.7	-
Over 1 and under 2 weeks ....	.4	.3	-	-	-	-	7.2
2 weeks .....	88.8	88.7	74.8	79.2	100.0	82.3	89.7
3 weeks .....	.2	.4	-	-	-	-	1.3
Offices with no paid vacations ...	.6	1.4	-	-	-	-	1.8
<u>5 years of service</u>							
Offices with paid vacations .....	99.4	98.6	100.0	100.0	100.0	100.0	98.2
1 week .....	2.0	-	6.6	11.5	-	2.1	-
Over 1 and under 2 weeks ....	.2	-	-	1.7	-	-	-
2 weeks .....	95.1	98.2	93.4	85.8	95.8	91.0	96.9
Over 2 and under 3 weeks ....	1.9	-	-	1.0	4.2	6.9	-
3 weeks .....	.2	.4	-	-	-	-	1.3
Offices with no paid vacations ...	.6	1.4	-	-	-	-	1.8

TABLE 6.—Paid holidays in Indianapolis 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 ..	98.4	98.9	97.0	100.0	97.0	100.0	100.0
Number of holidays:							
1 to 5 .....	(1/)	(1/)	-	-	-	-	0.4
6 .....	74.4	93.5	78.8	100.0	38.2	79.1	73.3
7 .....	8.8	2.9	18.2	-	12.7	20.9	-
8 .....	2.1	2.5	-	-	-	-	26.3
8½ .....	1.0	-	-	-	3.5	-	-
9 .....	1.2	-	-	-	4.2	-	-
10 .....	.9	-	-	-	3.1	-	-
11 .....	8.8	-	-	-	31.2	-	-
12½ .....	1.2	-	-	-	4.1	-	-
Offices providing no paid holidays	1.6	1.1	3.0	-	3.0	-	-

1/ Less than 0.05 of 1 percent.

TABLE 7.—Formal provisions for paid sick leave in Indianapolis 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 .....	26.7	23.2	18.8	1.7	35.1	48.5	26.3
Under 5 days .....	3.3	1.5	2.6	—	8.7	—	—
5 days .....	11.2	13.3	5.3	—	7.5	35.8	—
6 days .....	1.3	—	.4	—	4.3	—	—
7 days .....	.3	.5	—	1.7	—	—	—
10 days .....	9.5	7.9	10.5	—	14.6	12.7	—
15 days .....	1.1	—	—	—	—	—	26.3
Offices with no formal provisions for paid sick leave .....	73.3	76.8	81.2	98.3	64.9	51.5	73.7
<u>1 year of service</u>							
Offices with formal provisions for paid sick leave .....	39.3	37.8	43.1	43.0	35.1	51.5	33.7
Under 5 days .....	.7	1.5	—	1.6	—	—	—
5 days .....	12.4	12.2	7.9	34.5	—	38.8	3.4
5½ days .....	.1	—	—	1.0	—	—	—
6 days .....	2.7	—	.4	2.1	8.7	—	—
7 days .....	1.2	.5	6.1	1.7	—	—	4.0
10 days .....	12.6	22.2	18.2	—	7.5	—	—
11 days .....	.2	—	—	2.1	—	—	—
12 days .....	1.2	—	—	—	4.3	—	—
15 days .....	5.1	—	10.5	—	9.8	—	26.3
20 days .....	1.9	1.4	—	—	4.8	—	—
Over 20 days .....	1.2	—	—	—	—	12.7	—
Offices with no formal provisions for paid sick leave .....	60.7	62.2	56.9	57.0	64.9	48.5	66.3
<u>5 years of service</u>							
Offices with formal provisions for paid sick leave .....	44.7	46.5	43.1	48.8	41.0	51.5	33.7
Under 5 days .....	.7	1.5	—	1.6	—	—	—
5 days .....	14.7	18.3	7.9	34.5	—	38.8	3.4
5½ days .....	.1	—	—	1.0	—	—	—
6 days .....	4.4	—	.4	2.1	14.6	—	—
7 days .....	1.2	.5	6.1	1.7	—	—	4.0
10 days .....	8.3	19.4	—	—	4.1	—	—
11 days .....	.2	—	—	2.1	—	—	—
12 days .....	1.2	—	—	—	4.3	—	—
15 days .....	1.7	—	—	5.8	—	—	26.3
20 days .....	6.8	3.9	10.5	—	14.6	—	—
Over 20 days .....	5.4	2.9	18.2	—	3.4	12.7	—
Offices with no formal provisions for paid sick leave .....	55.3	53.5	56.9	51.2	59.0	48.5	66.3

TABLE 8.—Nonproduction bonuses in Indianapolis 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
All offices with nonproduction bonuses <sup>1/</sup> .....	54.8	36.7	50.4	98.4	68.1	53.4	46.7
Christmas or year-end .....	41.3	22.1	45.6	68.9	52.6	53.4	34.2
Profit-sharing .....	5.3	4.0	1.5	31.7	2.9	-	-
Other .....	8.5	10.9	3.3	-	12.6	-	12.5
Offices with no nonproduction bonuses .....	45.2	13.3	49.6	1.6	31.9	46.6	53.3

<sup>1/</sup> Unduplicated total.

TABLE 9.—Insurance and pension plans in Indianapolis 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 <sup>1/</sup> .....	90.8	91.5	89.8	85.1	94.0	98.3	63.0
Life insurance .....	86.1	90.7	87.2	66.6	86.4	97.6	56.4
Health insurance .....	42.6	70.2	21.6	43.1	8.3	79.6	4.4
Retirement pension .....	49.4	40.1	53.7	57.7	49.5	81.4	27.6
Other .....	64.5	73.0	64.8	56.6	52.7	80.3	49.1
Offices with no insurance or pension plans .....	9.2	8.5	10.2	14.9	6.0	1.7	37.0

<sup>1/</sup> 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 Indianapolis, 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 .....		424	156	102,900	79,670	12,090
Manufacturing .....	101	112	54	62,000	51,450	5,300
Wholesale trade .....	26	127	26	7,400	2,350	870
Retail trade .....	101	34	18	13,800	11,000	1,270
Finance, insurance, and real estate .....	26	89	25	5,700	2,680	2,500
Transportation, communication, and other public utilities 3/	101	19	15	11,700	10,930	1,670
Services 4/ .....	26	43	18	2,300	1,260	480
<u>Size of establishment</u>						
All size groups .....		424	156	102,900	79,670	12,090
501 and over .....		39	36	63,600	61,690	6,210
251 - 500 .....		30	20	11,600	7,820	2,280
101 - 250 .....		114	47	16,700	7,410	2,330
26 - 100 .....		241	53	11,000	2,750	1,270

1/ Number of plant and office workers.

2/ Plant and office employment in Indianapolis Metropolitan Area (Marion County).

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 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.

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

---

1/ Not surveyed in all cities.

STENOGRAPHER, GENERAL - Continued

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.