

# 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 Milwaukee 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. Kamminen 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, the 2 largest groups of women clerical workers among 22 occupations studied in Milwaukee, were \$42 and \$36.50, respectively, in January 1950. The next largest group, women accounting clerks, averaged \$42 weekly. Although weekly salary levels of women varied from \$31 for office girls to \$55 for hand bookkeepers, averages for 16 of the occupational classifications fell within the \$35-\$45 bracket (table 1).

Men were employed in much smaller numbers than were women in the occupations studied. Among 6 occupations, salary levels of men varied from \$33 a week for office boys to \$66 for hand bookkeepers. They were employed in larger numbers, however, as general clerks, accounting clerks, and order clerks with average salaries grouped at the \$54-\$56 level.

No single industry group among the 6 broad divisions represented in the study had the highest salary levels in all occupations. However, in 3 divisions (manufacturing; wholesale trade; and transportation, communication, and other public utilities), women's salaries were above the all-industry level in most of the jobs permitting comparisons.

Although salary rates varied widely in individual occupations, as indicated in table 2, a concentration of rates within narrow limits was noted, particularly among women's jobs. In 17 of the 22 women's job categories, a third or more of the individual rates were grouped within a \$5 pay class; 70 percent of the office girls, for example, were paid between \$27.50 and \$32.50 a week.

In addition to weekly salaries, earnings data are presented on an hourly basis in table 1 to allow for differences in the length of the average workweek. The usual practice, however, is to express salaries of clerical workers in amounts earned monthly or weekly. Due to a lower-than-average number of weekly hours worked in the finance, insurance, and real estate division, hourly averages exceeded or compared favorably with the all-industry hourly averages in contrast to the rate position indicated for this division when comparisons were made on a weekly salary basis.

Salary levels in Milwaukee offices were considerably higher in January 1950 than in the corresponding month of 1948, the date of a previous Bureau survey. In women's jobs, the averages were generally from \$3 to \$5 above earlier levels. A few men's jobs showed somewhat greater increases.

Unionization

Of the office employees falling within the scope of the survey, about a fourth are represented by labor organizations. Union membership is concentrated, however, in several of the industry divisions--notably, finance, insurance, and real estate, and in transportation, communication, and other public utilities. The latter industry group is almost completely organized. 2/ In the finance, insurance, and real estate division, slightly more than two-fifths of the workers were employed under terms of collective bargaining agreements. A comparison of salaries in this division in union and nonunion establishments indicates that the relationship between salary rate levels in these 2 establishment groups is not consistent as to either amount or direction among the individual occupations.

In the remaining industry divisions, unionization, to the extent that it exists, is typically found in the larger firms. It must be recognized that many factors interact to determine wage levels and their internal composition in a firm, industry, or community, and that isolation of the specific influence of any one factor is difficult.

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

2/ As a matter of policy, the Bureau does not present data separately by unionization, method of wage payment, or other characteristics unless the smaller industry segment (for example, union or nonunion firms, as the case may be) contains at least 25 percent of the employment.

## SUPPLEMENTARY WAGE PRACTICES

### Work schedules

Approximately four-fifths of the women office workers in Milwaukee were scheduled to work a 40-hour week in January 1950 (table 3). About a tenth had weekly schedules of 37½ hours. In manufacturing industries, services, and in transportation, communication, and other public utilities, schedules other than 40 hours were rarely reported, whereas in finance, insurance, and real estate offices, less than half the workers were on a 40-hour week and nearly a third on a 37½-hour week. Schedules longer than 40 hours covered the highest proportion of workers in wholesale trade with about a fourth of the women office workers on schedules exceeding 40 hours.

A 5-day workweek was typical for women office workers in Milwaukee, although a substantial proportion employed in wholesale and retail trade establishments were required to work at least 5½ days (table 4).

### Paid vacations

Nearly half of the office workers covered by the study were employed by firms that granted paid vacations (typically a week) after 6 months of service. Workers with a year of service, almost without exception, were eligible for vacations with pay, although the proportion of workers granted 1 and 2 weeks was about equal (table 5). The length of vacations allowed varied considerably by industry. Workers with a year of service generally received 1 week in transportation, communication, and other public utilities, whereas the usual practice was to allow 2 weeks after the same length of service in finance, insurance, and real estate offices. After 5 years of service, vacations of 2 weeks or longer were provided by practically all firms in each industry.

### Paid holidays

Six or more paid holidays were received annually by all but a negligible number of office employees in Milwaukee (table 6). Those entitled to more than 6 holidays with pay represented a majority only in the finance, insurance, and real estate division; three-fifths of these workers received at least 8 holidays, and a fourth received 10 or more.

### Paid sick leave

About 30 percent of the Milwaukee office workers were employed in establishments that had formal arrangements for paid sick leave after service of 1 year. Offices in the transportation, communication, and other public utilities group had the greatest proportion of employees covered by formal sick leave provisions (table 7). The amount of leave allowed varied from less than 5 to over 20 days under the variety of formal plans reported.

### Nonproduction bonuses

Nearly two-fifths of the office workers in the study were employed by establishments that paid nonproduction bonuses. Among all industries, the proportion of office workers in firms that paid such bonuses varied from 28 percent in manufacturing industries to 68 percent in retail trade (table 8). Bonuses paid at Christmas or year-end were by far the most prevalent, although establishments paying this type of bonus in the transportation, communication, and other public utilities group generally also paid a profit-sharing bonus.

### Insurance and pension plans

Milwaukee firms that paid all or part of the cost of some type of insurance or pension plan covering their employees, accounted for more than 9 of every 10 office workers studied. The most prevalent type of plan reported provided life insurance.

Establishments reporting retirement pension plans (in addition to Federal old age and survivors insurance) employed approximately half the office workers studied. The proportion of office workers in establishments with such plans varied from 26 percent in service industries to 88 percent in transportation, communication, and other public utilities (table 9).

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Milwaukee, Wis., 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		
<u>Men</u>						
<u>Bookkeepers, hand <sup>4/</sup></u> .....	96	\$66.00	41.0	\$1.61	\$61.50	\$57.00 - \$74.50
Manufacturing .....	36	65.50	41.5	1.58	60.00	60.00 - 72.00
<u>Clerks, accounting <sup>4/</sup></u> .....	391	54.00	40.0	1.35	52.00	45.50 - 62.00
Manufacturing .....	251	54.50	40.0	1.36	52.50	45.00 - 62.00
Wholesale trade .....	75	56.00	41.0	1.37	54.00	50.50 - 62.00
<u>Clerks, general <sup>4/</sup></u> .....	365	56.00	40.0	1.40	55.50	46.00 - 65.50
Manufacturing .....	228	59.00	40.0	1.48	59.00	48.50 - 68.50
Wholesale trade .....	105	51.00	40.0	1.28	47.00	42.50 - 59.50
<u>Clerks, order <sup>4/</sup></u> .....	235	54.50	40.0	1.36	55.50	45.50 - 63.50
Manufacturing .....	104	57.00	40.0	1.43	57.50	46.00 - 66.50
Wholesale trade .....	90	54.00	40.5	1.33	55.50	46.00 - 63.50
<u>Clerks, pay roll <sup>4/</sup></u> .....	161	47.50	40.0	1.19	46.00	38.00 - 56.50
Manufacturing .....	148	46.50	40.0	1.16	46.00	38.00 - 55.50
<u>Clerk-typists</u> .....	33	40.50	40.0	1.01	37.00	34.50 - 46.50
<u>Office boys <sup>4/</sup></u> .....	164	33.00	40.0	.83	33.50	31.00 - 34.00
Manufacturing .....	97	33.00	40.0	.83	33.50	32.00 - 38.00
<u>Women</u>						
<u>Billers, machine (billing machine) <sup>4/</sup></u> .....	227	38.50	41.0	.94	38.50	34.00 - 40.50
Manufacturing .....	89	38.00	40.5	.94	38.00	34.00 - 40.00
Wholesale trade .....	98	38.50	41.5	.93	38.50	34.00 - 42.00
<u>Billers, machine (bookkeeping machine) <sup>4/</sup></u> .....	78	38.50	40.0	.96	39.00	32.00 - 45.00
Retail trade .....	44	34.50	40.0	.86	32.00	30.00 - 39.00
<u>Bookkeepers, hand <sup>4/</sup></u> .....	203	55.00	40.0	1.38	53.00	46.00 - 62.00
Manufacturing .....	58	56.50	39.5	1.43	57.50	46.00 - 67.00
Wholesale trade .....	64	53.00	40.5	1.31	52.00	50.00 - 55.00
Services .....	27	59.50	40.5	1.47	58.00	51.50 - 66.00
<u>Bookkeeping-machine operators, class A <sup>4/</sup></u> .....	168	48.00	40.0	1.20	48.50	45.00 - 50.00
Manufacturing .....	122	48.00	40.0	1.20	48.50	45.00 - 50.00
Finance, insurance, and real estate .....	25	44.00	38.5	1.14	45.00	39.00 - 45.50

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Milwaukee, Wis., 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 B <sup>4/</sup></u> .....	491	\$40.00	40.5	\$0.99	\$40.50	\$35.50 - \$44.00
Manufacturing .....	161	41.50	40.0	1.04	40.50	37.50 - 45.50
Wholesale trade .....	78	43.50	41.5	1.05	43.50	41.00 - 44.50
Retail trade .....	29	41.00	40.0	1.03	40.50	34.50 - 46.50
Finance, insurance, and real estate .....	211	37.00	41.0	.90	37.00	33.00 - 42.00
<u>Calculating-machine operators (Comptometer type) <sup>4/</sup></u> .....	894	40.00	39.5	1.01	40.00	36.00 - 43.00
Manufacturing .....	425	41.00	40.0	1.03	41.00	38.00 - 44.00
Wholesale trade .....	139	42.00	40.5	1.04	41.00	36.50 - 47.00
Retail trade .....	164	38.50	38.0	1.01	38.00	35.00 - 42.00
Finance, insurance, and real estate .....	101	37.00	40.5	.91	35.00	33.00 - 40.00
<u>Calculating-machine operators (other than Comptometer type) <sup>4/</sup></u> .....	122	35.50	40.0	.89	35.00	32.00 - 38.50
Manufacturing .....	72	34.00	40.0	.85	32.50	32.00 - 36.00
Retail trade .....	34	35.00	40.0	.88	35.00	32.00 - 38.00
<u>Clerks, accounting <sup>4/</sup></u> .....	1,083	42.00	40.0	1.05	41.00	37.00 - 47.00
Manufacturing .....	339	41.50	40.0	1.04	40.00	36.50 - 46.00
Wholesale trade .....	154	43.50	40.5	1.07	43.00	39.00 - 45.00
Retail trade .....	116	38.00	39.5	.96	38.50	34.00 - 42.50
Finance, insurance, and real estate .....	240	40.00	39.5	1.01	39.00	34.00 - 46.00
Services .....	30	42.00	40.5	1.04	40.00	36.50 - 51.00
<u>Clerks, file, class A <sup>4/</sup></u> .....	120	41.50	40.0	1.04	41.00	38.00 - 44.50
Manufacturing .....	67	42.50	40.0	1.06	42.00	39.00 - 45.50
<u>Clerks, file, class B <sup>4/</sup></u> .....	806	33.50	40.0	.84	33.50	30.00 - 36.00
Manufacturing .....	344	33.50	40.0	.84	33.00	31.00 - 34.50
Wholesale trade .....	84	34.00	40.5	.84	34.00	30.00 - 37.00
Retail trade .....	70	30.00	40.0	.75	30.00	28.00 - 32.00
Finance, insurance, and real estate .....	202	33.00	39.5	.84	33.50	30.00 - 34.50
<u>Clerks, general <sup>4/</sup></u> .....	438	44.50	39.0	1.14	44.00	40.00 - 48.00
Manufacturing .....	173	45.50	40.0	1.14	44.00	41.00 - 47.00
Wholesale trade .....	101	42.00	40.5	1.04	41.50	36.50 - 44.50
Finance, insurance, and real estate .....	79	43.00	36.5	1.18	42.00	36.00 - 51.00
Transportation, communication, and other public utilities .	33	50.00	40.0	1.25	53.00	47.00 - 54.00

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Milwaukee, Wis., 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, order <sup>4/</sup></u> .....	308	\$41.00	40.0	\$1.03	\$40.00	\$34.50 - \$47.00
Manufacturing .....	112	40.00	40.0	1.00	39.00	34.50 - 44.00
Wholesale trade .....	68	43.00	41.0	1.05	44.00	39.50 - 47.00
Retail trade .....	73	34.50	40.0	.86	33.50	32.00 - 36.00
<u>Clerks, pay roll <sup>4/</sup></u> .....	521	43.00	40.0	1.08	41.50	36.50 - 46.50
Manufacturing .....	362	42.00	40.0	1.05	41.50	36.50 - 46.00
Wholesale trade .....	42	45.50	41.5	1.10	37.00	35.00 - 52.00
Retail trade .....	40	40.00	39.5	1.01	40.00	37.50 - 42.00
Transportation, communication, and other public utilities .	65	46.50	40.0	1.16	45.50	42.00 - 52.00
<u>Clerk-typists</u> .....	1,713	36.50	39.5	.92	36.00	32.50 - 40.00
Manufacturing .....	953	37.50	40.0	.94	37.00	34.50 - 41.50
Wholesale trade .....	132	37.00	39.5	.94	37.00	33.00 - 39.50
Retail trade .....	125	33.00	40.0	.83	32.00	30.00 - 35.00
Finance, insurance, and real estate .....	382	35.00	39.0	.90	34.50	31.50 - 37.00
Transportation, communication, and other public utilities .	78	36.00	40.0	.90	34.50	32.00 - 40.00
Services .....	43	36.50	40.0	.91	37.00	32.50 - 39.50
<u>Office girls <sup>4/</sup></u> .....	186	31.00	39.5	.78	31.00	29.50 - 32.00
Manufacturing .....	84	30.00	39.5	.76	29.50	29.50 - 32.00
Wholesale trade .....	25	35.00	40.0	.88	34.00	32.00 - 37.00
<u>Stenographers, general</u> .....	2,326	42.00	40.0	1.05	41.50	38.00 - 46.00
Manufacturing .....	1,282	42.50	40.0	1.06	41.50	38.00 - 46.50
Wholesale trade .....	361	43.50	40.5	1.07	41.50	39.50 - 46.00
Retail trade .....	100	39.00	39.5	.99	38.00	34.50 - 42.00
Finance, insurance, and real estate .....	389	40.00	39.0	1.03	38.00	34.00 - 44.00
Transportation, communication, and other public utilities .	95	44.50	40.0	1.11	44.50	40.00 - 49.00
Services .....	99	41.50	40.0	1.04	40.00	38.00 - 45.00
<u>Stenographers, technical <sup>4/</sup></u> .....	149	46.50	39.5	1.18	45.50	41.00 - 52.00
Manufacturing .....	80	48.50	40.0	1.21	47.50	42.50 - 54.00
<u>Switchboard operators <sup>4/</sup></u> .....	192	40.50	40.0	1.01	39.00	35.50 - 45.50
Manufacturing .....	73	44.00	40.0	1.10	42.50	38.00 - 48.00
Wholesale trade .....	26	42.00	40.5	1.04	38.00	36.00 - 49.50
Retail trade .....	47	34.50	40.0	.86	34.00	30.00 - 37.50
Transportation, communication, and other public utilities .	29	41.00	40.5	1.01	39.00	35.50 - 45.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Milwaukee, Wis., 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>Switchboard operator-receptionists <sup>4/</sup></u> .....	377	\$37.50	40.0	\$0.94	\$37.00	\$33.00 - \$40.00
Manufacturing .....	171	38.00	39.5	.96	37.00	32.00 - 40.50
Wholesale trade .....	87	37.00	41.0	.90	37.00	35.50 - 39.50
Finance, insurance, and real estate .....	60	37.00	39.0	.95	36.50	32.00 - 40.00
Services .....	35	34.50	40.0	.86	34.50	31.00 - 37.00
<u>Transcribing-machine operators, general <sup>4/</sup></u> .....	275	39.00	39.5	.99	38.50	36.00 - 42.00
Manufacturing .....	164	40.50	40.0	1.01	40.00	36.50 - 43.00
Finance, insurance, and real estate .....	82	36.50	38.5	.95	36.00	32.00 - 40.50
<u>Typists, class A <sup>4/</sup></u> .....	227	40.50	40.0	1.01	41.00	35.50 - 44.50
Manufacturing .....	109	43.00	40.0	1.08	43.00	39.00 - 47.00
Finance, insurance, and real estate .....	81	37.00	39.5	.94	36.50	32.50 - 42.00
<u>Typists, class B <sup>4/</sup></u> .....	674	34.50	39.5	.87	33.50	31.00 - 37.00
Manufacturing .....	292	34.50	39.5	.87	34.00	31.00 - 37.00
Finance, insurance, and real estate .....	280	33.50	39.5	.85	32.50	31.00 - 36.00

<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 Milwaukee, Wis., 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 .....	-	-	-	-	-	4.9
\$22.50 - \$24.99 .....	-	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	.6
\$27.50 - \$29.99 .....	-	-	-	-	5.0	10.4
\$30.00 - \$32.49 .....	-	2.3	-	-	-	28.7
\$32.50 - \$34.99 .....	-	2.0	-	-	6.2	32.9
\$35.00 - \$37.49 .....	-	1.5	0.8	1.3	11.2	3.0
\$37.50 - \$39.99 .....	-	4.3	4.4	10.2	11.2	17.1
\$40.00 - \$42.49 .....	-	5.1	3.3	8.0	6.2	2.4
\$42.50 - \$44.99 .....	-	6.6	8.5	4.7	2.5	-
\$45.00 - \$47.49 .....	1.0	10.0	15.0	9.3	13.0	-
\$47.50 - \$49.99 .....	5.2	6.9	3.6	6.0	3.1	-
\$50.00 - \$52.49 .....	6.3	12.1	9.9	6.4	6.2	-
\$52.50 - \$54.99 .....	-	4.9	2.2	2.6	5.6	-
\$55.00 - \$57.49 .....	13.5	8.4	8.5	8.0	6.8	-
\$57.50 - \$59.99 .....	9.4	5.4	8.5	8.0	5.6	-
\$60.00 - \$62.49 .....	14.5	7.4	3.3	6.8	10.6	-
\$62.50 - \$64.99 .....	7.3	4.9	4.9	10.2	2.5	-
\$65.00 - \$67.49 .....	1.0	5.6	6.6	2.6	3.1	-
\$67.50 - \$69.99 .....	2.1	.8	9.3	6.4	-	-
\$70.00 - \$72.49 .....	11.5	2.3	7.4	1.7	.6	-
\$72.50 - \$74.99 .....	4.2	1.8	.8	3.0	-	-
\$75.00 - \$79.99 .....	10.4	3.8	.5	1.3	.6	-
\$80.00 - \$84.99 .....	6.3	2.6	1.4	.9	-	-
\$85.00 - \$89.99 .....	4.2	1.0	1.1	2.6	-	-
\$90.00 - \$94.99 .....	-	.3	-	-	-	-
\$95.00 - \$99.99 .....	-	-	-	-	-	-
\$100.00 and over .....	3.1	-	-	-	-	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	96	391	365	235	161	164
Average weekly salary $\frac{1}{2}$ .....	\$66.00	\$54.00	\$56.00	\$54.50	\$47.50	\$33.00

See footnote at end of table.

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

Weekly salaries <u>1/</u>	Percent of women -					
	Billers, machine (billing machine)	Billers, machine (book-keeping machine)	Book-keepers, hand	Bookkeep- ing- machine operators, class A	Bookkeep- ing- machine operators, class B	Calculating- machine operators (Comptometer type)
\$20.00 - \$22.49 .....	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	-
\$27.50 - \$29.99 .....	0.4	14.1	-	-	5.3	1.5
\$30.00 - \$32.49 .....	2.6	14.1	-	-	3.1	3.9
\$32.50 - \$34.99 .....	25.1	5.1	-	-	12.8	9.7
\$35.00 - \$37.49 .....	9.3	9.0	5.9	0.6	13.0	16.2
\$37.50 - \$39.99 .....	26.6	9.0	3.9	6.0	12.6	13.0
\$40.00 - \$42.49 .....	19.8	6.4	1.0	4.2	21.2	26.3
\$42.50 - \$44.99 .....	8.8	25.6	8.9	12.5	11.8	11.4
\$45.00 - \$47.49 .....	3.5	7.7	6.4	20.2	10.0	8.8
\$47.50 - \$49.99 .....	-	9.0	4.4	29.0	4.7	2.9
\$50.00 - \$52.49 .....	3.5	-	18.7	11.9	2.9	3.7
\$52.50 - \$54.99 .....	-	-	11.3	6.0	2.4	2.3
\$55.00 - \$57.49 .....	.4	-	1.5	4.2	.2	.3
\$57.50 - \$59.99 .....	-	-	9.4	4.2	-	-
\$60.00 - \$62.49 .....	-	-	3.9	.6	-	-
\$62.50 - \$64.99 .....	-	-	3.9	.6	-	-
\$65.00 - \$67.49 .....	-	-	6.4	-	-	-
\$67.50 - \$69.99 .....	-	-	1.5	-	-	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-
\$72.50 - \$74.99 .....	-	-	1.5	-	-	-
\$75.00 - \$79.99 .....	-	-	8.4	-	-	-
\$80.00 - \$84.99 .....	-	-	2.5	-	-	-
\$85.00 - \$89.99 .....	-	-	-	-	-	-
\$90.00 - \$94.99 .....	-	-	.5	-	-	-
\$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 .....	227	78	203	168	491	894
Average weekly salary <u>1/</u> .....	\$38.50	\$38.50	\$55.00	\$48.00	\$40.00	\$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 Milwaukee, Wis., January 1950 - Continued

Weekly salaries $\frac{1}{2}$	Percent of women -							
	Calculating-machine operators (other than Comptometer type)	Clerks, accounting	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 .....	-	-	-	-	-	-	-	-
\$25.00 - \$27.49 .....	0.8	-	-	1.7	0.2	1.3	-	0.2
\$27.50 - \$29.99 .....	13.1	3.1	-	15.5	.2	3.6	1.7	5.0
\$30.00 - \$32.49 .....	17.2	7.1	5.6	28.7	1.8	9.7	1.9	19.2
\$32.50 - \$34.99 .....	13.1	8.3	5.0	25.2	6.4	16.5	8.3	17.2
\$35.00 - \$37.49 .....	25.6	7.9	12.5	18.4	9.1	10.4	15.7	20.2
\$37.50 - \$39.99 .....	18.0	14.9	9.2	6.8	5.7	7.8	11.3	12.1
\$40.00 - \$42.49 .....	4.9	13.2	25.8	2.1	16.0	10.4	16.4	13.1
\$42.50 - \$44.99 .....	.8	13.4	21.7	.4	21.3	11.4	12.7	9.3
\$45.00 - \$47.49 .....	4.1	8.0	9.2	.7	13.0	6.2	9.4	2.2
\$47.50 - \$49.99 .....	.8	6.3	.8	.4	5.0	2.3	2.9	.9
\$50.00 - \$52.49 .....	-	8.0	5.0	-	5.5	9.4	10.4	.1
\$52.50 - \$54.99 .....	.8	5.5	4.2	.1	7.1	10.4	1.7	.3
\$55.00 - \$57.49 .....	-	2.8	-	-	1.8	-	2.5	.2
\$57.50 - \$59.99 .....	-	.3	.8	-	3.4	-	.8	-
\$60.00 - \$62.49 .....	.8	.6	-	-	1.4	-	1.5	-
\$62.50 - \$64.99 .....	-	.2	-	-	2.1	.6	.8	-
\$65.00 - \$67.49 .....	-	.1	-	-	-	-	.6	-
\$67.50 - \$69.99 .....	-	.3	-	-	-	-	.2	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-	.4	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-	.2	-
\$80.00 - \$84.99 .....	-	-	-	-	-	-	-	-
\$85.00 - \$89.99 .....	-	-	-	-	-	-	.6	-
\$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 .....	122	1,083	120	806	438	306	521	1,713
Average weekly salary $\frac{1}{2}$	\$35.50	\$42.00	\$41.50	\$33.50	\$44.50	\$41.00	\$43.00	\$36.50

See footnote at end of table.

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

Weekly salaries <u>1/</u>	Percent of women -							
	Office girls	Stenographers, general	Stenographers, technical	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
\$20.00 - \$22.49 .....	5.4	-	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	-	-	-
\$25.00 - \$27.49 .....	.5	-	-	1.6	-	-	-	0.1
\$27.50 - \$29.99 .....	32.8	0.5	-	.5	2.4	-	-	12.2
\$30.00 - \$32.49 .....	37.1	3.7	-	7.3	19.8	8.7	12.8	29.5
\$32.50 - \$34.99 .....	14.0	7.7	-	6.8	12.2	10.5	11.5	22.3
\$35.00 - \$37.49 .....	3.2	10.8	-	19.3	25.4	24.0	8.8	15.3
\$37.50 - \$39.99 .....	2.7	15.6	10.7	18.2	14.1	9.8	10.1	8.3
\$40.00 - \$42.49 .....	4.3	19.3	22.2	5.2	11.7	24.7	15.4	7.9
\$42.50 - \$44.99 .....	-	14.5	15.4	11.5	3.2	9.5	17.2	1.3
\$45.00 - \$47.49 .....	-	10.1	15.4	13.0	3.4	5.8	7.9	3.1
\$47.50 - \$49.99 .....	-	6.1	6.7	6.8	3.2	4.4	3.5	-
\$50.00 - \$52.49 .....	-	4.7	6.7	2.1	1.9	.4	11.5	-
\$52.50 - \$54.99 .....	-	3.2	9.4	5.2	.5	1.8	.9	-
\$55.00 - \$57.49 .....	-	1.4	6.7	1.0	1.1	-	.4	-
\$57.50 - \$59.99 .....	-	1.4	4.7	-	1.1	-	-	-
\$60.00 - \$62.49 .....	-	.7	.7	1.0	-	.4	-	-
\$62.50 - \$64.99 .....	-	.1	.7	.5	-	-	-	-
\$65.00 - \$67.49 .....	-	.1	-	-	-	-	-	-
\$67.50 - \$69.99 .....	-	-	.7	-	-	-	-	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-	-	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-	-	-
\$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	100.0
Estimated number of workers .....	186	2,326	149	192	377	275	227	674
Average weekly salary <u>1/</u> .....	\$31.00	\$42.00	\$46.50	\$40.50	\$37.50	\$39.00	\$40.50	\$34.50

1/ Excludes pay for overtime.

TABLE 3.—Scheduled weekly hours for women in Milwaukee 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	-	-	8.3	1.2	-	-
Over 35 and under 37½ hours .....	.8	-	1.8	-	3.1	-	-
37½ hours .....	9.7	4.4	2.6	3.0	32.0	-	-
Over 37½ and under 40 hours .....	2.6	.2	-	6.2	8.8	-	5.7
40 hours .....	80.5	94.6	70.8	78.1	45.8	96.0	88.9
Over 40 and under 44 hours .....	2.3	-	13.8	-	4.0	-	3.6
44 hours .....	2.9	.8	11.0	4.4	5.1	-	1.6
Over 44 and under 48 hours .....	.3	-	-	-	-	4.0	.2

TABLE 4.—Scheduled days in workweek of women in Milwaukee 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 .....	93.6	97.0	74.0	87.3	96.6	94.4	92.9
5½ days .....	5.0	3.0	26.0	3.4	1.7	1.6	7.1
6 days .....	.9	-	-	6.6	1.7	-	-
Other .....	.5	-	-	2.7	-	4.0	-

TABLE 5.—Vacations with pay in Milwaukee 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 ....	48.9	49.1	40.2	71.6	56.5	0.5	81.8
Under 1 week .....	3.6	5.9	-	-	-	-	4.2
1 week .....	43.4	41.8	40.2	71.6	55.6	.5	52.5
Over 1 and under 2 weeks ..	1.0	1.4	-	-	.9	-	-
2 weeks .....	.9	-	-	-	-	-	24.3
3 weeks .....	(1/)	-	-	-	-	-	.8
Offices with no paid vacations .	51.1	50.9	59.8	28.4	43.5	99.5	18.2
<u>1 year of service</u>							
Offices with paid vacations ....	99.8	99.7	100.0	100.0	100.0	100.0	100.0
1 week .....	51.0	64.2	42.0	46.9	7.5	92.8	9.5
Over 1 and under 2 weeks ..	.2	-	-	-	-	2.2	.8
2 weeks .....	48.6	35.5	58.0	53.1	92.5	5.0	88.9
3 weeks .....	(1/)	-	-	-	-	-	.8
Offices with no paid vacations .	.2	.3	-	-	-	-	-
<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 .....	1.8	2.5	3.3	.5	-	-	2.0
Over 1 and under 2 weeks ..	.7	1.2	-	-	-	-	-
2 weeks .....	96.1	96.3	96.7	96.0	95.2	100.0	90.1
Over 2 and under 3 weeks ..	1.2	-	-	-	4.8	-	7.1
3 weeks .....	.2	-	-	3.5	-	-	.8

1/ Less than 0.05 of 1 percent.

TABLE 6.—Paid holidays in Milwaukee 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	99.4	100.0	93.4	100.0	100.0	99.7	99.0
Number of holidays:							
1 to 5 .....	(1/)	-	-	-	-	-	.8
6 .....	80.9	98.8	76.6	97.6	22.4	74.2	87.0
6½ .....	2.1	-	-	2.4	11.0	-	-
7 .....	4.1	.6	14.7	-	3.4	25.5	7.6
8 .....	2.4	.6	1.2	-	9.9	-	3.6
8½ .....	2.9	-	-	-	15.9	-	-
9 .....	1.8	-	-	-	9.7	-	-
9½ .....	.5	-	-	-	2.6	-	-
10 .....	3.8	-	.9	-	20.1	-	-
11 .....	.6	-	-	-	3.5	-	-
11½ .....	.3	-	-	-	1.5	-	-
Offices providing no paid holidays .....	.6	-	6.6	-	-	.3	1.0

1/ Less than 0.05 of 1 percent.

TABLE 7.—Formal provisions for paid sick leave in Milwaukee 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 .....	18.2	13.5	24.2	9.8	24.3	47.5	7.6
Under 5 days .....	3.7	-	6.5	-	-	47.5	-
5 days .....	10.6	12.2	5.2	7.8	14.3	-	-
6 days .....	1.2	-	6.1	2.0	3.4	-	-
7 days .....	.5	-	-	-	2.9	-	-
10 days .....	1.1	1.0	6.4	-	-	-	-
12 days .....	.2	.3	-	-	.4	-	-
15 days .....	.6	-	-	-	3.3	-	-
20 days .....	.3	-	-	-	-	-	7.6
Offices with no formal provisions for paid sick leave .....	81.3	86.5	75.8	90.2	73.1	52.5	92.4
Information not available .....	.5	-	-	-	2.6	-	-
<u>1 year of service</u>							
Offices with formal provisions for paid sick leave .....	27.9	23.9	43.4	26.5	24.3	68.1	7.6
Under 5 days .....	1.7	.6	4.0	16.7	-	2.2	-
5 days .....	13.4	15.0	5.2	-	6.8	45.3	-
6 days .....	1.7	1.2	13.8	-	-	-	-
7 days .....	1.9	2.4	-	-	2.9	-	-
10 days .....	5.7	4.4	10.9	7.8	2.7	20.6	-
11 days .....	.9	-	-	-	4.8	-	-
12 days .....	1.0	.3	-	2.0	3.8	-	-
20 days .....	.3	-	-	-	-	-	7.6
Over 20 days .....	1.3	-	9.5	-	3.3	-	-
Offices with no formal provisions for paid sick leave .....	71.6	76.1	56.6	73.5	73.1	31.9	92.4
Information not available .....	.5	-	-	-	2.6	-	-
<u>5 years of service</u>							
Offices with formal provisions for paid sick leave .....	30.0	23.9	46.8	31.7	24.3	90.2	7.6
Under 5 days .....	.8	.6	4.0	-	-	2.2	-
5 days .....	11.4	8.6	5.2	-	6.8	67.4	-
6 days .....	1.1	.2	13.8	-	-	-	-
7 days .....	1.9	2.4	-	-	2.9	-	-
9 days .....	.8	-	-	16.6	-	-	-
10 days .....	8.4	10.5	6.4	-	2.7	20.6	-
12 days .....	1.0	.3	-	2.0	3.8	-	-
15 days .....	.8	1.3	-	-	-	-	-
Over 20 days .....	3.8	-	17.4	13.1	8.1	-	7.6
Offices with no formal provisions for paid sick leave .....	69.5	76.1	53.2	68.3	73.1	9.8	92.4
Information not available .....	.5	-	-	-	2.6	-	-

TABLE 8.--Nonproduction bonuses in Milwaukee 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> / .....	37.9	28.1	63.0	67.4	47.1	43.0	47.0
Christmas or year-end .....	35.7	25.3	56.9	63.4	47.1	43.0	47.0
Profit-sharing .....	4.9	2.0	6.1	4.0	-	40.4	9.1
Other .....	3.2	2.2	-	3.9	7.2	-	9.1
Offices with no nonproduction bonuses .....	62.1	71.9	37.0	32.6	52.9	57.0	53.0

1/ Unduplicated total.

TABLE 9.--Insurance and pension plans in Milwaukee 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> / .....	93.0	95.0	82.9	77.0	93.7	96.9	94.0
Life insurance .....	81.5	89.5	59.0	51.4	66.7	96.9	88.5
Health insurance .....	41.4	57.3	20.9	42.2	12.3	22.6	10.6
Retirement pension .....	50.2	45.4	35.4	46.4	63.7	88.0	25.9
Other .....	65.1	80.5	42.1	29.3	51.3	22.6	64.5
Offices with no insurance or pension plans .....	7.0	5.0	17.1	23.0	6.3	3.1	6.0

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 Milwaukee, 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 .....		619	175	188,600	125,250	23,800
Manufacturing .....	101	231	64	136,100	87,500	14,250
Wholesale trade .....	26	183	32	8,800	2,700	870
Retail trade .....	101	42	21	18,700	14,750	1,580
Finance, insurance, and real estate .....	26	90	24	7,500	4,610	4,180
Transportation, communication, and other public utilities 3/ .....	101	17	12	15,000	14,390	2,330
Services 4/ .....	26	56	22	2,500	1,300	590
<u>Size of establishment</u>						
All size groups .....		619	175	188,600	125,250	23,800
501 and over .....		73	48	130,800	107,680	19,030
251 - 500 .....		47	23	16,000	8,140	1,810
101 - 250 .....		191	41	29,200	6,350	1,300
26 - 100 .....		308	63	12,600	3,080	1,660

1/ Number of plant and office workers.

2/ Plant and office employment in the Milwaukee Metropolitan Area (Milwaukee 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

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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.