

# **OFFICE WORKERS**

**salaries  
hours of work  
supplementary benefits**

**Bulletin No. 997**

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

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**UNITED STATES DEPARTMENT OF LABOR**  
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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 New York study was prepared in the Bureau's Division of Wage Statistics by Paul E. Warwick, Regional Wage Analyst, Region II, New York, New York. The planning and central direction of the project 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 office workers in 13 of 24 occupational categories studied in New York City were at the \$45-\$49 level in February 1950. General stenographers, the largest group surveyed, averaged \$47 a week, as did switchboard operators. Accounting clerks received \$46, on the average, and class A typists earned \$45. Clerk-typists and clerks doing routine filing work, the second and third largest occupational groups in the study, averaged \$40 and \$35.50, respectively. Average weekly salaries above \$50 were recorded in 4 women's jobs, with the highest average salary (\$65.50) paid to hand bookkeepers. Office girls averaged \$33.50 and were at the bottom of the office salary scale (table 1).

Among routine office jobs, average salaries were about the same for men and women. In jobs involving a substantial period of training and a thorough knowledge of office procedures or of employer policy, men generally averaged higher pay. Men pay-roll clerks and accounting clerks, for example, averaged \$10 more a week than did women in these jobs. Among the 17 classifications of men office workers, average salaries ranged from \$70.50 for hand bookkeepers to \$34 for office boys.

Office workers employed in wholesale trade, in the transportation, communication, and other public utilities division, and in central offices held an earnings advantage over workers in other industry groups studied. Higher-than-average salaries were also paid in most jobs in the service industries and in offices of manufacturing establishments producing durable goods.<sup>2/</sup> Lower weekly salaries in the finance, insurance, and real estate group were at least partly offset by average weekly hours of work that were below the general level for the community as a whole.

These inter-industry differences in pay levels, together with pay differences among establishments in the same industry as well as rate variations reported in individual establishments, tend to account for the dispersion of salary rates in individual occupations as shown in table 2. Among all industries as a group, the highest and lowest salaries recorded in individual jobs typically differed by \$50 or more. Salaries paid to most of the workers were, nevertheless, grouped about the average. The salary range of the middle 50 percent of the workers in an earnings array exceeded \$10 in only a few of the women's jobs. The dispersion of rates in men's jobs was somewhat greater.

Salary levels tended to be higher in larger establishments within each industry division permitting comparisons on a size of establishment basis. As shown in table 3, however, average pay levels were not consistently higher in the large establishment groupings and the salary advantage for workers employed in large establishments generally amounted to \$3 or less a week. The difference in pay levels between large and small establishments was greatest in the manufacturing division.

Average salaries in New York City offices were slightly higher in February 1950 than in the same month of 1949, when a similar Bureau study was made. Although pay levels for most of the survey jobs rose during the year, most of the increases in job averages amounted to \$1.50 or less.

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

<sup>2/</sup> A listing of durable-goods industries appears in footnote 3 to the Appendix table.

## SUPPLEMENTARY WAGE PRACTICES

### Work schedules

Approximately three-fourths of the women office workers in New York were scheduled to work  $37\frac{1}{2}$  hours a week or less in February 1950 (table 4). Establishments employing over two-fifths of the workers observed a 35-hour week and this was the most common single work schedule in all industry divisions studied except retail trade, where a 40-hour week was predominant. A 5-day workweek was scheduled for all or virtually all women office workers in six of the seven industry divisions studied. A ninth of the women in the finance, insurance, and real estate group were required to work at least  $5\frac{1}{2}$  days a week (table 5).

### Paid vacations

The great majority of New York office workers were employed in establishments that provided 2 weeks' paid vacation after a year of service. The major exception to this community pattern was found in retail trade, where the majority of the workers were in offices providing 1 week after 1 year (table 6). After 2 years of service, almost all office workers were eligible for 2 weeks' vacation with pay; and after 5 years of service vacation provisions for large numbers of workers exceeded 2 weeks, notably in manufacturing and retail trade establishments.

### Paid holidays

Paid holidays were granted office employees by all of the 544 establishments covered in the survey. Fully three-fourths of the workers were employed in establishments that provided 9 or more holidays annually. Public utilities and finance, insurance, and real estate offices generally observed 11 or more holidays. A majority of office workers in retail trade received 7 holidays with pay (table 7).

### Paid sick leave

About a fourth of the office workers in New York City were employed in establishments that had formal provisions for paid sick leave for which workers qualified after 6 months of service. The amount of leave allowed annually varied from less than 5 to over 20 days under the varied formal plans reported. Although the proportion of workers eligible for paid sick leave after completing 5 years of service was not substantially greater than that indicated above, the longer period of employment qualified them for more paid leave.

Sick leave granted on an informal basis is not included in the estimates provided in table 8.

### Nonproduction bonuses

Many employers in New York City supplemented the basic pay of office workers with a non-production bonus, typically in the form of a Christmas or year-end payment. The proportion of office workers employed in establishments granting Christmas or year-end bonuses ranged from a fifth in the transportation, communication, and other public utilities group to more than three-fifths in wholesale trade (table 9). Profit-sharing plans were also reported by a few establishments in most of the industry divisions.

### Insurance and pension plans

Establishments employing nine-tenths of the office workers within the scope of the study provided some type of insurance or pension plan for which the employers paid at least part of the premiums. The proportion of office workers employed in establishments with life insurance plans ranged from somewhat more than half in retail trade to four-fifths or more in manufacturing, central offices, and in the finance, insurance, and real estate division.

Retirement pension plans were in effect in establishments accounting for three-fifths of the office workers. Measured in terms of total office employment, such plans had the greatest coverage in transportation, communication, and other public utilities (table 10).

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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>Billers, machine (billing machine) <sup>4/</sup></u>               |                             |               |                        |             |                                    |  |
| Manufacturing .....   | 464                         | \$50.50       | 38.5                   | \$1.31      | \$52.50                            | \$42.00 - \$55.00                            |
| Wholesale trade .....   | 68                          | 54.50         | 38.0                   | 1.43        | 52.50                              | 52.50 - 55.00                                |
| Finance, insurance, and real estate .....                             | 258                         | 51.00         | 38.5                   | 1.32        | 52.00                              | 40.00 - 60.00                                |
| .....   | 96                          | 52.50         | 38.5                   | 1.36        | 53.50                              | 52.50 - 55.00                                |
| <u>Bookkeepers, hand</u>  |                             |               |                        |             |                                    |  |
| Manufacturing .....   | 2,485                       | 70.50         | 37.0                   | 1.91        | 71.00                              | 57.50 - 80.00                                |
| Durable goods .....   | 421                         | 75.00         | 38.0                   | 1.97        | 73.00                              | 66.50 - 85.00                                |
| Nondurable goods .....  | 189                         | 75.00         | 38.5                   | 1.95        | 75.00                              | 70.00 - 76.50                                |
| Wholesale trade .....   | 232                         | 75.00         | 38.0                   | 1.97        | 71.00                              | 65.00 - 85.00                                |
| Retail trade .....  | 625                         | 72.00         | 38.5                   | 1.87        | 71.50                              | 59.50 - 80.00                                |
| Finance, insurance, and real estate .....                             | 141                         | 61.50         | 39.0                   | 1.58        | 57.00                              | 45.00 - 75.00                                |
| Transportation, communication, and other public utilities ..          | 706                         | 67.50         | 36.5                   | 1.85        | 69.00                              | 53.50 - 79.00                                |
| Services .....  | 152                         | 66.50         | 37.5                   | 1.77        | 65.50                              | 60.50 - 75.00                                |
| Central offices .....   | 211                         | 75.00         | 36.5                   | 2.05        | 73.00                              | 69.00 - 80.50                                |
| .....   | 229                         | 70.00         | 37.0                   | 1.89        | 68.00                              | 57.50 - 80.50                                |
| <u>Bookkeeping-machine operators, class A <sup>4/</sup></u>           |                             |               |                        |             |                                    |  |
| Finance, insurance, and real estate .....                             | 265                         | 55.00         | 37.5                   | 1.47        | 51.00                              | 42.50 - 60.50                                |
| .....   | 225                         | 53.50         | 37.5                   | 1.43        | 50.00                              | 39.50 - 60.00                                |
| <u>Bookkeeping-machine operators, class B <sup>4/</sup></u>           |                             |               |                        |             |                                    |  |
| Finance, insurance, and real estate .....                             | 734                         | 47.00         | 36.5                   | 1.29        | 46.00                              | 42.00 - 52.00                                |
| .....   | 532                         | 44.50         | 36.5                   | 1.22        | 45.00                              | 39.00 - 50.00                                |
| <u>Calculating-machine operators (Comptometer type) <sup>4/</sup></u> |                             |               |                        |             |                                    |  |
| Manufacturing .....   | 89                          | 42.00         | 37.0                   | 1.14        | 41.00                              | 35.00 - 48.00                                |
| .....   | 60                          | 40.00         | 37.5                   | 1.07        | 35.00                              | 35.00 - 45.00                                |
| <u>Clerks, accounting</u>   |                             |               |                        |             |                                    |  |
| Manufacturing .....   | 8,288                       | 56.00         | 37.0                   | 1.51        | 55.00                              | 45.00 - 65.00                                |
| Durable goods .....   | 1,203                       | 57.00         | 37.5                   | 1.52        | 56.00                              | 48.00 - 64.00                                |
| Nondurable goods .....  | 527                         | 54.00         | 38.5                   | 1.40        | 55.00                              | 45.00 - 60.00                                |
| Wholesale trade .....   | 676                         | 59.00         | 37.0                   | 1.59        | 58.00                              | 52.00 - 66.00                                |
| Retail trade .....  | 1,573                       | 56.00         | 37.5                   | 1.49        | 55.00                              | 46.00 - 65.00                                |
| Finance, insurance, and real estate .....                             | 267                         | 50.00         | 38.5                   | 1.30        | 49.50                              | 40.00 - 60.00                                |
| Transportation, communication, and other public utilities ..          | 2,279                       | 55.50         | 36.0                   | 1.54        | 53.00                              | 45.00 - 67.50                                |
| Services .....  | 956                         | 59.50         | 37.5                   | 1.59        | 60.50                              | 50.50 - 65.50                                |
| Central offices .....   | 662                         | 52.50         | 37.0                   | 1.42        | 50.50                              | 40.50 - 60.00                                |
| .....   | 1,348                       | 56.50         | 36.5                   | 1.55        | 55.50                              | 46.00 - 63.50                                |

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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>Men - Continued</u>                                      |                             |               |                        |             |                                    |  |
| <u>Clerks, file, class A <sup>4/</sup></u> .....            | 297                         | \$51.50       | 37.0                   | \$1.39      | \$48.00                            | \$45.50 - \$59.50                            |
| Manufacturing .....   | 51                          | 47.00         | 36.0                   | 1.31        | 45.00                              | 35.00 - 56.00                                |
| Finance, insurance, and real estate .....                   | 86                          | 48.00         | 35.0                   | 1.37        | 47.50                              | 44.00 - 54.00                                |
| Services .....  | 67                          | 61.00         | 39.0                   | 1.56        | 60.00                              | 54.50 - 65.00                                |
| <u>Clerks, file, class B <sup>4/</sup></u> .....            | 863                         | 36.00         | 38.0                   | .95         | 34.00                              | 30.00 - 40.00                                |
| Manufacturing .....   | 75                          | 44.00         | 38.5                   | 1.14        | 43.00                              | 39.50 - 52.00                                |
| Wholesale trade .....                                       | 54                          | 40.00         | 37.5                   | 1.07        | 40.50                              | 38.00 - 42.50                                |
| Finance, insurance, and real estate .....                   | 232                         | 36.50         | 35.5                   | 1.03        | 33.00                              | 30.00 - 40.00                                |
| Services .....  | 191                         | 33.50         | 39.0                   | .86         | 31.00                              | 29.50 - 35.00                                |
| Central offices .....                                       | 96                          | 39.00         | 37.5                   | 1.04        | 39.00                              | 35.00 - 44.00                                |
| <u>Clerks, general</u> .....                                | 2,977                       | 58.00         | 36.5                   | 1.59        | 55.50                              | 48.00 - 67.00                                |
| Manufacturing .....   | 389                         | 53.50         | 37.5                   | 1.43        | 53.00                              | 48.00 - 60.00                                |
| Durable goods .....   | 128                         | 54.50         | 38.5                   | 1.42        | 54.00                              | 45.00 - 60.00                                |
| Nondurable goods .....                                      | 261                         | 53.00         | 37.0                   | 1.43        | 51.00                              | 49.00 - 58.00                                |
| Wholesale trade .....                                       | 511                         | 61.50         | 36.5                   | 1.68        | 57.50                              | 49.50 - 75.00                                |
| Retail trade .....  | 105                         | 53.00         | 38.0                   | 1.39        | 52.50                              | 46.00 - 59.50                                |
| Finance, insurance, and real estate .....                   | 1,157                       | 57.00         | 35.5                   | 1.61        | 56.50                              | 47.00 - 66.00                                |
| Transportation, communication, and other public utilities . | 166                         | 57.50         | 37.5                   | 1.53        | 54.00                              | 48.00 - 69.00                                |
| Services .....  | 79                          | 50.50         | 37.5                   | 1.35        | 43.00                              | 34.50 - 59.00                                |
| Central offices .....                                       | 570                         | 63.00         | 35.5                   | 1.77        | 59.50                              | 51.00 - 73.50                                |
| <u>Clerks, order <sup>4/</sup></u> .....                    | 3,896                       | 57.50         | 38.0                   | 1.51        | 56.50                              | 46.00 - 66.00                                |
| Manufacturing .....   | 641                         | 53.50         | 37.5                   | 1.43        | 55.00                              | 45.00 - 60.00                                |
| Durable goods .....   | 156                         | 58.50         | 37.5                   | 1.56        | 60.00                              | 55.00 - 62.00                                |
| Nondurable goods .....                                      | 485                         | 51.50         | 37.5                   | 1.37        | 51.00                              | 43.00 - 58.00                                |
| Wholesale trade .....                                       | 2,145                       | 59.00         | 38.5                   | 1.53        | 59.50                              | 48.00 - 68.00                                |
| Central offices .....                                       | 388                         | 57.50         | 36.5                   | 1.58        | 53.00                              | 42.50 - 70.00                                |
| <u>Clerks, pay roll</u> .....                               | 1,076                       | 61.00         | 37.5                   | 1.63        | 60.00                              | 49.50 - 73.00                                |
| Manufacturing .....   | 340                         | 57.50         | 38.0                   | 1.51        | 52.50                              | 46.00 - 70.00                                |
| Durable goods .....   | 101                         | 51.50         | 38.5                   | 1.34        | 52.00                              | 47.50 - 52.50                                |
| Nondurable goods .....                                      | 239                         | 60.00         | 38.0                   | 1.58        | 55.00                              | 46.00 - 73.00                                |
| Wholesale trade .....                                       | 119                         | 59.00         | 37.0                   | 1.59        | 64.00                              | 50.00 - 68.00                                |
| Retail trade .....  | 77                          | 54.00         | 39.0                   | 1.38        | 53.00                              | 50.00 - 55.00                                |
| Finance, insurance, and real estate .....                   | 210                         | 73.00         | 36.5                   | 2.00        | 76.00                              | 69.00 - 76.00                                |
| Transportation, communication, and other public utilities . | 163                         | 58.00         | 38.0                   | 1.53        | 60.00                              | 46.00 - 65.00                                |
| Services .....  | 52                          | 59.50         | 37.0                   | 1.61        | 64.50                              | 49.50 - 75.00                                |
| Central offices .....                                       | 115                         | 62.00         | 36.5                   | 1.70        | 62.00                              | 53.00 - 71.00                                |

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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>Men - Continued</u>  |                             |               |                        |             |                                    |  |
| <u>Clerk-typists <sup>4/</sup></u> .....                      | 756                         | \$42.50       | 37.5                   | \$1.13      | \$41.50                            | \$38.00 - \$45.50                            |
| Manufacturing .....   | 139                         | 40.00         | 36.5                   | 1.10        | 40.00                              | 35.00 - 45.50                                |
| Wholesale trade .....   | 122                         | 41.50         | 38.5                   | 1.08        | 40.50                              | 38.00 - 44.50                                |
| Finance, insurance, and real estate .....                     | 105                         | 41.00         | 39.0                   | 1.05        | 45.00                              | 35.00 - 45.00                                |
| Central offices .....   | 96                          | 45.00         | 36.5                   | 1.23        | 43.50                              | 40.00 - 50.00                                |
| <u>Key-punch operators</u> .....                              | 91                          | 44.00         | 38.5                   | 1.14        | 44.00                              | 40.00 - 50.00                                |
| <u>Office boys</u> .....                                      | 9,601                       | 34.00         | 37.0                   | .92         | 32.00                              | 30.00 - 36.00                                |
| Manufacturing .....   | 1,728                       | 34.00         | 37.0                   | .92         | 33.00                              | 30.00 - 36.00                                |
| Durable goods .....   | 235                         | 34.50         | 37.0                   | .93         | 34.00                              | 32.00 - 38.00                                |
| Nondurable goods .....  | 1,493                       | 33.50         | 37.0                   | .91         | 32.00                              | 30.00 - 36.00                                |
| Wholesale trade .....   | 2,176                       | 34.00         | 37.0                   | .92         | 33.00                              | 30.00 - 37.00                                |
| Retail trade .....  | 141                         | 33.50         | 38.5                   | .87         | 32.00                              | 30.00 - 36.00                                |
| Finance, insurance, and real estate .....                     | 2,313                       | 33.00         | 37.0                   | .89         | 32.00                              | 30.00 - 35.00                                |
| Transportation, communication, and other public utilities ..  | 384                         | 35.00         | 36.5                   | .96         | 33.00                              | 30.50 - 37.00                                |
| Services .....  | 1,402                       | 32.50         | 37.0                   | .88         | 30.00                              | 30.00 - 35.00                                |
| Central offices .....   | 1,457                       | 35.50         | 36.0                   | .99         | 33.50                              | 30.00 - 38.00                                |
| <u>Stenographers, general <sup>4/</sup></u> .....             | 336                         | 54.50         | 37.0                   | 1.47        | 52.50                              | 48.50 - 60.00                                |
| Manufacturing .....   | 28                          | 58.00         | 37.5                   | 1.55        | 55.00                              | 55.00 - 64.50                                |
| Finance, insurance, and real estate .....                     | 38                          | 54.00         | 38.0                   | 1.42        | 52.50                              | 44.00 - 60.00                                |
| <u>Typists, class A <sup>4/</sup></u> .....                   | 124                         | 46.00         | 36.5                   | 1.26        | 45.50                              | 42.00 - 49.00                                |
| Wholesale trade .....   | 42                          | 47.00         | 36.0                   | 1.31        | 45.50                              | 44.50 - 45.50                                |
| <u>Typists, class B <sup>4/</sup></u> .....                   | 178                         | 40.00         | 36.5                   | 1.10        | 40.00                              | 37.00 - 42.50                                |
| Finance, insurance, and real estate .....                     | 97                          | 40.50         | 35.5                   | 1.14        | 40.00                              | 39.50 - 43.00                                |
| <u>Women</u>  |                             |               |                        |             |                                    |  |
| <u>Billers, machine (billing machine) <sup>4/</sup></u> ..... | 2,901                       | 44.00         | 37.0                   | 1.19        | 43.50                              | 39.00 - 48.00                                |
| Manufacturing .....   | 887                         | 42.00         | 37.5                   | 1.12        | 40.00                              | 38.00 - 45.00                                |
| Durable goods .....   | 102                         | 46.50         | 38.5                   | 1.21        | 45.00                              | 42.50 - 50.00                                |
| Nondurable goods .....  | 785                         | 41.00         | 37.5                   | 1.09        | 40.00                              | 38.00 - 45.00                                |
| Wholesale trade .....   | 898                         | 46.00         | 37.5                   | 1.23        | 45.00                              | 40.00 - 50.00                                |
| Retail trade .....  | 127                         | 42.50         | 39.0                   | 1.09        | 44.50                              | 39.00 - 46.00                                |
| Finance, insurance, and real estate .....                     | 490                         | 42.00         | 36.0                   | 1.17        | 41.00                              | 38.50 - 46.00                                |
| Transportation, communication, and other public utilities ..  | 142                         | 48.50         | 38.0                   | 1.28        | 46.50                              | 44.00 - 53.00                                |
| Central offices .....   | 337                         | 46.50         | 36.0                   | 1.29        | 46.00                              | 43.00 - 51.00                                |

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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>Billers, machine (bookkeeping machine) <sup>4/</sup></u> ..... | 1,473                       | \$49.00       | 37.0                   | \$1.32      | \$48.50                            | \$45.00 - \$53.00                            |
| Manufacturing .....   | 163                         | 52.00         | 39.0                   | 1.33        | 50.50                              | 47.00 - 60.00                                |
| Wholesale trade .....   | 86                          | 48.00         | 37.5                   | 1.28        | 47.00                              | 46.00 - 53.00                                |
| Retail trade .....  | 385                         | 42.50         | 39.5                   | 1.08        | 43.00                              | 38.00 - 49.50                                |
| Central offices .....   | 98                          | 49.50         | 36.5                   | 1.36        | 46.00                              | 45.00 - 54.00                                |
| <u>Bookkeepers, hand</u> .....                                    | 1,390                       | 65.50         | 37.5                   | 1.75        | 65.00                              | 55.00 - 73.50                                |
| Manufacturing .....   | 448                         | 69.50         | 39.0                   | 1.78        | 70.00                              | 61.00 - 70.00                                |
| Durable goods .....   | 55                          | 68.00         | 39.0                   | 1.74        | 70.00                              | 65.00 - 70.00                                |
| Nondurable goods .....  | 393                         | 70.00         | 39.0                   | 1.79        | 70.00                              | 61.00 - 70.00                                |
| Wholesale trade .....   | 154                         | 68.00         | 38.0                   | 1.79        | 68.50                              | 64.50 - 75.00                                |
| Retail trade .....  | 55                          | 52.50         | 37.0                   | 1.42        | 50.00                              | 45.00 - 60.00                                |
| Finance, insurance, and real estate .....                         | 211                         | 61.50         | 36.5                   | 1.68        | 61.50                              | 48.00 - 75.00                                |
| Transportation, communication, and other public utilities .       | 108                         | 67.00         | 36.0                   | 1.86        | 66.00                              | 55.00 - 70.00                                |
| Services .....  | 242                         | 68.00         | 37.5                   | 1.81        | 67.00                              | 60.00 - 75.00                                |
| Central offices .....   | 172                         | 57.50         | 37.0                   | 1.55        | 55.00                              | 48.50 - 67.00                                |
| <u>Bookkeeping-machine operators, class A <sup>4/</sup></u> ..... | 1,008                       | 52.00         | 37.0                   | 1.41        | 50.00                              | 46.00 - 55.00                                |
| Manufacturing .....   | 250                         | 57.50         | 37.5                   | 1.53        | 55.00                              | 50.00 - 62.00                                |
| Durable goods .....   | 108                         | 57.50         | 38.0                   | 1.51        | 58.00                              | 54.00 - 60.00                                |
| Nondurable goods .....  | 142                         | 57.50         | 37.5                   | 1.53        | 54.00                              | 46.50 - 70.00                                |
| Wholesale trade .....   | 124                         | 58.50         | 37.0                   | 1.58        | 55.00                              | 50.00 - 62.50                                |
| Finance, insurance, and real estate .....                         | 429                         | 47.00         | 37.0                   | 1.27        | 47.00                              | 43.50 - 50.00                                |
| Central offices .....   | 146                         | 53.00         | 36.0                   | 1.47        | 52.50                              | 47.00 - 57.00                                |
| <u>Bookkeeping-machine operators, class B</u> .....               | 6,313                       | 45.00         | 36.5                   | 1.23        | 44.50                              | 40.00 - 50.00                                |
| Manufacturing .....   | 834                         | 48.50         | 37.5                   | 1.29        | 49.00                              | 43.00 - 55.00                                |
| Durable goods .....   | 212                         | 50.50         | 37.5                   | 1.35        | 50.00                              | 45.00 - 55.00                                |
| Nondurable goods .....  | 622                         | 48.00         | 37.5                   | 1.28        | 49.00                              | 40.50 - 53.00                                |
| Wholesale trade .....   | 1,018                       | 48.50         | 37.0                   | 1.31        | 48.00                              | 44.50 - 52.00                                |
| Retail trade .....  | 380                         | 44.00         | 39.0                   | 1.13        | 43.00                              | 37.00 - 50.00                                |
| Finance, insurance, and real estate .....                         | 3,212                       | 42.50         | 36.0                   | 1.18        | 40.50                              | 38.50 - 46.00                                |
| Transportation, communication, and other public utilities .       | 101                         | 45.00         | 37.5                   | 1.20        | 48.00                              | 42.50 - 48.00                                |
| Services .....  | 168                         | 48.50         | 37.5                   | 1.29        | 48.50                              | 45.00 - 50.00                                |
| Central offices .....   | 600                         | 50.00         | 37.0                   | 1.35        | 48.00                              | 43.50 - 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 New York, N. Y., by industry division, February 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>Calculating-machine operators</u>                         |                             |               |                        |             |                                    |  |
| (Comptometer type) .....                                     | 5,522                       | \$46.50       | 37.0                   | \$1.26      | \$46.00                            | \$42.00 - \$51.00                            |
| Manufacturing .....  | 940                         | 46.00         | 38.0                   | 1.21        | 46.00                              | 42.00 - 51.00                                |
| Durable goods .....  | 215                         | 48.00         | 37.5                   | 1.28        | 50.00                              | 43.00 - 53.00                                |
| Nondurable goods .....                                       | 725                         | 45.00         | 38.0                   | 1.18        | 45.00                              | 42.00 - 49.00                                |
| Wholesale trade .....  | 985                         | 47.50         | 38.0                   | 1.25        | 47.00                              | 43.00 - 53.00                                |
| Retail trade .....   | 694                         | 46.50         | 38.0                   | 1.22        | 45.50                              | 41.00 - 50.50                                |
| Finance, insurance, and real estate .....                    | 1,264                       | 44.00         | 36.0                   | 1.22        | 43.00                              | 40.00 - 48.50                                |
| Transportation, communication, and other public utilities .. | 279                         | 46.50         | 36.5                   | 1.27        | 48.00                              | 43.00 - 50.00                                |
| Services .....   | 190                         | 47.50         | 36.5                   | 1.30        | 45.00                              | 42.50 - 52.50                                |
| Central offices .....  | 1,170                       | 49.00         | 36.5                   | 1.34        | 48.00                              | 44.00 - 53.50                                |
| <u>Calculating-machine operators</u>                         |                             |               |                        |             |                                    |  |
| (other than Comptometer type) <sup>4/</sup> ..               | 925                         | 42.50         | 36.5                   | 1.16        | 43.00                              | 38.50 - 47.50                                |
| Manufacturing .....  | 70                          | 48.00         | 38.0                   | 1.26        | 48.00                              | 43.50 - 53.00                                |
| Wholesale trade .....  | 132                         | 44.00         | 36.0                   | 1.22        | 43.00                              | 43.00 - 45.50                                |
| Retail trade .....   | 130                         | 40.50         | 38.0                   | 1.07        | 40.00                              | 38.00 - 40.50                                |
| Finance, insurance, and real estate .....                    | 415                         | 40.50         | 35.5                   | 1.14        | 39.50                              | 37.00 - 45.50                                |
| Central offices .....  | 109                         | 41.50         | 36.0                   | 1.15        | 42.00                              | 33.00 - 49.50                                |
| <u>Clerks, accounting</u>                                    |                             |               |                        |             |                                    |  |
| Manufacturing .....  | 10,571                      | 46.00         | 37.0                   | 1.24        | 45.00                              | 39.00 - 52.00                                |
| Durable goods .....  | 2,211                       | 47.00         | 37.0                   | 1.27        | 45.00                              | 39.00 - 54.00                                |
| Nondurable goods .....                                       | 293                         | 52.00         | 38.5                   | 1.35        | 54.00                              | 43.00 - 60.00                                |
| Wholesale trade .....  | 1,918                       | 46.50         | 37.0                   | 1.26        | 44.50                              | 38.00 - 52.00                                |
| Retail trade .....   | 1,458                       | 47.00         | 37.5                   | 1.25        | 47.00                              | 40.00 - 53.50                                |
| Finance, insurance, and real estate .....                    | 1,190                       | 42.00         | 38.5                   | 1.09        | 41.00                              | 37.00 - 46.00                                |
| Transportation, communication, and other public utilities .. | 2,252                       | 43.50         | 35.5                   | 1.23        | 42.00                              | 38.00 - 48.00                                |
| Services .....   | 510                         | 51.00         | 36.5                   | 1.40        | 49.50                              | 44.50 - 57.00                                |
| Central offices .....  | 1,517                       | 47.00         | 36.5                   | 1.29        | 45.00                              | 40.00 - 50.00                                |
| Central offices .....  | 1,433                       | 49.50         | 36.5                   | 1.36        | 49.00                              | 43.00 - 55.00                                |
| <u>Clerks, file, class A</u>                                 |                             |               |                        |             |                                    |  |
| Manufacturing .....  | 3,514                       | 46.50         | 36.5                   | 1.27        | 45.00                              | 40.50 - 50.50                                |
| Durable goods .....  | 362                         | 44.00         | 37.0                   | 1.19        | 40.00                              | 39.00 - 46.00                                |
| Nondurable goods .....                                       | 76                          | 44.50         | 37.5                   | 1.19        | 43.50                              | 39.50 - 46.50                                |
| Wholesale trade .....  | 286                         | 43.50         | 36.5                   | 1.19        | 40.00                              | 39.00 - 44.00                                |
| Retail trade .....   | 555                         | 47.50         | 36.5                   | 1.30        | 46.00                              | 42.00 - 52.00                                |
| Finance, insurance, and real estate .....                    | 32                          | 40.50         | 38.0                   | 1.07        | 40.50                              | 35.00 - 42.00                                |
| Transportation, communication, and other public utilities .. | 1,351                       | 45.00         | 36.0                   | 1.25        | 43.50                              | 40.00 - 49.00                                |
| Services .....   | 171                         | 50.50         | 38.0                   | 1.33        | 50.00                              | 44.00 - 58.50                                |
| Central offices .....  | 332                         | 46.50         | 38.0                   | 1.22        | 44.00                              | 38.00 - 50.00                                |
| Central offices .....  | 711                         | 50.00         | 36.0                   | 1.39        | 48.00                              | 44.00 - 55.00                                |

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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, file, class B</u> .....                          | 11,115                      | \$35.50       | 37.0                   | \$0.96      | \$34.50                            | \$32.00 - \$38.00                            |
| Manufacturing .....   | 1,416                       | 36.50         | 37.0                   | .99         | 35.00                              | 32.00 - 39.50                                |
| Durable goods .....   | 250                         | 39.00         | 37.5                   | 1.04        | 36.00                              | 33.00 - 41.00                                |
| Nondurable goods .....                                      | 1,166                       | 36.00         | 36.5                   | .99         | 35.00                              | 32.00 - 38.00                                |
| Wholesale trade .....                                       | 1,297                       | 38.00         | 37.5                   | 1.01        | 37.00                              | 34.00 - 42.00                                |
| Retail trade .....  | 570                         | 34.50         | 39.5                   | .87         | 33.50                              | 30.00 - 38.00                                |
| Finance, insurance, and real estate .....                   | 5,009                       | 33.50         | 36.0                   | .93         | 33.00                              | 30.00 - 35.00                                |
| Transportation, communication, and other public utilities . | 521                         | 39.50         | 37.5                   | 1.05        | 39.00                              | 36.50 - 42.00                                |
| Services .....  | 1,063                       | 35.50         | 38.5                   | .92         | 35.00                              | 32.00 - 37.00                                |
| Central offices .....                                       | 1,239                       | 40.00         | 36.0                   | 1.11        | 39.00                              | 34.50 - 44.00                                |
| <u>Clerks, general <sup>4/</sup></u> .....                  | 5,243                       | 48.50         | 37.0                   | 1.31        | 47.00                              | 42.00 - 53.50                                |
| Manufacturing .....   | 968                         | 52.00         | 36.5                   | 1.42        | 53.00                              | 45.00 - 56.50                                |
| Durable goods .....   | 220                         | 51.00         | 37.5                   | 1.36        | 50.00                              | 46.00 - 55.00                                |
| Nondurable goods .....                                      | 748                         | 52.50         | 36.5                   | 1.44        | 53.00                              | 45.00 - 58.00                                |
| Wholesale trade .....                                       | 598                         | 46.50         | 37.5                   | 1.24        | 44.00                              | 37.00 - 51.00                                |
| Retail trade .....  | 973                         | 46.00         | 39.0                   | 1.18        | 45.00                              | 40.50 - 50.50                                |
| Finance, insurance, and real estate .....                   | 1,728                       | 46.00         | 36.0                   | 1.28        | 45.00                              | 41.50 - 51.00                                |
| Transportation, communication, and other public utilities . | 144                         | 50.00         | 37.5                   | 1.33        | 49.50                              | 42.50 - 55.00                                |
| Central offices .....                                       | 663                         | 54.50         | 35.5                   | 1.54        | 53.00                              | 47.00 - 58.00                                |
| <u>Clerks, order <sup>4/</sup></u> .....                    | 3,108                       | 45.50         | 37.5                   | 1.21        | 45.00                              | 39.00 - 50.00                                |
| Manufacturing .....   | 936                         | 43.50         | 38.5                   | 1.13        | 40.00                              | 37.00 - 46.00                                |
| Durable goods .....   | 167                         | 49.50         | 38.0                   | 1.30        | 50.00                              | 39.00 - 59.00                                |
| Nondurable goods .....                                      | 769                         | 42.00         | 38.5                   | 1.09        | 40.00                              | 37.00 - 45.00                                |
| Wholesale trade .....                                       | 792                         | 50.00         | 37.0                   | 1.35        | 48.50                              | 43.00 - 59.00                                |
| Retail trade .....  | 572                         | 40.00         | 39.5                   | 1.01        | 39.50                              | 36.50 - 44.00                                |
| Central offices .....                                       | 252                         | 48.00         | 35.5                   | 1.35        | 47.00                              | 42.50 - 51.50                                |
| <u>Clerks, pay roll</u> .....                               | 3,784                       | 51.00         | 37.5                   | 1.36        | 50.00                              | 42.00 - 57.50                                |
| Manufacturing .....   | 1,469                       | 50.00         | 38.0                   | 1.32        | 48.00                              | 40.00 - 57.00                                |
| Durable goods .....   | 490                         | 50.50         | 38.5                   | 1.31        | 52.00                              | 43.00 - 55.00                                |
| Nondurable goods .....                                      | 979                         | 50.00         | 38.0                   | 1.32        | 46.00                              | 40.00 - 58.00                                |
| Wholesale trade .....                                       | 319                         | 55.50         | 37.5                   | 1.48        | 55.00                              | 47.00 - 63.00                                |
| Retail trade .....  | 371                         | 47.00         | 38.5                   | 1.22        | 46.00                              | 42.00 - 53.00                                |
| Finance, insurance, and real estate .....                   | 612                         | 50.00         | 36.0                   | 1.39        | 47.50                              | 39.00 - 59.00                                |
| Transportation, communication, and other public utilities . | 355                         | 47.00         | 36.0                   | 1.31        | 43.00                              | 40.00 - 53.00                                |
| Services .....  | 301                         | 53.50         | 37.5                   | 1.43        | 52.50                              | 45.50 - 60.00                                |
| Central offices .....                                       | 357                         | 55.50         | 36.0                   | 1.54        | 54.00                              | 49.50 - 61.00                                |

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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>Clerk-typists</u> .....                                  | 12,474                      | \$40.00       | 36.5                   | \$1.10      | \$39.50                            | \$35.00 - \$44.00                            |
| <u>Manufacturing</u> .....                                  | 2,505                       | 40.50         | 37.0                   | 1.09        | 40.00                              | 37.00 - 45.00                                |
| Durable goods .....   | 745                         | 40.50         | 38.0                   | 1.07        | 40.00                              | 38.00 - 44.00                                |
| Nondurable goods .....                                      | 1,760                       | 40.50         | 37.0                   | 1.09        | 40.00                              | 35.50 - 45.00                                |
| Wholesale trade .....                                       | 2,273                       | 41.00         | 37.0                   | 1.11        | 40.00                              | 36.00 - 45.00                                |
| Retail trade .....  | 748                         | 37.50         | 39.0                   | .96         | 37.00                              | 35.00 - 40.00                                |
| Finance, insurance, and real estate .....                   | 3,992                       | 38.00         | 36.0                   | 1.06        | 37.00                              | 34.50 - 42.00                                |
| Transportation, communication, and other public utilities . | 587                         | 43.50         | 37.5                   | 1.16        | 43.00                              | 39.00 - 48.00                                |
| Services .....  | 1,144                       | 41.50         | 37.0                   | 1.12        | 40.00                              | 35.00 - 45.00                                |
| Central offices .....                                       | 1,225                       | 42.00         | 36.0                   | 1.17        | 41.00                              | 37.50 - 45.00                                |
| <u>Key-punch operators</u> .....                            | 3,862                       | 43.50         | 37.0                   | 1.18        | 43.50                              | 40.00 - 47.00                                |
| <u>Manufacturing</u> .....                                  | 432                         | 41.50         | 37.5                   | 1.11        | 40.00                              | 37.00 - 45.50                                |
| Wholesale trade .....                                       | 353                         | 48.50         | 37.5                   | 1.29        | 48.00                              | 44.00 - 52.00                                |
| Retail trade .....  | 354                         | 43.50         | 39.0                   | 1.12        | 43.00                              | 40.00 - 47.00                                |
| Finance, insurance, and real estate .....                   | 1,478                       | 42.00         | 36.0                   | 1.17        | 42.50                              | 38.00 - 46.00                                |
| Transportation, communication, and other public utilities . | 311                         | 43.50         | 37.0                   | 1.18        | 43.00                              | 40.50 - 46.00                                |
| Services .....  | 296                         | 44.00         | 37.0                   | 1.19        | 45.00                              | 40.00 - 45.00                                |
| Central offices .....                                       | 638                         | 46.00         | 36.5                   | 1.26        | 45.00                              | 40.50 - 49.50                                |
| <u>Office girls <sup>4/</sup></u> .....                     | 2,475                       | 33.50         | 37.0                   | .91         | 33.00                              | 30.00 - 36.00                                |
| <u>Manufacturing</u> .....                                  | 282                         | 33.50         | 37.0                   | .91         | 32.00                              | 29.50 - 35.50                                |
| Durable goods .....   | 36                          | 33.50         | 38.5                   | .87         | 33.00                              | 30.00 - 35.00                                |
| Nondurable goods .....                                      | 246                         | 33.50         | 37.0                   | .91         | 32.00                              | 29.50 - 35.50                                |
| Wholesale trade .....                                       | 250                         | 37.50         | 37.0                   | 1.01        | 36.00                              | 34.50 - 41.50                                |
| Retail trade .....  | 157                         | 35.00         | 39.0                   | .90         | 35.00                              | 30.00 - 37.00                                |
| Finance, insurance, and real estate .....                   | 989                         | 31.50         | 37.0                   | .85         | 32.00                              | 30.00 - 33.00                                |
| Transportation, communication, and other public utilities . | 314                         | 34.50         | 36.5                   | .95         | 36.00                              | 33.00 - 37.00                                |
| Central offices .....                                       | 417                         | 34.00         | 36.0                   | .94         | 34.00                              | 32.00 - 36.00                                |
| <u>Stenographers, general</u> .....                         | 26,206                      | 47.00         | 36.5                   | 1.29        | 46.00                              | 41.50 - 50.50                                |
| <u>Manufacturing</u> .....                                  | 4,850                       | 46.50         | 37.0                   | 1.26        | 46.00                              | 42.00 - 50.00                                |
| Durable goods .....   | 1,277                       | 48.00         | 38.5                   | 1.25        | 48.00                              | 45.00 - 50.00                                |
| Nondurable goods .....                                      | 3,573                       | 46.00         | 36.5                   | 1.26        | 45.00                              | 40.50 - 50.00                                |
| Wholesale trade .....                                       | 4,604                       | 47.00         | 37.0                   | 1.27        | 46.00                              | 42.00 - 52.00                                |
| Retail trade .....  | 620                         | 45.00         | 38.5                   | 1.17        | 45.00                              | 40.00 - 50.00                                |
| Finance, insurance, and real estate .....                   | 7,058                       | 46.00         | 36.5                   | 1.26        | 45.00                              | 40.50 - 50.00                                |
| Transportation, communication, and other public utilities . | 1,463                       | 44.50         | 37.0                   | 1.20        | 43.50                              | 40.00 - 49.50                                |
| Services .....  | 2,730                       | 47.00         | 37.0                   | 1.27        | 45.00                              | 42.50 - 50.00                                |
| Central offices .....                                       | 4,881                       | 49.50         | 36.0                   | 1.38        | 48.50                              | 43.50 - 55.00                                |

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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>Stenographers, technical <sup>4/</sup></u> .....         | 2,632                       | \$53.00       | 37.0                   | \$1.43      | \$52.50                            | \$47.50 - \$57.00                            |
| Manufacturing .....   | 136                         | 50.00         | 38.0                   | 1.32        | 49.00                              | 45.00 - 54.00                                |
| Durable goods .....   | 36                          | 53.00         | 39.0                   | 1.36        | 50.00                              | 45.00 - 64.00                                |
| Nondurable goods .....                                      | 100                         | 49.00         | 37.5                   | 1.31        | 49.00                              | 45.00 - 54.00                                |
| Wholesale trade .....                                       | 411                         | 50.50         | 37.0                   | 1.36        | 50.00                              | 45.00 - 55.00                                |
| Finance, insurance, and real estate .....                   | 725                         | 52.50         | 36.5                   | 1.44        | 53.50                              | 48.50 - 56.00                                |
| Transportation, communication, and other public utilities . | 159                         | 55.00         | 38.0                   | 1.45        | 57.00                              | 47.00 - 63.00                                |
| Services .....  | 304                         | 54.00         | 38.0                   | 1.42        | 50.00                              | 46.00 - 58.00                                |
| Central offices .....                                       | 875                         | 54.00         | 37.0                   | 1.46        | 53.00                              | 49.00 - 58.00                                |
| <u>Switchboard operators</u> .....                          | 6,368                       | 47.00         | 37.5                   | 1.25        | 46.00                              | 41.00 - 52.00                                |
| Manufacturing .....   | 811                         | 51.00         | 37.5                   | 1.36        | 49.50                              | 43.50 - 56.50                                |
| Durable goods .....   | 171                         | 49.00         | 38.5                   | 1.27        | 47.50                              | 43.00 - 55.50                                |
| Nondurable goods .....                                      | 640                         | 51.50         | 37.0                   | 1.39        | 49.50                              | 44.00 - 57.00                                |
| Wholesale trade .....                                       | 977                         | 49.50         | 37.0                   | 1.34        | 48.00                              | 43.00 - 53.00                                |
| Retail trade .....  | 461                         | 44.00         | 39.0                   | 1.13        | 43.00                              | 40.00 - 49.50                                |
| Finance, insurance, and real estate .....                   | 1,740                       | 46.00         | 37.0                   | 1.24        | 45.00                              | 42.00 - 50.00                                |
| Transportation, communication, and other public utilities . | 586                         | 49.00         | 38.0                   | 1.29        | 49.00                              | 44.00 - 53.50                                |
| Services .....  | 1,179                       | 41.00         | 38.5                   | 1.06        | 40.00                              | 33.50 - 47.50                                |
| Central offices .....                                       | 614                         | 50.50         | 36.5                   | 1.38        | 49.50                              | 45.00 - 54.00                                |
| <u>Switchboard operator-receptionists</u> .....             | 2,683                       | 45.50         | 37.5                   | 1.21        | 45.00                              | 40.00 - 49.00                                |
| Manufacturing .....   | 1,169                       | 45.00         | 38.0                   | 1.18        | 45.00                              | 40.00 - 48.00                                |
| Durable goods .....   | 355                         | 45.50         | 38.5                   | 1.18        | 45.00                              | 40.00 - 48.00                                |
| Nondurable goods .....                                      | 814                         | 45.00         | 38.0                   | 1.18        | 45.00                              | 40.00 - 48.00                                |
| Wholesale trade .....                                       | 537                         | 48.00         | 38.0                   | 1.26        | 47.00                              | 42.50 - 51.00                                |
| Retail trade .....  | 168                         | 39.50         | 38.0                   | 1.04        | 40.00                              | 37.50 - 40.00                                |
| Finance, insurance, and real estate .....                   | 342                         | 43.00         | 35.5                   | 1.21        | 42.00                              | 38.50 - 48.00                                |
| Transportation, communication, and other public utilities . | 127                         | 46.50         | 37.0                   | 1.26        | 45.00                              | 40.00 - 55.00                                |
| Services .....  | 252                         | 46.50         | 38.0                   | 1.22        | 45.50                              | 41.00 - 50.00                                |
| Central offices .....                                       | 88                          | 46.00         | 36.5                   | 1.26        | 45.00                              | 42.00 - 49.00                                |

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in New York, N. Y., by industry division, February 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 |                                    |  |
| <b>Women - Continued</b>                                    |                             |               |                        |             |                                    |  |
| <b>Transcribing-machine operators, general</b>              |                             |               |                        |             |                                    |  |
| .....   | 2,681                       | \$46.50       | 36.5                   | \$1.27      | \$45.00                            | \$40.50 - \$50.00                            |
| Manufacturing .....   | 251                         | 50.50         | 36.0                   | 1.40        | 52.50                              | 44.50 - 55.00                                |
| Durable goods .....   | 128                         | 53.50         | 36.0                   | 1.49        | 53.00                              | 47.00 - 63.00                                |
| Nondurable goods .....                                      | 123                         | 47.50         | 36.5                   | 1.30        | 49.00                              | 39.50 - 52.50                                |
| Wholesale trade .....                                       | 665                         | 47.00         | 37.0                   | 1.27        | 47.00                              | 44.50 - 49.50                                |
| Retail trade .....  | 48                          | 39.00         | 37.5                   | 1.04        | 40.00                              | 35.00 - 40.50                                |
| Finance, insurance, and real estate .....                   | 879                         | 43.50         | 36.0                   | 1.21        | 42.50                              | 39.00 - 46.00                                |
| Transportation, communication, and other public utilities . | 60                          | 46.50         | 36.0                   | 1.29        | 43.00                              | 42.00 - 53.00                                |
| Services .....  | 208                         | 52.00         | 39.5                   | 1.32        | 50.00                              | 41.00 - 61.00                                |
| Central offices .....                                       | 570                         | 48.00         | 36.5                   | 1.32        | 47.00                              | 43.50 - 51.50                                |
| <b>Transcribing-machine operators, technical</b>            |                             |               |                        |             |                                    |  |
| .....   | 69                          | 46.50         | 38.0                   | 1.22        | 47.00                              | 42.50 - 49.50                                |
| <b>Typists, class A</b>                                     |                             |               |                        |             |                                    |  |
| .....   | 5,840                       | 45.00         | 36.5                   | 1.23        | 43.50                              | 40.00 - 48.50                                |
| Manufacturing .....   | 459                         | 45.50         | 36.5                   | 1.25        | 43.50                              | 40.00 - 47.00                                |
| Durable goods .....   | 128                         | 47.50         | 37.5                   | 1.27        | 47.00                              | 42.00 - 48.00                                |
| Nondurable goods .....                                      | 331                         | 44.50         | 36.0                   | 1.24        | 42.00                              | 40.00 - 45.00                                |
| Wholesale trade .....                                       | 1,036                       | 46.50         | 37.0                   | 1.26        | 44.50                              | 41.00 - 52.00                                |
| Retail trade .....  | 49                          | 44.00         | 38.5                   | 1.14        | 43.00                              | 40.00 - 48.00                                |
| Finance, insurance, and real estate .....                   | 1,875                       | 42.00         | 36.0                   | 1.17        | 41.50                              | 37.50 - 46.00                                |
| Transportation, communication, and other public utilities . | 577                         | 46.00         | 36.5                   | 1.26        | 41.00                              | 39.00 - 54.50                                |
| Services .....  | 886                         | 46.00         | 37.0                   | 1.24        | 44.50                              | 40.00 - 50.00                                |
| Central offices .....                                       | 958                         | 46.50         | 36.0                   | 1.29        | 45.50                              | 41.50 - 50.50                                |
| <b>Typists, class B</b>                                     |                             |               |                        |             |                                    |  |
| .....   | 8,932                       | 38.50         | 36.5                   | 1.05        | 38.00                              | 34.50 - 42.00                                |
| Manufacturing .....   | 1,038                       | 36.00         | 36.5                   | .99         | 35.00                              | 32.00 - 40.00                                |
| Durable goods .....   | 223                         | 39.00         | 38.5                   | 1.01        | 40.00                              | 37.00 - 42.00                                |
| Nondurable goods .....                                      | 815                         | 35.00         | 35.5                   | .99         | 35.00                              | 31.00 - 37.00                                |
| Wholesale trade .....                                       | 868                         | 42.50         | 37.0                   | 1.15        | 41.50                              | 38.00 - 46.00                                |
| Retail trade .....  | 243                         | 36.50         | 39.0                   | .94         | 36.00                              | 32.00 - 40.00                                |
| Finance, insurance, and real estate .....                   | 4,203                       | 37.50         | 36.0                   | 1.04        | 36.50                              | 34.00 - 40.00                                |
| Transportation, communication, and other public utilities . | 471                         | 40.50         | 38.0                   | 1.07        | 41.00                              | 34.50 - 44.00                                |
| Services .....  | 1,115                       | 40.50         | 38.0                   | 1.07        | 40.00                              | 35.00 - 45.00                                |
| Central offices .....                                       | 994                         | 41.50         | 36.0                   | 1.15        | 40.50                              | 37.00 - 46.00                                |

<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; establishments with more than 50 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); and central offices (central administrative offices or general offices of all industries except finance, insurance, and real estate) with more than 50 workers.

<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 <sup>1/</sup> in New York, N. Y., February 1950

| Weekly salaries <sup>1/</sup>             | Percent of men -                            |                           |   |   |   |                       |
|---|---|---------------------------|---|---|---|-----------------------|
|   | Billers,<br>machine<br>(billing<br>machine) | Book-<br>keepers,<br>hand | Bookkeep-<br>ing-<br>machine<br>operators,<br>class A | Bookkeep-<br>ing-<br>machine<br>operators,<br>class B | Calculating-<br>machine<br>operators<br>(Comptometer<br>type) | Clerks,<br>accounting |
| \$20.00 - \$22.49 .....                   | -   | -                         | -   | -   | -   | -                     |
| \$22.50 - \$24.99 .....                   | -   | -                         | -   | -   | -   | -                     |
| \$25.00 - \$27.49 .....                   | -   | -                         | -   | -   | -   | -                     |
| \$27.50 - \$29.99 .....                   | -   | -                         | -   | -   | -   | (2/)                  |
| \$30.00 - \$32.49 .....                   | -   | -                         | -   | 5.5   | -   | 0.5                   |
| \$32.50 - \$34.99 .....                   | 0.4   | (2/)                      | 1.9   | 2.2   | 5.6   | 1.4                   |
| \$35.00 - \$37.49 .....                   | 4.3   | -                         | 11.3  | 7.6   | 32.6  | 4.1                   |
| \$37.50 - \$39.99 .....                   | 9.2   | (2/)                      | 9.4   | 4.0   | 4.5   | 3.2                   |
| \$40.00 - \$42.49 .....                   | 13.8  | 2.3                       | 1.9   | 10.2  | 7.9   | 8.1                   |
| \$42.50 - \$44.99 .....                   | 4.3   | 1.8                       | 14.7  | 9.1   | 10.1  | 3.6                   |
| \$45.00 - \$47.49 .....                   | 2.4   | 3.1                       | -   | 17.4  | 13.5  | 8.9                   |
| \$47.50 - \$49.99 .....                   | 4.7   | 2.0                       | 4.9   | 6.8   | 12.4  | 3.4                   |
| \$50.00 - \$52.49 .....                   | 6.7   | 5.7                       | 18.5  | 16.8  | 9.0   | 8.5                   |
| \$52.50 - \$54.99 .....                   | 24.4  | 4.9                       | .8  | 1.6   | 1.1   | 5.4                   |
| \$55.00 - \$57.49 .....                   | 10.6  | 4.9                       | .4  | 9.7   | 2.2   | 9.1                   |
| \$57.50 - \$59.99 .....                   | 4.3   | 2.6                       | .8  | .4  | -   | 5.0                   |
| \$60.00 - \$62.49 .....                   | 6.9   | 4.8                       | 20.3  | 2.7   | -   | 8.4                   |
| \$62.50 - \$64.99 .....                   | -   | 1.6                       | .4  | .3  | -   | 4.5                   |
| \$65.00 - \$67.49 .....                   | 3.7   | 9.1                       | .8  | 1.6   | 1.1   | 5.1                   |
| \$67.50 - \$69.99 .....                   | -   | 4.5                       | -   | 2.2   | -   | 4.4                   |
| \$70.00 - \$72.49 .....                   | 1.3   | 6.3                       | .8  | -   | -   | 4.6                   |
| \$72.50 - \$74.99 .....                   | 1.3   | 5.0                       | -   | 1.6   | -   | 2.5                   |
| \$75.00 - \$79.99 .....                   | -   | 13.6                      | -   | .3  | -   | 4.1                   |
| \$80.00 - \$84.99 .....                   | 1.3   | 9.1                       | 4.1   | -   | -   | 3.7                   |
| \$85.00 - \$89.99 .....                   | -   | 8.2                       | -   | -   | -   | .8                    |
| \$90.00 - \$94.99 .....                   | .4  | 2.3                       | -   | -   | -   | .3                    |
| \$95.00 - \$99.99 .....                   | -   | 3.2                       | -   | -   | -   | .1                    |
| \$100.00 and over .....                   | -   | 5.0                       | 9.0   | -   | -   | .3                    |
| Total .....                               | 100.0                                       | 100.0                     | 100.0   | 100.0   | 100.0   | 100.0                 |
| Estimated number of workers .....         | 464   | 2,485                     | 265   | 734   | 89  | 8,288                 |
| Average weekly salary <sup>1/</sup> ..... | \$50.50                                     | \$70.50                   | \$55.00   | \$47.00   | \$42.00   | \$56.00               |

See footnotes at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries  $\frac{1}{2}$  in New York, N. Y., February 1950 - Continued

| Weekly salaries $\frac{1}{2}$             | Percent of men -      |                       |                 |               |                  |               |                     |             |
|---|-----------------------|-----------------------|-----------------|---------------|------------------|---------------|---------------------|-------------|
|   | Clerks, file, class A | Clerks, file, class B | Clerks, general | Clerks, order | Clerks, pay roll | Clerk-typists | Key-punch operators | Office boys |
| \$20.00 - \$22.49 .....                   | -                     | -                     | -               | -             | -                | -             | -                   | -           |
| \$22.50 - \$24.99 .....                   | -                     | -                     | -               | -             | -                | -             | -                   | -           |
| \$25.00 - \$27.49 .....                   | -                     | -                     | -               | -             | -                | -             | -                   | 2.4         |
| \$27.50 - \$29.99 .....                   | -                     | 12.7                  | -               | -             | -                | 0.7           | -                   | 12.1        |
| \$30.00 - \$32.49 .....                   | 1.7                   | 32.7                  | 0.9             | 0.7           | 0.2              | 3.6           | 2.2                 | 36.3        |
| \$32.50 - \$34.99 .....                   | 1.3                   | 7.4                   | 2.2             | 2.4           | 1.2              | 4.2           | 2.2                 | 16.6        |
| \$35.00 - \$37.49 .....                   | 9.4                   | 12.9                  | 1.8             | 4.0           | 2.3              | 13.9          | 5.5                 | 13.9        |
| \$37.50 - \$39.99 .....                   | .7                    | 5.9                   | 2.5             | 1.6           | 1.4              | 6.9           | -                   | 4.9         |
| \$40.00 - \$42.49 .....                   | 6.1                   | 9.4                   | 4.2             | 7.6           | 6.3              | 23.0          | 26.3                | 7.0         |
| \$42.50 - \$44.99 .....                   | 4.0                   | 8.3                   | 3.6             | 3.9           | 4.5              | 10.1          | 24.2                | 2.3         |
| \$45.00 - \$47.49 .....                   | 15.5                  | .7                    | 8.0             | 7.4           | 5.2              | 19.2          | 11.0                | 2.7         |
| \$47.50 - \$49.99 .....                   | 14.5                  | .5                    | 6.4             | 2.3           | 4.5              | 4.6           | -                   | .7          |
| \$50.00 - \$52.49 .....                   | 4.7                   | 2.5                   | 12.5            | 7.8           | 5.2              | 6.5           | 25.3                | .5          |
| \$52.50 - \$54.99 .....                   | 7.7                   | 5.5                   | 4.6             | 2.1           | 5.5              | 1.3           | 3.3                 | .2          |
| \$55.00 - \$57.49 .....                   | 4.0                   | .5                    | 6.7             | 11.5          | 7.5              | 2.6           | -                   | .3          |
| \$57.50 - \$59.99 .....                   | 6.1                   | .5                    | 6.6             | 4.5           | 3.1              | -             | -                   | .1          |
| \$60.00 - \$62.49 .....                   | 4.4                   | .5                    | 6.6             | 12.4          | 6.7              | 3.4           | -                   | (2/)        |
| \$62.50 - \$64.99 .....                   | 3.3                   | -                     | 4.1             | 5.2           | 6.2              | -             | -                   | -           |
| \$65.00 - \$67.49 .....                   | 6.4                   | -                     | 5.5             | 3.8           | 4.3              | -             | -                   | (2/)        |
| \$67.50 - \$69.99 .....                   | 5.4                   | -                     | 1.9             | 3.7           | 5.1              | -             | -                   | -           |
| \$70.00 - \$72.49 .....                   | 2.4                   | -                     | 4.1             | 6.0           | 3.3              | -             | -                   | -           |
| \$72.50 - \$74.99 .....                   | -                     | -                     | 3.2             | 3.1           | 4.0              | -             | -                   | -           |
| \$75.00 - \$79.99 .....                   | -                     | -                     | 4.5             | 4.4           | 15.1             | -             | -                   | -           |
| \$80.00 - \$84.99 .....                   | -                     | -                     | 6.2             | 2.0           | 3.6              | -             | -                   | -           |
| \$85.00 - \$89.99 .....                   | 2.4                   | -                     | 1.2             | .5            | 1.8              | -             | -                   | -           |
| \$90.00 - \$94.99 .....                   | -                     | -                     | 1.2             | .2            | .7               | -             | -                   | -           |
| \$95.00 - \$99.99 .....                   | -                     | -                     | .3              | 1.6           | .7               | -             | -                   | -           |
| \$100.00 and over .....                   | -                     | -                     | 1.2             | 1.3           | 1.6              | -             | -                   | -           |
| Total .....                               | 100.0                 | 100.0                 | 100.0           | 100.0         | 100.0            | 100.0         | 100.0               | 100.0       |
| Estimated number of workers ..            | 297                   | 863                   | 2,977           | 3,896         | 1,076            | 756           | 91                  | 9,601       |
| Average weekly salary $\frac{1}{2}$ ..... | \$51.50               | \$36.00               | \$58.00         | \$57.50       | \$61.00          | \$42.50       | \$44.00             | \$34.00     |

See footnotes at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries  $\frac{1}{2}$  in New York, N. Y. February 1950 - Continued

| Weekly salaries $\frac{1}{2}$             | Percent of men -       |                  |                  | Percent of women -                 |  |                   |  |
|---|------------------------|------------------|------------------|------------------------------------|--|-------------------|--|
|   | Stenographers, general | Typists, class A | Typists, class B | Billers, machine (billing machine) | Billers, machine (bookkeeping machine) | Bookkeepers, hand | Bookkeeping-machine operators, class A |
| \$20.00 - \$22.49 .....                   | -                      | -                | -                | -                                  | -                                      | -                 | -                                      |
| \$22.50 - \$24.99 .....                   | -                      | -                | -                | -                                  | -                                      | -                 | -                                      |
| \$25.00 - \$27.49 .....                   | -                      | -                | -                | -                                  | -                                      | -                 | -                                      |
| \$27.50 - \$29.99 .....                   | -                      | -                | -                | 0.4                                | 2.7                                    | -                 | -                                      |
| \$30.00 - \$32.49 .....                   | -                      | -                | 0.6              | 1.9                                | 2.7                                    | -                 | -                                      |
| \$32.50 - \$34.99 .....                   | 0.3                    | 3.2              | 17.4             | 4.5                                | .5                                     | -                 | 0.6                                    |
| \$35.00 - \$37.49 .....                   | .6                     | -                | 7.8              | 7.7                                | 1.4                                    | 0.4               | .6                                     |
| \$37.50 - \$39.99 .....                   | -                      | 4.0              | 22.5             | 14.7                               | 2.9                                    | .3                | 1.6                                    |
| \$40.00 - \$42.49 .....                   | .9                     | 25.0             | 23.6             | 13.9                               | 3.5                                    | 2.4               | 6.2                                    |
| \$42.50 - \$44.99 .....                   | 11.6                   | 8.1              | 22.5             | 12.5                               | 6.0                                    | 1.7               | 8.9                                    |
| \$45.00 - \$47.49 .....                   | 8.6                    | 29.0             | 2.2              | 17.4                               | 23.5                                   | 4.2               | 13.0                                   |
| \$47.50 - \$49.99 .....                   | 21.1                   | 8.1              | 2.2              | 5.6                                | 11.6                                   | 4.2               | 12.4                                   |
| \$50.00 - \$52.49 .....                   | 5.6                    | 9.7              | .6               | 8.5                                | 16.0                                   | 5.3               | 16.1                                   |
| \$52.50 - \$54.99 .....                   | 4.2                    | 3.2              | .6               | 2.4                                | 8.2                                    | 3.8               | 6.8                                    |
| \$55.00 - \$57.49 .....                   | 8.9                    | 5.7              | -                | 4.9                                | 12.0                                   | 5.3               | 10.6                                   |
| \$57.50 - \$59.99 .....                   | 11.3                   | .8               | -                | 2.0                                | 1.0                                    | 3.5               | 2.4                                    |
| \$60.00 - \$62.49 .....                   | 12.8                   | 3.2              | -                | 2.0                                | 4.1                                    | 10.6              | 7.4                                    |
| \$62.50 - \$64.99 .....                   | .6                     | -                | -                | .2                                 | 1.2                                    | 6.4               | 4.1                                    |
| \$65.00 - \$67.49 .....                   | 1.8                    | -                | -                | .4                                 | 1.8                                    | 10.7              | 2.2                                    |
| \$67.50 - \$69.99 .....                   | 3.6                    | -                | -                | .1                                 | -                                      | 2.2               | .5                                     |
| \$70.00 - \$72.49 .....                   | 3.6                    | -                | -                | -                                  | .5                                     | 13.3              | 1.0                                    |
| \$72.50 - \$74.99 .....                   | .6                     | -                | -                | .9                                 | .1                                     | 1.9               | -                                      |
| \$75.00 - \$79.99 .....                   | 3.3                    | -                | -                | -                                  | .1                                     | 9.4               | 5.4                                    |
| \$80.00 - \$84.99 .....                   | .6                     | -                | -                | -                                  | .1                                     | 4.2               | .2                                     |
| \$85.00 - \$89.99 .....                   | -                      | -                | -                | -                                  | .1                                     | 3.4               | -                                      |
| \$90.00 - \$94.99 .....                   | -                      | -                | -                | -                                  | -                                      | 2.7               | -                                      |
| \$95.00 - \$99.99 .....                   | -                      | -                | -                | -                                  | -                                      | -                 | -                                      |
| \$100.00 and over .....                   | -                      | -                | -                | -                                  | -                                      | 4.1               | -                                      |
| Total .....                               | 100.0                  | 100.0            | 100.0            | 100.0                              | 100.0                                  | 100.0             | 100.0                                  |
| Estimated number of workers ..            | 336                    | 124              | 178              | 2,901                              | 1,473                                  | 1,390             | 1,008                                  |
| Average weekly salary $\frac{1}{2}$ ..... | \$54.50                | \$46.00          | \$40.00          | \$44.00                            | \$49.00                                | \$65.50           | \$52.00                                |

See footnotes at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in New York, N. Y., February 1950 - Continued

| Weekly salaries <u>1/</u>             | Percent of women -                     |  |   |                    |                       |                       |
|---------------------------------------|--|--|---|--------------------|-----------------------|-----------------------|
|                                       | Bookkeeping-machine operators, class B | Calculating-machine operators (Comptometer type) | Calculating-machine operators (other than Comptometer type) | Clerks, accounting | Clerks, file, class A | Clerks, file, class B |
| \$20.00 - \$22.49 .....               | -                                      | -  | -   | -                  | -                     | (2/)                  |
| \$22.50 - \$24.99 .....               | -                                      | -  | -   | -                  | -                     | 0.1                   |
| \$25.00 - \$27.49 .....               | -                                      | -  | -   | 0.1                | -                     | .4                    |
| \$27.50 - \$29.99 .....               | 0.5                                    | 0.1  | 3.2   | .6                 | -                     | 11.3                  |
| \$30.00 - \$32.49 .....               | 1.1                                    | 2.0  | 4.0   | 4.5                | 1.1                   | 20.6                  |
| \$32.50 - \$34.99 .....               | 3.7                                    | 2.5  | 8.9   | 3.0                | 2.9                   | 19.4                  |
| \$35.00 - \$37.49 .....               | 7.6                                    | 5.4  | 4.4   | 8.9                | 6.3                   | 20.6                  |
| \$37.50 - \$39.99 .....               | 10.9                                   | 4.8  | 14.0  | 8.7                | 9.0                   | 8.1                   |
| \$40.00 - \$42.49 .....               | 16.3                                   | 13.9   | 14.0  | 12.8               | 18.2                  | 7.2                   |
| \$42.50 - \$44.99 .....               | 11.6                                   | 11.8   | 14.1  | 10.7               | 11.5                  | 4.3                   |
| \$45.00 - \$47.49 .....               | 12.3                                   | 17.8   | 12.1  | 9.9                | 11.7                  | 4.2                   |
| \$47.50 - \$49.99 .....               | 10.2                                   | 9.5  | 8.2   | 8.1                | 10.0                  | 1.2                   |
| \$50.00 - \$52.49 .....               | 8.1                                    | 11.0   | 9.4   | 8.8                | 9.0                   | 1.4                   |
| \$52.50 - \$54.99 .....               | 5.7                                    | 7.4  | 3.9   | 5.5                | 2.8                   | .6                    |
| \$55.00 - \$57.49 .....               | 6.8                                    | 6.2  | 1.6   | 5.5                | 6.1                   | .4                    |
| \$57.50 - \$59.99 .....               | 2.0                                    | 2.1  | 1.7   | 2.5                | 2.3                   | .2                    |
| \$60.00 - \$62.49 .....               | 1.2                                    | 3.5  | -   | 3.5                | 2.9                   | (2/)                  |
| \$62.50 - \$64.99 .....               | 1.0                                    | 1.0  | -   | 1.4                | 2.8                   | (2/)                  |
| \$65.00 - \$67.49 .....               | .2                                     | .6   | .5  | 2.3                | 1.0                   | (2/)                  |
| \$67.50 - \$69.99 .....               | .4                                     | .3   | -   | .7                 | 1.1                   | -                     |
| \$70.00 - \$72.49 .....               | .3                                     | .1   | -   | 1.0                | .5                    | -                     |
| \$72.50 - \$74.99 .....               | .1                                     | (2/)   | -   | .1                 | .5                    | (2/)                  |
| \$75.00 - \$79.99 .....               | (2/)                                   | -  | -   | 1.1                | .1                    | -                     |
| \$80.00 - \$84.99 .....               | (2/)                                   | (2/)   | -   | .3                 | -                     | -                     |
| \$85.00 - \$89.99 .....               | -                                      | -  | -   | (2/)               | .2                    | -                     |
| \$90.00 - \$94.99 .....               | -                                      | -  | -   | -                  | -                     | -                     |
| \$95.00 - \$99.99 .....               | -                                      | (2/)   | -   | -                  | -                     | -                     |
| \$100.00 and over .....               | -                                      | -  | -   | -                  | -                     | -                     |
| Total .....                           | 100.0                                  | 100.0  | 100.0   | 100.0              | 100.0                 | 100.0                 |
| Estimated number of workers ...       | 6,313                                  | 5,522  | 925   | 10,571             | 3,514                 | 11,115                |
| Average weekly salary <u>1/</u> ..... | \$45.00                                | \$46.50  | \$42.50   | \$46.00            | \$46.50               | \$35.50               |

See footnotes at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in New York, N. Y., February 1950 - Continued

| Weekly salaries 1/            | Percent of women - |               |                  |               |                     |              |                        |                          |
|-------------------------------|--------------------|---------------|------------------|---------------|---------------------|--------------|------------------------|--------------------------|
|                               | Clerks, general    | Clerks, order | Clerks, pay roll | Clerk-typists | Key-punch operators | Office girls | Stenographers, general | Stenographers, technical |
| \$20.00 - \$22.49 .....       | -                  | -             | -                | -             | -                   | -            | -                      | -                        |
| \$22.50 - \$24.99 .....       | -                  | -             | -                | -             | -                   | 0.8          | -                      | -                        |
| \$25.00 - \$27.49 .....       | -                  | 0.1           | -                | 0.1           | -                   | 2.4          | -                      | -                        |
| \$27.50 - \$29.99 .....       | (2/)               | .7            | 0.1              | 1.8           | 0.5                 | 10.4         | 0.3                    | -                        |
| \$30.00 - \$32.49 .....       | 1.6                | 3.7           | 4.2              | 7.1           | 3.0                 | 34.6         | .7                     | -                        |
| \$32.50 - \$34.99 .....       | 3.3                | 4.0           | .6               | 9.4           | 4.8                 | 18.1         | 2.2                    | (2/)                     |
| \$35.00 - \$37.49 .....       | 6.0                | 11.5          | 4.0              | 19.1          | 6.4                 | 20.2         | 4.4                    | 1.1                      |
| \$37.50 - \$39.99 .....       | 4.3                | 8.6           | 6.0              | 13.2          | 10.0                | 6.9          | 7.2                    | 2.5                      |
| \$40.00 - \$42.49 .....       | 10.7               | 12.5          | 11.0             | 16.0          | 17.6                | 3.3          | 13.8                   | 3.9                      |
| \$42.50 - \$44.99 .....       | 13.6               | 7.2           | 7.0              | 11.6          | 17.1                | .6           | 11.3                   | 5.8                      |
| \$45.00 - \$47.49 .....       | 12.0               | 14.9          | 10.4             | 9.2           | 18.6                | 1.9          | 15.6                   | 11.5                     |
| \$47.50 - \$49.99 .....       | 9.2                | 8.0           | 6.1              | 5.8           | 7.7                 | .2           | 10.0                   | 9.9                      |
| \$50.00 - \$52.49 .....       | 9.2                | 10.2          | 8.6              | 3.2           | 5.7                 | .2           | 14.5                   | 15.2                     |
| \$52.50 - \$54.99 .....       | 7.4                | 3.3           | 7.3              | 1.4           | 2.6                 | .2           | 4.4                    | 10.3                     |
| \$55.00 - \$57.49 .....       | 7.5                | 2.8           | 9.5              | .8            | 2.5                 | .1           | 6.4                    | 15.6                     |
| \$57.50 - \$59.99 .....       | 4.0                | 2.5           | 3.2              | .6            | 1.6                 | -            | 3.2                    | 7.3                      |
| \$60.00 - \$62.49 .....       | 3.3                | 3.6           | 7.8              | .3            | 1.1                 | .1           | 2.3                    | 5.4                      |
| \$62.50 - \$64.99 .....       | 1.8                | (2/)          | 3.5              | .2            | .2                  | -            | 1.3                    | 4.1                      |
| \$65.00 - \$67.49 .....       | 2.4                | 3.3           | 2.4              | .1            | .4                  | -            | 1.1                    | 3.0                      |
| \$67.50 - \$69.99 .....       | 1.2                | .9            | 1.3              | (2/)          | .1                  | -            | .5                     | 1.8                      |
| \$70.00 - \$72.49 .....       | .6                 | 1.0           | 2.5              | .1            | -                   | -            | .2                     | .8                       |
| \$72.50 - \$74.99 .....       | .6                 | .3            | .4               | -             | .1                  | -            | .1                     | .3                       |
| \$75.00 - \$79.99 .....       | .6                 | .8            | 1.5              | (2/)          | -                   | -            | .4                     | .7                       |
| \$80.00 - \$84.99 .....       | .2                 | .1            | .7               | -             | -                   | -            | .1                     | .5                       |
| \$85.00 - \$89.99 .....       | .2                 | -             | .9               | (2/)          | -                   | -            | (2/)                   | .3                       |
| \$90.00 - \$94.99 .....       | .1                 | -             | .8               | -             | (2/)                | -            | (2/)                   | -                        |
| \$95.00 - \$99.99 .....       | .1                 | -             | .1               | -             | -                   | -            | -                      | (2/)                     |
| \$100.00 and over .....       | .1                 | -             | .1               | -             | -                   | -            | -                      | -                        |
| Total .....                   | 100.0              | 100.0         | 100.0            | 100.0         | 100.0               | 100.0        | 100.0                  | 100.0                    |
| Estimated number of workers . | 5,243              | 3,108         | 3,784            | 12,474        | 3,862               | 2,475        | 26,206                 | 2,632                    |
| Average weekly salary 1/ ...  | \$48.50            | \$45.50       | \$51.00          | \$40.00       | \$43.50             | \$33.50      | \$47.00                | \$53.00                  |

See footnotes at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries <sup>1/</sup> in New York, N. Y., February 1950 - Continued

| Weekly salaries <sup>1/</sup>             | Percent of women -     |                                     |   |   |                  |                  |
|---|------------------------|-------------------------------------|---|---|------------------|------------------|
|   | Switch-board operators | Switch-board operator-receptionists | Transcribing-machine operators, general | Transcribing-machine operators, technical | Typists, class A | Typists, class B |
| \$20.00 - \$22.49 .....                   | -                      | -                                   | -                                       | -   | -                | -                |
| \$22.50 - \$24.99 .....                   | -                      | -                                   | -                                       | -   | -                | -                |
| \$25.00 - \$27.49 .....                   | -                      | -                                   | 0.1                                     | -   | -                | (2/)             |
| \$27.50 - \$29.99 .....                   | -                      | -                                   | -                                       | -   | -                | 3.5              |
| \$30.00 - \$32.49 .....                   | 4.5                    | 0.9                                 | 1.0                                     | -   | 1.1              | 11.1             |
| \$32.50 - \$34.99 .....                   | 4.0                    | 2.5                                 | 1.8                                     | -   | 5.7              | 13.1             |
| \$35.00 - \$37.49 .....                   | 4.7                    | 7.6                                 | 5.8                                     | 1.4                                       | 5.7              | 19.7             |
| \$37.50 - \$39.99 .....                   | 5.1                    | 6.0                                 | 7.2                                     | 4.4                                       | 11.6             | 14.0             |
| \$40.00 - \$42.49 .....                   | 11.2                   | 18.8                                | 14.0                                    | 8.7                                       | 19.8             | 13.8             |
| \$42.50 - \$44.99 .....                   | 13.1                   | 7.0                                 | 13.4                                    | 30.4                                      | 14.7             | 8.9              |
| \$45.00 - \$47.49 .....                   | 13.3                   | 19.0                                | 17.6                                    | 5.8                                       | 12.5             | 8.5              |
| \$47.50 - \$49.99 .....                   | 8.8                    | 13.6                                | 9.1                                     | 26.1                                      | 6.4              | 2.3              |
| \$50.00 - \$52.49 .....                   | 10.8                   | 10.0                                | 11.0                                    | 14.5                                      | 7.5              | 1.8              |
| \$52.50 - \$54.99 .....                   | 8.7                    | 4.9                                 | 5.9                                     | 2.9                                       | 3.9              | 1.2              |
| \$55.00 - \$57.49 .....                   | 6.7                    | 3.3                                 | 5.1                                     | 5.8                                       | 2.4              | 1.4              |
| \$57.50 - \$59.99 .....                   | 2.7                    | 2.9                                 | 1.1                                     | -   | 2.8              | .3               |
| \$60.00 - \$62.49 .....                   | 2.4                    | 1.5                                 | 1.5                                     | -   | 1.4              | (2/)             |
| \$62.50 - \$64.99 .....                   | .5                     | 1.4                                 | 2.6                                     | -   | 2.5              | .3               |
| \$65.00 - \$67.49 .....                   | .6                     | .5                                  | .8                                      | -   | .7               | .1               |
| \$67.50 - \$69.99 .....                   | .3                     | .1                                  | .1                                      | -   | .7               | (2/)             |
| \$70.00 - \$72.49 .....                   | 1.0                    | -                                   | 1.2                                     | -   | .3               | (2/)             |
| \$72.50 - \$74.99 .....                   | .6                     | -                                   | .6                                      | -   | .2               | -                |
| \$75.00 - \$79.99 .....                   | .6                     | -                                   | .1                                      | -   | .1               | (2/)             |
| \$80.00 - \$84.99 .....                   | .1                     | -                                   | (2/)                                    | -   | (2/)             | -                |
| \$85.00 - \$89.99 .....                   | .2                     | -                                   | -                                       | -   | -                | -                |
| \$90.00 - \$94.99 .....                   | (2/)                   | -                                   | -                                       | -   | -                | -                |
| \$95.00 - \$99.99 .....                   | .1                     | -                                   | -                                       | -   | -                | -                |
| \$100.00 and over .....                   | -                      | -                                   | -                                       | -   | -                | -                |
| Total .....                               | 100.0                  | 100.0                               | 100.0                                   | 100.0                                     | 100.0            | 100.0            |
| Estimated number of workers ...           | 6,368                  | 2,683                               | 2,681                                   | 69  | 5,840            | 8,932            |
| Average weekly salary <sup>1/</sup> ..... | \$47.00                | \$45.50                             | \$46.50                                 | \$46.50                                   | \$45.00          | \$38.50          |

<sup>1/</sup> Excludes pay for overtime.  
<sup>2/</sup> Less than 0.05 of 1 percent.

TABLE 3.—Average weekly salaries <sup>1/</sup> for selected office occupations in New York, N.Y., by size of establishment, February 1950

| Sex, occupation, and grade                             | Average weekly salaries <sup>1/</sup> in -              |            |   |           |   |           |  |           |
|--|---|------------|---|-----------|---|-----------|--|-----------|
|  | Manufacturing establishments with total employment of - |            | Wholesale establishments with total employment of - |           | Finance, insurance, and real estate establishments with total employment of - |           | Central office establishments with total employment of - |           |
|  | 501 or more   | 101 to 500 | 101 or more   | 51 to 100 | 501 or more   | 51 to 500 | 501 or more  | 51 to 500 |
| <u>Men</u>   |   |            |   |           |   |           |  |           |
| Bookkeepers, hand .....                                | \$79.50   | \$73.50    | \$77.00   | \$68.00   | \$72.00   | \$66.00   | \$70.00  | \$69.50   |
| Clerks, accounting .....                               | 56.50   | 57.00      | 58.00   | 53.50     | 63.00   | 54.00     | 57.50  | 56.00     |
| Clerks, general .....                                  | 54.50   | 52.00      | (2/)  | 53.50     | 58.00   | 56.50     | 66.50  | 55.50     |
| Clerks, order .....                                    | 58.50   | 52.00      | 61.00   | 58.00     | (2/)  | (2/)      | 61.50  | 56.50     |
| Clerks, pay roll .....                                 | 55.50   | 59.00      | 57.50   | (2/)      | (2/)  | 68.50     | 59.00  | 64.00     |
| Office boys .....                                      | 36.00   | 33.00      | 34.00   | 33.50     | 33.00   | 33.00     | 35.50  | 35.50     |
| <u>Women</u>   |   |            |   |           |   |           |  |           |
| Billers, machine (billing machine) .....               | 45.50   | 41.00      | 45.50   | 46.50     | 43.50   | 41.00     | 48.00  | 45.00     |
| Bookkeepers, hand .....                                | 73.00   | 69.00      | 64.00   | 69.00     | (2/)  | 64.00     | 54.50  | 58.50     |
| Bookkeeping-machine operators, class A ..              | 57.50   | 57.50      | (2/)  | 60.00     | 47.00   | (2/)      | 55.50  | 51.50     |
| Bookkeeping-machine operators, class B ..              | 49.50   | 48.50      | 49.50   | 47.50     | 42.00   | 42.50     | 54.50  | 48.50     |
| Calculating-machine operators (Comptometer type) ..... | 45.50   | 46.50      | 49.00   | 46.00     | 45.00   | 43.50     | 50.50  | 48.00     |
| Clerks, accounting .....                               | 51.00   | 46.00      | 48.50   | 46.00     | 45.00   | 43.00     | 53.00  | 48.50     |
| Clerks, file, class A .....                            | 48.50   | 41.50      | 48.00   | 46.50     | 43.50   | 47.00     | 50.00  | 49.50     |
| Clerks, file, class B .....                            | 39.50   | 35.50      | 38.00   | 37.50     | 34.50   | 32.50     | 40.00  | 40.00     |
| Clerks, general .....                                  | 53.50   | 51.50      | 49.50   | 44.00     | 47.00   | 45.50     | 55.00  | 53.50     |
| Clerks, order .....                                    | 42.00   | 44.00      | 50.00   | 49.50     | (2/)  | (2/)      | 50.00  | 47.00     |
| Clerks, pay roll .....                                 | 47.00   | 51.00      | 56.00   | 55.00     | 58.00   | 45.50     | 59.00  | 54.00     |
| Clerk-typists .....                                    | 41.00   | 40.50      | 42.00   | 40.50     | 38.00   | 38.00     | 42.50  | 42.00     |
| Key-punch operators .....                              | 44.00   | 39.50      | 48.50   | (2/)      | 42.50   | 41.50     | 45.00  | 46.50     |
| Office girls .....                                     | 35.00   | 31.00      | 37.50   | 37.50     | 32.00   | 31.00     | 34.00  | 34.50     |
| Stenographers, general .....                           | 48.00   | 46.00      | 48.50   | 46.00     | 45.50   | 46.50     | 49.00  | 50.00     |
| Stenographers, technical .....                         | 51.50   | 45.50      | (2/)  | 53.50     | 54.00   | 51.00     | 55.50  | 52.50     |
| Switchboard operators .....                            | 54.50   | 48.50      | 50.00   | 48.50     | 47.00   | 46.00     | 50.50  | 50.50     |
| Switchboard operator-receptionists .....               | 46.50   | 45.00      | 52.00   | 46.50     | 41.50   | 44.50     | 46.50  | 45.50     |
| Transcribing-machine operators, general .              | (2/)  | 52.50      | 46.50   | 47.50     | 45.50   | 41.50     | 49.00  | 47.50     |
| Typists, class A .....                                 | 48.50   | 43.50      | 46.00   | 49.00     | 44.00   | 40.00     | 48.00  | 45.50     |
| Typists, class B .....                                 | 38.50   | 35.00      | 42.00   | 45.50     | 38.00   | 36.50     | 43.00  | 40.50     |

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

<sup>2/</sup> Insufficient data to justify presentation of an average.

TABLE 4.—Scheduled weekly hours of women in New York offices, February 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 | Central offices |
|                                   |   | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices employing women ..... | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| Under 35 hours .....              | 0.9   | -                 | -             | -                 | -               | -            | 1.8                                 | -   | -        | 1.6             |
| 35 hours .....                    | 42.0  | 38.1              | 26.8          | 42.0              | 32.5            | 7.5          | 46.8                                | 46.1  | 35.5     | 55.0            |
| Over 35 and under 37½ hours ..... | 14.4  | 1.1               | -             | 1.5               | 10.8            | 5.5          | 30.1                                | 3.5   | .6       | 12.7            |
| 37½ hours .....                   | 17.9  | 37.5              | 35.0          | 38.3              | 27.8            | 21.9         | 2.7                                 | 12.2  | 27.8     | 21.1            |
| Over 37½ and under 40 hours ..... | 1.9   | 2.4               | .4            | 3.2               | 3.5             | 3.3          | .7                                  | 1.9   | 4.2      | 1.1             |
| 40 hours .....                    | 22.9  | 20.9              | 37.8          | 15.0              | 25.4            | 61.5         | 17.9                                | 36.3  | 31.9     | 8.5             |
| 44 hours .....                    | (1/)  | -                 | -             | -                 | -               | .3           | -                                   | -   | -        | -               |

1/ Less than 0.05 of 1 percent.

TABLE 5.—Scheduled days in workweek of women in New York offices, February 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 | Central offices |
|                                   |   | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices employing women ..... | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| 5 days .....                      | 95.1  | 99.5              | 100.0         | 99.3              | 96.3            | 96.9         | 88.9                                | 97.5  | 97.5     | 100.0           |
| 5½ days .....                     | 1.8   | -                 | -             | -                 | .3              | .9           | 4.0                                 | 1.9   | 1.9      | -               |
| 6 days .....                      | 1.7   | -                 | -             | -                 | -               | -            | 4.9                                 | -   | .6       | -               |
| Other .....                       | 1.4   | .5                | -             | .7                | 3.4             | 2.2          | 2.2                                 | .6  | -        | -               |

TABLE 6.--Vacations with pay in New York offices, February 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 | Central offices |
|                                      |   | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices studied .....            | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| <u>6 months of service</u>           |   |                   |               |                   |                 |              |                                     |   |          |                 |
| Offices with paid vacations .....    | 77.0  | 75.2              | 65.0          | 78.7              | 77.0            | 76.0         | 89.2                                | 64.7  | 82.3     | 56.4            |
| Under 1 week .....                   | 3.6   | 1.8               | 6.9           | -                 | 1.9             | 33.9         | 4.0                                 | -   | -        | .9              |
| 1 week .....                         | 51.5  | 59.3              | 44.5          | 64.5              | 51.6            | 37.9         | 53.1                                | 49.9  | 54.7     | 43.6            |
| Over 1 and under 2 weeks .....       | 10.3  | 8.1               | 12.5          | 6.5               | 14.0            | 2.2          | 7.0                                 | 9.4   | 25.0     | 11.9            |
| 2 weeks .....                        | 11.6  | 6.0               | 1.1           | 7.7               | 9.5             | 2.0          | 25.1                                | 5.4   | 2.6      | -               |
| Offices with no paid vacations ..... | 23.0  | 24.8              | 35.0          | 21.3              | 23.0            | 24.0         | 10.8                                | 35.3  | 17.7     | 43.6            |
| <u>1 year of service</u>             |   |                   |               |                   |                 |              |                                     |   |          |                 |
| Offices with paid vacations .....    | 99.9  | 99.8              | 100.0         | 99.7              | 100.0           | 99.9         | 99.9                                | 99.9  | 99.9     | 100.0           |
| 1 week .....                         | 7.6   | 10.8              | 21.8          | 6.9               | 5.2             | 54.7         | 1.4                                 | .8  | 15.4     | 5.5             |
| Over 1 and under 2 weeks .....       | .4  | 1.2               | .4            | 1.4               | 1.4             | -            | -                                   | -   | .5       | -               |
| 2 weeks .....                        | 91.2  | 87.8              | 77.8          | 91.4              | 93.4            | 45.2         | 96.5                                | 99.1  | 83.6     | 94.5            |
| Over 2 weeks .....                   | .7  | -                 | -             | -                 | -               | -            | 2.0                                 | -   | .4       | -               |
| Offices with no paid vacations ..... | .1  | .2                | -             | .3                | -               | .1           | .1                                  | .1  | .1       | -               |
| <u>5 years of service</u>            |   |                   |               |                   |                 |              |                                     |   |          |                 |
| Offices with paid vacations .....    | 99.9  | 99.8              | 100.0         | 99.7              | 100.0           | 99.9         | 99.9                                | 99.9  | 99.9     | 100.0           |
| 1 week .....                         | .2  | .8                | -             | 1.1               | -               | -            | -                                   | .7  | .1       | -               |
| Over 1 and under 2 weeks .....       | .2  | -                 | -             | -                 | 1.4             | -            | -                                   | -   | -        | -               |
| 2 weeks .....                        | 75.7  | 59.6              | 100.0         | 45.3              | 94.1            | 59.3         | 68.4                                | 90.8  | 68.7     | 93.0            |
| Over 2 weeks .....                   | 23.8  | 39.4              | -             | 53.3              | 4.5             | 40.6         | 31.5                                | 8.4   | 31.1     | 7.0             |
| Offices with no paid vacations ..... | .1  | .2                | -             | .3                | -               | .1           | .1                                  | .1  | .1       | -               |

TABLE 7.--Paid holidays in New York offices, February 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 | Central offices |
|                                       |   | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices studied .....             | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| Offices providing paid holidays ..... | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| 1 to 5 .....                          | .1  | -                 | -             | -                 | -               | .3           | .1                                  | -   | -        | -               |
| 6 .....                               | 3.0   | 5.5               | 6.5           | 5.1               | 5.6             | 6.2          | -                                   | 7.0   | 4.2      | 1.2             |
| 6½ .....                              | .1  | .2                | -             | .3                | .1              | -            | -                                   | -   | -        | -               |
| 7 .....                               | 13.1  | 16.8              | 22.2          | 15.0              | 14.4            | 63.6         | .1                                  | 16.2  | 26.3     | 12.6            |
| 7½ .....                              | 1.1   | 1.8               | 6.3           | .1                | 6.4             | -            | -                                   | .1  | -        | .5              |
| 8 .....                               | 5.4   | 17.3              | 18.7          | 16.8              | 10.0            | 3.7          | -                                   | 2.8   | 7.8      | 3.0             |
| 8½ .....                              | 1.1   | .5                | .7            | .4                | 1.1             | -            | .1                                  | -   | 3.2      | 3.7             |
| 9 .....                               | 7.1   | 10.4              | 2.2           | 13.2              | 11.4            | -            | .4                                  | 2.2   | 18.0     | 15.0            |
| 9½ .....                              | .7  | -                 | -             | -                 | 5.3             | -            | -                                   | -   | .2       | -               |
| 10 .....                              | 11.2  | 26.4              | 27.6          | 26.0              | 18.0            | 13.8         | 1.7                                 | 1.0   | 16.8     | 14.0            |
| 10½ .....                             | .6  | .2                | -             | .3                | 2.2             | 1.4          | .1                                  | -   | -        | 1.3             |
| 11 .....                              | 47.7  | 18.1              | 15.8          | 19.0              | 22.9            | 10.8         | 80.9                                | 66.2  | 17.4     | 39.3            |
| 11½ .....                             | 2.7   | -                 | -             | -                 | .3              | .2           | 3.3                                 | 2.5   | 6.1      | 5.1             |
| 12 .....                              | 5.3   | -                 | -             | -                 | -               | -            | 13.2                                | 1.6   | (1/)     | 4.3             |
| 12½ .....                             | .1  | .5                | -             | .7                | -               | -            | -                                   | .4  | -        | -               |
| 13 or more .....                      | .7  | 2.3               | -             | 3.1               | 2.3             | -            | 1                                   | (1/)  | -        | -               |

1/ Less than 0.05 of 1 percent.

TABLE 8.—Formal provisions for paid sick leave in New York offices, February 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 | Central offices |
|   |   | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices studied .....                                   | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| <b>6 months of service</b>                                  |   |                   |               |                   |                 |              |                                     |   |          |                 |
| Offices with formal provisions for paid sick leave .....    | 23.3  | 23.4              | 26.4          | 22.3              | 20.7            | 40.4         | 16.9                                | 32.7  | 17.8     | 31.8            |
| Under 5 days .....  | 1.1   | 1.4               | 3.5           | .6                | 3.2             | 4.9          | -                                   | -   | -        | 2.1             |
| 5 days .....  | 9.1   | 5.8               | 4.9           | 6.2               | 5.1             | 8.0          | 9.3                                 | 18.5  | 6.9      | 11.0            |
| 5½ days .....   | .3  | -                 | -             | -                 | -               | -            | -                                   | -   | -        | 2.2             |
| 6 days .....  | 3.8   | 3.1               | 3.8           | 2.9               | 3.8             | 16.8         | 1.5                                 | 10.8  | .6       | 3.0             |
| 7 days .....  | .1  | .1                | .4            | -                 | -               | 1.4          | -                                   | -   | .1       | -               |
| 9 days .....  | .8  | -                 | -             | -                 | -               | -            | 2.2                                 | -   | -        | -               |
| 10 days .....   | 6.1   | 11.9              | 13.8          | 11.1              | 4.3             | 5.3          | 3.9                                 | 1.2   | 2.9      | 11.7            |
| 11 days .....   | .1  | -                 | -             | -                 | -               | -            | -                                   | -   | -        | .6              |
| 12 days .....   | .5  | -                 | -             | -                 | 1.4             | -            | -                                   | -   | 3.9      | -               |
| 15 days .....   | .1  | -                 | -             | -                 | -               | 2.4          | -                                   | -   | -        | -               |
| Over 20 days .....  | 1.3   | 1.1               | -             | 1.5               | 2.9             | 1.6          | -                                   | 2.2   | 3.4      | 1.2             |
| Offices with no formal provisions for paid sick leave ..... | 76.6  | 76.6              | 73.6          | 77.7              | 79.3            | 58.4         | 83.1                                | 67.3  | 82.2     | 68.2            |
| Information not available .....                             | .1  | -                 | -             | -                 | -               | 1.2          | -                                   | -   | -        | -               |
| <b>1 year of service</b>                                    |   |                   |               |                   |                 |              |                                     |   |          |                 |
| Offices with formal provisions for paid sick leave .....    | 27.7  | 25.2              | 26.4          | 24.7              | 23.2            | 40.5         | 20.6                                | 39.1  | 20.2     | 43.1            |
| Under 5 days .....  | .1  | .5                | -             | .6                | -               | -            | -                                   | -   | -        | -               |
| 5 days .....  | 8.2   | 5.9               | 3.8           | 6.6               | 3.2             | 9.1          | 8.0                                 | 22.6  | 6.4      | 7.1             |
| 6 days .....  | 2.2   | 1.6               | 2.0           | 1.5               | 3.2             | 18.3         | 1.1                                 | .5  | .6       | 1.3             |
| 7 days .....  | .1  | -                 | -             | -                 | -               | 1.4          | -                                   | -   | .1       | -               |
| 10 days .....   | 7.6   | 8.2               | 16.4          | 5.3               | 7.9             | 7.7          | 5.7                                 | 3.0   | 5.6      | 15.3            |
| 11 days .....   | .4  | -                 | -             | -                 | -               | -            | -                                   | -   | .2       | 2.8             |
| 12 days .....   | 2.9   | 2.8               | 3.8           | 2.4               | 2.7             | -            | 1.5                                 | 10.8  | 3.9      | 1.7             |
| 15 days .....   | 1.1   | .8                | .4            | 1.0               | -               | 2.4          | 1.7                                 | -   | -        | 1.6             |
| 20 days .....   | 1.7   | -                 | -             | -                 | -               | -            | -                                   | -   | -        | 11.2            |
| Over 20 days .....  | 3.4   | 5.4               | -             | 7.3               | 6.2             | 1.6          | 2.6                                 | 2.2   | 3.4      | 2.1             |
| Offices with no formal provisions for paid sick leave ..... | 72.2  | 74.8              | 73.6          | 75.3              | 76.8            | 58.3         | 79.4                                | 60.9  | 79.8     | 56.9            |
| Information not available .....                             | .1  | -                 | -             | -                 | -               | 1.2          | -                                   | -   | -        | -               |
| <b>5 years of service</b>                                   |   |                   |               |                   |                 |              |                                     |   |          |                 |
| Offices with formal provisions for paid sick leave .....    | 31.0  | 25.2              | 26.4          | 24.7              | 24.6            | 40.5         | 20.6                                | 67.4  | 20.2     | 45.9            |
| 5 days .....  | 6.2   | 5.5               | 2.3           | 6.6               | 4.7             | 5.6          | 8.0                                 | 4.5   | 6.0      | 5.0             |
| 6 days .....  | 2.1   | 1.6               | 2.0           | 1.5               | 3.2             | 18.3         | 1.1                                 | -   | .6       | 1.3             |
| 7 days .....  | (1/)  | -                 | -             | -                 | -               | -            | -                                   | -   | .1       | -               |
| 10 days .....   | 3.9   | 6.1               | 8.3           | 5.3               | 4.3             | 10.1         | -                                   | 3.0   | 4.5      | 8.7             |
| 11 days .....   | .3  | -                 | -             | -                 | -               | -            | -                                   | -   | .2       | 2.2             |
| 12 days .....   | 2.9   | 2.8               | 3.8           | 2.4               | 2.7             | -            | 1.5                                 | 10.5  | 3.9      | 1.7             |
| 15 days .....   | (1/)  | -                 | -             | -                 | -               | -            | -                                   | -   | .2       | -               |
| 20 days .....   | 1.4   | 2.5               | 9.6           | -                 | -               | -            | 1.2                                 | -   | -        | 3.6             |
| Over 20 days .....  | 14.2  | 6.7               | .4            | 8.9               | 9.7             | 6.5          | 8.8                                 | 49.4  | 4.7      | 23.4            |
| Offices with no formal provisions for paid sick leave ..... | 68.9  | 74.8              | 73.6          | 75.3              | 75.4            | 58.3         | 79.4                                | 32.6  | 79.8     | 54.1            |
| Information not available .....                             | .1  | -                 | -             | -                 | -               | 1.2          | -                                   | -   | -        | -               |

1/ Less than 0.05 of 1 percent.

TABLE 9.—Nonproduction bonuses in New York offices, February 1950

| Type of bonus                               | Percent of office workers employed in offices in - |                   |               |                   |                 |              |                                     |   |          |                 |
|---|--|-------------------|---------------|-------------------|-----------------|--------------|-------------------------------------|---|----------|-----------------|
|   | All industries                                     | Manufacturing     |               |                   | Wholesale trade | Retail trade | Finance, insurance, and real estate | Transportation, communication, and other public utilities | Services | Central offices |
|   |  | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices studied .....                   | 100.0  | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| Offices with nonproduction bonuses 1/ ..... | 48.3   | 53.0              | 36.0          | 58.9              | 75.1            | 35.5         | 51.7                                | 21.1  | 58.0     | 28.8            |
| Christmas or year-end .....                 | 43.4   | 48.8              | 35.1          | 53.6              | 65.5            | 29.4         | 44.8                                | 20.2  | 54.4     | 28.8            |
| Profit-sharing .....                        | 5.7  | 8.0               | -             | 10.8              | 7.6             | 4.1          | 6.9                                 | -   | 11.3     | -               |
| Other .....                                 | 2.3  | 1.1               | .9            | 1.2               | 3.2             | 2.0          | 2.6                                 | 1.0   | 7.3      | -               |
| Offices with no nonproduction bonuses ..... | 51.7   | 47.0              | 64.0          | 41.1              | 24.9            | 64.5         | 48.3                                | 78.9  | 42.0     | 71.2            |

1/ Unduplicated total.

TABLE 10.—Insurance and pension plans in New York offices, February 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 | Central offices |
|  |   | All manufacturing | Durable goods | Non-durable goods |                 |              |                                     |   |          |                 |
| All offices studied .....                        | 100.0                                       | 100.0             | 100.0         | 100.0             | 100.0           | 100.0        | 100.0                               | 100.0   | 100.0    | 100.0           |
| Offices with insurance or pension plans 1/ ..... | 90.4  | 84.1              | 88.6          | 82.5              | 86.6            | 77.0         | 95.6                                | 99.6  | 75.2     | 95.0            |
| Life insurance .....                             | 78.8  | 80.4              | 83.3          | 79.4              | 76.1            | 54.6         | 86.2                                | 64.3  | 70.8     | 83.9            |
| Health insurance .....                           | 18.9  | 25.4              | 31.0          | 23.4              | 14.8            | 12.4         | 17.5                                | 24.5  | 10.7     | 22.3            |
| Retirement pension .....                         | 59.6  | 28.0              | 24.5          | 29.2              | 59.6            | 36.6         | 64.0                                | 85.3  | 42.6     | 82.2            |
| Other .....                                      | 44.2  | 42.0              | 49.8          | 39.3              | 30.2            | 54.9         | 52.1                                | 52.0  | 23.0     | 43.5            |
| Offices with no insurance or pension plans ..... | 9.1   | 15.9              | 11.4          | 17.5              | 13.4            | 21.8         | 4.4                                 | .4  | 24.8     | 2.3             |
| Information not available .....                  | .5  | -                 | -             | -                 | -               | 1.2          | -                                   | -   | -        | 2.7             |

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 central offices) 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 New York, N.Y., and number studied by the Bureau of Labor Statistics, February 1950

| Item   | Minimum size of establishment<br>1/ | Number of establishments |         | Employment            |                           |         |
|--|-------------------------------------|--------------------------|---------|-----------------------|---------------------------|---------|
|  |                                     | Estimated total          | Studied | Estimated total<br>2/ | In establishments studied |         |
|  |                                     |                          |         |                       | Total                     | Office  |
| <u>Industry division</u>   |                                     |                          |         |                       |                           |         |
| All divisions .....  |                                     | 4,392                    | 544     | 1,152,900             | 436,630                   | 172,640 |
| Manufacturing .....  | 101                                 | 1,481                    | 124     | 402,100               | 84,610                    | 15,800  |
| Durable goods 3/ .....   | 101                                 | 478                      | 43      | 134,000               | 29,310                    | 4,280   |
| Nondurable goods 4/ .....  | 101                                 | 1,003                    | 81      | 268,100               | 55,300                    | 11,520  |
| Wholesale trade .....  | 51                                  | 868                      | 65      | 94,300                | 10,840                    | 6,160   |
| Retail trade .....   | 101                                 | 337                      | 56      | 160,800               | 85,450                    | 10,550  |
| Finance, insurance, and real estate .....                          | 51                                  | 723                      | 80      | 184,800               | 70,480                    | 62,700  |
| Transportation, communication, and other public utilities 5/ ..... | 101                                 | 218                      | 57      | 168,400               | 125,420                   | 31,740  |
| Services 6/ .....  | 51                                  | 507                      | 72      | 73,400                | 21,490                    | 8,590   |
| Central offices .....  | 51                                  | 258                      | 90      | 69,100                | 38,340                    | 37,100  |
| <u>Size of establishment</u>                                       |                                     |                          |         |                       |                           |         |
| All size groups .....  |                                     | 4,392                    | 544     | 1,152,900             | 436,630                   | 172,640 |
| 501 and over .....   |                                     | 385                      | 188     | 546,600               | 368,880                   | 136,090 |
| 251 - 500 .....  |                                     | 548                      | 100     | 186,000               | 35,140                    | 19,350  |
| 101 - 250 .....  |                                     | 2,147                    | 167     | 329,500               | 26,310                    | 12,740  |
| 51 - 100 .....   |                                     | 1,312                    | 89      | 90,800                | 6,300                     | 4,460   |

1/ Number of plant and office workers.

2/ Plant and office employment in New York City.

3/ Metalworking; lumber, furniture, and other wood products; stone, clay, and glass products; professional, scientific and controlling instruments; optical goods; watches and clocks; and miscellaneous manufacturing.

4/ Food and kindred products; tobacco; textiles; apparel and other finished products made from fabrics; paper and paper products; printing and publishing; chemicals; products of petroleum and coal; rubber products; and leather and leather products.

5/ Excludes railroads.

6/ 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 Billor, 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.