

# **OFFICE WORKERS**

**salaries  
hours of work  
supplementary benefits**

**BULLETIN NO. 1006**

**PROVIDENCE, R.I.**

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

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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 Providence study was prepared in the Bureau's Division of Wage Statistics by Bernard J. Fahres, Regional Wage Analyst, Region I, Boston, Massachusetts. The planning and central direction of the project was the responsibility of Toivo P. Kanninen and Louis E. Badenhoop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.



Salaries

Average weekly salaries of women office workers in over half of the 20 job classifications for which data are presented in table 1, fell in the \$35 - \$40 salary bracket in June 1950. Among the occupational groups at this level were general stenographers (\$39), clerk-typists (\$35.50), and pay-roll clerks (\$39.50), the three numerically most important jobs included in the Providence survey. Hand bookkeepers with a \$46.50 average salary were the highest paid among 5 jobs averaging above \$40 weekly, while office girls and clerks doing routine filing were at the low end of the scale with average salaries of \$31 and \$32, respectively.

Among 5 job classifications for which data could be shown for men, only office boys, with a \$32.50 average, fell below the \$50 weekly level. Accounting clerks, the largest group, earned \$51 weekly; order clerks and general clerks averaged \$55 and \$52, respectively. Hand bookkeepers (\$62.50) were the highest paid among men workers studied.

The data on salaries by broad industry group were too limited to permit more than a few interindustry comparisons. There were indications, however, that office worker salaries in the nondurable goods manufacturing industries were generally higher than in the durable branch, 2/ and that office workers in retail trade establishments earned less than the average for all industries.

Salary rates of individual women workers ranged from \$25 to over \$65 a week. Although the lowest and highest salaries typically differed by \$30 or more within individual occupations, the rates for a substantial proportion of the workers were often grouped near the average for the job (table 2). Individual salaries of general stenographers, for example, varied from \$25 to more than \$70, but nearly 3 of every 5 workers earned between \$35 and \$45 a week. The salary rates of slightly more than half of all women workers in the jobs surveyed were in the \$32.50 to \$42.50 range.

## SUPPLEMENTARY WAGE PRACTICES

Work schedules

The work schedule in Providence offices in June 1950 varied considerably by industry (table 3). In manufacturing, approximately four-fifths of the women office workers were on a 40-hour workweek, whereas in transportation, communication, and other public utilities about three-fourths had a 37½-hour schedule, and in retail trade more than half had schedules varying between 37½ and 40 hours. The shortest work schedules were in the finance, insurance, and real estate group where nearly three-fourths of the women office workers had a workweek of less than 37½ hours.

A 5-day workweek was standard for most women office workers in Providence, although in wholesale trade nearly a third of the workers were required to work 5½ days (table 4).

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

2/ A listing of durable and nondurable industries is provided in footnotes to the appendix table on page 13.

### Paid vacations

Almost all firms included in the survey reported formal provisions for paid vacations for office workers (table 5). Over three-fifths of the workers were employed in offices that granted at least a week after 6 months of service and approximately four-fifths worked under plans providing 2 or more weeks after a year of service. Office workers were rarely granted vacations of less than 2 weeks with pay after 5 years of service. The most liberal provisions for five-year employees were found in the retail trade group where the majority of workers were in offices providing paid vacations exceeding 2 weeks.

### Paid holidays

Office workers in all industry divisions except retail trade received 6 or more paid holidays a year (table 6). In the latter group, no formal holiday pay provisions were reported by firms employing nearly a fourth of the workers, although all other retail trade firms provided 9 days with pay. Among other industry divisions, the number of paid holidays varied from 6 to 13. Almost all workers in the finance, insurance, and real estate group received 10 or more days, compared to two-fifths who received as many as 9 days and a fifth only 6 days in manufacturing industries. Either 9 or 10 days were granted to most workers in the wholesale trade, services, and public utilities groups.

### Paid sick leave

About a fourth of the Providence office workers were employed in establishments that had formal arrangements for paid sick leave after a year of service. Of the workers eligible under formal sick leave plans, nearly three-fourths were entitled to 10 or more days a year. In most cases the number of days allowed did not increase appreciably with longer service. The proportion of workers covered by sick leave plans in the retail trade and services groups was greater than in other industry divisions studied (table 7). Sick leave granted on an informal basis as reported by a number of employers is not included in these estimates.

### Nonproduction bonuses

Many employers paid office workers some type of nonproduction bonus, in nearly all cases these were Christmas or year-end payments (table 8). Such bonuses supplemented the basic pay of approximately a third of all office workers in Providence, and were most prevalent in the wholesale and retail trade groups; about half of these office workers received nonproduction bonus payments.

### Insurance and pension plans

Firms that financed all or part of one or more types of insurance or pension plans accounted for about 9 of every 10 office workers studied (table 9). Considerable variation in the extent and types of benefit plans were reported. Life insurance was the most prevalent of the various types of insurance plans. Three-fifths of the office workers were employed by firms with life insurance plans, although the proportion varied by industry from 5 percent in services to 74 percent in manufacturing.

Retirement pension plans (in addition to Federal old age and survivors' insurance) were reported by firms employing less than one-tenth of the workers in the trade groups. Firms employing more than four-fifths of the workers in the finance, insurance, and real estate, and the transportation, communication, and other public utilities groups had such pension plans.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Providence, R. I., by industry division, June 1950

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Men</u>						
<u>Bookkeepers, hand</u> .....	25	\$62.50	40.0	\$1.55	\$61.00	\$52.50 - \$70.00
<u>Clerks, accounting <sup>4/</sup></u> .....	119	51.00	40.0	1.27	50.00	43.00 - 56.00
<u>Manufacturing</u> .....	70	50.50	40.0	1.27	50.00	46.00 - 55.50
Durable goods .....	27	49.00	40.0	1.22	48.00	47.00 - 49.50
Nondurable goods .....	43	52.00	40.0	1.30	50.00	43.00 - 60.00
<u>Clerks, general <sup>4/</sup></u> .....	37	52.00	40.0	1.30	55.00	40.00 - 65.00
<u>Manufacturing</u> .....	33	51.50	40.0	1.29	41.00	40.00 - 65.00
<u>Clerks, order <sup>4/</sup></u> .....	73	55.00	40.5	1.36	55.00	45.00 - 62.00
<u>Wholesale trade</u> .....	70	54.50	40.5	1.35	50.00	45.00 - 62.00
<u>Office boys</u> .....	68	32.50	39.5	.83	30.00	30.00 - 34.50
<u>Women</u>						
<u>Billers, machine (billing machine) <sup>4/</sup></u> .....	143	39.50	39.5	1.00	40.00	35.50 - 42.00
<u>Manufacturing</u> .....	91	41.00	40.0	1.02	40.00	38.00 - 44.00
Durable goods .....	67	40.00	40.0	1.00	40.00	38.00 - 42.00
Nondurable goods .....	24	43.00	39.5	1.08	44.00	41.50 - 45.00
<u>Billers, machine (bookkeeping machine) <sup>4/</sup></u> .....	90	39.00	39.5	.99	38.00	33.00 - 43.00
<u>Wholesale trade</u> .....	31	42.50	40.0	1.06	43.00	38.00 - 46.50
<u>Retail trade</u> .....	49	37.00	39.0	.94	37.00	32.00 - 41.50
<u>Bookkeepers, hand <sup>4/</sup></u> .....	150	46.50	38.0	1.22	45.00	42.00 - 50.00
<u>Manufacturing</u> .....	97	46.50	38.0	1.23	45.00	42.00 - 48.00
Durable goods .....	54	45.50	37.5	1.21	45.00	41.50 - 48.00
Nondurable goods .....	43	48.00	38.5	1.25	45.00	42.00 - 52.00
<u>Bookkeeping-machine operators, class B <sup>4/</sup></u> .....	274	35.50	38.0	.94	35.00	32.50 - 38.50
<u>Manufacturing</u> .....	113	38.00	39.0	.97	38.00	35.00 - 40.00
Durable goods .....	80	39.00	39.0	.99	38.50	36.00 - 42.00
Nondurable goods .....	33	35.50	39.0	.91	37.00	32.00 - 37.00
<u>Finance, insurance, and real estate</u> .....	117	33.00	36.5	.90	32.50	32.00 - 34.50
<u>Calculating-machine operators (Comptometer type) <sup>4/</sup></u> .....	358	38.00	39.0	.98	37.00	34.00 - 42.00
<u>Manufacturing</u> .....	184	37.50	39.5	.94	37.00	34.00 - 42.00
Durable goods .....	122	35.50	40.0	.90	35.00	33.00 - 39.00
Nondurable goods .....	62	41.00	40.0	1.03	42.00	39.50 - 43.50
<u>Retail trade</u> .....	97	34.50	38.5	.90	34.50	32.00 - 37.00
<u>Calculating-machine operators (other than Comptometer type) ..</u>	30	34.50	38.0	.91	36.00	30.00 - 38.00

See footnotes at end of table.

TABLE 1.--Salaries 1/ and weekly scheduled hours of work for selected office occupations in Providence, R. I., by industry division, June 1950 - Continued

Sex, occupation, and industry division 2/	Estimated number of workers	Average -			Median 3/ weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Clerks, accounting 4/</u> .....	424	\$41.00	38.5	\$1.06	\$40.00	\$33.50 - \$46.00
Manufacturing .....	204	43.00	39.5	1.09	44.00	37.00 - 46.00
Durable goods .....	81	40.50	40.0	1.01	41.00	36.00 - 44.00
Nondurable goods .....	123	45.00	39.5	1.14	45.00	37.00 - 51.50
Wholesale trade .....	54	37.00	39.5	.94	36.00	31.00 - 41.00
Retail trade .....	40	34.50	39.5	.87	33.50	30.00 - 36.50
Finance, insurance, and real estate .....	100	38.00	35.5	1.07	34.50	32.50 - 44.00
<u>Clerks, file, class A</u> .....	29	40.50	38.0	1.06	38.00	35.50 - 46.50
<u>Clerks, file, class B 4/</u> .....	269	32.00	38.5	.83	30.00	30.00 - 33.00
Manufacturing .....	110	31.50	39.5	.80	30.50	30.00 - 32.00
Finance, insurance, and real estate .....	104	31.00	36.5	.85	30.00	28.00 - 34.50
<u>Clerks, general 4/</u> .....	313	44.00	39.5	1.12	44.00	40.50 - 50.00
Manufacturing .....	214	44.50	39.5	1.12	44.00	41.00 - 50.00
Durable goods .....	40	42.00	39.5	1.07	41.00	41.00 - 42.00
Nondurable goods .....	174	45.00	39.5	1.13	44.50	42.00 - 50.00
Finance, insurance, and real estate .....	37	44.50	39.0	1.14	46.00	38.50 - 51.00
<u>Clerks, order 4/</u> .....	128	41.50	39.5	1.06	38.50	34.00 - 51.50
Manufacturing .....	103	42.50	39.0	1.08	38.50	34.00 - 55.00
<u>Clerks, pay roll 4/</u> .....	452	39.50	39.5	1.01	39.00	35.50 - 43.00
Manufacturing .....	377	39.50	39.5	1.00	39.00	35.50 - 43.50
Durable goods .....	147	38.50	39.5	.97	38.00	36.00 - 40.50
Nondurable goods .....	230	40.50	39.5	1.03	40.00	35.00 - 45.00
Retail trade .....	35	36.00	39.0	.93	35.00	32.00 - 39.00
Transportation, communication, and other public utilities ..	28	44.00	38.5	1.15	43.00	42.00 - 46.00
<u>Clerk-typists</u> .....	801	35.50	38.5	.92	33.50	30.00 - 39.00
Manufacturing .....	405	35.50	40.0	.89	34.50	30.00 - 40.00
Durable goods .....	262	33.50	40.0	.84	32.00	30.00 - 37.00
Nondurable goods .....	143	39.50	40.0	.99	41.00	35.00 - 44.00
Wholesale trade .....	37	34.50	40.5	.85	35.00	30.00 - 37.00
Retail trade .....	49	30.50	38.5	.79	30.00	28.00 - 32.00
Finance, insurance, and real estate .....	232	35.00	36.0	.98	33.50	30.50 - 37.00
Transportation, communication, and other public utilities ..	50	42.50	39.0	1.09	44.50	41.00 - 45.00
Services .....	28	32.00	40.0	.80	30.00	30.00 - 35.00
<u>Office girls</u> .....	28	31.00	38.5	.80	30.00	30.00 - 32.50

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Providence, R. I., by industry division, June 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, general</u> .....	889	\$39.00	38.5	\$1.01	\$38.00	\$34.00 - \$42.00
Manufacturing .....	431	38.50	39.5	.98	38.00	34.50 - 41.00
Durable goods .....	327	37.50	39.5	.95	36.00	34.00 - 40.00
Nondurable goods .....	104	42.00	39.5	1.07	41.00	38.50 - 44.00
Wholesale trade .....	96	43.50	38.5	1.14	42.00	38.00 - 45.00
Retail trade .....	33	33.00	39.0	.85	33.00	31.00 - 35.00
Finance, insurance, and real estate .....	232	37.50	36.0	1.05	35.50	33.50 - 40.50
Transportation, communication, and other public utilities .	40	46.50	39.0	1.19	48.50	41.00 - 51.50
Services .....	57	37.00	39.5	.94	37.00	33.50 - 38.50
<u>Switchboard operators <sup>4/</sup></u> .....	133	38.50	38.5	.99	38.00	32.00 - 44.00
Manufacturing .....	23	44.00	39.5	1.11	45.50	40.00 - 48.00
Retail trade .....	44	35.00	39.0	.89	33.00	32.00 - 40.00
Finance, insurance, and real estate .....	36	39.00	36.5	1.07	38.50	34.50 - 42.00
<u>Switchboard operator-receptionists <sup>4/</sup></u> .....	237	37.50	39.5	.95	36.00	33.50 - 40.50
Manufacturing .....	181	38.00	39.5	.96	37.50	35.00 - 42.00
Durable goods .....	98	37.50	39.5	.95	36.00	35.00 - 40.00
Nondurable goods .....	83	38.50	39.5	.97	40.00	30.00 - 42.00
Wholesale trade .....	32	36.50	39.0	.94	35.50	32.50 - 38.50
<u>Transcribing-machine operators, general</u> .....	73	34.00	39.0	.86	31.00	30.00 - 36.00
<u>Typists, class A <sup>4/</sup></u> .....	63	37.00	39.5	.93	36.50	33.00 - 42.00
Manufacturing .....	47	37.00	40.0	.93	37.50	33.00 - 42.50
<u>Typists, class B <sup>4/</sup></u> .....	252	35.50	37.0	.96	34.00	30.00 - 38.00
Manufacturing .....	32	34.50	40.0	.87	33.50	30.00 - 36.00
Wholesale trade .....	32	35.00	38.0	.92	35.00	32.00 - 37.00
Finance, insurance, and real estate .....	169	35.50	36.0	.98	34.50	30.50 - 39.00

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

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

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

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

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Providence, R. I., June 1950

Weekly salaries <u>1/</u>	Percent of men -			Percent of women -		
	Clerks, accounting	Clerks, order	Office boys	Billers, machine (billing machine)	Billers, machine (book-keeping machine)	Book-keepers, hand
\$25.00 - \$27.49 .....	-	-	1.5	-	2.2	-
\$27.50 - \$29.99 .....	-	-	11.7	-	-	-
\$30.00 - \$32.49 .....	2.5	-	51.5	3.5	13.3	-
\$32.50 - \$34.99 .....	.8	-	10.3	14.0	13.3	-
\$35.00 - \$37.49 .....	2.5	-	8.8	16.1	7.8	-
\$37.50 - \$39.99 .....	.8	-	7.3	12.6	17.8	-
\$40.00 - \$42.49 .....	7.6	5.5	5.9	32.8	11.1	31.3
\$42.50 - \$44.99 .....	14.3	12.3	1.5	5.6	15.6	8.0
\$45.00 - \$47.49 .....	10.9	23.3	-	3.5	8.9	26.7
\$47.50 - \$49.99 .....	11.8	-	-	9.8	4.5	9.3
\$50.00 - \$52.49 .....	15.1	8.2	1.5	2.1	4.4	12.7
\$52.50 - \$54.99 .....	.9	-	-	-	-	.7
\$55.00 - \$57.49 .....	8.4	6.8	-	-	-	3.3
\$57.50 - \$59.99 .....	.9	-	-	-	1.1	1.4
\$60.00 - \$62.49 .....	14.3	23.3	-	-	-	2.0
\$62.50 - \$64.99 .....	1.7	1.4	-	-	-	1.3
\$65.00 - \$67.49 .....	.9	5.5	-	-	-	3.3
\$67.50 - \$69.99 .....	.8	4.1	-	-	-	-
\$70.00 - \$72.49 .....	2.5	4.1	-	-	-	-
\$72.50 - \$74.99 .....	.8	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-
\$80.00 - \$84.99 .....	2.5	-	-	-	-	-
\$85.00 - \$89.99 .....	-	5.5	-	-	-	-
<b>Total .....</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
<b>Estimated number of workers .....</b>	<b>119</b>	<b>73</b>	<b>68</b>	<b>143</b>	<b>90</b>	<b>150</b>
<b>Average weekly salary <u>1/</u> .....</b>	<b>\$51.00</b>	<b>\$55.00</b>	<b>\$32.50</b>	<b>\$39.50</b>	<b>\$39.00</b>	<b>\$46.50</b>

See footnote at end of table.

TABLE 2.--Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Providence, R. I., June 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -						
	Bookkeep- ing- machine operators, class B	Calculating- machine operators (Comptometer type)	Clerks, account- ing	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll
\$25.00 - \$27.49 .....	-	-	-	10.4	-	-	-
\$27.50 - \$29.99 .....	3.3	3.9	2.4	17.9	-	-	-
\$30.00 - \$32.49 .....	20.8	16.7	11.1	44.2	4.2	18.0	10.4
\$32.50 - \$34.99 .....	24.8	12.6	16.5	12.3	1.6	17.2	4.4
\$35.00 - \$37.49 .....	20.8	17.3	12.3	7.4	6.7	-	26.8
\$37.50 - \$39.99 .....	12.8	10.9	4.9	.4	3.8	17.2	12.2
\$40.00 - \$42.49 .....	8.7	19.0	11.1	2.2	24.0	10.9	13.0
\$42.50 - \$44.99 .....	3.3	8.9	6.8	5.2	13.4	2.3	15.3
\$45.00 - \$47.49 .....	4.0	4.5	15.8	-	14.4	5.5	11.9
\$47.50 - \$49.99 .....	1.1	1.7	4.0	-	4.8	3.1	2.7
\$50.00 - \$52.49 .....	-	.3	3.1	-	23.0	.8	.4
\$52.50 - \$54.99 .....	.4	.6	1.4	-	1.9	2.3	.7
\$55.00 - \$57.49 .....	-	.8	6.1	-	2.2	21.9	1.8
\$57.50 - \$59.99 .....	-	2.0	2.6	-	-	-	.2
\$60.00 - \$62.49 .....	-	-	1.7	-	-	.8	.2
\$62.50 - \$64.99 .....	-	.8	-	-	-	-	-
\$65.00 - \$67.49 .....	-	-	.2	-	-	-	-
\$67.50 - \$69.99 .....	-	-	-	-	-	-	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	-	-	-	-	-	-
\$80.00 - \$84.99 .....	-	-	-	-	-	-	-
\$85.00 - \$89.99 .....	-	-	-	-	-	-	-
<b>Total .....</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Estimated number of workers ..	274	358	424	269	313	128	452
Average weekly salary <u>1/</u> .....	\$35.50	\$38.00	\$41.00	\$32.00	\$44.00	\$41.50	\$39.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries <sup>1/</sup> in Providence, R. I., June 1950 - Continued

Weekly salaries <sup>1/</sup>	Percent of women -						
	Clerk- typists	Stenog- raphers, general	Switch- board opera- tors	Switch- board operator- reception- ists	Tran- scribing- machine operators, general	Typists, class A	Typists, class B
\$25.00 - \$27.49 .....	0.5	0.2	4.5	-	-	-	4.4
\$27.50 - \$29.99 .....	7.2	3.1	2.3	3.0	4.1	-	16.7
\$30.00 - \$32.49 .....	37.0	10.7	20.3	16.5	60.3	17.5	21.4
\$32.50 - \$34.99 .....	8.9	15.0	12.0	8.9	2.7	19.0	11.5
\$35.00 - \$37.49 .....	15.1	16.0	9.0	26.2	13.7	20.6	17.8
\$37.50 - \$39.99 .....	7.4	17.2	9.0	11.4	8.2	6.3	6.7
\$40.00 - \$42.49 .....	10.0	15.6	15.0	18.1	4.1	30.2	6.0
\$42.50 - \$44.99 .....	7.6	8.8	4.5	6.3	1.3	4.8	7.1
\$45.00 - \$47.49 .....	2.9	2.7	7.5	2.1	-	-	2.0
\$47.50 - \$49.99 .....	2.0	2.8	12.0	3.8	-	-	4.0
\$50.00 - \$52.49 .....	.6	3.2	.8	2.5	-	-	.8
\$52.50 - \$54.99 .....	.1	1.4	2.3	.8	1.4	1.6	.8
\$55.00 - \$57.49 .....	-	1.2	-	-	1.4	-	.8
\$57.50 - \$59.99 .....	.7	1.0	.8	.4	1.4	-	-
\$60.00 - \$62.49 .....	-	.2	-	-	1.4	-	-
\$62.50 - \$64.99 .....	-	.5	-	-	-	-	-
\$65.00 - \$67.49 .....	-	.1	-	-	-	-	-
\$67.50 - \$69.99 .....	-	.2	-	-	-	-	-
\$70.00 - \$72.49 .....	-	-	-	-	-	-	-
\$72.50 - \$74.99 .....	-	-	-	-	-	-	-
\$75.00 - \$79.99 .....	-	.1	-	-	-	-	-
\$80.00 - \$84.99 .....	-	-	-	-	-	-	-
\$85.00 - \$89.99 .....	-	-	-	-	-	-	-
<b>Total .....</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Estimated number of workers ..	801	889	133	237	73	63	252
Average weekly salary <sup>1/</sup> .....	\$35.50	\$39.00	\$38.50	\$37.50	\$34.00	\$37.00	\$35.50

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

TABLE 3.—Scheduled weekly hours of women in Providence offices, June 1950

Weekly hours	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All 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
Over 30 and under 35 hours .....	4.2	1.6	-	4.1	-	-	15.8	-	3.3
35 hours .....	1.1	1.2	-	3.0	-	-	2.3	1.0	-
Over 35 and under 37½ hours .....	13.5	1.7	2.7	-	14.5	3.6	54.0	-	-
37½ hours .....	15.2	6.4	5.8	7.5	10.1	14.7	-	74.7	13.1
Over 37½ and under 40 hours .....	13.4	7.3	11.7	.5	13.0	52.7	14.3	-	17.1
40 hours .....	51.8	81.8	79.8	84.9	53.4	27.3	13.4	24.0	66.5
Over 40 and under 44 hours .....	.6	-	-	-	6.1	1.7	.2	-	-
44 hours .....	.2	-	-	-	2.4	-	-	.3	-
50 hours .....	(1)	-	-	-	.5	-	-	-	-

1/ Less than 0.05 of 1 percent.

TABLE 4.—Scheduled days in workweek of women in Providence offices, June 1950

Days in week	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All 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
5 days .....	96.3	97.6	100.0	94.0	69.1	100.0	97.4	98.7	99.2
5½ days .....	3.7	2.4	-	6.0	30.9	-	2.6	1.3	-
6 days .....	(1)	-	-	-	-	-	-	-	.8

1/ Less than 0.05 of 1 percent.

TABLE 5.—Vacations with pay in Providence offices, June 1950

Vacation policy	Percent of workers employed in offices in -								Services
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	
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
<u>6 months of service</u>									
Offices with paid vacations .....	74.1	69.2	73.9	61.8	74.4	56.0	83.9	83.2	93.9
Under 1 week .....	11.7	24.9	38.8	3.0	-	-	-	-	-
1 week .....	39.1	42.6	35.1	54.4	62.9	44.4	23.3	29.3	93.2
Over 1 and under 2 weeks .....	2.7	-	-	-	1.8	5.2	9.0	-	-
Over 2 weeks .....	20.6	1.7	-	4.4	9.7	6.4	51.6	53.9	.7
Offices with no paid vacations .....	25.9	30.8	26.1	38.2	25.6	44.0	16.1	16.8	6.1
<u>1 year of service</u>									
Offices with paid vacations .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	98.6
1 week .....	18.0	33.4	42.8	18.5	10.0	16.5	-	1.1	2.0
2 weeks .....	79.4	66.6	57.2	81.5	90.0	65.3	95.9	98.9	95.9
Over 2 weeks .....	2.6	-	-	-	-	18.2	4.1	-	.7
Offices with no paid vacations .....	(1/)	-	-	-	-	-	-	-	1.4
<u>2 years of service</u>									
Offices with paid vacations .....	99.9	100.0	100.0	100.0	100.0	100.0	100.0	100.0	98.6
1 week .....	15.6	32.1	40.8	18.5	7.1	-	-	-	2.0
2 weeks .....	81.8	67.9	59.2	81.5	92.9	81.8	95.9	100.0	96.0
Over 2 weeks .....	2.5	-	-	-	-	18.2	4.1	-	.6
Offices with no paid vacations .....	.1	-	-	-	-	-	-	-	1.4
<u>5 years of service</u>									
Offices with paid vacations .....	99.9	100.0	100.0	100.0	100.0	100.0	100.0	100.0	98.6
1 week .....	4.2	7.8	4.2	13.7	7.1	-	-	-	2.0
2 weeks .....	87.9	92.2	95.8	86.3	92.9	47.0	88.6	100.0	75.0
Over 2 weeks .....	7.8	-	-	-	-	53.0	13.4	-	21.6
Offices with no paid vacations .....	.1	-	-	-	-	-	-	-	1.4

1/ Less than 0.05 of 1 percent.

TABLE 6.—Paid holidays in Providence offices, June 1950

Number of paid holidays	Percent of workers employed in offices in -								Services
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	
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
Offices providing paid holidays .....	98.1	100.0	100.0	100.0	100.0	77.7	100.0	100.0	100.0
Number of holidays:									
6 .....	9.2	19.4	15.3	25.8	-	-	-	-	-
7 .....	4.1	8.3	12.4	1.9	-	-	-	-	9.5
8 .....	15.2	30.6	36.6	21.2	11.9	-	.1	-	-
9 .....	33.9	39.1	35.7	44.5	67.7	77.7	-	12.9	37.2
10 .....	26.0	2.6	-	6.6	17.9	-	51.2	87.1	51.3
11 .....	5.4	-	-	-	2.5	-	22.2	-	-
12 or 12 1/2 .....	6.2	-	-	-	-	-	26.5	-	-
13 .....	.1	-	-	-	-	-	-	-	2.0
Offices providing no paid holidays ..	1.9	-	-	-	-	22.3	-	-	-

TABLE 7.—Formal provisions for paid sick leave in Providence offices, June 1950

Provisions for paid sick leave	Percent of workers employed in offices in -								
	All industries	All manufacturing	Durable goods	Non-durable goods	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>1 year of service</u>									
Offices with formal provisions for paid sick leave .....	22.9	17.9	25.0	6.6	28.1	50.5	24.8	11.5	46.6
Under 5 days .....	3.1	-	-	-	-	35.6	-	-	-
5 days .....	0.8	-	-	-	6.6	-	1.5	-	-
6 days .....	1.3	-	-	-	2.4	11.5	-	1.1	-
7-8-9 days .....	.9	-	-	-	1.8	3.4	-	-	20.3
10 days .....	5.7	9.3	15.2	-	-	-	-	10.4	4.0
12 days .....	3.6	6.0	9.8	-	5.4	-	-	-	16.9
20 days .....	1.5	1.7	-	4.3	11.9	-	-	-	-
Over 20 days .....	6.0	.9	-	2.3	-	-	23.3	-	5.4
Offices with no formal provisions for paid sick leave .....	77.1	82.1	75.0	93.4	71.9	49.5	75.2	88.5	53.4
<u>2 years of service</u>									
Offices with formal provisions for paid sick leave .....	22.9	17.9	25.0	6.6	28.1	50.5	24.8	11.5	46.6
Under 5 days .....	3.1	-	-	-	-	35.6	-	-	-
5 days .....	.8	-	-	-	6.6	-	1.5	-	-
6 days .....	1.3	-	-	-	2.4	11.5	-	-	-
7-8-9 days .....	.4	-	-	-	1.8	3.4	-	1.1	-
10 days .....	6.2	9.3	15.2	-	-	-	-	10.4	24.3
12 days .....	3.5	6.0	9.8	-	5.4	-	-	-	16.9
20 days .....	.8	1.7	-	4.3	-	-	-	-	-
Over 20 days .....	6.8	.9	-	2.3	11.9	-	23.3	-	5.4
Offices with no formal provisions for paid sick leave .....	77.1	82.1	75.0	93.4	71.9	49.5	75.2	88.5	53.4
<u>5 years of service</u>									
Offices with formal provisions for paid sick leave .....	22.9	17.9	25.0	6.6	28.1	50.5	24.8	11.5	46.6
Under 5 days .....	2.0	-	-	-	-	22.5	-	-	-
5 days .....	1.9	-	-	-	6.6	13.1	1.5	-	-
6 days .....	1.3	-	-	-	2.4	11.5	-	1.1	-
7-8-9 days .....	.4	-	-	-	1.8	3.4	-	-	-
10 days .....	6.2	9.3	15.2	-	-	-	-	10.4	24.3
12 days .....	3.5	6.0	9.8	-	5.4	-	-	-	16.9
20 days .....	.8	1.7	-	4.3	-	-	-	-	-
Over 20 days .....	6.8	.9	-	2.3	11.9	-	23.3	-	5.4
Offices with no formal provisions for paid sick leave .....	77.1	82.1	75.0	93.4	71.9	49.5	75.2	88.5	53.4

TABLE 8.—Nonproduction bonuses in Providence offices, June 1950

Type of bonus	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
Offices with nonproduction bonuses <sup>1/</sup> .....	36.1	32.4	29.4	37.2	54.8	47.0	42.1	26.0	13.5
Christmas or year-end .....	34.7	31.0	29.4	33.6	47.1	47.0	40.7	26.0	13.5
Profit-sharing .....	.5	-	-	-	7.7	-	-	-	-
Other .....	2.8	3.8	2.0	6.5	-	8.5	1.4	-	-
Offices with no nonproduction bonuses .....	63.9	67.6	70.6	62.8	45.2	53.0	57.9	74.0	86.5

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

TABLE 9.—Insurance and pension plans in Providence offices, June 1950

Type of plan	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
Offices with insurance or pension plans <sup>1/</sup> .....	92.0	93.1	91.0	96.4	59.6	80.9	100.0	100.0	79.1
Life insurance .....	59.1	73.5	68.8	80.8	55.9	37.7	56.2	36.4	4.7
Health insurance .....	53.5	55.5	59.2	49.6	33.4	24.6	52.2	89.0	4.7
Retirement pension .....	49.6	37.1	38.5	34.9	9.3	7.3	83.5	86.3	40.5
Hospitalization .....	55.1	68.6	65.4	73.7	50.7	62.8	47.0	18.4	38.5
Offices with no insurance or pension plans .....	8.0	6.9	9.0	3.6	40.4	19.1	-	-	20.9

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

APPENDIX A

Scope and Method of Survey

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

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

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

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

Item	Minimum size of establishment 1/	Number of establishments		Employment		
		Estimated total	Studied	Estimated total 2/	In establishments studied	
					Total	Office
<u>Industry division</u>						
All divisions .....		464	129	129,300	54,570	7,020
Manufacturing .....	101	281	53	102,900	37,520	2,750
Durable goods 3/ .....	101	103	21	41,200	15,730	1,740
Nondurable goods 4/ .....	101	178	32	61,700	21,790	1,010
Wholesale trade .....	26	66	20	3,100	1,130	350
Retail trade .....	101	34	14	10,900	5,840	590
Finance, insurance, and real estate .....	26	47	19	3,700	1,850	1,610
Transportation, communication, and other public utilities 5/ .....	101	10	9	7,800	7,710	1,540
Services 6/ .....	26	26	14	900	520	180
<u>Size of establishment</u>						
All size groups .....		464	129	129,300	54,570	7,020
501 and over .....		73	38	68,400	42,220	4,350
251 - 500 .....		70	18	23,800	6,030	980
101 - 250 .....		188	24	31,100	3,920	700
26 - 100 .....		133	49	6,000	2,400	990

1/ Number of plant and office workers.

2/ Plant and office employment in the Providence Metropolitan Area (as defined by the Bureau of the Budget).

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.