

A SUMMARY OF THE FINDINGS OF SELECTED BUSINESS OCCUPATIONAL  
SURVEYS COMPLETED IN OKLAHOMA SINCE 1945

By

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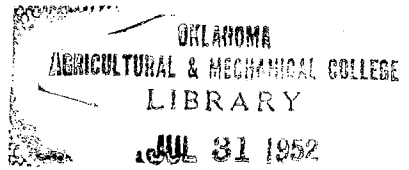
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A SUMMARY OF THE FINDINGS OF SELECTED BUSINESS OCCUPATIONAL  
SURVEYS COMPLETED IN OKLAHOMA SINCE 1945

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J. T.

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## CHAPTER I

### INTRODUCTION

#### Statement of the Problem

This study undertakes to summarize the comparable data provided by business occupational surveys of towns in Oklahoma completed since 1945. The study will offer suggestions that may be of value in conducting and recording the results of future occupational surveys.

#### Purposes of the Study

The purposes of this problem are as follows:

1. To bring together in one study information that will be helpful in revising the business education curriculum and in guiding the student into those areas that offer the greatest employment opportunities.
2. To determine the number and geographical distribution of men and women employees in each of the various business occupations.
3. To ascertain employers' sex preferences for employees in the different classifications of business positions.
4. To determine the turnover<sup>1</sup> of business employees.
5. To determine the minimum age requirements for new employees in the store and office occupations represented.
6. To determine whether or not experience is required for employee replacements in the various business occupations.

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<sup>1</sup>For the definition of "turnover," see page 5.

7. To determine the education requirements for new employees in the positions represented in the studies.
8. To determine the number of workers newly employed in the various business occupations during a 12-month period.
9. To determine for each classification the number of employees performing certain duties and the number operating certain machines.
10. To determine what modifications and improvements need to be made in future business occupational surveys.

#### Need for the Study

During the last few years, a number of business opportunity surveys have been made in Oklahoma in order to provide current information upon which to base the course offerings of business education curricula. Thus far, no attempt has been made to correlate the findings of the several studies into one usable body of facts. It is believed that such a collection of data will be both interesting and helpful to business teachers and school administrators in planning their programs and in guiding their students.

It is further believed that this attempt to summarize the data appearing in the surveys already completed will bring to light areas in which improvement can be made in surveys which may be made in the near future.

#### The Scope of the Study

This study seeks to compile the results of the business occupational surveys of towns in Oklahoma. Only those studies completed since 1945 were included because the results of available studies made prior to that date would reflect the effects of a war-time economy. The towns, together with their populations, for which surveys were included in this study are:

Blackwell . . . . .	9,218
Bristow . . . . .	5,404
Enid . . . . .	35,976

McAlester . . . .	17,809
Pryor . . . . .	4,441
Seminole. . . . .	11,853 <sup>2</sup>

In addition to these surveys which included a variety of business occupations, specialized surveys which covered several specific business employment fields were also regarded as pertinent. These latter studies include Culver's survey of 15 oil companies in Bartlesville, Ponca City, and Tulsa to determine employment standards of beginning secretaries and stenographers; Holtmann's survey of 14 oil companies in Bartlesville, Ponca City, and Tulsa to determine employment practices in hiring record-keeping employees; Dark's survey of public school secretaries; and Work's survey of bookkeepers and bookkeeping systems in Stillwater.

#### Source of Data

From the Bibliography of Research Studies in Business Education, 1941-1948, and from the card catalogue of the library of Oklahoma A. and M. College, a partial list of pertinent business occupational surveys was developed. Additional studies were added to the list after consulting the Heads of the Business Education Departments of the three Oklahoma institutions of higher learning that offer graduate work in business education - Oklahoma A. and M. College, the University of Oklahoma, and the University of Tulsa. The surveys summarized in this study are as follows:

Barton, Jessie, An Occupational Opportunity Survey of Blackwell, Oklahoma, Unpublished master's thesis, Oklahoma A. and M. College, 1949.

Cape, Billie Taylor, An Occupational Opportunity Survey of Bristow, Oklahoma, Unpublished master's thesis, Oklahoma A. and M. College, 1948.

Culver, Gordon, Survey of Selected Oil Companies in Oklahoma to Determine Minimum Employment Standards Required of Beginning Secretaries and Stenographers, Unpublished master's thesis, Oklahoma A. and M. College, 1948.

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<sup>2</sup>The populations given are the figures contained in the Preliminary Reports of the 1950 Census.



Dark, Marian, A Survey of the Educational Backgrounds, Previous Employment Experience, and Duties of School Secretaries in Oklahoma Public School Systems, Unpublished master's thesis, Oklahoma A. and M. College, 1948.

Davis, Zoe Velma, A Survey of Selected Business Occupations in Pryor, Oklahoma, Unpublished master's thesis, Oklahoma A. and M. College, 1949.

Holtmann, E. J., A Survey of Selected Oil Companies in Oklahoma to Determine Requirements and Practices in Employing Accountants, Accounting Clerks, and Recordkeepers, Unpublished master's thesis, Oklahoma A. and M. College, 1950.

Parker, Bernice B., A Study of Office Employment Opportunities in the City of McAlester, Oklahoma, During the Year 1947, Unpublished master's thesis, University of Oklahoma, 1948.

Quinn, Mary E., A Survey of Selected Office and Store Occupations in Enid, Oklahoma, Unpublished master's thesis, Oklahoma A. and M. College, 1950.

Steinle, Sam, Business Occupational Opportunity Survey of Seminole, Oklahoma, Unpublished master's thesis, Oklahoma A. and M. College, 1948.

Work, Moorman R., A Survey of Bookkeepers and Bookkeeping Systems in Selected Retail Merchandise Stores in the City of Stillwater, Unpublished master's thesis, Oklahoma A. and M. College, 1949.

It was hoped that the Census Reports of 1950 would be available for use in and comparison with the results of this study, but only sketchy preliminary summaries had been received by the college library at the time of writing.

#### Definition of Terms

To formulate reliable conclusions from a summary of a number of studies, it is imperative that there be no misunderstandings about the terminology used. In a study such as this where all of the data are derived from secondary sources, the only definitions which could accurately describe the terms used are those which were used by the original investigators themselves. Fortunately, there was fairly general agreement among the 10 studies on a majority of the terms involved. For this study, then, the following definitions will apply.

Full-time employee. A full-time employee is a person who works 30 or more hours a week for pay.

Part-time employee. A part-time employee is a person who works fewer than 30 hours a week for pay.

Turnover. Turnover is the ratio of the actual number of replacements during the last twelve months, represented by the number of separations or additions, whichever is smaller, to the average employment figure for the year for a given position.

Record-keeping positions. Record-keeping positions include all positions pertaining to the record-keeping field regardless of the skill required in the position. The three types of record-keeping employees represented in this study are accountants, bookkeepers, and ledger clerks.

Secretarial positions. Secretarial positions include all positions pertaining to the secretarial field regardless of the number or degree of secretarial skills required in a position. The 4 types of secretarial employees represented in this study are secretaries, stenographers, Ediphone/Dictaphone operators, and typists.

Clerical positions. Clerical positions include all of those business positions in which the work "clerk" forms a part of the job title. The 10 types of clerks represented in this study are billing, entry, file, general office, operation, order, payroll, shipping, stock, and time clerks.

Sales positions. The sales positions included in this study are retail salesman, wholesale salesman, insurance salesman, and department manager.

Miscellaneous positions. Miscellaneous positions include all those office and store positions which do not fall under one of the following headings: record-keeping, secretarial, clerical, or sales. The 8 types of miscellaneous positions represented in this study are cashier, collector, delivery boy/girl, machine operator, messenger, office boy/girl, receptionist, and switchboard operator.

This author realizes that the last five of the preceding definitions leave much to be desired, but variations among the several studies prohibited the use of more specific definitions.

### Procedure

A search was made of the various business education indices and of the card catalogue of the Oklahoma Agricultural and Mechanical College Library to locate all business occupational surveys which might be pertinent to the purpose of this study. After a complete list of the business surveys made in Oklahoma had been compiled, those surveys which could be obtained at the College Library were checked out. A careful analysis was made of the studies available and their similarities and differences were noted. In a conference with the Chairman of the Thesis Committee, the following criteria were set up to aid in the selection of the surveys to be included in the summary:

1. The survey must have included one or more business occupations in Oklahoma.
2. The survey must have been made since 1945.
3. The report of the survey must contain data concerning (1) existing conditions in business occupations and (2) job qualifications required of business employees.
4. The survey must have been made by an investigator who classified the business employees according to their major duty.

After the criteria for the selection of the pertinent surveys were worked out, a letter was sent to the Heads of the Departments of Business Education at the University of Oklahoma and the University of Tulsa to inquire whether any research had been recently completed or was under way which might have some bearing on this summary. There were no additional studies available from Tulsa, but 2 studies at the University of Oklahoma appeared to be pertinent. These were obtained through the Inter-Library Loan Service, and their results were added to the findings being compiled from the studies made at the Oklahoma Agricultural and Mechanical College.

Most of the data summarized were set up in tables. These tables were then analyzed and interpreted in the context. In a few instances there were not

enough data to warrant using a table; in this case both the data and their interpretation appear in the context. Finally, after the summary of the results of the surveys had been completed, recommendations were made for the improvement of future surveys.

## CHAPTER II

### REVIEW OF RELATED STUDIES

Several studies of an occupational-survey nature have been completed in Oklahoma that appear to be somewhat related to this study. Although it was not possible to incorporate the findings of these studies into the findings of this summary, the studies are considered important enough to warrant a review of their purpose, method of research, and findings and recommendations. One of these studies is primarily concerned with office workers in the petroleum industry; one is concerned with office workers and office occupations in a particular town; and one is concerned with the educational background and occupational history of business workers in a particular town. A brief abstract of each of these 3 studies is presented in this chapter.

#### The Levels of Skills of Specialized Clerical Employees in the Petroleum Industry

Because "the petroleum industry is representative of all industry in its need for an increasing number of efficient clerical workers,"<sup>1</sup> it was chosen by Lauderdale as a field for investigation. Her study sought to determine the levels of skills at which experienced clerical workers in the petroleum industry perform in order to make suggestions which might be applied to three areas: academic procedures, vocational guidance services, and business in-service training programs. It was hoped that the application of these

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<sup>1</sup>Frances Lauderdale, The Levels of Skills of Specialized Clerical Employees in the Petroleum Industry. Doctor's thesis, University of Oklahoma, Norman, Oklahoma, 1950, p. 5.

suggestions would improve the quality of clerical training, employment opportunities for students, and promotional opportunities for employees.<sup>2</sup>

#### Method of Research

Eighty-one clerical employees in eleven major oil companies provided the primary data for this study. The offices of the selected oil companies are located in six cities in three states: Dallas, Denver, Houston, Oklahoma City, Ponca City, and Tulsa.<sup>3</sup> These employees were representative of the sixteen types of clerks employed in oil company offices: billing, payroll, coding-analyst, accounting, statistical, file, mail, duplication, receptionist, personnel forms, clerk-typist, transcription, comptometer, key-punch, reading verification, and machine verification.<sup>4</sup> Each of the sixteen categories is used as defined in the Dictionary of Occupational Titles.

Personal interviews with and observation of the eighty-one employees yielded information concerning five areas in the field of clerical training: (1) the levels of skills used in the performance of specific primary duties, (2) related duties which accompany these primary duties, (3) production time rates for the performance of various clerical duties, (4) opinions of specialized clerical employees concerning the skills, abilities, and knowledges which are most important to the successful performance of their work, and (5) the relative amount of time consumed by specialized clerical employees in the performance of primary duties and of related duties.<sup>5</sup>

#### Findings and Recommendations

The skills of the sixteen types of specialized clerical employees were grouped into three classifications: manual skills, mental skills, and social

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<sup>2</sup>Ibid., p. 6.

<sup>3</sup>Ibid., p. 12.

<sup>4</sup>Ibid., pp. 29-30.

<sup>5</sup>Ibid., p. 203.

skills. Each type of clerical position was then ranked as requiring either a high, an average, or a low degree of skill in each of the three aforementioned skill classifications. It was recommended that instruction be provided in clerical training courses which would develop the manual, mental, or social skill to the required level for the position desired.<sup>6</sup>

The work activities of many of the specialized employees consisted of related duties as well as primary duties. These related duties were identified as to frequency of performance and skill required in each of the sixteen types of clerical positions. It was recommended that the clerical training program of the school include instruction in the more frequently performed related duties. Such additional training should increase the prospective employee's efficiency and enhance his possibilities for advancement.<sup>7</sup>

Production time rates were established for a number of the specialized tasks, but the time varied considerably from worker to worker because of interruptions. Related duties, such as answering the telephone, and having to look up information needed in the work being timed were two factors upon which the production time rate depended. Nevertheless, it was recommended that the clerical training program of the school seek to determine production time rates for various positions and then build the skills of the students to an employable level.<sup>8</sup>

The opinions of specialized clerical employees concerning the skills, abilities, and knowledges which they believed to be most important to the successful performance of their work were secured and tabulated. It was recommended that the instructional material of the clerical training program

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<sup>6</sup>Ibid., p. 216.

<sup>7</sup>Ibid., p. 221.

<sup>8</sup>Ibid., p. 223.

of the school be organized so that the skills, abilities, and knowledges considered important by several types of clerks would receive special attention.<sup>9</sup>

Observation of the specialized clerical employees revealed that certain classifications of clerks spent all of their work hours performing primary duties, while other classifications of clerks spent as little as one-third of their time performing primary duties. It was recommended that the clerical training program of the school give emphasis to the primary duties and especially so in courses training for jobs in which the primary duties consume all of a clerk's work hours.<sup>10</sup>

A Study to Determine the Basis for an  
Office Practice Course in Nowata, Oklahoma

When Nowata High School decided to add an office practice course to the commercial curriculum to give the students an opportunity to better prepare themselves for actual job situations, the task of assembling and interpreting the data necessary for the planning of such a course was undertaken by Bricker. Her study sought to answer the following questions: (1) How much training should be given in each phase of office work? (2) Which office machines should pupils be trained to operate? (3) Which tasks should be learned "on the job"? (4) How much time, relatively speaking, should be given to each division of office work? (5) What office abilities should be taught?<sup>11</sup>

Method of Research

The data for this study were gathered from a number of sources; namely, a survey of the office occupations and office equipment in Nowata, Oklahoma; the results of related surveys in business education; the opinions of curriculum experts and leaders in the field of business education as expressed

<sup>9</sup>Ibid., p. 225.

<sup>10</sup>Ibid., p. 226.

<sup>11</sup>Esther Bernice Bricker, A Study to Determine the Basis for an Office Practice Course in Nowata, Oklahoma. Master's thesis, Oklahoma A. and M. College, Stillwater, Oklahoma, 1948, p. 3.



in the current literature; a follow-up study of the graduates of Nowata High School for the years 1944-1947 who, with no further training, went to work in offices; and an analysis of selected state courses of study.<sup>12</sup>

The survey of the office occupations and office equipment in Nowata was conducted by personal interview. Sixty representatives of firms employing more than one person were questioned to determine (a) how many and what kinds of office positions existed in local business firms, (b) duties performed by the employees, (c) whether or not businesses would employ high school graduates with no post-high school training, (d) experience requirements, (e) age preference for beginning workers, (f) machine equipment used in the business offices, (g) the number of employees who use the machines in the business offices, (h) whether or not the operation of a particular machine can be learned satisfactorily on the job, (i) the degree of ability required of the beginning worker to operate the machines, (j) which employers would be interested in a part-time employment program for students of office practice, (k) employers' opinions with reference to desirable and undesirable personality traits of employees, and (l) employers' opinions concerning subject matter weaknesses of employees.<sup>13</sup>

The survey of the graduates of Nowata High School for the years 1944-1947 who, with no further training, went to work in offices was conducted by means of a mimeographed questionnaire designed to yield information on some of the same questions as were included in the business occupational survey.<sup>14</sup> Thirty of the forty-three graduates included in the survey responded to the questionnaire.<sup>15</sup>

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<sup>12</sup>Ibid., pp. 7-8.

<sup>13</sup>Ibid., p. 9.

<sup>14</sup>Ibid., p. 10.

<sup>15</sup>Ibid., p. 48.

The results of these two surveys were compiled and then supplemented and compared with the literature of the field, and their implications adapted to the community of Nowata, Oklahoma, in determining the basis for a course in office practice for Nowata High School.<sup>16</sup>

#### Findings and Recommendations

Both the current literature in business education and the findings of the survey of the local businessmen agreed that remedial work in English, spelling, speech, arithmetic, and penmanship should be given in the office practice course. Both also agreed that training in personality development should receive emphasis in the course.<sup>17</sup>

The duties performed by the largest number of employees were meeting and handling people, answering the telephone, handling mail, and filing. These and other frequently performed duties should have a significant bearing on the units which are to be included in an office practice course.<sup>18</sup>

The business machines used most frequently in Nowata were the typewriter, the adding machine, and the calculator, in that order. While practically all of the employers felt that the beginning workers should know how to typewrite, most of them agreed that the adding machine and the calculator could be learned satisfactorily on the job although a working knowledge of these machines would prove beneficial.<sup>19</sup> The investigator concluded that instruction in typewriting should be provided in the office practice course; and, if possible, a short unit on the adding machine and the calculator should be included.<sup>20</sup>

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<sup>16</sup>Ibid., p. 11.

<sup>17</sup>Ibid., p. 89.

<sup>18</sup>Ibid., p. 90.

<sup>19</sup>Ibid., pp. 90-91.

<sup>20</sup>Ibid., p. 97.

A Survey of Selected Business Occupations  
in Chandler, Oklahoma

In order that the educators in charge of curriculum revision at Chandler High School might have up-to-date information on which to base evaluations of the course offerings in business education, Westfall undertook to survey the business employees in Chandler to determine existing conditions. It was hoped that the results of the survey would be used in improving the school program and in vocational guidance and in placement of graduates.<sup>21</sup>

Method of Research

Fifty-five workers employed in the general fields of management, selling, record keeping, and stenography were interviewed by the investigator to discover their educational background and occupational history. The results of the interviews with the 55 employees were tabulated to provide answers to the following specific questions:

1. What educational background have the workers?
2. Was their training received at the local high school?
3. What business education subject matter has been of vocational value to the workers?
4. At what age was the worker first employed?
5. What type of work is done on the present job?
6. What specific tasks are performed on the present job?
7. Does the worker feel a need for additional business training?<sup>22</sup>

Findings and Recommendations

The findings of this study may be presented in orderly fashion as answers to the seven specific questions listed under "Method of Research":

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<sup>21</sup>Leahn Westfall, A Survey of Selected Business Occupations in Chandler, Oklahoma. Master's thesis, Oklahoma A. and M. College, Stillwater, Oklahoma, 1949, pp. 2-3.

<sup>22</sup>Ibid., pp. 3-4.

1. Of the 55 workers included in the study, 1 had left school in grades 1 to 8, 13 had left school in grades 9 to 11, 29 had left school at high school graduation, 9 had attended college but did not graduate, and 3 had attended a business college. All of the 55 workers had left school between the ages of 14 and 20.<sup>23</sup>

2. Forty-two of the 55 workers had attended high schools located within the same county as Chandler, with 29 actually attending the local high school. The remaining 12 workers who had attended high school had attended out-of-state high schools or high schools in other counties within the state.<sup>24</sup>

3. According to the 46 workers who had studied one or more business subjects in high school, the 3 subjects which had the greatest vocational value of the subjects studied were typewriting, bookkeeping, and general business.<sup>25</sup>

4. The average age at initial employment for all employees was 19; for the 25 men, 19.4; and for the 30 women, 19.5 years.<sup>26</sup>

5. Of the 55 interviewees, 15 were managers, 20 were salespersons, 11 were record keepers, and 9 were stenographer-clerks. Most of the workers were employed in government offices, department stores, grocery stores, service stations, or garages.<sup>27</sup>

6. Fifty-three of the 55 workers used some kind of business machine on their present job, with the largest number, 37, using the cash register. Next in the order of frequency of mention were the adding machine and the typewriter.

Thirty-eight of the 55 workers indicated selling as one of their major duties. Filing and composing business letters were, in that order, the next most frequently mentioned duties.<sup>28</sup>

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<sup>23</sup>Ibid., pp. 47-48.

<sup>24</sup>Ibid., p. 48.

<sup>25</sup>Ibid., pp. 48-49.

<sup>26</sup>Ibid., p. 49.

<sup>27</sup>Ibid., pp. 47, 50.

<sup>28</sup>Ibid., p. 50.

7. Only 21 of the employees wanted additional business training. The subjects mentioned most frequently as being desired by these workers were book-keeping and shorthand.<sup>29</sup>

On the basis of his findings, Westfall recommended that typewriting, book-keeping, and general business should have no less emphasis put on them and that organized preparation should be made available for students who wished to go into selling positions. The author further recommended a continuous follow-up program for the graduates of Chandler High School.<sup>30</sup>

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<sup>29</sup> Ibid.

<sup>30</sup> Ibid.

## CHAPTER III

### GENERAL RESULTS OF THE SUMMARY

In this chapter are compiled the general results of the next 5 chapters, each of which pertains to one of the 5 types of business employees surveyed - record keeping, secretarial, clerical, sales, and miscellaneous.

Distribution of Employees. The data for this study were collected from business occupational surveys made in the Oklahoma Towns which are given in Table I, together with the number and types of employees surveyed. Table I includes all employees about whom information is given anywhere in this study.

The fact that there are an unusually large number of employees and only a few employee classifications in Bartlesville, Ponca City, and Tulsa may be accounted for by explaining that only large oil companies were surveyed in these cities, and the record keeping and secretarial fields were the only business occupational areas surveyed. In McAlester the comparatively small number of employees represented is due to the fact that the original investigator did not report the actual number of employees in business occupations, except in the 5 instances which are given in the table. The study made in the public schools and the study made in Stillwater contain data regarding only one type of employee because both of these studies were specialized surveys, each covering a single occupation.

According to the data in Table I, only a few part-time positions were included in the surveys. Although it may be true in a few instances that part-time employees were excluded from a study, it is more probable that there actually are only a few part-time positions in existence in a majority of the towns.

TABLE I  
GEOGRAPHICAL DISTRIBUTION, NUMBER, AND TYPES  
OF EMPLOYEES SURVEYED

Position	Number of Employees in											Total
	Bartlesville	Blackwell	Bristow	McEnid	McAles-ter	Ponca City	Pryor	Public Schools	Sem-ole	Still-water	Tulsa	
<u>Record Keeping</u>												
Accountant	89	14 (1)		23 (1)		39		(3)	5		202	372 (5)
Bookkeeper	149	53 (3)	42 (7)	145 (8)	30	202	32	(6)	131	40 (5)	424	1248 (29)
Ledger Clerk	137			20		215	1				251	624
<u>Secretarial</u>												
Secretary	111	33	4	66 (1)	10	37	9	82 (5)	17		180	549 (6)
Stenographer	336	18	3 (1)	41	35	70	18		13		702	1236 (1)
Ediphone/Dictaphone Operator				17								17
Typist				42	21		9 (2)		2			74 (2)
<u>Clerical</u>												
Billing Clerk				31 (6)								31 (6)
Entry Clerk									1			1
File Clerk			1	8					2			11
General Office Clerk		13		98	25		6 (1)		27			169 (1)
Operation Clerk			1									1
Order Clerk		3		6								9
Payroll Clerk				9								9
Shipping Clerk				10			2					12
Stock Clerk		13 (2)	(2)	62 (2)			13 (2)		14			102 (8)
Time Clerk				2					1			3

Note: The number of part-time employees is shown in parentheses following the number of full-time employees.

This table should be read as follows: There were 89 accountants in Bartlesville about whom information is included in the summary.

TABLE I (Concluded)

GEOGRAPHICAL DISTRIBUTION, NUMBER, AND TYPES  
OF EMPLOYEES SURVEYED

Position	Number of Employees in											Total	
	Bar- tles- ville	Black- well	Bris- tow	Enid	Mc- Ales- ter	Ponca City	Pryor	Public Schools	in- ole	Still- water	Tulsa		
<b>Sales</b>													
Retail Salesman		205 (27)	105 (49)	440 (57)			106 (30)		214			1070 (163)	
Wholesale Salesman		27		47			11		9			94	
Department Manager			21	59			3					83	
Insurance Salesman				13					4			17	
<b>Miscellaneous</b>													
Cashier		32	10 (4)	63 (1)			14		7			126 (5)	
Collector				7 (1)					1			8 (1)	
Delivery Boy/Girl			2 (9)	22 (2)			7		12			43 (11)	
Machine Operator		8		40 (2)								48 (2)	
Messenger				2								2	
Office Boy/Girl		6		5 (1)					3			14 (1)	
Receptionist			11	6			4		1			22	
Switchboard Operator		2		17			16		1			36	
<b>TOTALS</b>		<b>822</b>	<b>427 (33)</b>	<b>200 (72)</b>	<b>1301 (82)</b>	<b>121</b>	<b>563</b>	<b>251 (44)</b>	<b>82 (5)</b>	<b>465</b>	<b>40 (5)</b>	<b>1759</b>	<b>6031 (241)</b>



Three employee classifications - bookkeeper, stenographer, and retail salesman - contain over a thousand employees each. The large number of bookkeepers and stenographers represented is due in no small part to the specialized studies of the oil industry made in Bartlesville, Ponca City, and Tulsa. In the case of the stenographers, for instance, it may be noted that over 700 of the stenographers are from Tulsa alone. The retail salesmen represented, however, are from towns where surveys were made of all 5 classifications of business employees.

Division of Business Employees by Sex. Table II shows the number of men and the number of women in each of the various types of positions. Table I contained information regarding a total of 6,272 employees, while Table II shows the division according to sex for only 6,031. The difference may be accounted for by the fact that not all of the studies gave the sex of the employees surveyed. For this reason the following employees could not be included in Table II: 82 full-time and 5 part-time school secretaries, 121 full-time employees in McAlester, and 33 part-time employees in Blackwell, or a total of 203 full-time employees and 38 part-time employees.

From an examination of Table II, it is apparent that, although the total number of men is not far below the total number of women, there is a predominance of either one sex or the other in almost all of the positions. In all of the record keeping positions there are more men represented than there are women, while exactly the opposite is true of the secretarial positions in which women considerably outnumber the men.

The total number of men and the total number of women employed in clerical positions are almost equal; however there is considerable variation among the several types of clerical positions. If only those positions in which there are reported more than ten employees are considered, it is found that men, more

TABLE II

## DIVISION OF THE VARIOUS TYPES OF EMPLOYEES ACCORDING TO SEX

	Full-Time		Part-Time		Combined		Total
	Men	Women	Men	Women	Men	Women	
<u>Record Keeping</u>							
Accountant	353	19	4		357	19	376
Bookkeeper	769	449	6	20	775	569	1244
Ledger Clerk	426	198			426	198	624
<u>Secretarial</u>							
Secretary	33	424		1	33	425	458
Stenographer	13	1188		1	13	1189	1202
Ediphone/Dictaphone Operator	6	11			6	11	17
Typist	7	46		2	7	48	55
<u>Clerical</u>							
Billing Clerk	8	23		6	8	29	37
Entry Clerk		1				1	1
File Clerk	1	10			1	10	11
General Office Clerk	52	92		1	52	93	145
Operation Clerk	1				1		1
Order Clerk	2	7			2	7	9
Payroll Clerk	1	8			1	8	9
Shipping Clerk	12				12		12
Stock Clerk	93	9	6		99	9	108
Time Clerk	2	1			2	1	3
<u>Sales</u>							
Retail Salesman	550	520	49	87	599	607	1206
Wholesale Salesman	94				94		94
Department Manager	73	10			73	10	83
Insurance Salesman	17				17		17
<u>Miscellaneous</u>							
Cashier	41	85	2	3	43	88	131
Collector	6	2	1		7	2	9
Delivery Boy/Girl	42	1	11		53	1	54
Machine Operator	14	34		2	14	36	50
Messenger	2				2		2
Office Boy/Girl	6	8	1		7	8	15
Receptionist		22				22	22
Switchboard Operator		36				36	36
TOTALS	2624	3204	80	123	2704	3327	6031

This table should be read as follows: Three hundred and fifty-three men and 19 women were employed as full-time accountants; 4 men were employed as part-time accountants; a total of 357 men and 19 women, or a total of 376 accountants, are included in this summary.

often than women, fill the positions of shipping clerk and stock clerk. Women, on the other hand, predominate in the positions of billing clerk, file clerk, and general office clerk.

Men almost exclusively occupy the positions of wholesale salesman, department manager, and insurance salesman. The remaining type of sales position, retail salesman, is represented by an almost equal number of men and women.

So far as the total number of employees in miscellaneous positions is concerned, women appreciably outnumber the men. But, as was true among the clerical and sales positions, considerable variation exists among the various types of miscellaneous positions. Considering only those positions which are represented by more than ten employees, it is found that men predominate in the positions for delivery boy, that the positions for office boy/girl are about equally divided between the sexes, and that women predominate in the positions for cashiers, machine operators, receptionists, and switchboard operators.

Since the number of part-time workers is so small, all further data in this chapter concern full-time employees only, except where otherwise indicated.

Preferences for the Various Types of Employees by Sex. In Table III are given the preferences of 888 employers in Enid, Pryor, Seminole, and the public schools for men and for women in the various types of positions. The data show that there are more men than women employed as bookkeepers; while in Table III over half the employers expressing a preference for either men or women bookkeepers preferred women. This difference is due to the fact that in Table II there was included a large number of oil company bookkeepers who are mostly men and who are not included in Table III.

Women were preferred by slightly over half of the total employers who expressed a preference for the various employees by sex. Specifically, women were preferred for the record keeping positions, with the exception of the

TABLE III

## EMPLOYERS' PREFERENCES FOR THE VARIOUS TYPES OF EMPLOYEES BY SEX

Positions	Total Employers Replying <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Record Keeping</u>								
Accountant	24	100	15	62.5	4	16.7	5	20.8
Bookkeeper	193	100	51	26.4	104	53.9	38	19.7
Ledger Clerk	14	100			7	50.0	7	50.0
<u>Secretarial</u>								
Secretary	141	100	2	1.4	115	81.6	24	17.0
Stenographer	45	100	2	4.4	40	88.9	3	6.7
Ediphone/Dictaphone Operator	2	100			1	50.0	1	50.0
Typist	22	100			15	68.2	7	31.8
<u>Clerical</u>								
Billing Clerk	22	100	1	4.5	17	77.3	4	18.2
Entry Clerk	1	100			1	100.0		
File Clerk	8	100	1	12.5	5	62.5	2	25.0
Gen. Office Clerk	43	100	8	18.6	27	62.8	8	18.6
Order Clerk	4	100	2	50.0	1	25.0	1	25.0
Payroll Clerk	5	100	1	20.0	3	60.0	1	20.0
Shipping Clerk	7	100	6	85.7			1	14.3
Stock Clerk	35	100	30	85.7	3	8.6	2	5.7
Time Clerk	4	100	3	75.0			1	25.0
<u>Sales</u>								
Retail Salesman	156	100	86	55.1	41	26.3	29	18.6
Wholesale Salesman	15	100	15	100.0				
Department Manager	20	100	15	75.0	3	15.0	2	10.0
Insurance Salesman	5	100	5	100.0				
<u>Miscellaneous</u>								
Cashier	40	100	7	17.5	24	60.0	9	22.5
Collector	6	100	4	66.7	1	16.6	1	16.7
Delivery Boy/Girl	29	100	28	96.6	1	3.4		
Machine Operator	15	100			10	66.7	5	33.3
Messenger	2	100	2	100.0				
Office Boy/Girl	8	100	6	75.0			2	25.0
Receptionist	10	100			10	100.0		
Switchboard Op'r.	12	100			12	100.0		
TOTALS	888	100	290	32.7	445	50.1	153	17.2

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of position listed. This table should be read as follows: Of the 24 employers expressing a preference for accountants by sex, 15, or 62.5 per cent, preferred men accountants.

accounting positions; for all secretarial positions; for all clerical positions except those for order clerks, shipping clerks, stock clerks, and time clerks; and for the miscellaneous positions of cashier, machine operator, receptionist, and switchboard operator. The employers preferred men for the following positions: accountant, shipping clerk, stock clerk, time clerk, all sales positions, collector, delivery boy, messenger, and office boy.

In Table IV a total of 735 jobs in Pryor and Blackwell are distributed according to the preference by sex specified by the employers. The data tabulated in Table IV lead essentially to the same conclusions as were arrived at from an analysis of Table III.

It should be pointed out that the tabulations in Table III consist of employer opinions. The number of replies does not approximate the number of positions affected; neither does the number of replies approximate the actual number of employers giving information since each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of position mentioned. In Table IV, the number of jobs affected by the sex preference of an employer is given; there is nothing, however, to indicate the number of employers or businesses involved. Both tables are useful, of course; but if there were some way of accurately combining the two types of information, the resulting data should be of even greater value.

Rate of Turnover of Business Employees. The rate of turnover in the various types of positions for men, for women, and for men and women combined is shown in Tables V, VI, and VII, respectively. The employees represented in Tables V and VI are from Blackwell and Enid, while Table VII contains data regarding the business employees of 3 towns - Blackwell, Enid, and Pryor.

TABLE IV

DISTRIBUTION OF JOBS HELD BY THE VARIOUS TYPES OF EMPLOYEES  
ACCORDING TO PREFERENCE BY SEX SPECIFIED BY EMPLOYERS

Positions	Total Positions Represented <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Record Keeping</u>								
Accountant	17	100	12	70.6	4	23.5	1	5.9
Bookkeeper	91	100	21	23.1	50	54.9	20	22.0
Ledger Clerk	1	100					1	100.0
<u>Secretarial</u>								
Secretary	42	100	3	7.1	37	88.1	2	4.8
Stenographer	36	100			32	88.9	4	11.1
Typist	11	100			4	36.4	7	63.6
<u>Clerical</u>								
Gen. Office Clerk	20	100	6	30.0	12	60.0	2	10.0
Order Clerk	3	100			2	66.7	1	33.3
Shipping Clerk	2	100	2	100.0				
Stock Clerk	41	100	26	63.4	14	34.1	1	2.5
<u>Sales</u>								
Retail Salesman	341	100	151	44.3	64	18.8	126	36.9
Wholesale Salesman	38	100	38	100.0				
Department Manager	3	100	3	100.0				
<u>Miscellaneous</u>								
Cashier	46	100	28	60.9	17	37.0	1	2.1
Delivery Boy/Girl	7	100	7	100.0				
Machine Operator	8	100	4	50.0	3	37.5	1	12.5
Office Boy/Girl	6	100			6	100.0		
Receptionist	4	100			4	100.0		
Switchboard Op'r.	18	100			18	100.0		
TOTALS	735	100	301	41.0	267	36.3	167	22.7

<sup>1</sup>In this table are included 9 part-time record keeping positions, 2 part-time secretarial positions, 3 part-time clerical positions, and 30 part-time sales positions, or a total of 44 part-time positions, which could not be separated from the full-time positions.

This table should be read as follows: Of the 17 accounting positions for which a preference by sex was specified, men accountants were preferred for 12, or 70.6 per cent.

TABLE V  
RATE OF TURNOVER IN THE VARIOUS TYPES OF MEN EMPLOYEES

Positions	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
<u>Record Keeping</u>					
Accountant	5	2	29	2	6.9
Bookkeeper	18	8	58	8	13.8
Ledger Clerk	1	0	8	0	0
<u>Secretarial</u>					
Secretary	0	0	2	0	0
Ediphone/Dictaphone Op'r.	0	0	6	0	0
Typist	3	1	2	1	50.0
<u>Clerical</u>					
Billing Clerk	0	1	9	0	0
File Clerk	1	1	1	1	100.0
Gen. Office Clerk	4	2	29	2	6.9
Order Clerk	1	1	2	1	50.0
Payroll Clerk	0	0	1	0	0
Shipping Clerk	1	0	11	0	0
Stock Clerk	16	9	65	9	13.8
Time Clerk	2	1	1	1	100.0
<u>Sales</u>					
Retail Salesman	77	58	313	58	18.5
Wholesale Salesman	15	11	73	11	15.1
Department Manager	0	0	50	0	0
Insurance Salesman	1	1	13	1	7.7
<u>Miscellaneous</u>					
Cashier	2	3	26	2	7.7
Collector	1	0	6	0	0
Delivery Boy	9	7	21	7	33.3
Machine Operator	0	0	14	0	0
Messenger	0	0	2	0	0
Office Boy	3	0	5	0	0
TOTALS	160	106	747	104	13.9

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Five new men accountants were hired and 2 were separated from their jobs, resulting in a 6.9 per cent turnover.

In only 5 positions did the turnover rate of men exceed 30 per cent. In 2 of these positions, file clerk and time clerk, there was an average of only one employee each during a 12-month period; and in another 2 positions, typist and order clerk, there was an average of 2 employees each during a 12-month period. The other position, however, that of delivery boy, had an average of 21 employees during a 12-month period. Aside from the 5 instances just mentioned, the position having the highest turnover rate of men was that of retail salesman. In 11 of the positions for men there was no turnover; the 11 positions having no turnover were fairly evenly distributed among the 5 types of employees.

Women had a turnover rate approximately  $2\frac{1}{2}$  times that of the men. In two positions, retail salesman and office girl, the turnover rate was considerably higher than 50 per cent. Of the 5 types of employees, the one having the lowest turnover rate for women was the clerical employees. With the exception of stock clerk, none of the clerical positions in which women were employed had a turnover rate of greater than 20 per cent, which is low when compared with 34.6 per cent, the over-all turnover rate for women.

In Table VII is provided a summary of Tables V and VI. It shows the rate of turnover of all workers in all positions to be 25.7 per cent. Of the 5 types of employees, the clerical employees had the lowest over-all rate of turnover, while the sales employees had the highest.

Minimum Age Requirements for Men Employees. Nine hundred seven jobs for men are distributed in Table VIII according to minimum age requirements specified by employers. Data from the Blackwell, the Enid, and the Pryor studies comprise Table VIII. A number of part-time jobs are included in the table since they could not be separated from the full-time positions. The minimum age specified by the employers for almost half of the positions was 18 years. Twenty



TABLE VI

## RATE OF TURNOVER IN THE VARIOUS TYPES OF WOMEN EMPLOYEES

Positions	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
<u>Record Keeping</u>					
Accountant	1	1	7	1	14.3
Bookkeeper	50	40	131	40	30.5
Ledger Clerk	1	1	13	1	7.7
<u>Secretarial</u>					
Secretary	35	30	95	30	31.6
Stenographer	24	15	55	15	27.3
Ediphone/Dictaphone Operator	1	0	11	0	0
Typist	19	12	36	12	33.3
<u>Clerical</u>					
Billing Clerk	3	6	25	3	12.0
File Clerk	3	1	6	1	16.7
General Office Clerk	21	8	75	8	10.7
Order Clerk	0	1	7	0	0
Payroll Clerk	0	0	8	0	0
Stock Clerk	3	6	9	3	33.3
Time Clerk	0	0	1	0	0
<u>Sales</u>					
Retail Salesman	207	168	304	168	55.3
Department Manager	1	0	9	0	0
<u>Miscellaneous</u>					
Cashier	28	24	68	24	35.4
Collector	0	0	2	0	0
Machine Operator	8	4	34	4	11.8
Office Girl	5	5	8	5	62.5
Receptionist	1	1	6	1	16.7
Switchboard Operator	9	5	17	5	29.4
TOTALS	420	328	927	321	34.6

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: One new woman accountant was hired and one was separated from her job, resulting in a 14.3 per cent turnover.

TABLE VII  
RATE OF TURNOVER IN THE VARIOUS TYPES OF EMPLOYEES

Positions	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
<u>Record Keeping</u>					
Accountant	6	3	36	3	8.3
Bookkeeper	78	50	216	50	23.1
Ledger Clerk	2	1	20	1	5.0
<u>Secretarial</u>					
Secretary	38	31	106	31	29.2
Stenographer	41	22	68	22	32.4
Ediphone/Dictaphone Operator	1	0	17	0	0
Typist	27	14	45	14	31.1
<u>Clerical</u>					
Billing Clerk	3	7	33	3	9.1
File Clerk	4	2	7	2	28.6
General Office Clerk	25	10	104	10	9.6
Order Clerk	1	2	9	1	11.1
Payroll Clerk	0	0	9	0	0
Shipping Clerk	1	0	10	0	0
Stock Clerk	19	15	73	15	20.5
Time Clerk	2	1	2	1	50.0
<u>Sales</u>					
Retail Salesman	337	250	710	250	35.2
Wholesale Salesman	23	15	82	15	18.3
Department Manager	2	1	62	1	1.6
Insurance Salesman	1	1	13	1	7.7
<u>Miscellaneous</u>					
Cashier	30	27	94	27	28.7
Collector	1	0	7	0	0
Delivery Boy/Girl	9	7	21	7	33.3
Machine Operator	8	4	47	4	8.5
Messenger	0	0	2	0	0
Office Boy/Girl	8	5	10	5	50.0
Receptionist	1	1	2	1	50.0
Switchboard Operator	9	5	17	5	29.4
<b>TOTALS</b>	<b>677</b>	<b>474</b>	<b>1822</b>	<b>469</b>	<b>25.7</b>

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Six new accountants were hired and 3 were separated from their jobs, resulting in an 8.3 per cent turnover.

TABLE VIII

DISTRIBUTION OF JOBS HELD BY THE VARIOUS TYPES OF MEN EMPLOYEES  
ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Positions <sup>1</sup>	Minimum Age Specified by Employers													30 and over	No requirement	Total
	14	15	16	17	18	19	20	21	22	23	24	25-29				
<b>Record Keeping</b>																
Accountant					10		1	3	2	1		13	2	1	33	
Bookkeeper					18		27	19				6	2		72	
Ledger Clerk					5		1	2							8	
<b>Secretarial</b>																
Secretary								1						1	2	
Ediphone/Dictaphone Operator					6										6	
Typist					1		2	4							7	
<b>Clerical</b>																
Billing Clerk					4			2	2						8	
File Clerk							1								1	
Gen. Office Clerk					22		6	3							31	
Order Clerk					1			1							2	
Payroll Clerk							1								1	
Shipping Clerk			1	1	2		3	1	1			1	1		11	
Stock Clerk	1		4		54		4	8	3		1	4		3	82	
Time Clerk							1								1	
<b>Sales</b>																
Retail Salesman	5	31	5	213	3	40	39	3	4		25	2	27	397		
Wholesale Salesman	1			31			20	1			27		5	85		
Dept. Manager							2		5		5	39		51		
Ins. Salesman												13		13		
<b>Miscellaneous</b>																
Cashier					21			11				5		37		
Collector					2		1					1	1	5		
Delivery Boy	1	7	3	17								1		29		
Machine Op'r.				16			4							20		
Messenger				1				1						2		
Office Boy				1			2							3		
<b>TOTALS</b>	<b>1</b>	<b>6</b>	<b>44</b>	<b>9</b>	<b>425</b>	<b>3</b>	<b>96</b>	<b>117</b>	<b>10</b>	<b>10</b>	<b>1</b>	<b>88</b>	<b>60</b>	<b>37</b>	<b>907</b>	
Per cent of 907	.1	.7	4.8	1	46.9	.3	10.6	12.9	1.1	1.1	.1	9.7	6.6	4.1	100	

<sup>1</sup>In this table are included 4 part-time record keeping positions, 2 part-time clerical positions, and 10 part-time sales positions which could not be separated from the full-time positions.

This table should be read as follows: In 10 of the 33 jobs for which employers hired new men accountants the minimum age requirement was 18.

TABLE IX  
 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE  
 REQUIREMENTS FOR THE VARIOUS TYPES OF MEN EMPLOYEES

Positions	Minimum Age Specified by Employers <sup>1</sup>												Total		
	14	15	16	17	18	19	20	21	22	23	24	25-29		30 and over	None required
<b>Record Keeping</b>															
Accountant					2		3	2	2	1		8	3	1	22
Bookkeeper				1	15	2	17	21	2	2	2	7	3	2	74
Ledger Clerk					9	1	2	2			1			3	18
<b>Secretarial</b>															
Secretary					1			2		1					4
Stenographer			1		5			1		2					9
Typist					2			1							3
<b>Clerical</b>															
Billing Clerk					1		1	1				1	1		5
File Clerk				1			1								2
Gen. Off. Clerk				1	8		1	2		1	1				14
Order Clerk					1			1							2
Shipping Clerk			1	1	4		1								7
Stock Clerk	1		1	1	11	1	3	9	1			2			30
Time Clerk					1	1		1							3
<b>Sales</b>															
Retail Salesman	3	14	5	37	2	14	14	1	1		17	2			110
Wholesale Salesman		1		4			2	1			7				15
Dept. Manager							1					16			17
Ins. Salesman							1					1			2
<b>Miscellaneous</b>															
Cashier					4		1	4				1			10
Collector				1	1		1					1			4
Delivery Boy	1	12	2	10											25
Machine Op'r.				2		2									4
Messenger								1							1
Office Boy			3	1	1		1								6
<b>TOTALS</b>	<b>1</b>	<b>4</b>	<b>33</b>	<b>14</b>	<b>119</b>	<b>7</b>	<b>48</b>	<b>66</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>44</b>	<b>26</b>	<b>6</b>	<b>387</b>
<b>Per cent of</b>															
387	.5	1.0	8.5	3.6	30.7	1.8	12.4	17.1	1.8	2.1	1	11.4	6.7	1.6	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of position listed.

This table should be read as follows: Of the 22 instances in which employers hired new men accountants, in 2 instances employers stated they would hire new men accountants at the age of 18 years.

years, 21 years, and 25-29 years were each specified as the minimum age required for approximately 10 per cent of the jobs.

Table IX shows the number of employers specifying any given age for the various types of employees. The employers who gave the information recorded in Table IX were from Enid, Pryor, and Seminole. It is not known how many positions were affected by each reply tabulated in Table IX; however, it is believed that essentially the same conclusions may be drawn from Table IX as were drawn from Table VIII since the percentages of employers specifying certain ages are quite similar to the percentages concerning job distribution.

Minimum Age Requirements for Women Employees. Over half the 1125 jobs distributed in Table X according to minimum age requirements for women have 18 years as the minimum age requirement specified by employers in Blackwell, Enid, and Pryor. Twenty years is the only other age specified for a significant number of the positions for women, it being required for 14.7 per cent of the positions.

In Table XI are shown data given by 528 employers in Enid, Pryor, and Seminole concerning the minimum age requirements for women in the various types of positions. The same tendencies as were noted in Table X also prevail for Table XI. Again, 18 years is specified as the minimum age much more frequently than is any other age.

The minimum age requirements for women business employees are quite similar to those for men business employees as revealed by an examination of Tables VIII through XI. Eighteen years was specified as the minimum age required more frequently than any other for both men and women.

Experience Requirements for the Various Types of Employees. Whether or not experience is required for replacements in 2270 jobs is shown in Table XII.

TABLE X

DISTRIBUTION OF JOBS HELD BY THE VARIOUS TYPES OF WOMEN EMPLOYEES  
ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Positions <sup>1</sup>	Minimum Age Specified by Employers													Total		
	14	15	16	17	18	19	20	21	22	23	24	25-29	30 and over		No requirement	
<b>Record Keeping</b>																
Accountant					4							2		1	7	
Bookkeeper			1	1	89	2	25	17		3	3	19	2	2	164	
Ledger Clerk					9	1	3								13	
<b>Secretarial</b>																
Secretary			2	1	63	1	13	16		4		4	1	1	106	
Stenographer			3	1	40	2	17	12							75	
Ediphone/Dicta- phone Operator					10			1							11	
Typist				4	37	4	2	1							48	
<b>Clerical</b>																
Billing Clerk					20	2	1					1			24	
File Clerk					7										7	
Gen. Office Clerk			1		69	1	6	4	5			2			88	
Order Clerk					3							1	2	1	7	
Payroll Clerk					6		2								8	
Shipping Clerk					4										4	
Stock Clerk			2		3	1	1						1		8	
<b>Sales</b>																
Retail Sales- man	6	15	60		176	5	80	8				14	8	12	384	
Dept. Manager					1			1					8		10	
<b>Miscellaneous</b>																
Cashier			1	6	33	3	8	13		1		5	2		72	
Collector					1										1	
Machine Op'r.					20		2	10	2					1	35	
Office Girl			1		5	1		1							8	
Receptionist					6	1	2		1						10	
Switchboard Op'r.	16				16		3								35	
TOTALS	6	15	87	13	622	24	165	84	8	8	3	48	24	18	1125	
Per cent of	1125	.5	1.3	7.7	1.2	55.3	2.1	14.7	7.5	.7	.7	.3	4.3	2.1	1.6	100

<sup>1</sup> In this table are included 4 part-time record keeping positions, 2 part-time secretarial positions, 1 part-time clerical position, and 20 part-time sales positions which could not be separated from the full-time positions.

This table should be read as follows: In 4 of the 7 jobs for which employers hired new women accountants the minimum age requirement was 18.

TABLE XI

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM  
AGE REQUIREMENTS FOR THE VARIOUS TYPES OF WOMEN EMPLOYEES

Positions	Minimum Age Specified by Employers <sup>1</sup>												30 No re- 25- and quire- 29 over ment	Total	
	14	15	16	17	18	19	20	21	22	23	24	25			
<u>Record Keeping</u>															
Accountant							1					3		1	5
Bookkeeper			3	2	56	5	34	19	1	2	2	15	2	1	142
Ledger Clerk				1	11	2	4	2						2	22
<u>Secretarial</u>															
Secretary			1	1	28	1	15	13		2		6	2		69
Stenographer			3	4	28	3	11	8		1					58
Ediphone/Dicta- phone Operator					1										1
Typist			1	2	12	2	2	1							20
<u>Clerical</u>															
Billing Clerk					10	3	1	2				1			17
Entry Clerk					1										1
File Clerk					6										6
Gen. Office Clerk			1		22	1	5	3	1			2			35
Order Clerk					1								1		2
Payroll Clerk					3		2								5
Stock Clerk			1		3	1	1								6
Time Clerk								1							1
<u>Sales</u>															
Retail Sales- man	2	3	16	2	28	2	4	5				3	2		67
Dept. Manager										1		1	2		4
<u>Miscellaneous</u>															
Cashier				1	14	1	2	4		1		3	1		27
Collector					2										2
Delivery Girl					3										3
Machine Operator					5		2	2	2						11
Office Girl			1			1									2
Receptionist				2	4	1	2		1						10
Switchboard Op'r.			1		11										12
TOTALS	2	3	28	15	249	23	86	60	5	7	2	34	10	4	528
Per cent of 528	.4	.6	5.3	2.8	47.1	4.4	16.3	11.4	.9	1.3	.4	6.4	1.9	.8	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of position listed.

This table should be read as follows: Of the 5 instances in which employers hired new women accountants, in 1 instance the employer stated he would hire new women accountants at the age of 18 years.

TABLE XII  
DISTRIBUTION OF JOBS ACCORDING TO EXPERIENCE  
REQUIREMENTS FOR NEW EMPLOYEES

Positions <sup>1</sup>	Total Jobs Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
<u>Record Keeping</u>						
Accountant	40	100	22	55.0	18	45.0
Bookkeeper	323	100	170	52.6	153	47.4
Ledger Clerk	21	100	11	52.4	10	47.6
<u>Secretarial</u>						
Secretary	112	100	65	58.0	47	42.0
Stenographer	80	100	32	40.0	48	60.0
Ediphone/Dictaphone Op'r.	17	100	16	94.1	1	5.9
Typist	53	100	6	11.3	47	88.7
<u>Clerical</u>						
Billing Clerk	31	100	3	9.7	28	90.3
File Clerk	9	100	2	22.2	7	77.8
General Office Clerk	118	100	14	11.9	104	88.1
Operation Clerk	1	100	1	100.0		
Order Clerk	9	100	2	22.2	7	77.8
Payroll Clerk	9	100	4	44.4	5	55.6
Shipping Clerk	12	100	4	33.3	8	66.7
Stock Clerk	92	100	22	23.9	70	76.1
Time Clerk	2	100			2	100.0
<u>Sales</u>						
Retail Salesman	886	100	320	36.1	566	63.9
Wholesale Salesman	85	100	42	49.4	43	50.6
Department Manager	83	100	82	98.8	1	1.2
Insurance Salesman	13	100	13	100.0		
<u>Miscellaneous</u>						
Cashier	119	100	77	64.7	42	35.3
Collector	7	100	4	57.1	3	42.9
Delivery Boy/Girl	31	100	2	6.5	29	93.5
Machine Operator	48	100	29	60.4	19	39.6
Messenger	2	100			2	100.0
Office Boy/Girl	11	100	1	9.1	10	90.9
Receptionist	21	100	14	66.7	7	33.3
Switchboard Operator	35	100	3	8.6	32	91.4
<b>TOTALS</b>	<b>2270</b>	<b>100</b>	<b>961</b>	<b>42.3</b>	<b>1309</b>	<b>57.7</b>

<sup>1</sup>In this table are included 14 part-time record keeping positions, 2 part-time secretarial positions, 3 part-time clerical positions, and 30 sales part-time positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 40 accounting positions for which the experience requirements were given, 22, or 55.0 per cent require experience.



The data concern 2221 full-time positions and 49 part-time positions in Blackwell, Bristow, Enid, and Pryor. In slightly less than half, 42.3 per cent, of the total positions represented, experience was required of new employees. However, variations existed among the various types of employees. Experience was required of new employees in over half of all types of record keeping positions. In 2 types of secretarial positions, secretary and Ediphone/Dictaphone operator, experience was required more than 50 per cent of the time. With the exception of the position of operation clerk, over half of all types of clerical positions were available to persons without experience. Of the sales positions, retail salesmen were required to have experience 36.1 per cent of the time; wholesale salesmen were required to have experience almost exactly half the time; and department managers and insurance salesmen practically always were required to have experience. Cashiers, collectors, machine operators, and receptionists were the only miscellaneous employees who must have experience in over half the cases.

Table XIII gives the number of employers in Enid, Pryor, and Seminole who specified experience requirements for new employees. Only a few more than half, 52.5 per cent, of the employers specified any experience requirements for new business workers. With very few exceptions, the same conclusions apply to Table XIII as apply to Table XII. Almost always when one table seems to contradict the other, there is an inadequate sample either of employers' opinions or of positions represented.

Education Requirements for New Employees. A brief examination of either Table XIV or Table XV reveals that for most business positions included in this summary a high school education is the minimum education required by the employers. Table XIV gives the distribution of 44 part-time and 2098 full-time jobs in Blackwell, Enid, McAlester, and Pryor according to the minimum

TABLE XIII

## NUMBER OF EMPLOYERS SPECIFYING EXPERIENCE REQUIREMENTS FOR NEW EMPLOYEES

Positions	Total Employers <sup>1</sup>		Experience Required		Experience Not Required	
	Represented					
	No.	Per cent	No.	Per cent	No.	Per cent
<u>Record-Keeping</u>						
Accountant	26	100	22	84.6	4	15.4
Bookkeeper	204	100	135	66.1	69	33.9
Ledger Clerk	28	100	13	46.4	15	53.6
<u>Secretarial</u>						
Secretary	76	100	54	71.1	22	28.9
Stenographer	60	100	25	41.7	35	58.3
Ediphone/Dictaphone Op'r.	2	100	1	50.0	1	50.0
Typist	22	100	3	13.6	19	86.4
<u>Clerical</u>						
Billing Clerk	22	100	3	13.6	19	86.4
Entry Clerk	1	100	1	100.0		
File Clerk	8	100	2	25.0	6	75.0
General Office Clerk	46	100	13	28.3	33	71.7
Order Clerk	4	100	1	25.0	3	75.0
Payroll Clerk	5	100	1	20.0	4	80.0
Shipping Clerk	7	100	4	57.1	3	42.9
Stock Clerk	35	100	18	51.5	17	48.5
Time Clerk	4	100	1	25.0	3	75.0
<u>Sales</u>						
Retail Salesman	162	100	79	48.8	83	51.2
Wholesale Salesman	15	100	11	73.3	4	26.7
Department Manager	20	100	18	90.0	2	10.0
Insurance Salesman	5	100	5	100.0		
<u>Miscellaneous</u>						
Cashier	37	100	25	67.6	12	32.4
Collector	6	100	4	66.7	2	33.3
Delivery Boy/Girl	25	100	3	12.0	22	88.0
Machine Operator	15	100	8	53.3	7	46.7
Messenger	2	100			2	100.0
Office Boy/Girl	8	100			8	100.0
Receptionist	10	100	3	30.0	7	70.0
Switchboard Operator	12	100	2	16.7	10	83.3
TOTALS	867	100	455	52.5	412	47.5

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the experience requirements for any type of position listed.

This table should be read as follows: Of the 26 employers hiring new accountants, 22, or 84.6 per cent, required experience of new accountants.

TABLE XIV

DISTRIBUTION OF JOBS HELD BY THE VARIOUS TYPES OF EMPLOYEES  
ACCORDING TO MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Positions <sup>1</sup>	New Employee Must Have Completed											Total
	Grade		High School				College			Bus.		
	6	8	1	2	3	4	1	2	4	Col.	None	
<b>Record Keeping</b>												
Accountant						10		3	13	14		40
Bookkeeper	2					140		52	7	64	1	266
Ledger Clerk						8				13		21
<b>Secretarial</b>												
Secretary						60		4		54		118
Stenographer						78		3		31		112
Ediphone/Dictaphone Op'r.										17		17
Typist						70				4		74
<b>Clerical</b>												
Billing Clerk	1					26				4		31
File Clerk						5				3		8
General Office Clerk	2					121		2		16		141
Order Clerk						7		2				9
Payroll Clerk						9						9
Shipping Clerk	1					8				3		12
Stock Clerk	4		37			44				2	3	90
Time Clerk						1				1		2
<b>Sales</b>												
Retail Salesman	26	48	2	14	5	572	5	11	4		94	781
Wholesale Salesman	1			5		56		13		5	5	85
Dept. Manager						40		14	6	2		62
Insurance Salesman						13						13
<b>Miscellaneous</b>												
Cashier						99		4		6		109
Collector						3		3		1		7
Delivery Boy/Girl	15			7		7						29
Machine Operator						36				12		48
Messenger						2						2
Office Boy/Girl						10				1		11
Receptionist						10						10
Switchboard Op'r.	1			16		18						35
<b>TOTALS</b>	<b>26</b>	<b>75</b>	<b>2</b>	<b>79</b>	<b>5</b>	<b>1453</b>	<b>5</b>	<b>111</b>	<b>30</b>	<b>253</b>	<b>103</b>	<b>2142</b>
Per cent of 2142	1.2	3.5	.1	3.7	.2	67.8	.2	5.2	1.4	11.8	4.8	100

<sup>1</sup>In this table are included 9 part-time record keeping positions, 2 part-time secretarial positions, 3 part-time clerical positions, and 30 part-time sales positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 40 accounting positions for which minimum education requirements were given, 10 had the minimum requirement of high school graduation.

TABLE XV

NUMBER OF EMPLOYERS<sup>1</sup> SPECIFYING CERTAIN MINIMUM  
EDUCATION REQUIREMENTS FOR NEW EMPLOYEES

Positions	New Employee Must Have Completed											Bus. Col.	Total	
	Grade		High School				College			Bus. Col.				
	6	8	1	2	3	4	1	2	4					
<b>Record Keeping</b>														
Accountant						4			2	11		9	26	
Bookkeeper						120		3	19	7		57	206	
Ledger Clerk						26		2	2			4	34	
<b>Secretarial</b>														
Secretary						40		1	5			22	68	
Stenographer						48		1	1			10	60	
Ediphone/Dictaphone Op'r.												2	2	
Typist						17		1				4	22	
<b>Clerical</b>														
Billing Clerk				1		10						11	22	
Entry Clerk						1							1	
File Clerk						5			1			2	8	
General Office Clerk		1		1	2	28	1			1		12	46	
Order Clerk				1		3							4	
Payroll Clerk						2			1			2	5	
Shipping Clerk		1		1		4						1	7	
Stock Clerk		3	1	3		27						1	35	
Time Clerk						2						2	4	
<b>Sales</b>														
Retail Salesman	2	11	1	12	2	117	1	9					155	
Wholesale Salesman		2		2		8		2				1	15	
Department Manager						8		7	4			1	20	
Insurance Salesman						4		1					5	
<b>Miscellaneous</b>														
Cashier				1		32	1					3	37	
Collector						2			2			2	6	
Delivery Boy/Girl		11		4		6							21	
Machine Operator						7			2			6	15	
Messenger				1		1							2	
Office Boy/Girl		2		1		5							8	
Receptionist						10							10	
Switchboard Operator				2		10							12	
<b>TOTALS</b>	<b>2</b>	<b>31</b>	<b>2</b>	<b>30</b>	<b>4</b>	<b>547</b>	<b>11</b>	<b>54</b>	<b>23</b>	<b>152</b>	<b>856</b>			
<b>Per cent of 856</b>	<b>.2</b>	<b>3.6</b>	<b>.2</b>	<b>3.5</b>	<b>.5</b>	<b>63.9</b>	<b>1.3</b>	<b>6.3</b>	<b>2.7</b>	<b>17.8</b>	<b>100</b>			

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the education requirements for any type of position listed.

This table should be read as follows: Of the 26 employers hiring new accountants and specifying minimum education requirements, 4 require new accountants to have at least a high school education.

education specified by employers. Table XV is a compilation of the education requirements of 856 employers in Enid, Pryor, and Seminole.

Fewer than ten per cent of the positions and/or employers have a minimum education requirement of less than 4 years of high school. Business college training is required for 11.8 per cent of the jobs and by 17.8 per cent of the employers. One or more years of college education is required for approximately ten per cent of the business positions and by about the same per cent of employers. The type of positions which have the highest education requirements is the record keeping positions, over half of which require further training after high school graduation.

Number of New Employees During a 12-Month Period. The number of new employees hired during a 12-month period in Blackwell, Enid, Pryor, and the oil companies is given in Table XVI. The table includes all workers who were newly employed, whether for replacements or for newly created positions. Actual dates of the 12-month period covered in Table XVI varied with each study from which information was obtained. In Blackwell and Enid the 12-month period began late in 1948 and ended in 1949; the Pryor study covered the calendar year of 1948. Both of the surveys made of the oil companies gave the number of newly employed secretarial workers or record keepers for what was considered to be a "normal business year." Several of the personnel managers of the oil companies named 1948 and 1949 as "normal," but the majority of them did not designate a specific year.

Although only 15 oil companies were surveyed and only 2 types of employees considered, almost as many workers were hired in the oil industry as in the 3 towns of Blackwell, Enid, and Pryor combined. For the person wishing to enter the record keeping or secretarial field, this fact should be of significance. In Blackwell, Enid, and Pryor the position for which the greatest number of

TABLE XVI

## NUMBER OF NEW EMPLOYEES DURING A 12-MONTH PERIOD

Positions	Newly Employed in				Total Number of New Employees
	Blackwell	Enid	Pryor	Oil Companies	
<u>Record Keeping</u>					
Accountant	1	5		11	17
Bookkeeper	18	50	12	92	172
Ledger Clerk		2		143	145
<u>Secretarial</u>					
Secretary	14	21	3	27	65
Stenographer	6	18	17	356	397
Ediphone/Dictaphone Op'r.		1			1
Typist		22	5		27
<u>Clerical</u>					
Billing Clerk		3			3
File Clerk		4			4
General Office Clerk	3	22	2		27
Order Clerk		1			1
Shipping Clerk		1	1		2
Stock Clerk	8	11	6		25
Time Clerk		2			2
<u>Sales</u>					
Retail Salesman	58	226	53		337
Wholesale Salesman	10	5	8		23
Department Manager		1	1		2
Insurance Salesman		1			1
<u>Miscellaneous</u>					
Cashier	7	23	1		31
Collector		1			1
Delivery Boy/Girl		9	8		17
Machine Operator	1	7			8
Office Boy/Girl	5	3			8
Receptionist		1	1		2
Switchboard Op'r.	2	7	6		15
<hr/>					
TOTALS	133	447	124	629	1333
<hr/>					
Per cent of 1333	10.0	33.5	9.3	47.2	100
<hr/>					

This table should be read as follows: One accountant was newly employed in Blackwell, 5 accountants were newly employed in Enid, and 11 accountants were newly employed by the oil companies during a 12-month period, making a total of 17 newly employed accountants for a 12-month period.

new employees was hired was the position of retail salesman. There was also a considerable number of newly employed bookkeepers, secretaries, and stenographers in these towns. Probably a great many of the newly employed retail salesmen, secretaries, and stenographers can be accounted for by the fact that the turnover rate for these positions is considerably above the average.

Number of Employees Performing Selected Duties. Table XVII shows the number and percentage of the various types of employees in Blackwell, Enid, Pryor, and the public schools who perform selected duties. Each duty mentioned in the table was included by all four studies in their respective interview schedules. Selling was the duty performed by the largest number of the total employees, 54.5 per cent, with typewriting being performed by about the same per cent, 50.8. Taking dictation and transcribing was performed by fewer employees than any of the other duties.

It may be concluded from Table XVII that most business employees perform a variety of duties, some of which are not necessarily related to their job title. The fact that so many of the employees sell and typewrite should be of special significance.

Number of Employees Operating Certain Machines. The number and percentage of 2061 employees operating certain machines is given in Table XVIII. Data in the table were taken from the surveys in Blackwell, Enid, Pryor, and the public schools. Information is given about only the machines common to all 4 surveys.

Two machines, the adding machine and the calculator, were used by a significant number of the employees represented. Approximately half the employees used the adding machine, and what is perhaps of even more importance, at least a few employees of every classification used it. The calculator was used by 29.5 per cent of the employees. The other three machines, the addressing machine,

TABLE XVII

NUMBER AND PERCENTAGE OF THE VARIOUS TYPES OF EMPLOYEES PERFORMING SELECTED DUTIES

Position <sup>1</sup>	Total Employees Represented		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Record Keeping</u>												
Accountant	37	100	26	70.3	15	40.5	2	5.4	37	100.0	2	5.4
Bookkeeper	275	100	216	78.1	177	64.4	24	8.7	269	97.8	88	32.0
Ledger Clerk	21	100	21	100.0	13	61.9			21	100.0	4	19.0
<u>Secretarial</u>												
Secretary	190	100	190	100.0	187	98.4	163	85.8	167	87.9	2	1.1
Stenographer	77	100	77	100.0	77	100.0	77	100.0	38	49.4		
Ediphone/Dictaphone Op'r.	17	100	17	100.0	12	70.6						
Typist	51	100	51	100.0	45	88.2			7	13.7		
<u>Clerical</u>												
Billing Clerk	31	100	31	100.0							12	38.7
File Clerk	8	100	8	100.0	8	100.0					2	25.0
General Office Clerk	117	100	117	100.0	102	87.2	20	17.1	88	75.2	36	30.8
Order Clerk	9	100	7	77.8	6	66.7			2	22.2	8	88.9
Payroll Clerk	9	100	9	100.0	9	100.0			9	100.0		
Shipping Clerk	12	100	3	25.0	1	8.3					2	16.7
Stock Clerk	88	100	45	51.1	9	10.2			3	3.4	16	18.2
Time Clerk	2	100	2	100.0	2	100.0			2	100.0		

<sup>1</sup>This table includes 5 part-time bookkeepers which could not be separated from the full-time employees.

This table should be read as follows: Twenty-six, or 70.3 per cent, of the 37 accountants represented performed typewriting duties.



TABLE XVII

NUMBER AND PERCENTAGE OF THE VARIOUS TYPES OF EMPLOYEES PERFORMING SELECTED DUTIES  
(CONCLUDED)

Position	Total Employees Represented		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Sales</u>												
Retail Salesman	751	100	62	8.3	78	10.4			77	10.2	751	100.0
Wholesale Salesman	85	100	24	28.2	13	15.5			2	2.4	85	100.0
Department Manager	62	100	35	56.5	3	4.9			3	4.9	43	69.4
Insurance Salesman	13	100	10	76.9	3	23.1					13	100.0
<u>Miscellaneous</u>												
Cashier	109	100	57	52.3	37	33.9	4	3.7	41	37.6	60	55.0
Collector	7	100	5	71.4							3	42.9
Delivery Boy/Girl	29	100									16	55.2
Machine Operator	48	100	48	100.0	31	64.6	2	4.2	28	58.3	4	8.3
Office Boy/Girl	11	100	9	81.8	8	72.7	3	27.3	6	54.6	1	9.1
Receptionist	10	100	5	50.0	8	80.0			2	20.0		
Switchboard Operator	35	100	5	14.3	6	17.1			1	2.8		
TOTALS	2106	100	1070	50.8	850	40.3	295	14.0	803	38.1	1148	54.5

TABLE XVIII

NUMBER AND PERCENTAGE OF THE VARIOUS TYPES OF EMPLOYEES OPERATING CERTAIN MACHINES

Position	Total Employees Represented		Adding Machine		Calculator		Addressing Machine		Mimeograph		Ediphone Dictaphone	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Record Keeping</u>												
Accountant	37	100	26	70.3	30	81.1						
Bookkeeper	230	100	223	97.0	159	69.1	21	9.1				
Ledger Clerk	21	100	21	100.0	20	95.2	5	23.8				
<u>Secretarial</u>												
Secretary	190	100	39	20.6	62	32.6	15	7.9	96	50.5	23	12.1
Stenographer	77	100	42	54.5	25	32.5	6	7.8	17	22.1	10	12.9
Ediphone/Dictaphone Op'r.	17	100	5	29.4	3	17.7					17	100.0
Typist	51	100	33	64.7	18	35.4			11	21.6		
<u>Clerical</u>												
Billing Clerk	31	100	20	64.5	27	87.1	21	67.7				
File Clerk	8	100	1	12.5								
General Office Clerk	117	100	53	45.3	40	34.2	3	2.6	22	18.8		
Order Clerk	9	100	4	44.4	5	55.6						
Payroll Clerk	9	100	3	33.3								
Shipping Clerk	12	100	4	33.3								
Stock Clerk	88	100	57	64.8	26	29.5			1	1.1		
Time Clerk	2	100	2	100.0	2	100.0						

This table should be read as follows: Twenty-six, or 70.3 per cent, of the 37 accountants represented operated the adding machine.

TABLE XVIII

NUMBER AND PERCENTAGE OF THE VARIOUS TYPES OF EMPLOYEES OPERATING CERTAIN MACHINES  
(CONCLUDED)

Position	Total Employees Represented		Adding Machine		Calculator		Addressing Machine		Mimeograph		Ediphone Dictaphone	
	Per		Per		Per		Per		Per		Per	
	No.	Cent	No.	Cent	No.	Cent	No.	Cent	No.	Cent	No.	Cent
<u>Sales</u>												
Retail Salesman	751	100	296	39.4	68	9.1			1	.1		
Wholesale Salesman	85	100	19	22.4	7	8.2						
Department Manager	62	100	53	85.5	23	37.1					5	8.1
Insurance Salesman	13	100	7	53.8	3	23.1						
<u>Miscellaneous</u>												
Cashier	109	100	62	56.9	45	41.3						
Collector	7	100	2	28.6	3	42.9						
Machine Operator	48	100	31	64.6	33	68.8						
Office Boy/Girl	11	100	4	36.4	1	9.1						
Receptionist	10	100	3	30.0								
Switchboard Operator	35	100	2	5.6	2	5.6						
TOTALS	2061	100	1012	49.1	608	29.5	71	3.4	148	7.2	55	2.7

the mimeograph, and the Ediphone or Dictaphone, were each used by fewer than ten per cent of the employees. The table shows that these latter machines were more commonly used by certain types of employees than by others.

A more detailed analysis of the implications of the various requirements and duties of each classification of employee is made in the following chapters.

## CHAPTER IV

### RECORD KEEPING POSITIONS

Eight occupational studies covering 10 different towns comprise the data from which this chapter was constructed. Seven of these 8 surveys were made of business opportunities in medium-sized Oklahoma towns; the eighth was a specialized study of record keeping employees in 14 oil companies located in 3 of Oklahoma's larger cities. Any significant differences occurring between the oil company employees and the record keepers of the smaller towns are noted in the context as they arise.

Terminology. In a majority of the studies included in this summary the term "Record Keeping" was used as a broad term to include all positions pertaining to that field regardless of the skill required in the position. All of the studies designated the highest ranking record keeping position to be that of "Accountant"; and with one notable exception they all agreed that the next ranking position was that of "Bookkeeper" and that the lowest ranking position was that of "Ledger Clerk." The exception was the study of the oil companies, which used the terms "Accounting Clerk" and "Record Keeper" to describe the second ranking and the lowest ranking positions, respectively. For practical purposes, the meanings of "Bookkeeper" and "Accounting Clerk" are so nearly alike that the terms could be used interchangeably as could the terms "Ledger Clerk" and "Record Keeper," which also have meanings that are practically identical. To avoid confusion, however, the rule of the majority will be followed; and the terms "Accountant," "Bookkeeper," and

"Ledger Clerk" will be used to represent the 3 levels of record keeping employees throughout this study.

Distribution of Record Keepers. Tables XIX and XX show the geographical distribution of full-time and part-time record keeping employees, respectively, with a division as to specific position. The data in Table XIX indicate that a majority of the record keepers in the Oklahoma Towns represented are employed as bookkeepers. There are one-half as many ledger clerks as there are bookkeepers and an even smaller number of accountants. Since the total number of employees is rather large, 2,244, it is believed that the data in this chapter represent a fairly reliable sampling of record keepers in Oklahoma.

Table XX reveals that opportunities for part-time record keepers are apparently quite limited. Practically all of the part-time record keeping positions that do exist are for bookkeepers. The small number of part-time record keepers may indicate either that there are very few part-time workers in this field or that the original investigators simply disregarded all part-time workers. With the exception of Table XXII, all further tables in this chapter contain information concerning full-time workers only, except where, in one or two instances, the original investigator failed to make a distinction between full-time and part-time workers.

Division of Record Keepers by Sex. A division of the record keepers according to sex is made in Tables XXI and XXII. Since the 30 bookkeepers in McAlester were not divided as to sex, they could not be included in Table XXI, which otherwise is merely a further breakdown of Table XIX. The 4 part-time record keepers from Blackwell - 1 accountant and 3 bookkeepers - were not divided as to sex, so they had to be omitted from Table XXII, which is a breakdown of Table XX.

TABLE XIX  
GEOGRAPHICAL DISTRIBUTION OF FULL-TIME RECORD KEEPING  
EMPLOYEES IN SPECIFIC RECORD KEEPING POSITIONS

	Number of Businesses Surveyed	Number of Employees			Total
		Account- ants	Bookkeepers	Ledger Clerks	
Bartlesville	2	89	149	137	375
Blackwell	124	14	53		67
Bristow	107		42		42
Enid	101	23	145	20	188
McAlester	75		30		30
Ponca City	1	39	202	215	456
Pryor	87		32	1	33
Seminole	136	5	131		136
Stillwater	45		40		40
Tulsa	11	202	424	251	877
<b>TOTALS</b>	<b>689</b>	<b>372</b>	<b>1248</b>	<b>624</b>	<b>2244</b>
Per cent of 2244		16.6	55.6	27.8	100

This table should be read as follows: The 2 businesses in Bartlesville included in this survey employed 89 accountants, 149 bookkeepers, and 37 ledger clerks, or a total of 375 full-time record keepers.

TABLE XX

GEOGRAPHICAL DISTRIBUTION OF PART-TIME RECORD KEEPING  
EMPLOYEES IN SPECIFIC RECORD KEEPING POSITIONS

	Number of Businesses Surveyed	Number of Employees		
		Account- ants	Bookkeepers	Total
Blackwell	124	1	3	4
Bristow	107		7	7
Enid	101	1	8	9
Pryor	87	3	6	9
Stillwater	45		5	5
TOTALS	464	5	29	34
Per cent of				
34		14.7	85.3	100

This table should be read as follows: The 124 businesses in Blackwell included in this survey employed 1 part-time accountant and 3 part-time bookkeepers, or a total of 4 part-time record keepers. The studies mentioned no part-time ledger clerks.



TABLE 221

## DIVISION OF FULL-TIME RECORD KEEPERS ACCORDING TO SEX

Location	Number of Employees											
	Accountants			Bookkeepers			Ledger Clerks			Total		
	Men	Women	Com- bined	Men	Women	Com- bined	Men	Women	Com- bined	Men	Women	Com- bined
Bartlesville	84	5	89	124	25	149	107	30	137	315	60	375
Blackwell	9	5	14	13	40	53				22	45	67
Bristow				5	37	42				5	37	42
Enid	21	2	23	49	96	145	7	13	20	77	111	188
Ponca City	39		39	177	25	202	170	45	215	386	70	456
Pryor				9	23	32	1		1	10	23	33
Seminole	3	2	5	39	92	131				42	94	136
Stillwater				5	35	40				5	35	40
Tulsa	197	5	202	348	76	424	141	110	251	686	191	877
TOTALS	353	19	372	769	449	1218	426	198	624	1548	666	2214
Per cent of men and women	94.9	5.1	100	63.1	36.9	100	68.3	31.7	100	69.9	30.1	100
Totals without oil company employees	33	9	42	120	323	443	8	13	21	161	345	506
Per cents without oil company employees	78.6	21.4	100	27.1	72.9	100	38.1	61.9	100	31.8	68.2	100

This table should be read as follows: Of the 89 accountants employed in Bartlesville, 84 were men and 5 were women.

TABLE XXII

## DIVISION OF PART-TIME RECORD KEEPERS ACCORDING TO SEX

	Number of Employees								
	Accountants			Bookkeepers			Total		
	Men	Women	Com- bined	Men	Women	Com- bined	Men	Women	Com- bined
Bristow				1	6	7	1	6	7
Enid	1		1	1	7	8	2	7	9
Pryor	3		3	1	5	6	4	5	9
Stillwater				3	2	5	3	2	5
TOTALS	4		4	6	20	26	10	20	30
Per cent of men and women	100		100	23.1	76.9	100	33.3	66.7	100

This table should be read as follows: There were no part-time accountants employed in Bristow. Of the 7 part-time bookkeepers, 1 was a man and 6 were women. The studies mentioned no part-time ledger clerks.

The data in Table XXI lead one to the conclusion that far more men than women are employed in the record-keeping field. However, if the oil company employees are not included, the picture is exactly reversed insofar as the bookkeepers and ledger clerks are concerned. This is probably due in no small part to the practice that smaller businesses have of hiring as bookkeeper someone who can also do secretarial work and the tendency to use women for secretarial work; while in the oil companies a bookkeeper does nothing but "keep books" and perhaps uses the bookkeeping position as a stepping stone to one as an accountant, a position for which men are preferred even in small businesses. In order that the difference in the division of record keepers might be clearly observed, 2 extra lines were added at the bottom of Table XXI. The first added line shows the totals of the divisions of record keepers excluding the oil company employees of Bartlesville, Ponca City, and Tulsa. The second added line shows corresponding percentages for the record keepers who work in small businesses. The 2 sets of percentages presented in the table and their differences should be of interest to a person planning to enter the record keeping field.

The data for the part-time record keepers in Table XXII show that, while only 4 part-time accountants are employed, all are men. Of the 26 part-time bookkeepers, 20 are women. In all part-time record keeping positions, women outnumber men 2 to 1.

Preferences for Record Keepers by Sex. Table XXIII presents the preferences for men and for women record keepers as compiled from opinions expressed by 231 employers in Enid, Seminole, and Pryor. Most of the employers who gave a sex preference for their accounting positions preferred men for those positions. However, women were preferred by a majority of the employers for all other types of record keeping positions.

TABLE XXIII

## EMPLOYERS' PREFERENCES FOR RECORD KEEPING EMPLOYEES BY SEX

	Total Employers Replying <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per	No.	Per	No.	Per	No.	Per
		Cent		Cent		Cent		Cent
Accountant	24	100	15	62.5	4	16.7	5	20.8
Bookkeeper	193	100	51	26.4	104	53.9	38	19.7
Ledger Clerk	14	100			7	50.0	7	50.0
TOTALS	231	100	66	28.6	115	49.8	50	21.6

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of record keeping position listed.

This table should be read as follows: Of the 24 employers expressing a preference for accountants by sex, 15, or 62.5 per cent, preferred men accountants.

In Table XXIV are given data regarding the number of record keeping positions for which women are preferred on each employment level, the number for which men are preferred, and the number for which no preference was expressed. This information was available for the 109 record keeping positions found in Pryor and Blackwell, which include 9 part-time and 100 full-time positions.

Since the data in Table XXIII do not give any indication as to how many positions are represented by each employer's preference, the information is not as valuable as it would be were the number of positions involved known. This omission is overcome in Table XXIV, but here there is nothing that would indicate the number of employers represented. A similar situation exists in a number of the tables in this and succeeding chapters. It would seem that an effort should be made to combine the 2 types of information. In the surveys of smaller businesses, as in the case of the data presented in Table XXIII, the discrepancy between the number of positions and the number of preferences expressed is not likely to be very great; however, as will be pointed out later, in the cases of the 14 large oil companies, the difference is so large as to be entirely misleading.

Although they represent employers from different towns, Tables XXIII and XXIV set forth findings of a surprisingly similar nature. In both instances, men are preferred for approximately 30 per cent of the positions and women, for approximately 50 per cent, with no preference given for the remaining 20 per cent. The position of accountant is the only one for which there are more preferences for men than for women. These facts are entirely in keeping with the employee distribution found in the 2 added lines at the bottom of Table XXI.

Rate of Turnover of Record Keepers. Women record keepers have a turnover rate that is approximately two and one half times the turnover rate for

TABLE XXIV  
 DISTRIBUTION OF JOBS HELD BY RECORD KEEPERS  
 ACCORDING TO PREFERENCE BY SEX SPECIFIED BY EMPLOYERS

	Total Positions Represented <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountant	17	100	12	70.6	4	23.5	1	5.9
Bookkeeper	91	100	21	23.1	50	54.9	20	22.0
Ledger Clerk	1	100					1	100.0
TOTALS	109	100	33	30.3	54	49.5	22	20.2

<sup>1</sup>In this table are included 9 part-time record keeping positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 17 accounting positions for which a preference by sex was specified, men accountants were preferred for 12, or 70.6 per cent.

men, as revealed in Tables XXV and XXVI. The position of bookkeeper has the highest rate of turnover for both men and women; and the position of ledger clerk has the lowest, although the total average number of ledger clerks represented is so low as to render this per cent of turnover of doubtful significance.

Tables XXV and XXVI present data from 2 towns - Blackwell and Enid; while Table XXVII contains information from 3 towns - Blackwell, Enid, and Pryor.

Minimum Age Requirements for Men Record Keepers. Table XXVIII shows the distribution of 113 record keeping positions according to minimum age requirements for men specified by employers in Pryor, Blackwell, and Enid. There are 4 part-time positions included in this table which could not be separated from the full-time positions. A majority of the accounting positions have an age requirement of 21 years or older, with 13 of the 33 positions requiring that the applicant be in the 25- to 29-year-old group. This would seem to indicate that a considerable amount of training and/or experience after leaving high school is required of accountants. A majority of the bookkeeping positions carry an age requirement of 20 years or younger, with a considerable number also having the requirement of 21. Very few bookkeeping positions have an age requirement greater than 21. The greatest number of the positions for ledger clerks have a minimum age requirement of 18. The lower minimum age requirements in the cases of the positions for bookkeepers and ledger clerks are probably due to the fact that these positions do not require as high a level of skill as that of the accountant.

In Table XXIX are given the minimum age requirements for men record keepers as expressed by 114 employers in Pryor, Seminole, Enid, Ponca City, Bartlesville, and Tulsa. The same tendencies as were shown to exist in Table XXVIII may also be observed here. The positions of accountant, bookkeeper, and ledger clerk

TABLE XXV  
RATE OF TURNOVER IN MEN RECORD KEEPERS DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Accountant	5	2	29	2	6.9
Bookkeeper	18	8	58	8	13.8
Ledger Clerk	1		8	0	0
TOTALS	24	10	95	10	10.5

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Five new men accountants were hired and 2 were separated from their jobs, resulting in a 6.9 per cent turnover.



## STRATHMORE PARCHMENT

TABLE XXVI

RATE OF TURNOVER IN WOMEN RECORD KEEPERS DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Accountant	1	1	7	1	14.3
Bookkeeper	50	40	131	40	30.5
Ledger Clerk	1	1	13	1	7.7
TOTALS	52	42	151	42	27.8

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: One new woman accountant was hired and one was separated from her job, resulting in a 14.3 per cent turnover.

PARCHMENT

STRATHMORE

TABLE XXVII

## RATE OF TURNOVER IN RECORD KEEPERS DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Accountant	6	3	36	3	8.3
Bookkeeper	78	50	216	50	23.1
Ledger Clerk	2	1	20	1	5.0
TOTALS	86	54	272	54	19.8

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Six new accountants were hired and 3 were separated from their jobs, resulting in an 8.3 per cent turnover.

TABLE XXVIII  
 DISTRIBUTION OF JOBS HELD BY MEN RECORD KEEPERS  
 ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	Minimum Age Specified by Employers								Total
	18	20	21	22	23	25- 29	30 and over	No re- quire- ment	
Accountant	10	1	3	2	1	13	2	1	33
Bookkeeper	18	27	19			6	2		72
Ledger Clerk	5	1	2						8
<b>TOTALS</b>	<b>33</b>	<b>29</b>	<b>24</b>	<b>2</b>	<b>1</b>	<b>19</b>	<b>4</b>	<b>1</b>	<b>113</b>
Per cent of 113	29.2	25.7	21.2	1.8	.9	16.8	3.5	.9	100

<sup>1</sup>In this table are included 4 part-time record keeping positions which could not be separated from the full-time positions.

This table should be read as follows: In 10 of the 33 jobs for which employers hired new men accountants the minimum age requirement was 18.

still have progressively lower age requirements, although the age requirement spread is considerably wider. It should be noted that, since the 14 oil companies are each counted as but one employer each, the figures in Table XXIX do not approximate the actual number of positions.

Minimum Age Requirements for Women Record Keepers. Table XXX shows the distribution of 184 record keeping positions according to minimum age requirements for women specified by employers in Pryor, Blackwell, and Enid. There are 5 part-time positions included in this table which could not be separated from the full-time positions. The number of accounting positions for which data were available is so small that any conclusions which might be drawn from such an inadequate sampling would be of very doubtful value. The minimum age at which most of the bookkeeping positions, of which there is a much better representation, are available is 18, a requirement that is somewhat lower than that for the men bookkeepers. The greatest number of the positions for women ledger clerks has a minimum age requirement of 18, a fact which was also true regarding the positions for men ledger clerks. A comparison of the 2 sets of data given in Tables XXVIII and XXX indicates that, insofar as minimum age requirements are concerned, the opportunity for women high school graduates who, with no further training, seek employment in the record keeping field is considerably greater than it is for men.

In Table XXXI is presented a tabulation of the minimum age requirements for women record keepers as specified by 169 employers in Pryor, Seminole, Enid, Ponca City, Bartlesville, and Tulsa. Generally, Tables XXX and XXXI show the same age requirement tendencies. Again, however, in the case of the accounting positions, there are not enough employers represented to give an accurate picture. Fifty-six of the 142 employers giving a minimum age requirement for women bookkeepers specified a minimum age of 18, but almost as

TABLE XXIX

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE  
REQUIREMENTS FOR MEN RECORD KEEPERS

Position	Minimum Age Specified by Employers <sup>1</sup>									30 No re- and quire- over ment	Total	
	17	18	19	20	21	22	23	24	25- 29			
Accountant		2		3	2	2	1		8	3	1	22
Bookkeeper	1	15	2	17	21	2	2	2	7	3	2	74
Ledger Clerk		9	1	2	2			1			3	18
TOTALS	1	26	3	22	25	4	3	3	15	6	6	114
Per cent of 114	.9	22.9	2.6	19.3	21.9	3.5	2.6	2.6	13.1	5.3	5.3	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of record keeping position listed.

This table should be read as follows: Of the 22 instances in which employers hired new men accountants, in 2 instances employers stated they would hire new men accountants at the age of 18 years.

TABLE XXX

DISTRIBUTION OF JOBS HELD BY WOMEN RECORD KEEPERS  
ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	Minimum Age Specified by Employers											Total
	16	17	18	19	20	21	23	24	25- 29	30 No re- and quire- over ment		
Accountant			4							2	1	7
Bookkeeper	1	1	89	2	25	17	3	3	19	2	2	164
Ledger Clerk			9	1	3							13
TOTALS	1	1	102	3	28	17	3	3	21	2	3	184
Per cent of 184	.6	.6	55.4	1.6	15.2	9.3	1.6	1.6	11.4	1.1	1.6	100

<sup>1</sup>In this table are included 4 part-time record keeping positions which could not be separated from the full-time positions.

This table should be read as follows: In 4 of the 7 jobs for which employers hired new women accountants the minimum age requirement was 18.

TABLE XXXI

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE  
REQUIREMENTS FOR WOMEN RECORD KEEPERS

Position	Minimum Age Specified by Employers <sup>1</sup>										30 No re- 25- and quire- 29 over ment	Total	
	16	17	18	19	20	21	22	23	24	25			
Accountant					1						3	1	5
Bookkeeper	3	2	56	5	34	19	1	2	2	15	2	1	142
Ledger Clerk		1	11	2	4	2						2	22
TOTALS	3	3	67	7	39	21	1	2	2	18	2	4	169
Per cent of 169	1.8	1.8	39.6	4.1	23.1	12.4	.6	1.2	1.2	10.6	1.2	2.4	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of record keeping position listed.

This table should be read as follows: Of the 5 instances in which employers hired new women accountants, in 1 instance the employer stated he would hire new women accountants at the age of 18 years.

many specified either 20 or 21 as the minimum. If the average minimum age requirement for women bookkeepers in Table XXXI is taken, it is found to be between 20 and 21, which is approximately 2 years higher than that found in Table XXX and, incidentally, much closer to the minimum age requirement for men bookkeepers. It was not expected, of course, that the job distribution according to age requirements and the employers' age specifications would correlate perfectly since the jobs in Table XXX are, for the most part, in towns different from the ones which the employers in Table XXXI represent. The minimum age requirements for women ledger clerks are practically identical in both Table XXX and XXXI and are quite similar to the minimum age requirements for men ledger clerks.

Experience Requirements for New Record Keepers. Table XXXII contains information regarding whether or not experience is required for replacements in 384 record keeping jobs, 14 of which were part-time but could not be separated from the full-time ones. The data were obtained from the studies made in Pryor, Enid, Blackwell, Stillwater, and Bristow. The one outstanding feature of this table is that it reveals that slightly more than one-half of the record keeping positions at each of the 3 levels require experience and that slightly less than one-half have no such requirement.

Table XXXIII gives data concerning experience requirements for record keeping positions as expressed by 258 employers in Pryor, Enid, Seminole, Ponca City, Tulsa, and Bartlesville. Approximately two-thirds of the employers specified some experience for new record keepers. The only position for which fewer than one-half of the employers specified experience was that of ledger clerk.

It is likely that the bare statement that experience is required is too broad to be of much assistance to prospective employees. Information about



TABLE XXXII

DISTRIBUTION OF JOBS ACCORDING TO EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED RECORD KEEPERS

Position <sup>1</sup>	Total Jobs Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Accountant	40	100	22	55.0	18	45.0
Bookkeeper	323	100	170	52.6	153	47.4
Ledger Clerk	21	100	11	52.4	10	47.6
TOTALS	384	100	203	52.8	181	47.2

<sup>1</sup>In this table are included 14 part-time record keeping positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 40 accounting positions for which the experience requirements were given, 22, or 55.0 per cent, require experience.

TABLE XXXIII

NUMBER OF EMPLOYERS SPECIFYING EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED RECORD KEEPERS

Position	Total Employers <sup>1</sup> Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Accountant	26	100	22	84.6	4	15.4
Bookkeeper	204	100	135	66.1	69	33.9
Ledger Clerk	28	100	13	46.4	15	53.6
TOTALS	258	100	170	65.9	88	34.1

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the experience requirements for any type of position listed.

This table should be read as follows: Of the 26 employers hiring new accountants, 22, or 84.6 per cent, required experience of new accountants.

the amount and kind of experience desired would be much more helpful because of its specificity.

Education Requirements for New Record Keepers. The minimum education requirements for 327 record keeping positions, including 9 part-time ones which could not be separated from the full-time positions, found in Blackwell, Enid, Pryor, and McAlester are given in Table XXXIV. It is significant to note that in three-fourths of the positions for accountants, new employees must have further training after completing high school, while high school graduation alone is the minimum education requirement for a majority of the bookkeeping positions. The position of ledger clerk carries with it the requirements of high school graduation in approximately one-third of the 21 positions and of business college training in the remainder of the jobs represented.

It would be interesting, and perhaps of some significance, if the education requirements for men and for women were given separately. Since most of the other information is presented for each sex separately, a separate presentation here would certainly make for an easy and profitable comparison. Another item that, no doubt, would prove interesting is a comparison of these education requirements with those of the persons actually working in the positions. It is possible that some discrepancies might be shown to exist.

Table XXXV gives the minimum education requirements for record keepers as expressed by 266 employers in Seminole, Enid, Pryor, Tulsa, Ponca City, and Bartlesville. The data reveal the same tendencies as did Table XXXIV except that here the requirement for ledger clerks is only high school graduation in over three-fourths of the cases.

Taken together, Tables XXXIV and XXXV seem to indicate that about half of the total record keeping positions and/or employers have a requirement of only high school graduation, a fact which fits in well with the "no experience"

TABLE XXXIV

DISTRIBUTION OF JOBS HELD BY RECORD KEEPERS ACCORDING  
TO MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	New Employee Must Have Completed						Total
	Grade 8	High School	Business College	College		None	
				2	4		
Accountant		10	14	3	13		40
Bookkeeper	2	140	64	52	7	1	266
Ledger Clerk		8	13				21
TOTALS	2	158	91	55	20	1	327
Per cent of 327	.6	48.4	27.8	16.8	6.1	.3	100

<sup>1</sup>In this table are included 9 part-time record keeping positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 40 accounting positions for which minimum education requirements were given, 10 had the minimum requirement of high school graduation.

TABLE XXXV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION  
REQUIREMENTS FOR NEW RECORD KEEPERS<sup>1</sup>

Position	New Employee Must Have Completed					Total
	High School	Business College	College			
			1	2	4	
Accountant	4	9		2	11	26
Bookkeeper	120	57	3	19	7	206
Ledger Clerk	26	4	2	2		34
TOTALS	150	70	5	23	18	266
Per cent of 266	56.4	26.3	1.9	8.6	6.8	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the education requirements for any type of record keeping position listed.

This table should be read as follows: Of the 26 employers hiring new accountants and specifying minimum education requirements, 4 require new accountants to have at least a high school education.

requirement for approximately one-half of the record keeping positions and with the 18-year minimum age requirement of approximately one-half of the positions.

Number of Newly Employed Record Keepers. Each of the studies included in the summary of the newly employed record keepers as shown in Table XXXVI covered a 12-month period, the actual dates of which varied with the time of the original investigation. The surveys of Enid and Blackwell covered 12-month periods beginning late in the year 1948 and ending in 1949, and the Pryor survey covered the calendar year of 1948. The survey of the 14 oil companies gave the number of newly employed record keepers in a "normal business year," which was considered to be 1949 by about one-third of the companies, while the rest of the companies did not name a specific year. The term "newly employed" includes the total number of newly hired record keepers regardless of whether they were hired as replacements or hired to fill newly created positions.

Apparently, the beginning record keeper's greatest opportunity in small businesses is in obtaining a bookkeeping position, while in the oil companies his best chance would be in obtaining a job as ledger clerk. Considering the education and experience requirements in connection with the number of positions available, the conclusion that accounting positions are not, as a rule, open to the high school student who wishes to begin work immediately upon his graduation seems justified.

Methods by Which Vacancies Are Filled. Although the survey of the 14 oil companies was the only study in this summary which included information regarding the methods which were used in filling vacancies, it was deemed to be of sufficient importance to warrant its inclusion here since, as shown in Table XXXVI, the number of newly employed record keepers in the oil companies for a year is large enough to be of importance.

TABLE XXXVI

NUMBER OF NEWLY EMPLOYED RECORD KEEPERS  
DURING A 12-MONTH PERIOD

	Newly Employed in				Total Newly Employed Record Keepers
	Blackwell	Enid	Pryor	Oil Companies	
Accountant	1	5		11	17
Bookkeeper	18	50	12	92	172
Ledger Clerk		2		143	145
TOTALS	19	57	12	246	334
Per cent of 334	5.7	17.0	3.6	73.7	100

This table should be read as follows: One accountant was newly employed in Blackwell, 5 accountants were newly employed in Enid, and 11 accountants were newly employed by the oil companies during a 12-month period, making a total of 17 newly employed accountants for a 12-month period.

In the case of filling vacancies existing in accounting, all of the 14 companies, as first choice, filled them by promoting or shifting present employees. Even as a second choice, only 2 companies would consider new employees for the position of accountant. The position from which most of the accountants were promoted was that of bookkeeper. Other positions from which an employee could hope to be promoted to accountant included various classifications of clerks. When accountants were promoted, it was usually to the position of section head or chief accountant or some other supervisory position.

Vacancies occurring for bookkeepers were filled, as first choice, by promoting or shifting present employees in 12 companies and by hiring new employees in 2 companies. Seven companies would, as a second choice, employ new bookkeepers if none of their present employees were available for promoting or shifting. The employees who have the greatest possibilities for promotion to bookkeeper are those who hold positions as junior clerks or ledger clerks. When a bookkeeper is promoted, it is most frequently to the position of accountant.

One half of the 14 companies hire only new ledger clerks; the other one-half promote or shift present employees or hire new ones with equal frequency in filling their vacancies for ledger clerks. In the 7 companies in which promotion to ledger clerk may occur, it is usually from the position of mail clerk or junior clerk. When a ledger clerk is promoted, it is most frequently to the position of bookkeeper.

In 11 of the 14 oil companies the first medium used in locating new employees is the company employment department. The other 3 companies prefer to use private employment agencies. The most frequently used second medium was school placement bureaus.



Number of Record Keepers Performing Selected Duties. The number of record keeping employees performing selected business duties is given in Table XXXVII. Represented in this table are 333 employees in Blackwell, Pryor, Enid, and Stillwater. The 3 most frequently performed duties were typewriting, filing, and, of course, bookkeeping. While the duties listed in the table are not all-inclusive, they do include the ones for which training is commonly provided in the business education department. Every duty about which information is given in the table was included in the check list of each of the four studies so that the percentage of employees given as performing a certain duty may be regarded as reasonably reliable.

Number of Record Keepers Operating Certain Machines. The number of full-time record keepers operating certain machines is shown in Table XXXVIII. The 288 employees represented are from Blackwell, Enid, and Pryor. From the data given, it is revealed that the adding machine is the machine most frequently used, with over ninety per cent of the record keepers using it. The calculator was also reported as being used by a large number, with over seventy per cent of the record keepers using it. The only position in which the calculator was mentioned as being used by more employees than used the adding machine was that of accountant, a fact which might be explained satisfactorily if the wider range of duties of the accountants and the calculator's greater versatility are considered.

The machines about which information is given in Table XXXVIII are those which were found in the check lists of each of the studies. It was deemed inadvisable to include any machines that were not common to the three studies, since the inclusion of a machine not mentioned by one study would tend to present a distorted picture of its use.

TABLE XXXVII

## NUMBER AND PERCENTAGE OF RECORD KEEPERS PERFORMING SELECTED DUTIES

Position <sup>1</sup>	Total Employees Represented		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountant	37	100	26	70.3	15	40.5	2	5.4	37	100.0	2	5.4
Bookkeeper	275	100	216	78.1	177	64.4	24	8.7	269	97.8	88	32.0
Ledger Clerk	21	100	21	100.0	13	61.9			21	100.0	4	19.0
TOTALS	333	100	263	79.0	205	61.6	26	7.8	327	98.2	94	28.2

<sup>1</sup>This table includes 5 part-time bookkeepers which could not be separated from the full-time bookkeepers.

This table should be read as follows: Twenty-six, or 70.3 per cent, of the 37 accountants represented performed typewriting duties.

TABLE XXXVIII

## NUMBER AND PERCENTAGE OF FULL-TIME RECORD KEEPERS OPERATING CERTAIN MACHINES

Position	Total Employees Represented		Adding Machine		Calculator		Addressing Machine	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountant	37	100	26	70.3	30	81.1		
Bookkeeper	230	100	223	97.0	159	69.1	21	9.1
Ledger Clerk	21	100	21	100.0	20	95.2	5	23.8
TOTALS	288	100	270	93.8	209	72.6	26	9.0

This table should be read as follows: Twenty-six, or 70.3 per cent, of the 37 accountants represented operated the adding machine.

In addition to the machines listed in the table, information concerning the use of several others was given in two of the studies - those made in Blackwell and Enid. The cash register was used by 92 of the record keeping employees. It is likely that many of the 92 employees using the cash register perform selling duties, a supposition that is substantiated by the fact that there are 94 record keepers reported as performing selling duties in Table XXXVII. The only other machine about which information was given in at least 2 studies was the check writer, with 83 employees using it.

One other machine is probably worthy of mention although only one study included it. That machine is the bookkeeping machine. Sixty-four of the 188 record keepers in Enid were reported as using it. However, the study made in Blackwell and the one made in Pryor considered "bookkeeping machine operator" as a distinct and entirely separate classification of employee. There were no bookkeeping machine operators in Pryor, and there were 8 in Blackwell. The original investigator of the Blackwell study included the 8 bookkeeping machine operators in the chapter on "Miscellaneous Employees," a practice which was also followed by this author.

The oil companies in Tulsa, Bartlesville, and Ponca City did not mention the number of employees operating certain machines; however, the number of companies requiring the operation of the adding machine and the calculator was given. Both of the 2 companies hiring new accountants require that they be able to operate the adding machine and the calculator. Seven of the 9 companies hiring new bookkeepers require a knowledge of the adding machine and the calculator. All 14 companies hire new ledger clerks, with 12 companies specifying a knowledge of the adding machine, and 11, the calculator.

## CHAPTER V

### SECRETARIAL POSITIONS

Summarized in this chapter pertaining to secretarial positions is information taken from 8 occupational surveys. Six of these surveys were made of business opportunities in medium-sized Oklahoma towns; one was a specialized study of a particular type of secretarial employee, the school secretary, in the public schools of the State; and one was a specialized study of secretarial employees in 15 oil companies in 3 of Oklahoma's larger cities. Except for 2 companies, the oil companies that employed the secretarial employees about whom information is given in this chapter are the same as the oil companies that employed the record keeping employees about whom information was given in the preceding chapter.

Terminology. More frequently than any other word in the studies included in this chapter the term "Secretarial" was used as a broad term to describe all office positions of that nature regardless of the duties performed or degree of responsibility assumed. All of the studies contained information regarding the top "Secretarial Position," which was designated to be that of "Secretary." The specialized study of the school secretaries naturally considered just that one classification of secretarial employee. The rest of the studies, however, contained information regarding the secretarial position just below that of secretary, which was designated to be "Stenographer." Four of the 8 studies employed a third classification of secretarial positions designated as "Typist." One study gave information concerning one other type of secretarial employee, the "Ediphone/Dictaphone Operator." Throughout the

rest of this chapter, then, the terms "Secretary," "Stenographer," "Typist," and "Ediphone/Dictaphone Operator" will be used to represent the different types of secretarial employees.

Distribution of Secretarial Employees. In Tables XXXIX and XL is shown the geographical distribution of full-time and part-time secretarial employees, respectively, with a division as to specific position. Because the study of the oil company employees from Bartlesville, Ponca City, and Tulsa was limited to the positions of secretary and stenographer and because the study of the public school secretarial employees was limited to the position of secretary alone, 2 lines were added at the bottom of Table XXXIX showing the totals and per cents of secretarial employees excluding these 2 specialized studies. It may be readily observed that inclusion of the employees of these 2 studies would lead one to the erroneous conclusion that stenographers make up approximately two-thirds of all secretarial workers and that most of the remaining one-third are made up of secretaries. While it is true in the oil companies that there are approximately twice as many stenographers as there are secretaries, it is also true that there are a large number of typists and Ediphone/Dictaphone operators about which there is no information here. Any conclusions which might be made based on the data from the oil companies would, then, have to include this unknown number of typists and Ediphone/Dictaphone operators in order to present a true picture of the division of secretarial employees.

A more accurate division of secretarial employees into specific occupations is given in the last line of Table XXXIX where secretaries make up 33.8 per cent and stenographers 35.8 per cent of the total secretarial employees. Positions for typists are not quite so numerous as are positions for secretaries and stenographers, although the fact that some 20 per cent of the

TABLE XXXIX

GEOGRAPHICAL DISTRIBUTION OF FULL-TIME  
SECRETARIAL EMPLOYEES IN SPECIFIC SECRETARIAL POSITIONS

Location	Number of Businesses Surveyed	Sec- re- taries	Number of Employees			Total
			Stenog- raphers	Ediphone/ Dictaphone Operators	Typ- ists	
Bartlesville	2	111	336			447
Blackwell	124	33	18			51
Bristow	107	4	3			7
Enid	101	66	41	17	42	166
McAlester	75	10	35		21	66
Ponca City	1	37	70			107
Pryor	87	9	18		9	36
Public Schools	83	82				82
Seminole	136	17	13		2	32
Tulsa	12	180	702			882
TOTALS	728	549	1236	17	74	1876
Per cent of 1876		29.2	65.9	.9	4.0	100
Totals Excluding 2 Specialized Studies	630	139	128	17	74	358
Per cent of 358		38.8	35.8	4.7	20.7	100

This table should be read as follows: The 2 businesses in Bartlesville included in this survey employed 111 secretaries and 336 stenographers, or a total of 447 full-time secretarial employees.

total secretarial employees are typists should be of some significance. It is not known whether the extremely small number of Ediphone/Dictaphone operators indicates that there are few positions for this type of work or whether Ediphone/Dictaphone operators were classified as some other type of secretarial employee, perhaps stenographer, by the original investigators. It is known, however, that there were no employees classified as Ediphone/Dictaphone operators in Blackwell, Pryor, or Seminole. Since this is true, it is probable that the former explanation is the more likely reason for the lack of information regarding Ediphone/Dictaphone operators.

According to the data revealed in Table XL, opportunities for part-time secretarial employees are practically non-existent. There were only 9 part-time secretarial workers in a total of 295 businesses and 83 schools. Since the number of these part-time employees is so small, all further tables in this chapter concern full-time secretarial employees only, except where the original investigator did not make a distinction between full-time and part-time workers.

Division of Secretarial Employees by Sex. In Table XLI is presented a division of the full-time secretarial employees according to sex. This table contains the same employees as does Table XXXIX except that the 82 secretaries from the public schools and the 10 secretaries, 35 stenographers, and 21 typists from McAlester had to be omitted because the original investigators failed to distinguish between the sexes.

The data given in Table XLI leave little doubt as to which is the predominant sex in the secretarial field. Perhaps in no other large business occupational area do women so far outnumber men. In this particular table, which represents 1728 secretarial positions, only 59 positions are filled by men - only a little more than 3 per cent. Only 2 classifications of



TABLE XL  
 GEOGRAPHICAL DISTRIBUTION OF PART-TIME  
 SECRETARIAL EMPLOYEES IN SPECIFIC SECRETARIAL POSITIONS

	Number of Businesses Surveyed	Number of Employees			Total
		Secre- taries	Stenog- raphers	Typists	
Bristow	107		1		1
Enid	101	1			1
Pryor	87			2	2
Public Schools	83	5			5
<b>TOTALS</b>	<b>378</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>9</b>
Per cent of	9	66.7	11.1	22.2	100

This table should be read as follows: The 107 businesses in Bristow included in this survey employed 1 part-time stenographer.

TABLE XLI

## DIVISION OF FULL-TIME SECRETARIAL EMPLOYEES ACCORDING TO SEX

Location	Secretaries			Stenographers			Ediphone/ Dictaphone Operators			Typists			Total		
	Men	Women	Com-	Men	Women	Com-	Men	Women	bined	Men	Women	Com-	Men	Women	bined
			bined			bined									
Bartlesville	11	100	111	1	335	336							12	435	447
Blackwell	2	31	33		18	18							2	49	51
Bristow		4	4		3	3								7	7
Enid		66	66		41	41	6	11	17	3	39	42	9	157	166
Ponca City	7	30	37		70	70							7	100	107
Pryor		9	9		18	18				4	5	9	4	32	36
Seminole		17	17	2	11	13					2	2	2	30	32
Tulsa	13	167	180	10	692	702							23	859	882
TOTALS	33	424	457	13	1188	1201	6	11	17	7	46	53	59	1669	1728
Per cent	7.2	92.8	100	1.1	98.9	100	35.3	64.7	100	13.2	86.8	100	3.4	96.6	100

This table should be read as follows: Of the 111 secretaries employed in Bartlesville, 11 were men and 100 were women.

secretarial employees contained more than 10 per cent men. These 2 classifications were for the positions of Ediphone/Dictaphone operator and typist.

Since there were only 9 part-time secretarial employees, no table was prepared to show a division according to sex of the part-time workers. One secretary, 1 stenographer, and 2 typists were women. The other 5 part-time secretarial employees were 5 school secretaries who were not divided as to sex.

Preferences for Secretarial Employees by Sex. The preferences for men and for women secretarial employees are given in Table XLII as expressed by 210 employers in Enid, Seminole, Pryor, and the public schools. As was to be expected, only a very small per cent, 1.9, of the employers preferred men secretarial employees; while over 80 per cent preferred women secretarial employees. Sixteen and seven-tenths per cent of the employers did not express a preference for either sex. Although the exact number of positions involved is not known, it may be assumed that the number of positions is not too different from the number of employers represented in Table XLII, since only the surveys of the smaller businesses gave this information.

Table XLIII presents data pertaining to the number and classification of secretarial positions for which men are preferred, those for which women are preferred, and those for which no preference was given. These data were available for 37 full-time and 2 part-time secretarial positions found in Pryor and Blackwell. Even though the employers whose opinions are represented in Tables XLII and XLIII are different, the percentages of men and of women preferred are quite similar. In Table XLIII, men are preferred in 3.4 per cent of the positions and women, in 82.0 per cent; as compared with 1.9 per cent of the employers in Table XLII who preferred men, and 81.4 per cent who preferred women.

TABLE XLII

## EMPLOYERS' PREFERENCES FOR SECRETARIAL EMPLOYEES BY SEX

Positions	Total Employers Replying <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Secretary	141	100	2	1.4	115	81.6	24	17.0
Stenographer	45	100	2	4.4	40	88.9	3	6.7
Ediphone/Dictaphone Operator	2	100			1	50.0	1	50.0
Typist	22	100			15	68.2	7	31.8
TOTALS	210	100	4	1.9	171	81.4	35	16.7

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of secretarial position listed.

This table should be read as follows: Of the 141 employers expressing a preference for secretaries by sex, 2, or 1.4 per cent, preferred men secretaries.

TABLE XLIII

DISTRIBUTION OF JOBS HELD BY SECRETARIAL EMPLOYEES  
ACCORDING TO PREFERENCE BY SEX SPECIFIED BY EMPLOYERS

Positions	Total Positions Represented <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
	Secretary	42	100	3	7.1	37	88.1	2
Stenographer	36	100			32	88.9	4	11.1
Typist	11	100			4	36.4	7	63.6
TOTALS	89	100	3	3.4	73	82.0	13	14.6

<sup>1</sup>In this table are included 2 part-time secretarial positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 42 positions for secretaries for which a preference by sex was specified, men secretaries were preferred for 3, or 7.1 per cent, of the positions.

In considering the data in Tables XLII and XLIII in connection with those given in Table XLI, the conclusion that almost all of the positions for which no preference as to sex was specified are filled by women seems justified.

Rate of Turnover of Secretarial Employees. Tables XLIV and XLV give the rate of turnover of men and of women secretarial employees from 2 towns, Blackwell and Enid. Women secretarial employees have a turnover rate of 28.9 per cent, and men secretarial employees have a turnover rate of 10 per cent, although the total average number of men secretarial employees represented is too small for any definite conclusion to be reached regarding the rate of turnover for men in this field. The rates of turnover for men and for women secretarial employees are quite similar to the rates of turnover for men and for women record keepers, which were 10.5 and 27.8 per cent, respectively.

The rate of turnover of all secretarial workers from Blackwell, Enid, and Pryor is shown to be 23.4 per cent in XLVI. The fact that the rate of turnover of all secretarial workers is nearly the same as the rate of turnover of women secretarial workers is easily explained by recalling that 96.6 per cent of all the workers in the secretarial field are women. The rate of turnover of all record keepers was only 19.8 per cent; and, since there are fewer women in the record keeping field than there are women in the secretarial field, the higher rate of turnover of the secretarial employees may be the result of the lesser degree of stability of women employees.

Minimum Age Requirements for Men Secretarial Employees. The distribution of 15 secretarial positions according to minimum age requirements for men specified by employers in Pryor, Blackwell, and Enid is shown in Table XLVII. Seven of the 15 positions, 6 for Ediphone/Dictaphone operators, and 1 for typist, have a minimum age requirement of 18 years; and 5 of the 15

TABLE XLIV  
 RATE OF TURNOVER IN MEN SECRETARIAL EMPLOYEES  
 DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Secretary	0	0	2	0	0
Ediphone/Dictaphone Operator	0	0	6	0	0
Typist	3	1	2	1	50
TOTALS	3	1	10	1	10

<sup>1</sup>Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: No men were newly employed or separated from the position of secretary, resulting in no turnover.

TABLE XLV  
 RATE OF TURNOVER IN WOMEN SECRETARIAL EMPLOYEES  
 DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	No. <sup>1</sup>	Per cent <sup>2</sup>
Secretary	35	30	95	30	31.6
Stenographer	24	15	55	15	27.3
Ediphone/Dictaphone Operator	1	0	11	0	0
Typist	19	12	36	12	33.3
TOTALS	79	57	197	57	28.9

<sup>1</sup> Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup> Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Thirty-five new women secretaries were hired and 30 were separated from their jobs, resulting in a 31.6 per cent turnover.



TABLE XLVI

## RATE OF TURNOVER IN SECRETARIAL EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	No. <sup>1</sup>	Per cent <sup>2</sup>
Secretary	38	31	106	31	29.2
Stenographer	41	22	68	22	32.4
Ediphone/Dictaphone Operator	1	0	17	0	0
Typist	27	14	45	14	31.1
TOTALS	107	67	236	67	28.4

<sup>1</sup>Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Thirty-eight new secretaries were hired and 31 were separated from their jobs, resulting in a 29.2 per cent turnover.

TABLE XLVII

DISTRIBUTION OF JOBS HELD BY MEN SECRETARIAL EMPLOYEES  
 ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position	Minimum Age Specified by Employers				Total
	18	20	21	No require- ment	
Secretary			1	1	2
Ediphone/Dictaphone Operator	6				6
Typist	1	2	4		7
TOTALS	7	2	5	1	15

This table should be read as follows: In 1 of the 2 jobs for which employers hired new men secretaries the minimum age requirement was 21.

positions, 1 for secretary, and 4 for typist, have a minimum age requirement of 21 years. Eighteen and 21 years were the 2 most frequently mentioned minimum age requirements for men secretarial employees.

Table XLVIII shows the minimum age requirements for men secretarial employees as expressed by 16 employers in Enid, Pryor, Seminole, Ponca City, Bartlesville, and Tulsa. One-half of the 16 employers specified 18 years as the minimum age at which they would employ new men secretarial employees. Twenty-one and 23 years were the next 2 ages most frequently mentioned by the employers as the minimum age requirements for men secretarial workers.

The data in Tables XLVII and XLVIII indicate that, although opportunities for men in the secretarial field are limited, most of the secretarial positions are available at age 18, the age at which most young men graduate from high school.

Minimum Age Requirements for Women Secretarial Employees. Table XLIX shows the distribution of 238 full-time and 2 part-time secretarial positions according to minimum age requirements for women specified by employers in Pryor, Blackwell, and Enid. Over half the positions in each classification of secretarial workers have a minimum age requirement of 18 years. Twenty and 21 are the only 2 other ages which were specified as the required minimum age for a significant number of positions, with 13.3 and 12.5 per cent of the positions having 20 and 21, respectively, as their minimum age requirement. There are no significant differences in minimum age requirements existing among the various classifications of women secretarial positions.

The minimum age requirements of secretarial employees expressed by 148 employers in Pryor, Seminole, Enid, Bartlesville, Ponca City, and Tulsa are presented in Table L. Again, as was true in Table XLIX, the minimum age requirement of 18 years was given by more employers than was any other single

TABLE XLVIII

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE  
REQUIREMENTS FOR MEN SECRETARIAL EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>				Total
	16	18	21	23	
Secretary		1	2	1	4
Stenographer	1	5	1	2	9
Typist		2	1		3
TOTALS	1	8	4	3	16

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of secretarial position listed.

This table should be read as follows: Of the 4 instances in which employers hired new men secretaries, in 1 instance employers stated they would hire new men secretaries at the age of 18 years.

TABLE XLIX

DISTRIBUTION OF JOBS HELD BY WOMEN SECRETARIAL EMPLOYEES  
ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Positions <sup>1</sup>	Minimum Age Specified by Employers										Total
	16	17	18	19	20	21	23	25- 29	30 and over	No re- quire- ment	
Secretary	2	1	63	1	13	16	4	4	1	1	106
Stenographer	3	1	40	2	17	12					75
Ediphone/Dicta- phone Operator			10			1					11
Typist		4	37	4	2	1					48
TOTALS	5	6	150	7	32	30	4	4	1	1	240
Per cent of 240	2.1	2.5	62.5	2.9	13.3	12.5	1.7	1.7	.4	.4	100

<sup>1</sup>In this table are included 2 part-time secretarial positions which could not be separated from the full-time positions.

This table should be read as follows: In 2 of the 106 jobs for which employers hired new women secretaries, the minimum age requirement was 16.

TABLE L  
 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE  
 REQUIREMENTS FOR WOMEN SECRETARIAL EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>									Total
	16	17	18	19	20	21	23	25- 29	30 and over	
Secretary	1	1	28	1	15	13	2	6	2	69
Stenographer	3	4	28	3	11	8	1			58
Ediphone/Dictaphone Operator			1							1
Typist	1	2	12	2	2	1				20
<b>TOTALS</b>	<b>5</b>	<b>7</b>	<b>69</b>	<b>6</b>	<b>28</b>	<b>22</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>148</b>
<b>Per cent of 148</b>	<b>3.5</b>	<b>4.7</b>	<b>46.6</b>	<b>4.1</b>	<b>18.9</b>	<b>14.8</b>	<b>2</b>	<b>4</b>	<b>1.4</b>	<b>100</b>

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of secretarial position listed.

This table should be read as follows: Of the 69 instances in which employers hired new women secretaries, in 1 instance the employer stated he would hire new women secretaries at the age of 16 years.

age. In the cases of the secretaries and stenographers slightly less than one-half of the employers specified 18 as the minimum age requirement, and in the case of the secretaries, the tendency toward a slightly higher minimum age requirement than is required of the stenographers may be noted.

Consideration of Tables XLVII through L collectively leads to the conclusion that the prevailing minimum age requirement for both men and women in all classifications of secretarial positions is 18. This is approximately 2 years younger than the minimum age required of beginning record keepers.

Experience Requirements for New Secretarial Employees. Information regarding whether or not experience is required for replacements in 260 full-time and 2 part-time jobs located in Pryor, Enid, Bristow, and Blackwell is given in Table LI. Considerable variation as to whether experience is required exists among the 4 classifications of secretarial employees. Almost all, 94.1 per cent, of the Ediphone/Dictaphone operators and slightly more than half, 58.0 per cent, of the secretaries are required to have experience while only 40 per cent of the stenographers and 11.3 per cent of the typists are required to have experience. Of the total secretarial positions represented, 45.4 per cent have an experience requirement.

A tabulation of the replies of 160 employers from Pryor, Enid, Seminole, Bartlesville, Ponca City, and Tulsa concerning their experience requirements for secretarial positions is presented in Table LII. The conclusions that were based on Table LI also apply here with only slight modification. The per cent of employers specifying experience for beginning secretaries is considerably greater than the per cent of positions represented in Table LI having such a requirement. Since the position of secretary is regarded by most businessmen to be the position requiring the greatest degree of ability in the secretarial field, it is only natural that the requirements for

TABLE LI  
 DISTRIBUTION OF JOBS ACCORDING TO EXPERIENCE REQUIREMENTS  
 FOR NEWLY EMPLOYED SECRETARIAL EMPLOYEES

Position <sup>1</sup>	Total Jobs Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Secretary	112	100	65	58.0	47	42.0
Stenographer	80	100	32	40.0	48	60.0
Ediphone/Dictaphone Op'r.	17	100	16	94.1	1	5.9
Typist	53	100	6	11.3	47	88.7
TOTALS	262	100	119	45.4	143	54.6

<sup>1</sup>In this table are included 2 part-time positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 112 positions for secretary for which the experience requirements were given, 65, or 58.0 per cent, require experience.



TABLE LII

NUMBER OF EMPLOYERS SPECIFYING EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED SECRETARIAL EMPLOYEES

Position	Total Employers <sup>1</sup> Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Secretary	76	100	54	71.1	22	28.9
Stenographer	60	100	25	41.7	35	58.3
Ediphone/Dictaphone Operator	2	100	1	50.0	1	50.0
Typist	22	100	3	13.6	19	86.4
TOTALS	160	100	83	51.9	77	48.1

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the experience requirements for any type of secretarial position listed.

This table should be read as follows: Of the 76 employers hiring new secretaries, 54, or 71.1 per cent, required experience of new secretaries.

secretaries be higher than those for stenographers and typists which are positions requiring progressively lesser amounts of ability - and having progressively lower experience requirements, as shown in both Tables LI and LII. If all of the employers' opinions are considered together, it is found that 51.9 per cent of them require experience of secretarial workers, and 48.1 per cent do not require experience, an almost equal division of the secretarial field as a whole.

Education Requirements for New Secretarial Employees. Table LIII shows the minimum education requirements for 319 full-time and 2 part-time secretarial positions found in Enid, Blackwell, Pryor, and McAlester. In the 118 positions for secretaries, new employees must have a high school education in 60 cases and further training, either 2 years of college or business college, in 58 cases. Out of 112 positions for stenographers, 78 require only high school graduation and 34 require further training either in business college or in college. All 17 of the positions for Ediphone/Dictaphone operators require training in business college, while only 4 of the 74 positions for typists require anything beyond a high school education. From these figures, then, it may be surmised that the positions for secretaries and for Ediphone/Dictaphone operators require somewhat more training than do those for stenographers and typists.

The data in Table LIV present the minimum education requirements for secretarial employees as expressed by 152 employers in Seminole, Enid, Pryor, Tulsa, Ponca City, and Bartlesville. Table LIV indicates that most employers consider a high school graduate satisfactory for all classifications of secretarial work except that of Ediphone/Dictaphone operator, a position for which business college training is required.

TABLE LIII

DISTRIBUTION OF JOBS HELD BY SECRETARIAL EMPLOYEES ACCORDING  
TO MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	New Employee Must Have Completed			Total
	High School	Business College	2 years College	
Secretary	60	54	4	118
Stenographer	78	31	3	112
Ediphone/Dictaphone Operator		17		17
Typist	70	4		74
TOTALS	208	106	7	321
Per cent of 321	64.8	33.0	2.2	100

<sup>1</sup>In this table are included 2 part-time secretarial positions which could not be separated from the full-time positions.

<sup>2</sup>This table should be read as follows: Of the 118 secretarial positions for which minimum education requirements were given, 60 had the minimum requirement of high school graduation.

TABLE LIV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION  
REQUIREMENTS FOR NEW SECRETARIAL EMPLOYEES<sup>1</sup>

Position	New Employee Must Have Completed				Total
	High School	Business College	1 year College	2 years College	
Secretary	40	22	1	5	68
Stenographer	48	10	1	1	60
Ediphone/Dictaphone Operator		2			2
Typist	17	4	1		22
TOTALS	105	38	3	6	152
Per cent of 152	69.0	25.0	2.0	4.0	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the education requirements for any type of secretarial position listed.

This table should be read as follows: Of the 68 employers hiring new secretaries and specifying minimum education requirements, 40 require new secretaries to have at least a high school education.

If the data from Tables LIII and LIV are compared with reference to their final totals and per cents of the positions and of the employers, it is observed that approximately two-thirds of the positions and/or employers have minimum education requirements of high school graduation only. One-third of the positions and one-fourth of the employers require further training in business college.

Number of Newly Employed Secretarial Employees. Since employment opportunities are of interest to most persons, the data in Table LV were compiled from the occupational surveys of Blackwell, Enid, and Pryor, and of the 15 oil companies, all of which gave the total number of secretarial employees who were newly hired during a 12-month period regardless of whether the employees were hired for replacements or for newly created positions. The exact dates of the 12-month period covered naturally varied somewhat with each study. The surveys of Enid and Blackwell covered 12-month periods beginning late in 1948 and ending in 1949, and the Pryor survey covered the calendar year of 1948. The data in Table LV collected from the study of the 15 oil companies were for a "normal business year," considered by several personnel managers to be 1948. In small businesses, the greatest possibilities for employment seem to be in stenographic positions, although almost as many secretaries as stenographers are employed during the course of a year. In the oil companies the number of newly employed stenographers completely eclipses the number of secretaries who are newly employed. This fact is caused by the practice most oil companies have of promoting stenographers to the position of secretary rather than of hiring new employees for the position of secretary, as will be pointed out under the next sub-heading.

If the number of persons newly employed in each of the classifications of secretarial employees is considered in connection with the age, education,

TABLE LV  
 NUMBER OF NEWLY EMPLOYED SECRETARIAL EMPLOYEES  
 DURING A 12-MONTH PERIOD

Position	Newly Employed in				Total Newly Employed Secretarial Employees
	Black- well	Enid	Pryor	Oil Companies	
Secretary	14	21	3	27	65
Stenographer	6	18	17	356	397
Ediphone/Dictaphone Operator		1			1
Typist		22	5		27
TOTALS	20	62	25	383	490
Per cent of 490	4.1	12.6	5.1	78.2	100

This table should be read as follows: Fourteen secretaries were newly employed in Blackwell, 21 were newly employed in Enid, 3 were newly employed in Pryor, and 27 were newly employed in the oil companies during a 12-month period, making a total of 64 secretaries who were newly employed during a 12-month period.

and experience requirements for each classification, the conclusion that the high school graduate who enters the secretarial field immediately upon graduation, without further training or experience, will find the best chances for employment to be as stenographer seems justified.

Methods by Which Vacancies are Filled. Because 78.2 per cent of the newly employed secretarial employees represented in Table LV took positions with 15 large oil companies, the employment practices of these companies assume a rather high degree of importance in the present study. For this reason, information concerning the methods of selecting new secretaries and stenographers is given here.

All of the 15 companies secured persons for the position of secretary by promoting present qualified employees; and only 7 companies would, as a second choice, hire new secretaries. The position from which most secretaries were promoted was that of stenographer. The only other position from which promotion to secretary might occur was that of transcriber, mentioned by only 1 company. Secretaries received increments in their salaries but very seldom changed their job classification when they were promoted.

Vacancies occurring for stenographers were filled by new employees only by 7 companies; the other 8 companies promoted or shifted present employees or hired new ones with equal frequency. The positions from which promotion to stenographer was likely to occur were clerk-typist, typist, file clerk, transcriber, duplicating machine operator, and mail clerk. The position to which stenographers who were qualified were most often promoted was that of secretary.

The most frequently used medium in locating prospective secretarial employees was the company employment bureau, used by 12 of the 15 companies. The most frequently used second media were school employment bureaus, private

employment agencies, and United States employment agencies, used by 5, 4, and 4 of the companies, respectively.

Number of Secretarial Employees Performing Selected Duties. In Table LVI is given the number of secretarial employees performing selected business duties. The 401 employees represented in the table are from Enid, Blackwell, Pryor, and the public schools. The fact that a duty is not listed here does not mean that none of the employees perform it. It was obviously impractical for a detailed analysis to be made of each job so most of the original investigators provided check lists of the main duties of each position which were then marked by the various employers. Only those duties which were common to the check lists used in the Blackwell, the Enid, and the Pryor surveys are given here. Dark, however, in her study of the public school secretary, did make a detailed analysis which resulted in 3 single-spaced typewritten pages of duties. It was deemed advisable to limit this lengthy treatment of the duties of the school secretary and include only the duties used by the other investigators.

All of the 335 secretarial employees did typewriting, and 98.4 per cent and 85.8 per cent did filing and took dictation, respectively. Another duty performed by more than half of the secretarial employees was bookkeeping.

The study of the 15 oil companies did not give the number of employees performing certain duties; it did, however, state that all secretaries and stenographers were required to take dictation and transcribe. Some of the companies required their secretaries and stenographers to do filing and bookkeeping, but the exact number was not mentioned.

Number of Secretarial Employees Operating Certain Machines. The number of secretarial employees operating certain machines other than the typewriter is given in Table LVII. The 335 employees represented are the same as those



TABLE LVI

## NUMBER AND PERCENTAGE OF FULL-TIME SECRETARIAL EMPLOYEES PERFORMING SELECTED DUTIES

Position	Total Employees Represented		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Secretary	190	100	190	100	187	98.4	163	85.8	167	87.9	2	1.1
Stenographer	77	100	77	100	77	100.0	77	100.0	38	49.4		
Ediphone/Dictaphone Operator	17	100	17	100	12	70.6						
Typist	51	100	51	100	45	88.2			7	13.7		
TOTALS	335	100	335	100	321	95.8	240	71.6	212	63.3	2	.6

This table should be read as follows: One hundred and ninety, or 100 per cent, of the 190 secretaries represented performed typewriting duties.

represented in Table LVI, being from Blackwell, Enid, and Pryor, and the public schools. The machines about which information is presented in the table are those which were common to the Blackwell, Enid, and Pryor surveys. As was mentioned under the preceding heading, a detailed analysis of the duties of school secretaries was made; and, since the operation of the machines found in the check lists of the 3 other surveys was included in the list of duties of school secretaries, it seemed appropriate that the data gathered in the public school survey be included along with that of the Blackwell, Enid, and Pryor surveys. Information about only the machines common to all 4 surveys is given in Table LVII.

Three machines were used by a significant number of the secretarial employees. These were the adding machine, the calculator, and the mimeograph. Each of these machines was used by approximately one-third of the employees represented. The large number of secretaries using the mimeograph may be accounted for by the fact that seventy of the 96 reported as using it were school secretaries who would, of course, be expected to have considerable duplicating work.

There were a number of other machines, such as the liquid process duplicator, the comptometer, the cash register, and the check writer, that were mentioned in the Blackwell and Enid studies. However, fewer than one-fourth of the secretarial employees from these 2 towns were reported as using any one of the machines just named.

Two of the 15 oil companies required secretaries to operate duplicating machines, and 3 oil companies required stenographers to operate duplicating machines. Stenographers are also required to operate adding machines in 2 companies and calculating machines in 1 company. None of the oil companies require secretaries or stenographers to operate the addressing machine. Since

TABLE LVII

## NUMBER AND PERCENTAGE OF FULL-TIME SECRETARIAL EMPLOYEES OPERATING CERTAIN MACHINES

Position	Total Employees Represented		Adding Machine		Calculator		Addressing Machine		Mimeograph		Ediphone/Dictaphone	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
	Secretary	190	100	39	20.6	62	32.6	15	7.9	96	50.5	23
Stenographer	77	100	42	54.5	25	32.5	6	7.8	17	22.1	10	12.9
Ediphone/Dictaphone Operator	17	100	5	29.4	3	17.7					17	100.0
Typist	51	100	33	64.7	18	35.4			11	21.6		
TOTALS	335	100	119	35.5	103	32.2	21	6.3	124	37.0	50	14.9

This table should be read as follows: Thirty-nine, or 20.6 per cent, of the 190 secretaries represented operated the adding machine.

the exact number of employees involved was not known, these data could not be included in Table LVII.

## CHAPTER VI

### CLERICAL POSITIONS

The data compiled in this chapter are taken from 6 occupational surveys made in 6 different medium-sized Oklahoma towns. No specialized studies of clerical positions in Oklahoma were available for inclusion in this chapter; consequently the total number of clerical positions represented is considerably below the total number of record keeping positions and total number of secretarial positions which are represented in the 2 preceding chapters.

Terminology. In the 6 studies included in this summary, the term "Clerical" was used as a broad term to include all business positions which had the word "Clerk" as part of the job title. There was considerable variation among the studies as to the job titles which were listed under the general heading "Clerical," and none of the studies attempted to define its classifications of clerks. Apparently each of the original investigators accepted the employers' opinions as to the types of clerks which they employed. There were 10 types of clerks - billing, entry, file, general office, operation, order, payroll, chipping, stock, and time - mentioned by the 6 studies with several types being mentioned in only one study. While some of the job titles are descriptive and in general usage, some of them are so uncommon that a definition is required if one is to find the data regarding them of any value. It is regrettable that such clarification was not provided; for as Liles says,

...a definite and logical classification of clerical duties into specific clerical job titles and, further, into related groups is imperative if confusion is to be eliminated in clerical terminology,

if satisfactory progress is to be achieved in job preparation for clerical work, if the placement function of the school is to operate properly, and, in general, if the schools are to meet effectively the needs of business.<sup>1</sup>

Despite this shortcoming, data concerning all of the clerical positions mentioned in any of the 6 studies are given in this chapter. The information can be regarded as only approximately correct, however, since job titles are a matter of employer judgment which varies with each employer.

Distribution of Clerical Employees. The geographical distribution of full-time and part-time clerical employees, with a division as to specific position, is given in Tables LVIII and LIX, respectively. From the data in Table LVIII it may be seen that the clerical positions of general office clerk and of stock clerk not only require the greatest number of employees but also are mentioned as existing in more towns than any of the other classifications of clerical positions. While it is not known with any degree of certainty whether the very small number of some types of clerks indicates that there are few positions for that particular type or whether it merely indicates employer differences in job classification, the data in Table LVIII, nevertheless, probably are fairly accurate in presenting a general distribution of the workers in the clerical field.

Table LIX indicates that the opportunities for part-time clerical work are rather limited. Only 15 part-time workers are employed in 419 businesses in 4 towns. Most of these 15 are employed as stock clerks, with the rest being employed either as billing clerks or as general office clerks. All further tables in this chapter concern full-time clerks only except where, as indicated, the original investigator did not make a distinction between full-time and part-time workers.

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<sup>1</sup>Alton B. Parker Liles, Some Factors in the Training of Clerical Workers. Doctor's dissertation, University of Kentucky, Louisville, Kentucky, 1947. Published by Oklahoma A. and M. College, Stillwater, Oklahoma, 1949. P. 26.

TABLE LVIII

## GEOGRAPHICAL DISTRIBUTION OF FULL-TIME CLERICAL EMPLOYEES IN SPECIFIC CLERICAL POSITIONS

Location	Number of Businesses Surveyed	Number of Employees										Total
		Bill- ing Clerks	Entry Clerks	File Clerks	General Office Clerks	Opera- tion Clerks	Order Clerks	Pay- roll Clerks	Ship- ping Clerks	Stock Clerks	Time Clerks	
Blackwell	124				13		3			13		29
Bristow	107			1		1						2
Enid	101	31		8	98		6	9	10	62	2	226
McAlester	75				25							25
Pryor	87				6				2	13		21
Seminole	136		1	2	27					14	1	45
TOTALS	630	31	1	11	169	1	9	9	12	102	3	348
Per cent of 348		8.9	.3	3.2	48.5	.3	2.6	2.6	3.4	29.3	.9	100

This table should be read as follows: The 124 businesses in Blackwell included in this survey employed 13 general office clerks, 3 order clerks, and 13 stock clerks, or a total of 29 full-time clerks.

TABLE LIX

GEOGRAPHICAL DISTRIBUTION OF PART-TIME  
CLERICAL EMPLOYEES IN SPECIFIC CLERICAL POSITIONS

Location	Number of Businesses Surveyed	Number of Employees			Total
		Billing Clerks	General Office Clerks	Stock Clerks	
Blackwell	124			2	2
Bristow	107			2	2
Enid	101	6		2	8
Pryor	87		1	2	3
<b>TOTALS</b>	<b>419</b>	<b>6</b>	<b>1</b>	<b>8</b>	<b>15</b>
Per cent of					
15		40.0	6.7	53.3	100

This table should be read as follows: The 124 businesses in Blackwell included in this summary employed 2 part-time stock clerks, or a total of 2 part-time clerks.



Division of Clerical Employees by Sex. Table LX shows a division of the full-time clerical employees according to sex. Except for the 25 general office clerks in McAlester, who were not divided according to sex, the employees represented in Table LX are the same as those represented in Table LVIII.

So far as the total number of clerical workers is concerned, there is an approximately equal division between the sexes, with men being slightly in the majority. It may be noted that there are more women than men in the positions of billing clerk, entry clerk, file clerk, general office clerk, order clerk, and payroll clerk, while men are predominate in the positions of operation clerk, shipping clerk, stock clerk, and time clerk.

Because there were only 15 part-time clerical employees, a separate table was not constructed to show their division according to sex. The 6 billing clerks and the 1 general office clerk were women; 6 stock clerks were men; and 2 stock clerks were not divided as to sex.

Preferences for Clerical Employees by Sex. In Table LXI are given the preferences for men and for women clerical employees as expressed by 129 employers in Enid, Seminole, and Pryor. Women are preferred by a greater number of employers than are men, but the difference is not great. Forty and three-tenths per cent of the employers prefer men; 44.2 per cent prefer women, and 15.5 per cent did not specify a preference. The types of positions for which employers prefer men in a majority of the cases presented are those for shipping clerks, stock clerks, and time clerks. Women are preferred by the employers for the positions of billing clerk, file clerk, general office clerk, and payroll clerk.

Table LXII presents data concerning the number of clerical positions for which men are preferred, the number for which women are preferred, and the

TABLE LX

## DIVISION OF FULL-TIME CLERICAL EMPLOYEES ACCORDING TO SEX

Loca- tion	Number of Employees																Total				
	Bill- ing Clerks		Entry Clerks		File Clerks		General Office Clerks		Opera- tion Clerks		Pay- roll Clerks		Ship- ping Clerks		Stock Clerks		Time Clerks		M	W	Com- bined
	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W					
Blackwell					4	9				3				12	1			16	13	29	
Bristow				1					1									1	1	2	
Enid	8	23		1	7	26	72		2	4	1	8	10	56	6	1	1	105	121	226	
Pryor							6						2	12	1			14	7	21	
Seminole			1		2	22	5							13	1	1		36	9	45	
TOTAL	8	23		1	1	10	52	92	1	2	7	1	8	12	93	9	2	1	172	151	323

This table should be read as follows: Four men and 9 women were employed as full-time general office clerks in Blackwell.

TABLE LXI

## EMPLOYERS' PREFERENCES FOR CLERICAL EMPLOYEES BY SEX

Positions	Total Employers Replying <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Billing Clerk	22	100	1	4.5	17	77.3	4	18.2
Entry Clerk	1	100			1	100.0		
File Clerk	8	100	1	12.5	5	62.5	2	25.0
General Office Clerk	43	100	8	18.6	27	62.8	8	18.6
Order Clerk	4	100	2	50.0	1	25.0	1	25.0
Payroll Clerk	5	100	1	20.0	3	60.0	1	20.0
Shipping Clerk	7	100	6	85.7			1	14.3
Stock Clerk	35	100	30	85.7	3	8.6	2	5.7
Time Clerk	4	100	3	75.0			1	25.0
TOTALS	129	100	52	40.3	57	44.2	20	15.5

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of clerical position listed.

This table should be read as follows: Of the 22 employers expressing a preference for billing clerks by sex, 1, or 4.5 per cent, preferred men billing clerks.

TABLE LXII

DISTRIBUTION OF JOBS HELD BY CLERICAL EMPLOYEES  
ACCORDING TO PREFERENCE BY SEX SPECIFIED BY EMPLOYERS

Positions	Total		Men		Women		No	
	Positions Represented <sup>1</sup>		Preferred		Preferred		Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
General Office Clerk	20	100	6	30.0	12	60.0	2	10.0
Order Clerk	3	100			2	66.7	1	33.3
Shipping Clerk	2	100	2	100.0				
Stock Clerk	41	100	26	63.4	14	34.1	1	2.5
TOTALS	66	100	34	51.5	28	42.4	4	6.1

<sup>1</sup>In this table are included 3 part-time clerical positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 20 general office clerical positions for which a preference by sex was specified, men general office clerks were preferred for 6, or 30.0 per cent.

number for which no preference was expressed. This information was available for 63 full-time and 3 part-time clerical positions found in Pryor and Blackwell. Here, men are preferred for a greater number of the positions than are women; but again the difference is not great. Men are preferred more often than women for the positions of shipping clerk and stock clerk, while women are preferred for the positions of general office clerk and order clerk.

It may be noted both in Tables LXI and LXII that information regarding sex preference was not available for a number of the different classifications of clerks. However, if Tables LXI and LXII are considered together with Table LX, it becomes increasingly evident that men are preferred for certain types of clerical positions and women are preferred for certain types of clerical positions. The positions for which men seem to be consistently preferred are shipping clerk, stock clerk, and time clerk. Women seem to be consistently preferred for the positions of billing clerk, file clerk, general office clerk, order clerk, and payroll clerk. This rather clear-cut division is probably due to the fact that the clerical positions for which men are preferred ordinarily involve a good deal of manual labor, while the positions for which women are preferred are usually considered to be routine office jobs, for which there is an increasing tendency to employ women.

Rate of Turnover of Clerical Employees. Both men and women clerical employees have very low rates of turnover when considered in relation to other types of business occupations. The rate of turnover in men clerks was 11.8 per cent; the rate of turnover in women clerks was 11.5 per cent; and the rate of turnover of men and women clerks combined was 12.9 per cent. A careful study of the original surveys revealed no satisfactory explanation of why the rate of turnover of clerical employees, both men and women, should be so

TABLE LXIII  
 RATE OF TURNOVER IN MEN CLERICAL EMPLOYEES  
 DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Billing Clerk	0	1	9	0	0
File Clerk	1	1	1	1	100.0
General Office Clerk	4	2	29	2	6.9
Order Clerk	1	1	2	1	50.0
Payroll Clerk	0	0	1	0	0
Shipping Clerk	1	0	11	0	0
Stock Clerk	16	9	65	9	13.8
Time Clerk	2	1	1	1	100.0
TOTALS	25	15	119	14	11.8

<sup>1</sup> Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup> Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: No men were newly employed and 1 was separated from the position of billing clerk, resulting in no turnover.

TABLE LXIV

## RATE OF TURNOVER IN WOMEN CLERICAL EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Billing Clerk	3	6	25	3	12.0
File Clerk	3	1	6	1	16.7
General Office Clerk	21	8	75	8	10.7
Order Clerk	0	1	7	0	0
Payroll Clerk	0	0	8	0	0
Stock Clerk	3	6	9	3	33.3
Time Clerk	0	0	1	0	0
TOTALS	30	22	131	15	11.5

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Three new women billing clerks were hired and 6 were separated from their jobs, resulting in a 12.0 per cent turnover.

TABLE LXV

## RATE OF TURNOVER IN CLERICAL EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Billing Clerk	3	7	33	3	9.1
File Clerk	4	2	7	2	28.6
General Office Clerk	25	10	104	10	9.6
Order Clerk	1	2	9	1	11.1
Payroll Clerk	0	0	9	0	0
Shipping Clerk	1	0	10	0	0
Stock Clerk	19	15	73	15	20.5
Time Clerk	2	1	2	1	50.0
TOTALS	55	37	247	32	12.9

<sup>1</sup>Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Three new billing clerks were hired and 7 were separated from their jobs, resulting in a 9.1 per cent turnover.



low. It may be that if data regarding a larger number of clerks in several other towns were added to the existing data, shown in Tables LXIII, LXIV, and LXV, different results would be obtained. The facts presented in Tables LXIII, LXIV, and LXV are for full-time clerical employees in Blackwell and Enid.

Minimum Age Requirements for Men Clerical Employees. In Table LXVI is shown the distribution of 135 full-time and 2 part-time clerical positions for men according to minimum age requirements specified by employers in Pryor, Blackwell, and Enid. A majority of the total clerical positions have a minimum age requirement of 18 years. When each type of position is considered separately, only slight variations from the 18-year minimum age requirement may be noted. The 1 position each for file clerk, payroll clerk, and time clerk has a minimum age requirement of 20 years, and a majority of the positions for shipping clerks have a minimum age requirement of 20 years or older; otherwise, 18 years seems to be the generally accepted minimum age requirement.

Sixty employers in Pryor, Enid, and Seminole specified the minimum age requirements for men clerks tabulated in Table LXVII. Over half the employers specified minimum age requirements of 18 years or younger, as was also shown to be true in Table LXVI; however, a significant per cent, 23.2, of the employers whose opinions are represented in Table LXVII specified a minimum age requirement of 21 years, a fact which was not shown in Table LXVI. No other significant differences exist between the 2 sets of data.

Minimum Age Requirements for Women Clerical Employees. The distribution of 145 full-time and 1 part-time clerical positions for women according to minimum age requirements specified by employers in Pryor, Blackwell, and Enid is given in Table LXVIII. Eighteen years was the minimum age requirement specified by the employers for over three-fourths of the total clerical positions

TABLE LXVI

DISTRIBUTION OF JOBS HELD BY MEN CLERICAL EMPLOYEES  
ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	Minimum Age Specified by Employers											Total
	14	16	17	18	20	21	22	24	25-29	30 and over	No requirement	
Billing Clerk				4	2	2						8
File Clerk					1							1
General Office Clerk				22	6	3						31
Order Clerk				1		1						2
Payroll Clerk					1							1
Shipping Clerk		1	1	2	3	1	1		1	1		11
Stock Clerk	1	4		54	4	8	3	1	4		3	82
Time Clerk					1							1
TOTALS	1	5	1	83	18	15	4	1	5	1	3	137
Per cent of 137	.7	3.7	.7	60.6	13.1	10.9	2.9	.7	3.7	.7	2.3	100

<sup>1</sup>In this table are included 2 part-time clerical positions which could not be separated from the full-time positions.

This table should be read as follows: In 4 of the 8 jobs for which employers hired new men billing clerks, the minimum age requirement was 18.

TABLE LXVII

 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM  
 AGE REQUIREMENTS FOR MEN CLERICAL EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>											Total		
	14	16	17	18	19	20	21	22	23	24	25- and 29 over		30 over	
Billing Clerk				1		1	1					1	1	5
File Clerk			1			1								2
General Office Clerk			1	8		1	2		1	1				14
Order Clerk				1			1							2
Shipping Clerk		1	1	4		1								7
Stock Clerk	1	1	1	11	1	3	9	1				2		30
Time Clerk				1	1		1							3
TOTALS	1	2	4	26	2	7	14	1	1	1	3	1		63
Per cent of 63	1.6	3.2	6.3	41.2	3.2	11.1	22.2	1.6	1.6	1.6	4.8	1.6		100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of clerical position listed.

This table should be read as follows: Of the 5 instances in which employers hire new men billing clerks, in 1 instance employers stated they would hire new men billing clerks at the age of 18 years.

TABLE LXVIII

DISTRIBUTION OF JOBS HELD BY WOMEN CLERICAL EMPLOYEES  
ACCORDING TO MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Positions <sup>1</sup>	Minimum Age Specified by Employers									Total
	16	18	19	20	21	22	25- 29	30 and over	No re- quire- ment	
Billing Clerk		20	2	1			1			24
File Clerk		7								7
General Office Clerk	1	69	1	6	4	5	2			88
Order Clerk		3					1	2	1	7
Payroll Clerk		6		2						8
Shipping Clerk		4								4
Stock Clerk	2	3	1	1				1		8
TOTALS	3	112	4	10	4	5	4	3	1	146
Per cent of 146	2.1	76.7	2.7	6.8	2.7	3.5	2.7	2.1	.7	100

<sup>1</sup>In this table is included 1 part-time clerical position which could not be separated from the full-time positions.

This table should be read as follows: In 20 of the 24 jobs for which employers hired new women billing clerks, the minimum age requirement was 18.

TABLE LXIX  
 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE  
 REQUIREMENTS FOR WOMEN CLERICAL EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>								Total
	16	18	19	20	21	22	25- 29	30 and over	
Billing Clerk		10	3	1	2		1		17
Entry Clerk		1							1
File Clerk		6							6
General Office Clerk	1	22	1	5	3	1	2		35
Order Clerk		1						1	2
Payroll Clerk		3		2					5
Stock Clerk	1	3	1	1					6
Time Clerk					1				1
TOTALS	2	46	5	9	6	1	3	1	73
Per cent of 73	2.7	63.0	6.8	12.3	8.2	1.4	4.2	1.4	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of clerical position listed.

This table should be read as follows: Of the 17 instances in which employers hire new women billing clerks, in 10 instances employers stated that they would hire new women billing clerks at the age of 18 years.

represented. For all of the different types of clerical positions about which information was available, 18 years was specified as the minimum age requirement more often than any other age.

Table LXIX shows the minimum age requirements of women clerical employees expressed by 73 employers in Pryor, Seminole, and Enid. The data in Table LXIX appear practically the same as those presented in Table LXVIII, the only difference being in the slightly greater per cent of employers who specified 19, 20, and 21 years as the minimum age requirements for women clerks.

From Tables LXVI, LXVII, LXVIII, and LXIX, it is apparent that the most prevalent minimum age requirement for all types of clerks is 18 years. This is the same minimum age requirement as for the secretarial employees.

Experience Requirements for New Clerical Employees. In Table LXX is given information regarding whether or not experience is required for replacements in 280 full-time and 3 part-time clerical jobs found in Pryor, Enid, Blackwell, and Bristow. In every type of clerical position in which more than one job is represented, experience is not required in a majority of the cases. Of the 283 clerical positions represented, experience is required for only 52, or 18.4 per cent.

Table LXXI presents data concerning the experience requirements for clerical positions specified by 132 employers in Pryor, Enid, and Seminole. One-third of the employers specified some experience for new clerks, while two-thirds specified no experience. The only positions for which experience was required by more than half of the employers who replied for that particular position were those for entry clerks, shipping clerks, and stock clerks.

The facts that most of the clerical positions do not have an experience requirement and that 18 years is the minimum age requirement in a majority of the cases lead to the conclusion that most clerical positions are available to the high school graduate.

TABLE LXX

DISTRIBUTION OF JOBS ACCORDING TO EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED CLERICAL EMPLOYEES

Position <sup>1</sup>	Total Jobs Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Billing Clerk	31	100	3	9.7	28	90.3
File Clerk	9	100	2	22.2	7	77.8
General Office Clerk	118	100	14	11.9	104	88.1
Operation Clerk	1	100	1	100.0		
Order Clerk	9	100	2	22.2	7	77.8
Payroll Clerk	9	100	4	44.4	5	55.6
Shipping Clerk	12	100	4	33.3	8	66.7
Stock Clerk	92	100	22	23.9	70	76.1
Time Clerk	2	100			2	100.0
TOTALS	283	100	52	18.4	231	81.6

<sup>1</sup>In this table are included 3 part-time positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 31 positions for billing clerks for which the experience requirements were given, 3, or 9.7 per cent, require experience.

TABLE LXXI

NUMBER OF EMPLOYERS SPECIFYING EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED CLERICAL EMPLOYEES

Position	Total Employers <sup>1</sup> Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Billing Clerk	22	100	3	13.6	19	86.4
Entry Clerk	1	100	1	100.0		
File Clerk	8	100	2	25.0	6	75.0
General Office Clerk	46	100	13	28.3	33	71.7
Order Clerk	4	100	1	25.0	3	75.0
Payroll Clerk	5	100	1	20.0	4	80.0
Shipping Clerk	7	100	4	57.1	3	42.9
Stock Clerk	35	100	18	51.5	17	48.5
Time Clerk	4	100	1	25.0	3	75.0
TOTALS	132	100	44	33.3	88	66.7

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the experience requirements for any type of clerical position listed.

This table should be read as follows: Of the 22 employers hiring new billing clerks, 3, or 13.6 per cent, required experience of new billing clerks.



Education Requirements for New Clerical Employees. In Table LXXII are given the minimum education requirements for 299 full-time and 3 part-time clerical positions found in Blackwell, Enid, McAlester, and Pryor. In all types of clerical positions, high school graduation was the minimum education required by the employers for a majority of the positions. The classification of stock clerk was the only type of clerical position in which a significant number of the positions had a lower minimum education requirement than completion of 4 years of high school. Thirty-seven of the 90 positions for stock clerk required the completion of only 2 years of high school.

Except for the position of billing clerk, Table LXXIII, which gives the minimum education requirements for clerical employees as expressed by 132 employers in Seminole, Enid, and Pryor, reveals the same tendency as Table LXXII. One-half of the 22 employers hiring new billing clerks required business college training; otherwise a majority of the employers of each classification of clerk required only high school graduation.

Since most of the clerical positions do not require experience, are available at the age of 18 years, and require only high school graduation, and in a number of cases even less, it appears that the clerical field is one in which employers are willing to accept the young person who has just completed high school.

Number of Newly Employed Clerical Employees. Table LXXIV gives the number and type of clerical employees who were newly hired, whether for replacements or for newly created positions, in Enid, Blackwell, and Pryor during a 12-month period. As mentioned previously, the 12-month period covered in Pryor was the calendar year 1948, and the 12-month period covered in Enid and Blackwell began late in 1948 and ended in 1949. From the table, it is apparent that the only 2 clerical positions for which a significant number of

TABLE LXXII

DISTRIBUTION OF JOBS HELD BY CLERICAL EMPLOYEES ACCORDING TO  
MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	New Employee Must Have Completed					No requirement	Total
	8th Grade	High School		Business College	2 years College		
Billing Clerk	1		26		4		31
File Clerk			5		3		8
General Office Clerk	2		121		16	2	141
Order Clerk			7			2	9
Payroll Clerk			9				9
Shipping Clerk	1		8		3		12
Stock Clerk	4	37	44		2	3	90
Time Clerk			1		1		2
TOTALS	8	37	221		29	4	302
Per cent of 302	2.6	12.2	73.3		9.6	1.3	100

<sup>1</sup>In this table are included 3 part-time clerical positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 31 positions for billing clerks for which minimum education requirements were given, 1 had the minimum requirement of an eight-grade education.

TABLE LXXIII  
 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM  
 EDUCATION REQUIREMENTS FOR NEW CLERICAL EMPLOYEES<sup>1</sup>

Position	New Employee Must Have Completed									Total
	Grade	High School				Business College	College			
		8	1	2	3		4	1	2	
Billing Clerk			1		10	11				22
Entry Clerk					1					1
File Clerk					5	2		1		8
Gen. Office Clerk 1			1	2	28	12	1		1	46
Order Clerk			1		3					4
Payroll Clerk					2	2		1		5
Shipping Clerk	1		1		4	1				7
Stock Clerk	3	1	3		27	1				35
Time Clerk					2	2				4
TOTALS	5	1	7	2	82	31	1	2	1	132
Per cent of 132	3.8	.8	5.3	1.5	62.1	23.4	.8	1.5	.8	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning education requirements for any type of clerical position listed.

This table should be read as follows: Of the 22 employers hiring new billing clerks and specifying minimum education requirements, 1 requires new billing clerks to have had at least 2 years of high school.

TABLE LXXIV  
 NUMBER OF NEWLY EMPLOYED CLERICAL EMPLOYEES  
 DURING A 12-MONTH PERIOD

Position	Newly Employed in			Total Newly Employed Clerical Employees
	Blackwell	Enid	Pryor	
Billing Clerk		3		3
File Clerk		4		4
General Office Clerk	3	22	2	27
Order Clerk		1		1
Shipping Clerk		1	1	2
Stock Clerk	8	11	6	25
Time Clerk		2		2
TOTALS	11	44	9	64
Per cent of 64	17.2	68.7	14.1	100

This table should be read as follows: Three billing clerks were newly employed in Enid during a 12-month period.

new employees were hired were the positions of general office clerk and of stock clerk. The fact that not a great many new clerks are hired during a year is probably due to the relatively low rate of turnover of clerical employees.

Number of Clerical Employees Performing Selected Duties. The number and percentage of 276 full-time clerical employees in Enid, Blackwell, and Pryor performing selected duties are given in Table LXXV. The duties shown in the table are those which were included in the check lists provided in the interview schedules of each of the three studies. Only one duty, typewriting, was checked as being performed by more than half of the employees. The only classification of clerical employee represented in which fewer than half of the employees performed typewriting duties was the classification of shipping clerk. The duty performed by the smallest number of employees was that of taking dictation and transcribing. Only one type of clerk, the general office clerk, performed this duty.

Number of Clerical Employees Operating Certain Machines. Data concerning the machines operated by clerical employees are given in Table LXXVI. The 276 employees represented in Table LXXVI are the same as those represented in Table LXXV. The table lists only those machines which were mentioned by each of the 3 studies.

The adding machine is the only machine mentioned as being used by over half the clerical employees; however, the calculator is also mentioned as being used by a significantly large number of employees. In the Blackwell and Enid surveys one other machine was reported as being used by a significant number of clerical employees. Out of 255 clerks in these 2 towns, 35 used the cash register. Over half of the 35 reported using the cash register were classified as billing clerks. It also might be well to note that of the 98 general office clerks in Enid, 24 were reported as using the liquid process duplicator.

TABLE LXXV

## NUMBER AND PERCENTAGE OF FULL-TIME CLERICAL EMPLOYEES PERFORMING SELECTED DUTIES

Position	Total Employees Represented		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Billing Clerk	31	100	31	100.0							12	38.7
File Clerk	8	100	8	100.0	8	100.0					2	25.0
General Office Clerk	117	100	117	100.0	102	87.2	20	17.1	88	75.2	36	30.8
Order Clerk	9	100	7	77.8	6	66.7			2	22.2	8	88.9
Payroll Clerk	9	100	9	100.0	9	100.0			9	100.0		
Shipping Clerk	12	100	3	25.0	1	8.3					2	16.7
Stock Clerk	88	100	45	51.1	9	10.2			3	3.4	16	18.2
Time Clerk	2	100	2	100.0	2	100.0			2	100.0		
Totals	276	100	222	80.5	137	49.6	20	7.2	104	37.7	76	27.5

This table should be read as follows: Thirty-one, or 100 per cent, of the 31 billing clerks represented performed typewriting duties.

TABLE LXXVI

## NUMBER AND PERCENTAGE OF FULL-TIME CLERICAL EMPLOYEES OPERATING CERTAIN MACHINES

	Total Employees Represented		Adding Machine		Calculator		Addressing Machine		Mimeograph	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Billing Clerk	31	100	20	64.5	27	87.1	21	67.7		
File Clerk	8	100	1	12.5						
General Office Clerk	117	100	53	45.3	40	34.2	3	2.6	22	18.8
Order Clerk	9	100	4	44.4	5	55.6				
Payroll Clerk	9	100	3	33.3						
Shipping Clerk	12	100	4	33.3						
Stock Clerk	88	100	57	64.8	26	29.5			1	1.1
Time Clerk	2	100	2	100.0	2	100.0				
Totals	276	100	144	52.2	106	38.4	24	8.7	23	8.3

This table should be read as follows: Twenty, or 64.5 per cent, of the 31 billing clerks represented operated the adding machine.

## CHAPTER VII

### SALES POSITIONS

In this chapter pertaining to sales positions are summarized data contained in 5 occupational surveys which were made in 5 different, medium-sized Oklahoma towns. No specialized studies of sales employees were available for inclusion in this chapter.

Terminology. Four classifications of sales employees were mentioned by the 5 studies which contained information regarding sales positions. These 4 classifications were retail salesmen, wholesale salesmen, department managers, and insurance salesmen. All of the surveys supplied data concerning retail salesmen; 4 supplied information concerning wholesale salesmen; 3 supplied information concerning department managers; and 2 supplied information concerning insurance salesmen. It is not known whether the lack of data in some of the studies regarding the various classifications of sales employees is due to the fact that the position did not exist in a particular town or due to the fact that the original investigator may not have gathered data pertaining to a certain classification of employee. The latter explanation seems more likely. The 4 job titles included under the classification of "Sales Positions" were not defined or otherwise explained by any of the 5 original studies. With the possible exception of department manager, however, the job titles for sales positions appear to be self-explanatory.

Distribution of Sales Employees. A geographical distribution of full-time and part-time sales employees with a division as to specific position is made in Tables LXXVII and LXXVIII, respectively. The number of sales



TABLE LXXVII

GEOGRAPHICAL DISTRIBUTION OF FULL-TIME SALES EMPLOYEES  
IN SPECIFIC SALES POSITIONS

Location	Number of Businesses Surveyed	Number of Employees				Total
		Retail Salesmen	Wholesale Salesmen	Department Managers	Insurance Salesmen	
Blackwell	124	205	27			232
Bristow	107	105		21		126
Enid	101	440	47	59	13	559
Pryor	87	106	11	3		120
Seminole	136	214	9		4	227
TOTALS	555	1070	94	83	17	1264
Per cent of 1264		84.7	7.4	6.6	1.3	100

This table should be read as follows: The 124 businesses in Blackwell included in this survey employed 205 retail salesmen and 27 wholesale salesmen, or a total of 232 sales employees.

TABLE LXXIX

GEOGRAPHICAL DISTRIBUTION OF PART-TIME SALES EMPLOYEES  
IN SPECIFIC SALES POSITIONS

Location	Number of Businesses Surveyed	Number of Retail Salesmen	Total Part- Time Sales Employees
Blackwell	124	27	27
Bristow	107	49	49
Enid	101	57	57
Pryor	87	30	30
TOTAL	419	163	163

This table should be read as follows: The 124 businesses in Blackwell included in this survey employed 27 part-time retail salesmen.

employees in the 5 towns included in this chapter is far greater than is the number of workers in any other type of store or office occupation in the same towns. Most of this large number of workers are employed as retail salesmen. The positions of wholesale salesmen, department manager, and insurance salesman each have fewer than 8 per cent of the total number of sales employees, while the position of retail salesman has 84.7 per cent of the total, or 1070 workers.

All of the part-time workers in sales positions were employed as retail salesmen. The total of 163 part-time sales employees is greater than the number of part-time workers in any of the other fields summarized in this study, making the position of retail salesman the most prevalent so far as both full-time and part-time workers are concerned.

Division of Sales Employees by Sex. The employees represented in Table LXXVIII are divided as to sex in Table LXXX. From the table, it is evident that men predominate in all 4 types of sales positions. The positions of wholesale salesman and insurance salesman are filled entirely by men. The position of department manager is filled by men in 88 per cent of the 73 jobs represented. The retail sales positions, however, are almost equally divided between the men and the women with the men maintaining only a slight edge. Fifty-eight per cent of the total sales employees are men.

In Table LXXXI, 136 of the 163 part-time retail salesmen are divided according to sex. The 27 part-time sales employees in Blackwell were not divided as to sex and could not be included in Table LXXXI. Most of the part-time retail salesmen were women, a tendency which differs from the almost equal number of men and women full-time employees who were retail salesmen. Of the 136 positions represented in Table LXXXI, 49 were filled by men and 87 were filled by women.

TABLE LXXX

## DIVISION OF FULL-TIME SALES EMPLOYEES ACCORDING TO SEX

Location	Number of Employees														
	Retail Salesmen			Wholesale Salesmen			Department Managers			Insurance Salesmen			Total		
	Men	Women	Com- bined	Men	Women	Com- bined	Men	Women	Com- bined	Men	Women	Com- bined	Men	Women	Com- bined
Blackwell	116	89	205	27		27							143	89	232
Bristow	47	58	105				21		21				68	58	126
Enid	207	233	440	47		47	50	9	59	13		13	317	242	559
Pryor	64	42	106	11		11	2	1	3				77	43	120
Seminole	116	98	214	9		9				4		4	129	98	227
TOTALS	550	520	1070	94		94	73	10	83	17		17	734	530	1264
Per cent of Men and Women	51.4	48.6	100	100		100	88	12	100	100		100	58	42	100

This table should be read as follows: One hundred and sixteen men and 89 women, or a total of 205 persons, were employed as full-time retail salesmen in Blackwell.

TABLE LXXXI

## DIVISION OF PART-TIME SALES EMPLOYEES ACCORDING TO SEX

Location	Number of Retail Salesmen		
	Men	Women	Combined
Bristow	33	16	49
Enid	6	51	57
Pryor	10	20	30
TOTALS	49	87	136
Per cent of Men and Women	36	64	100

This table should be read as follows: Thirty-three men and 16 women, or a total of 49 persons, were employed as part-time retail salesmen in Bristow.

All further tables in this chapter concern full-time employees except where, as indicated, the original investigator did not distinguish between full-time and part-time workers.

Preferences for Sales Employees by Sex. The preferences of 196 employers in Enid, Seminole, and Pryor for sales employees by sex are given in Table LXXXII. Men are preferred more often than women by the employers for all types of positions. Men exclusively are preferred for the positions of wholesale salesman and insurance salesman. Women are preferred by only 3 of the 20 employers of department managers and by slightly over one-fourth of the 156 employers of retail salesmen.

Three hundred and eighty-two sales positions found in Pryor and Blackwell are distributed in Table LXXXIII according to the sex preference specified by the employers. Thirty part-time retail sales positions are included in the table since they could not be separated from the full-time positions. Men are preferred again more often than women in the retail sales positions, and they are preferred exclusively for the positions of wholesale salesman and department manager.

The sex preferences given in Tables LXXXII and LXXXIII and the existing situation presented in Table LXXX lead to the conclusion that men are preferred, and employed, exclusively for wholesale sales positions and insurance sales positions and more often than women for retail sales positions and department manager sales positions.

Rate of Turnover of Sales Employees. The rate of turnover in men sales employees in Blackwell and Enid is given in Table LXXXIV. One position, that of department manager, had no turnover; and the turnover in each of the other classifications of men sales employees was not excessive. The highest turnover rate, 18.5 per cent, was in the position of retail salesman.

TABLE LXXXII  
EMPLOYERS' PREFERENCES FOR SALES EMPLOYEES BY SEX

Positions	Total Employers Replying <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
	Retail Salesman	156	100	86	55.1	41	26.3	29
Wholesale Salesman	15	100	15	100.0				
Department Manager	20	100	15	75.0	3	15.0	2	10.0
Insurance Salesman	5	100	5	100.0				
TOTALS	196	100	121	61.7	44	22.4	31	15.9

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of sales position listed.

This table should be read as follows: Of the 156 employers expressing a preference for retail salesmen by sex, 86, or 55.1 per cent, preferred men retail salesmen.

TABLE LXXXIII

DISTRIBUTION OF JOBS HELD BY SALES EMPLOYEES ACCORDING TO  
PREFERENCE BY SEX SPECIFIED BY EMPLOYERS

Positions	Total Positions Represented <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Retail Salesman	341	100	151	44.3	64	18.8	126	36.9
Wholesale Salesman	38	100	38	100.0				
Department Manager	3	100	3	100.0				
TOTALS	382	100	192	50.2	64	16.8	126	33.0

<sup>1</sup>In this table are included 30 part-time retail sales positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 341 retail salesman positions for which a preference by sex was specified, men retail salesmen were preferred for 151, or 44.3 per cent, of the positions.



TABLE LXXXIV

## RATE OF TURNOVER IN MEN SALES EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Retail Salesman	77	58	313	58	18.5
Wholesale Salesman	15	11	73	11	15.1
Department Manager	0	0	50	0	0
Insurance Salesman	1	1	13	1	7.7
TOTALS	93	70	449	70	15.6

<sup>1</sup>Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Seventy-seven new men retail salesman were hired and 58 were separated from their jobs, resulting in an 18.5 per cent turnover.

The rate of turnover in the 2 sales positions in which women were found is given in Table LXXXV. One position, that of department manager, had no turnover; but the turnover of women retail salesmen was 55.3 per cent, which is very high in comparison to the turnover of women in the other 4 fields summarized in this study. These data were taken from the surveys made in Enid and Blackwell.

The turnover of all sales employees in Enid, Blackwell, and Pryor is shown in Table LXXXVI. As was expected, the highest rate of turnover for any sales position, 35.2 per cent, occurred in the retail sales position. The high turnover in the retail sales position is probably due to the rather large turnover of women employed as retail salesmen. The rate of turnover of all men and women sales employees combined is 30.8 per cent.

Minimum Age Requirements for Men Sales Employees. In Table LXXXVII is given the distribution of 546 sales positions for men in Pryor, Enid, and Blackwell according to minimum age requirements specified by employers. Ten part-time retail sales positions are included in the table. Over half the total positions have the minimum age requirement of 18 years or younger. However, for 3 types of sales positions the minimum age required is considerably higher than 18. Over half the wholesale salesmen must be 21 or older; over half the department managers must be 30 or over; and all of the insurance salesmen must be 30 or over.

Employers of men sales employees in Pryor, Enid, and Seminole specified the minimum age requirements that are shown in Table LXXXIX. In this table it is noted that over half the employers specified 18 years or younger as the minimum age required for replacements in the retail sales positions. Two-thirds of the employers required 21 years or older as the minimum age for

TABLE LXXXV

## RATE OF TURNOVER IN WOMEN SALES EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Retail Salesman	207	168	304	168	55.3
Department Manager	1	0	9	0	0
TOTALS	208	168	313	168	53.7

<sup>1</sup>Actual number of replacements during 12-month period, represented by total newly employed or total separated whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Two hundred and seven new women retail salesmen were hired and 168 were separated from their jobs, resulting in a 55.3 per cent turnover.

TABLE LXXXVI

## RATE OF TURNOVER IN SALES EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Retail Salesman	337	250	710	250	35.2
Wholesale Salesman	23	15	82	15	18.3
Department Manager	2	1	62	1	1.6
Insurance Salesman	1	1	13	1	7.7
TOTALS	363	267	867	267	30.8

<sup>1</sup> Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup> Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Three hundred and thirty-seven new retail salesmen were hired and 250 were separated from their jobs, resulting in a 35.2 per cent turnover.

TABLE LXXXVII

DISTRIBUTION OF JOBS HELD BY MEN SALES EMPLOYEES ACCORDING TO  
MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	Minimum Age Specified by Employers											Total	
	15	16	17	18	19	20	21	22	23	25-29	30 and over		No requirement
Retail Salesman	5	31	5	213	3	40	39	3	4	25	2	27	397
Wholesale Salesman		1		31			20	1		27		5	85
Department Manager							2		5	5	39		51
Insurance Salesman											13		13
TOTALS	5	32	5	244	3	40	61	4	9	57	54	32	546
Per cent of 546	.9	5.9	.9	44.7	.6	7.3	11.2	.7	1.6	10.4	9.9	5.9	100

<sup>1</sup>In this table are included 10 part-time retail sales positions which could not be separated from the full-time positions.

This table should be read as follows: In 5 of the 397 positions for which employers hired new men retail salesmen, the minimum age requirement was 15.

TABLE LXXXVIII

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE REQUIREMENTS  
FOR MEN SALES EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>											Total
	15	16	17	18	19	20	21	22	23	25- 29	30 and over	
Retail Salesman	3	14	5	37	2	14	14	1	1	17	2	110
Wholesale Salesman		1		4			2	1		7		15
Department Manager							1				16	17
Insurance Salesman							1				1	2
TOTALS	3	15	5	41	2	14	18	2	1	24	19	144
Per cent of 144	2.1	10.4	3.5	28.4	1.4	9.7	12.5	1.4	.7	16.7	13.2	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of sales position listed.

This table should be read as follows: Of the 110 instances in which employers hire new men retail salesmen, in 3 instances employers stated they would hire new men retail salesmen at the age of 15 years.

wholesale salesmen, and all of the employers required that replacements for department managers and insurance salesmen be 21 or older.

Minimum Age Requirements for Women Sales Employees. Table LXXXIX shows the distribution of 374 full-time and 20 part-time sales positions for women according to minimum age requirements specified by employers in Pryor, Enid, and Blackwell. Over half the retail sales positions have the minimum age requirement of 18 years or younger, with a considerable number also having a minimum age requirement of 20 years. Eight of the 10 positions for women department managers require a minimum age of 30 or over.

Seventy-one employers of women sales employees in Pryor, Enid, and Seminole gave the information concerning minimum age requirements shown in Table XC. Over half the employers specified 18 or younger as the minimum age required for replacement of retail salesmen, while all of the employers employing department managers required a minimum age of 23 or older.

When Tables LXXXVII, LXXXVIII, LXXXIX, and XC are observed collectively, the conclusion that most retail sales positions are available at 18 years or younger may be reached. It may also be concluded that wholesale sales positions, department manager sales positions, and insurance sales positions have minimum age requirements that are considerably higher than those for retail salesmen.

Experience Requirements for New Sales Employees. Whether or not experience is required for replacements in sales positions is shown in Table XCI. The data given concern 1037 full-time and 30 part-time sales positions in Pryor, Enid, Blackwell, and Bristow. Experience is required for considerably fewer than half, 36.1 per cent, of the retail sales positions; about half of the positions for wholesale salesmen require experience; and almost all of

TABLE LXXXIX

DISTRIBUTION OF JOBS HELD BY WOMEN SALES EMPLOYEES ACCORDING TO  
MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	Minimum Age Specified by Employers										Total
	14	15	16	18	19	20	21	25- 29	30 and over	No re- quire- ment	
Retail Salesman	6	15	60	176	5	80	8	14	8	12	384
Department Manager				1			1		8		10
TOTALS	16	15	60	177	5	80	9	14	16	12	394
Per cent of 394	1.5	3.8	15.2	44.9	1.3	20.3	2.3	3.6	4.1	3.0	100

<sup>1</sup>In this table are included 20 part-time retail sales positions which could not be separated from the full-time positions.

This table should be read as follows: In 6 of the 384 jobs for which employers hired new women retail salesmen, the minimum age requirement was 14.



TABLE XC

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE REQUIREMENTS  
FOR WOMEN SALES EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>											Total
	14	15	16	17	18	19	20	21	23	25- 29	30 and over	
Retail Salesman	2	3	16	2	28	2	4	5		3	2	67
Department Manager									1	1	2	4
TOTALS	2	3	16	2	28	2	4	5	1	4	4	71
Per cent of 71	2.8	4.2	22.5	2.8	39.4	2.8	5.7	7.1	1.5	5.6	5.6	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of sales position listed.

This table should be read as follows: Of the 67 instances in which employers hire new women retail salesmen, in 2 instances employers stated they would hire new women retail salesmen at the age of 14 years.

TABLE XCI

DISTRIBUTION OF JOBS ACCORDING TO EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED SALES EMPLOYEES

Position <sup>1</sup>	Total Jobs Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Retail Salesman	886	100	320	36.1	566	63.9
Wholesale Salesman	85	100	42	49.4	43	50.6
Department Manager	83	100	82	98.8	1	1.2
Insurance Salesman	13	100	13	100.0		
TOTALS	1067	100	457	42.8	610	57.2

<sup>1</sup>In this table are included 30 part-time retail sales positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 886 positions for retail salesmen for which the experience requirements were given, 320, or 36.1 per cent, require experience.

the positions for department managers and insurance salesmen require experience.

The same tendencies as were observed in Table XCI may also be observed in Table XCII, which represents the opinions of 202 employers in Pryor, Enid, and Seminole regarding experience requirements for replacements in sales positions.

Education Requirements for New Sales Employees. Approximately two-thirds of each class of sales position have the minimum education requirement of high school graduation as shown in Table XCIII. This information was available for 911 full-time and 30 part-time sales positions in Enid, Pryor, and Blackwell.

Table XCIV, which is a compilation of the opinions of 195 employers in Seminole, Enid, and Pryor concerning minimum education requirements for sales employees, reveals practically the same things as does Table XCIII.

It is perhaps of some significance to note that, although the age and experience requirements for wholesale salesmen, department managers, and insurance salesmen are higher than they are for retail salesmen, the education requirements are not noticeably higher for any one class of sales employee.

Number of Newly Employed Sales Employees. Table XCV shows the number of sales employees who were newly employed, whether for replacements or for newly created positions, in Enid, Pryor, and Blackwell during a 12-month period in the years 1948 and 1949. Almost all of the 363 new employees were for the position of retail salesman. This position would seem to afford the greatest opportunity for employment for high school graduates. Not only are fewer persons employed in the other sales positions, but also the minimum age

TABLE XCII

NUMBER OF EMPLOYERS SPECIFYING EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED SALES EMPLOYEES

Position	Total Employers <sup>1</sup> Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Retail Salesman	162	100	79	48.8	83	51.2
Wholesale Salesman	15	100	11	73.3	4	26.7
Department Manager	20	100	18	90.0	2	10.0
Insurance Salesman	5	100	5	100.0		
TOTALS	202	100	113	55.9	89	44.1

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the experience requirements for any type of sales position listed.

This table should be read as follows: Of the 162 employers hiring new retail salesmen, 79, or 48.8 per cent, required experience of new retail salesmen.

TABLE XCIII

DISTRIBUTION OF JOBS HELD BY SALES EMPLOYEES ACCORDING TO  
MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Position <sup>1</sup>	New Employee Must Have Completed										No re- quire- ment	Total
	Grade		High School				Bus.	College				
	6	8	1	2	3	4	Col. 1	2	4			
Retail Salesman	26	48	2	14	5	572		5	11	4	94	781
Wholesale Salesman		1		5		56	5		13		5	85
Department Manager						40	2		14	6		62
Insurance Salesman						13						13
TOTALS	26	49	2	19	5	681	7	5	38	10	99	941
Per cent of 941	2.8	5.2	.2	2	.5	72.4	.8	.5	4	1.1	10.5	100

<sup>1</sup>In this table are included 30 part-time retail sales positions which could not be separated from the full-time positions.

This table should be read as follows: Of the 781 positions for retail salesman for which minimum education requirements were given, 26 had the minimum requirement of a sixth-grade education.

TABLE XCIV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM  
EDUCATION REQUIREMENTS FOR NEW SALES EMPLOYEES<sup>1</sup>

Position	New Employee Must Have Completed										Total
	Grade		High School				Bus.	College			
	6	8	1	2	3	4	Col.	1	2	4	
Retail Salesman	2	11	1	12	2	117		1	9		155
Wholesale Salesman		2		2		8	1		2		15
Department Manager						8	1		7	4	20
Insurance Salesman						4			1		5
TOTALS	2	13	1	14	2	137	2	1	19	4	195
Per cent of 195	1	6.7	.5	7.2	1	70.3	1	.5	9.7	2.1	100

<sup>1</sup>In this table each employer is counted as a separate employer each time he supplied information concerning education requirements for any type of sales position listed.

This table should be read as follows: Of the 155 employers hiring new retail salesmen and specifying minimum education requirements, 2 require new retail salesmen to have had a sixth-grade education.

TABLE XCV

## NUMBER OF NEWLY EMPLOYED SALES EMPLOYEES DURING A 12-MONTH PERIOD

Position	Newly Employed in			Total Newly Employed Sales Employees
	Black- well	Enid	Pryor	
Retail Salesman	58	226	53	337
Wholesale Salesman	10	5	8	23
Department Manager		1	1	2
Insurance Salesman		1		
<b>TOTALS</b>	<b>68</b>	<b>233</b>	<b>62</b>	<b>363</b>
Per cent of 363	18.7	64.2	17.1	100

This table should be read as follows: Fifty-eight retail salesmen were newly employed in Blackwell, 226 were newly employed in Enid, and 53 were newly employed in Pryor during a 12-month period, making a total of 337 retail salesmen who were newly employed during a 12-month period.

requirements for employment in the other sales positions are considerably higher than the age of the average young person when he graduates from high school.

Number of Sales Employees Performing Selected Duties. The number and percentage of 911 sales employees in Pryor, Enid, and Blackwell who perform selected duties are shown in Table XCVI. The duties mentioned are the ones listed by each of the studies in its interview schedule. As was to be expected, selling was performed by almost all, 97.9 per cent, of the sales employees. All of the workers in the classifications of retail salesman, wholesale salesman, and insurance salesman performed selling duties. The fact that only 69.4 per cent of the department managers sold is probably due to the remaining department managers' devoting full-time to supervisory duties. Each of the other duties listed in Table XCVI is mentioned as being performed by fewer than 10 per cent of the sales employees.

Number of Sales Employees Operating Certain Machines. Table XCVII gives the number and percentage of 911 sales employees in Pryor, Enid, and Blackwell who operate certain machines. The machines listed in the table are those which were mentioned by all 3 of the surveys in their respective check lists.

The adding machine was the machine mentioned as being used by the greatest number of employees, with 41.2 per cent of the sales employees reported as using it. The number of sales employees using the cash register was given in the Blackwell and Enid studies. Approximately two-thirds of the 205 retail salesman in Blackwell used the cash register. There were no other classifications of sales employees given for Blackwell. In Enid, slightly over 35 per cent of the 559 sales employees used the cash register. No other machines were mentioned by any of the 3 studies except the check writer, and 2 Blackwell Employees were the only salespersons reported using it.



TABLE XCVI

## NUMBER OF FULL-TIME SALES EMPLOYEES PERFORMING SELECTED DUTIES

Position	Total Employees Represented		Type		File		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Retail Salesman	751	100	62	8.3	78	10.4	77	10.2	751	100
Wholesale Salesman	85	100	24	28.2	13	15.5	2	2.4	85	100
Department Manager	62	100	35	56.5	3	4.9	3	4.9	43	69.4
Insurance Salesman	13	100	10	76.9	3	23.1			13	100
TOTALS	911	100	131	14.4	97	10.6	82	9.0	892	97.9

This table should be read as follows: Sixty-two, or 8.3 per cent, of the 751 retail salesmen represented performed typewriting duties.

TABLE XCVII

## NUMBER AND PERCENTAGE OF FULL-TIME SALES EMPLOYEES OPERATING CERTAIN MACHINES

Position	Total Employees Represented		Adding Machine		Calculator		Mimeograph		Ediphone or Dictaphone	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Retail Salesman	751	100	296	39.4	68	9.1	1	.1		
Wholesale Salesman	85	100	19	22.4	7	8.2				
Department Manager	62	100	53	85.5	23	37.1			5	8.1
Insurance Salesman	13	100	7	53.8	3	23.1				
TOTALS	911	100	375	41.2	101	11.1	1	.1	5	.5

This table should be read as follows: Two hundred and ninety-six, or 39.4 per cent, of the 751 retail salesmen represented operated the adding machine.

## CHAPTER VIII

### MISCELLANEOUS POSITIONS

Five occupational surveys furnish the data which this chapter summarizes. These 5 studies were made in 5 different medium-sized Oklahoma towns; there were no specialized studies of miscellaneous positions in Oklahoma which could be included in this chapter.

Terminology. The 5 studies summarized in this chapter used the term "Miscellaneous" as a broad term to describe those office and store positions which did not fall under one of the following headings: record-keeping, secretarial, clerical, or sales. More specifically, the job titles which were included under the Miscellaneous heading were cashier, collector, delivery boy/girl, machine operator, messenger, office boy/girl, receptionist, and switchboard operator. None of the original investigators attempted to define his various classifications of miscellaneous positions; however, most of the job titles are descriptive and rather commonly used so it would probably be safe to assume that, in most cases, the employers who originally gave the information regarding the positions used the job titles in their accepted sense. It must also be pointed out that not all of the studies included information regarding each of the 8 classifications of miscellaneous employees. The omission of a job title in a study may indicate that no positions of that type existed in a particular town or it may simply indicate that the employers who gave the original data differed in their choice of job titles. Nevertheless, information concerning all 8 classifications of miscellaneous employees

is given in this chapter, although in one or two instances the job title was mentioned in only one study.

Distribution of Miscellaneous Employees. Tables XCVIII and XCIX show the geographical distribution of full-time and part-time miscellaneous employees, respectively, with a division according to specific position. From Table XCVIII it may readily be seen that not only are more miscellaneous workers employed in the position of cashier but that the position of cashier is also the only position that is mentioned as existing in all 5 of the towns surveyed. The positions of delivery boy/girl, receptionist, and switchboard operator were each mentioned by 4 studies, and there are a significant number of miscellaneous employees in each of these positions. While there appear to be a rather large number of machine operators, they are, for the most part, from only one town.

In 419 businesses in 4 towns, there were only 20 part-time miscellaneous workers. Over half, 11, of the 20 part-time miscellaneous positions were for delivery boys or girls; there were 5 part-time positions for cashiers; and the rest of the part-time miscellaneous positions were for collectors, machine operators, and office boys or girls. This information regarding the part-time miscellaneous positions may be regarded as practically correct since all of the studies which contained data concerning miscellaneous employees except one gave the number of both full- and part-time miscellaneous workers. The exception was the survey of Seminole which considered only full-time employees throughout.

Division of Miscellaneous Employees by Sex. The same employees as are represented in Table XCVIII are divided according to sex in Table C. If the total number of miscellaneous workers is considered as a whole, it is seen that 37.1 per cent are men and 62.9 per cent are women. If each position is

TABLE XCVIII

## GEOGRAPHICAL DISTRIBUTION OF FULL-TIME MISCELLANEOUS EMPLOYEES IN SPECIFIC MISCELLANEOUS POSITIONS

Location	Number of Businesses Surveyed	Number of Employees							Total	
		Cashiers	Collec- tors	Delivery Boys/ Girls	Machine Operators	Messen- gers	Office Boys/ Girls	Recep- tion- ists		Switch- board Operators
Blackwell	124	32			8		6		2	48
Bristow	107	10		2				11		23
Enid	101	63	7	22	40	2	5	6	17	162
Pryor	87	14		7				4	16	41
Seminole	136	7	1	12			3	1	1	25
TOTALS	555	126	8	43	48	2	14	22	36	299
Per cent of 299		42.2	2.7	14.4	16.1	.7	4.7	7.2	12.0	100

This table should be read as follows: The 124 businesses in Blackwell included in this survey employed 32 cashiers, 8 machine operators, 6 office boys or girls, and 2 switchboard operators, or a total of 48 miscellaneous employees.

TABLE XCIX

GEOGRAPHICAL DISTRIBUTION OF PART-TIME MISCELLANEOUS EMPLOYEES  
IN SPECIFIC MISCELLANEOUS POSITIONS

Location	Number of Businesses Surveyed	Number of Employees					Total
		Cashiers	Collec- tors	Delivery Boys/ Girls	Machine Operators	Office Boys/ Girls	
Bristow	107	4		9			13
Enid	101	1	1	2	2	1	7
TOTALS	208	5	1	11	2	1	20
Per cent of 20		25	5	55	10	5	100

This table should be read as follows: The 124 businesses in Blackwell included in this survey employed no part-time miscellaneous employees. The 107 businesses in Blackwell employed 4 part-time cashiers and 9 part-time delivery boys/girls.

TABLE C

## DIVISION OF FULL-TIME MISCELLANEOUS EMPLOYEES ACCORDING TO SEX

Location	Number of Employees														Total	Com- bined	
	Cashiers		Collec- tors		Delivery Boys/ Girls		Machine Operators		Messen- gers	Office Boys/ Girls		Recep- tion- ists	Switch- board Op'rs.	Total			
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Men	Women	Women	Women	Men			Women
Blackwell	12	20					4	4			6		2	16	32	48	
Bristow	3	7			2							11		5	18	23	
Enid	13	50	5	2	22		10	30	2	3	2	6	17	55	107	162	
Pryor	12	2			7							4	16	19	22	41	
Seminole	1	6	1		11	1				3		1	1	16	9	25	
TOTALS	41	85	6	2	42	1	14	34	2	6	8	22	36	111	188	299	

This table should be read as follows: Twelve and 20 women were employed as full-time cashiers in Blackwell.

considered separately, it is seen that men are more prevalent in 3 types of miscellaneous positions and that women are more prevalent in 5 types. Men are employed almost exclusively in the positions of delivery boy and messenger and in three-fourths of the positions for collector. Women, exclusively, were employed in the positions of receptionist and switchboard operator. Women more often than men were also found in the positions of cashier, machine operator, and office girl.

Table CI shows the division of the 20 part-time miscellaneous workers according to sex. Three-fourths of the part-time workers were men, and men exclusively filled the part-time positions of collector, delivery boy, and office boy. There were also 2 part-time men cashiers. Three of 5 part-time women miscellaneous workers were cashiers, and 2 were machine operators. All further tables in this chapter concern only full-time workers.

Preferences for Miscellaneous Employees by Sex. Table CII presents the preferences of 122 employers found in Enid, Seminole, and Pryor for miscellaneous employees by sex. Women are preferred by almost half, 47.5 per cent, of the employers, while men are preferred by 38.5 per cent of the employers. No preference was expressed by the remaining 14 per cent of the employers. Men are preferred more often than women in the positions for collectors, delivery boys, messengers, and office boys. Women are preferred more often than men in the positions of cashier and machine operator; and women exclusively are preferred for the positions of receptionist and switchboard operator. Except for the position of office boy/girl, the employers' preferences for men and for women agree rather closely to the existing situation as presented in Table C.

The distribution of 89 miscellaneous positions in Pryor and Blackwell according to preference by sex specified by employers is shown in Table CIII.



TABLE CI

## DIVISION OF PART-TIME MISCELLANEOUS EMPLOYEES ACCORDING TO SEX

Location	Number of Employees									
	Cashiers		Collec- tors	Delivery		Machine Op'rs.	Office Boys	Total		Com- bined
	Men	Women		Men	Girls			Men	Women	
			Men	Men	Women	Men				
Bristow	2	2		9			11	2	13	
Enid		1	1	2	2	1	4	3	7	
TOTALS	2	3	1	11	2	1	15	5	20	

This table should be read as follows: Two men and 2 women were employed as part-time cashiers in Bristow.

TABLE CII

## EMPLOYERS' PREFERENCES FOR MISCELLANEOUS EMPLOYEES BY SEX

Positions	Employers Replying <sup>1</sup>		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Cashier	40	100	7	17.5	24	60.0	9	22.5
Collector	6	100	4	66.7	1	16.6	1	16.7
Delivery Boy/Girl	29	100	28	96.6	1	3.4		
Machine Operator	15	100			10	66.7	5	33.3
Messenger	2	100	2	100.0				
Office Boy/Girl	8	100	6	75.0			2	25.0
Receptionist	10	100			10	100.0		
Switchboard Operator	12	100			12	100.0		
TOTALS	122	100	47	38.5	58	47.5	17	14.0

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the sex preference for any type of miscellaneous position listed.

This table should be read as follows: Of the 40 employers expressing a preference for cashiers by sex, 7, or 17.5 per cent, preferred men cashiers.

TABLE CIII

DISTRIBUTION OF JOBS HELD BY MISCELLANEOUS EMPLOYEES ACCORDING TO PREFERENCE BY SEX SPECIFIED BY EMPLOYERS

Positions	Positions Represented		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Cashier	46	100	28	60.9	17	37.0	1	2.1
Delivery Boy/Girl	7	100	7	100.0				
Machine Operator	8	100	4	50.0	3	37.5	1	12.5
Office Boy/Girl	6	100			6	100.0		
Receptionist	4	100			4	100.0		
Switchboard Operator	18	100			18	100.0		
TOTALS	89	100	39	43.8	48	53.9	2	2.3

This table should be read as follows: Of the 46 cashier positions for which a preference by sex was specified, men cashiers were preferred for 28, or 60.9 per cent, of the positions.

Probably because of the lack of adequate representation of all of the positions, some discrepancies exist between Table CIII and the tendencies noted in Table CII and C. For instance, in Table CIII men are preferred for over half of the positions for cashiers. However, men are preferred for all of the positions for delivery boy, and women are preferred for all of the positions for receptionist and switchboard operator - facts which seem to be true in all tables concerning division as to sex and sex preference.

Rate of Turnover of Miscellaneous Employees. Tables CIV, CV, and CVI give the rate of turnover of miscellaneous employees in Blackwell and Enid. The rate of turnover of miscellaneous employees is quite similar to the rate of turnover of most of the other classifications of business employees.

In Table CIV, the only 2 positions for men miscellaneous employees in which there was any turnover whatsoever were the positions of cashier and delivery boy. The only position for women miscellaneous employees in which there was not a turnover was the position for collector. The highest rate of turnover occurred in the position of office girl. Miscellaneous women employees as a group had a turnover rate of 28.9 per cent as compared to 12.2 per cent for the men. The rate of turnover of men and women miscellaneous employees combined was 24.5 per cent.

Minimum Age Requirements for Men Miscellaneous Employees. Table CVII shows the distribution of 96 miscellaneous positions for men in Enid, Pryor, and Blackwell with respect to the minimum age requirements specified by employers. Sixty and five-tenths per cent of the jobs have the minimum age requirement of 18 years. The age of 21 was the next most frequently mentioned minimum age requirement and was specified for 12.5 per cent of the positions. Eighteen was the minimum age required most often for all types of miscellaneous positions in which men were employed except that of office boy, a position

TABLE CIV

## RATE OF TURNOVER IN MEN MISCELLANEOUS EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Cashier	2	3	26	2	7.7
Collector	1	0	6	0	0
Delivery Boy	9	7	21	7	33.3
Machine Operator	0	0	14	0	0
Messenger	0	0	2	0	0
Office Boy	3	0	5	0	0
TOTALS	15	10	74	9	12.2

<sup>1</sup>Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Two men cashiers were hired and 3 were separated from their jobs resulting in a 7.7 per cent turnover.

TABLE CV

## RATE OF TURNOVER IN WOMEN MISCELLANEOUS EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Cashier	28	24	68	24	35.4
Collector	0	0	2	0	0
Machine Operator	8	4	34	4	11.8
Office Girl	5	5	8	5	62.5
Receptionist	1	1	6	1	16.7
Switchboard Op'r.	9	5	17	5	29.4
TOTALS	51	39	135	39	28.9

<sup>1</sup>Actual number of replacements during 12-month period represented by total newly employed, or total separated, whichever is smaller.

<sup>2</sup>Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Twenty-eight new women cashiers were hired and 24 were separated from their jobs, resulting in a 35.4 per cent turnover.

TABLE CVI

## RATE OF TURNOVER IN MISCELLANEOUS EMPLOYEES DURING 12-MONTH PERIOD

Position	Newly Employed	Separated	Total Average Number Employees	Turnover	
				No. <sup>1</sup>	Per cent <sup>2</sup>
Cashier	30	27	94	27	28.7
Collector	1	0	7	0	0
Delivery Boy/Girl	9	7	21	7	33.3
Machine Operator	8	4	47	4	8.5
Messenger	0	0	2	0	0
Office Boy/Girl	8	5	10	5	50.0
Receptionist	1	1	2	1	50.0
Switchboard Op'r.	9	5	17	5	29.4
TOTALS	66	49	200	49	24.5

<sup>1</sup> Actual number of replacements during 12-month period represented by total newly employed or total separated, whichever is smaller.

<sup>2</sup> Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Thirty new cashiers were hired and 27 were separated from their jobs, resulting in a 28.7 per cent turnover.

TABLE CVII

DISTRIBUTION OF JOBS HELD BY MEN MISCELLANEOUS EMPLOYEES ACCORDING TO  
MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position	Minimum Age Specified by Employers								Total
	15	16	17	18	20	21	25- 29	30 and Over	
Cashier				21		11	5		37
Collector				2	1		1	1	5
Delivery Boy	1	7	3	17			1		29
Machine Operator				16	4				20
Messenger				1		1			2
Office Boy				1	2				3
TOTALS	1	7	3	58	7	12	7	1	96
Per cent of 96	1	7.3	3.1	60.5	7.3	12.5	7.3	1	100

This table should be read as follows: In 21 of the 37 jobs for which employers hired new men cashiers, the minimum age requirement was 18.



in which the minimum age requirement was 20 for a majority of the cases represented.

Fifty employers of men miscellaneous workers in Pryor, Enid, and Seminole supplied information concerning their minimum age requirements as shown in Table CVIII. From this table it may be observed that 18 years is mentioned by the largest number of employers as the minimum age at which they will hire miscellaneous employees. However, 30 per cent of the employers specified only 16 years as the minimum age requirement. The 2 positions in which 16 years was the minimum age requirement more often than 18 years were those for delivery boy and office boy. Only 24 per cent of the employers specified minimum ages above 18 years.

Minimum Age Requirements for Women Miscellaneous Employees. Table CIX shows the distribution of 161 miscellaneous positions for women in Pryor, Blackwell, and Enid according to minimum age requirements specified by employers. Slightly over half of the positions have a minimum age requirement of 18 years. Twenty-one years was the next most frequently mentioned minimum age, with 15 per cent of the employers specifying it. Eighteen was the required minimum age more often than any other in all classifications of miscellaneous positions.

Data given by 67 employers concerning the minimum age requirements for women miscellaneous employees in Pryor, Enid, and Seminole are shown in Table CX. As was also true in Table CIX, 18 years is the minimum age specified most often. Twenty and 21 are the next 2 most frequently mentioned required minimum ages.

Tables CVII, CVIII, CIX, and CX indicate that 18 years or less is the minimum age requirement for considerably over half of the miscellaneous positions for both men and women.

TABLE CVIII  
 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE REQUIREMENTS  
 FOR MEN MISCELLANEOUS EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>							Total
	15	16	17	18	20	21	25-29	
Cashier				4	1	4	1	10
Collector			1	1	1		1	4
Delivery Boy	1	12	2	10				25
Machine Operator				2	2			4
Messenger						1		1
Office Boy		3	1	1	1			6
TOTALS	1	15	4	18	5	5	2	50
Per cent of 50	2	30	8	36	10	10	4	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of miscellaneous position listed.

This table should be read as follows: Of the 10 instances in which employers hire new men cashiers, in 4 instances employers stated they would hire new men cashiers at the age of 18 years.

TABLE CIX

DISTRIBUTION OF JOBS HELD BY WOMEN MISCELLANEOUS EMPLOYEES ACCORDING TO  
MINIMUM AGE REQUIREMENTS SPECIFIED BY EMPLOYERS

Position	Minimum Age Specified by Employers										Total	
	16	17	18	19	20	21	22	23	25- 29	30 No re- quire- ment		
Cashier	1	6	33	3	8	13		1	5	2		72
Collector			1									1
Machine Operator			20		2	10	2				1	35
Office Girl	1		5	1		1						8
Receptionist			6	1	2		1					10
Switchboard Op'r.	16		16		3							35
TOTALS	18	6	81	5	15	24	3	1	5	2	1	161
Per cent of 161	11.2	3.7	50.3	3.1	9.3	15	1.9	.6	3.1	1.2	.6	100

This table should be read as follows: In 1 of the 72 jobs for which employers hired new women cashiers, the minimum age requirement was 16.

TABLE CX

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE REQUIREMENTS  
FOR WOMEN MISCELLANEOUS EMPLOYEES

Position	Minimum Age Specified by Employers <sup>1</sup>										Total
	16	17	18	19	20	21	22	23	25- 29	30 and over	
Cashier		1	14	1	2	4		1	3	1	27
Collector			2								2
Delivery Girl			3								3
Machine Operator			5		2	2	2				11
Office Girl	1			1							2
Receptionist		2	4	1	2		1				10
Switchboard Op'r.	1		11								12
TOTALS	2	3	39	3	6	6	3	1	3	1	67
Per cent of 67	3	4.5	58.2	4.5	8.9	8.9	4.5	1.5	4.5	1.5	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the age requirements for any type of miscellaneous position listed.

This table should be read as follows: Of the 27 instances in which employers hire new women cashiers, in 1 instance employers stated they would hire new women cashiers at the age of 17 years.

Experience Requirements for New Miscellaneous Employees. Table CXI presents data concerning whether or not experience is required for replacements in 274 miscellaneous positions in Pryor, Enid, Blackwell, and Bristow. It is revealed that experience is required in slightly fewer than half of the positions represented. Positions in which replacements are required to have experience more often than not are those for cashiers, collectors, machine operators, and receptionists.

The number of employers in Pryor, Enid, and Seminole who do or do not require experience for replacements in miscellaneous positions is given in Table CXII. With one exception, the same tendencies as were observed in Table CXI may be also observed in Table CXII. The exception is in the position of receptionist. In Table CXII fewer than half of the employers specify experience as a requirement, while in Table CXI two-thirds of the positions for receptionists had the requirement of experience.

Education Requirements for New Miscellaneous Employees. Except for the position of delivery boy/girl, high school graduation was the minimum education requirement for all types of miscellaneous positions in a majority of the jobs represented, as shown in Table CXIII. Delivery boys or girls must have completed school only through the eighth grade in a majority of the cases. The data presented in Table CXIII are for 251 miscellaneous positions found in Blackwell, Enid, and Pryor.

Table CXIV presents the minimum education requirements for miscellaneous employees as expressed by 111 employers in Seminole, Enid, and Pryor. The conclusion that high school graduation is the minimum education required by employers for a majority of all types of miscellaneous positions except that of delivery boy/girl applies to Table CXIV as well as to Table CXIII.

TABLE CXI

DISTRIBUTION OF JOBS ACCORDING TO EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED MISCELLANEOUS EMPLOYEES

Position	Total Jobs Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Cashier	119	100	77	64.7	42	35.3
Collector	7	100	4	57.1	3	42.9
Delivery Boy/Girl	31	100	2	6.5	29	93.5
Machine Operator	48	100	29	60.4	19	39.6
Messenger	2	100			2	100.0
Office Boy/Girl	11	100	1	9.1	10	90.9
Receptionist	21	100	14	66.7	7	33.3
Switchboard Operator	35	100	3	8.6	32	91.4
TOTALS	274	100	130	47.4	144	52.6

This table should be read as follows: Of the 119 positions for cashier for which the experience requirements were given, 77, or 64.7 per cent, require experience.

TABLE CXII

NUMBER OF EMPLOYERS SPECIFYING EXPERIENCE REQUIREMENTS  
FOR NEWLY EMPLOYED MISCELLANEOUS EMPLOYEES

Position	Total Employers <sup>1</sup> Represented		Experience Required		Experience Not Required	
	No.	Per cent	No.	Per cent	No.	Per cent
Cashier	37	100	25	67.6	12	32.4
Collector	6	100	4	66.7	2	33.3
Delivery Boy/Girl	25	100	3	12.0	22	88.0
Machine Operator	15	100	8	53.3	7	46.7
Messenger	2	100			2	100.0
Office Boy/Girl	8	100			8	100.0
Receptionist	10	100	3	30.0	7	70.0
Switchboard Operator	12	100	2	16.7	10	83.3
TOTALS	115	100	45	39.1	70	60.9

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning the experience requirements for any type of miscellaneous position listed.

This table should be read as follows: Of the 37 employers hiring new cashiers, 25, or 67.6 per cent, required experience of new cashiers.

TABLE CXIII

DISTRIBUTION OF JOBS HELD BY MISCELLANEOUS EMPLOYEES ACCORDING TO  
MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Position	New Employee Must Have Completed				Total	
	Grade 8	High School 2	4	Bus. Col. 2		
Cashier			99	6	4	109
Collector			3	1	3	7
Delivery Boy/Girl	15	7	7			29
Machine Operator			36	12		48
Messenger			2			2
Office Boy/Girl			10	1		11
Receptionist			10			10
Switchboard Op'r.	1	16	18			35
TOTALS	16	23	185	20	7	251
Per cent of 251	6.4	9.2	73.7	8.0	2.7	100

This table should be read as follows: Of the 109 positions for cashier for which minimum education requirements were given, 99 had the minimum requirement of a high-school education.



TABLE CXIV

NUMBER OF EMPLOYERS<sup>1</sup> SPECIFYING CERTAIN MINIMUM EDUCATION REQUIREMENTS  
FOR NEW MISCELLANEOUS EMPLOYEES

Position	New Employee Must Have Completed						Total
	Grade	High School		Bus.	College		
	8	2	4	Col.	1	2	
Cashier		1	32	3	1		37
Collector			2	2		2	6
Delivery Boy/Girl	11	4	6				21
Machine Operator			7	6		2	15
Messenger		1	1				2
Office Boy/Girl	2	1	5				8
Receptionist			10				10
Switchboard Op'r.		2	10				12
TOTALS	13	9	73	11	1	4	111
Per cent of 111	11.7	8.1	65.8	9.9	.9	3.6	100

<sup>1</sup>In this table each employer was counted as a separate employer each time he supplied information concerning education requirements for any type of miscellaneous position listed.

This table should be read as follows: Of the 37 instances in which employers hire new cashiers, in 1 instance the employers required new cashiers to have 2 years of high school education.

In view of the data regarding age, experience, and education required for miscellaneous positions, it seems reasonable to assume that most of the jobs in this field are available to the high school graduate without further training and/or experience.

Number of Newly Employed Miscellaneous Employees. In Table CXV is shown the number of miscellaneous workers who were newly employed, whether for replacements or for newly created positions, during a 12-month period in Enid, Blackwell, and Pryor. The 12-month period in Pryor was the calendar year 1948, and in Enid and Blackwell it was the latter part of 1948 and the beginning of 1949. More persons were newly employed in the position of cashier than in any other. There were also a significant number of new employees in the delivery boy/girl and the switchboard operator positions. The fact that these 3 positions have the greatest number of new employees during a year may be partly due to the relatively high rate of turnover in them. A total of 82 new miscellaneous workers were newly employed during the period covered in the 3 studies.

Number of Miscellaneous Employees Performing Selected Duties. The number and percentage of 251 miscellaneous employees in Enid, Blackwell, and Pryor performing selected duties are given in Table CXVI. The "selected duties" are the ones common to the interview schedules used in the 3 studies. None of the duties listed was performed by more than half of the employees. Typewriting, however, was performed by one-half or more of all the miscellaneous employees except those classified as delivery boys/girls, messengers, or switchboard operators. Approximately one-third of all the miscellaneous employees performed filing, bookkeeping, and selling duties. Only 3.6 per cent of the total miscellaneous employees took dictation.

TABLE CXV

NUMBER OF NEWLY EMPLOYED MISCELLANEOUS EMPLOYEES  
DURING A 12-MONTH PERIOD

Position	Newly Employed in			Total Newly Employed Miscellaneous Employees
	Blackwell	Enid	Pryor	
Cashier	7	23	1	31
Collector		1		1
Delivery Boy/Girl		9	8	17
Machine Operator	1	7		8
Office Boy/Girl	5	3		8
Receptionist		1	1	2
Switchboard Op'r.	2	7	6	15
TOTALS	15	51	16	82
Per cent of 82	18.3	62.2	19.5	100

This table should be read as follows: Seven cashiers were newly employed in Blackwell, 23 cashiers were newly employed in Enid, and 1 cashier was newly employed in Pryor during a 12-month period, making a total of 31 cashiers who were newly employed during a 12-month period.

TABLE CXVI

## NUMBER AND PERCENTAGE OF FULL-TIME MISCELLANEOUS EMPLOYEES PERFORMING SELECTED DUTIES

Position	Total Employees Represented		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
	Cashier	109	100	57	52.3	37	33.9	4	3.7	41	37.6	60
Collector	7	100	5	71.4							3	42.9
Delivery Boy/Girl	29	100									16	55.2
Machine Operator	48	100	48	100.0	31	64.6	2	4.2	28	58.3	4	8.3
Office Boy/Girl	11	100	9	81.8	8	72.7	3	27.3	6	54.6	1	9.1
Receptionist	10	100	5	50.0	8	80.0			2	20.0		
Switchboard Operator	35	100	5	14.3	6	17.1			1	2.8		
TOTALS	251	100	119	47.6	90	36.0	9	3.6	78	31.2	84	33.6

This table should be read as follows: Fifty-seven, or 52.3 per cent, of the 109 cashiers represented performed typewriting duties.

Number of Miscellaneous Employees Operating Certain Machines. Information about only two machines, the adding machine and the calculator, was found in each of the 3 surveys made in Blackwell, Enid, and Pryor. Both of these machines were used by fewer than half of the miscellaneous employees.

Two other machines, mentioned in the Blackwell and Enid studies, were used by a significant number of employees to be worthy of note. First, the cash register was used by 58 of the 95 cashiers in these 2 towns. Second, the bookkeeping machine was used by 25 of the 48 machine operators in the 2 towns.

A breakdown of the 48 machine operators reveals the following different classifications. Each class, of course, indicates that that machine is used by the number of employees who are so classified. There were 1 adding machine operator, 4 I. B. M. operators, 8 bookkeeping machine operators, 1 addressing machine operator, 14 calculator operators, 5 comptometrists, 1 mimeograph operator, and 14 posting machine operators.

TABLE CXVII

NUMBER AND PERCENTAGE OF FULL-TIME MISCELLANEOUS EMPLOYEES  
OPERATING CERTAIN MACHINES

Position	Total Employees Represented		Adding Machine		Calculator	
	No.	Per Cent	No.	Per Cent	No.	Per Cent
Cashier	109	100	62	56.9	45	41.3
Collector	7	100	2	28.6	3	42.9
Machine Operator	48	100	31	64.6	33	68.8
Office Boy/Girl	11	100	4	36.4	1	9.1
Receptionist	10	100	3	30.0		
Switchboard Operator	35	100	2	5.6	2	5.6
TOTALS	251	100	104	41.4	84	33.6

This table should be read as follows: Sixty-two, or 56.9 per cent, of the 109 cashiers represented operated the adding machine.

## CHAPTER IX

### SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

It is the purpose of this study to summarize the comparable data provided by business occupational surveys completed since 1945 for towns in Oklahoma. The study also offers suggestions that may be of value to persons conducting and recording the results of future occupational surveys.

The data for this study were collected from 6 general and 4 specialized business occupational surveys of towns in Oklahoma. The general studies summarized included surveys of the towns of Blackwell, Bristow, Enid, McAlester, Pryor, and Seminole; and the specialized studies summarized included a survey of record keepers and a survey of secretarial employees in 15 oil companies in Bartlesville, Ponca City, and Tulsa; a survey of bookkeepers in Stillwater; and a survey of secretaries in the public schools.

The findings of this study are summarized below and on the following pages.

#### General Findings

1. The ten surveys summarized in this study provided information concerning 6031 full-time and 241 part-time positions.
2. Three classifications of employees contained over a thousand employees each. These classifications were bookkeeper, stenographer, and retail salesman. It should be pointed out, however, that the large number of bookkeepers and stenographers was due largely to the inclusion of 2 specialized surveys of the record keeping and secretarial employees of the oil industry.

3. The division of the employees by sex revealed that out of 6031 employees, 3327, or slightly over half, were women. Men predominated in the record keeping positions, in the clerical positions of shipping clerk and stock clerk, in all sales positions except retail salesman, and in the miscellaneous position of delivery boy. Except for the retail sales positions in which there was an almost equal division of positions between the sexes, women predominated in the remaining positions.

4. Of the 888 instances in which employers expressed a preference for the various types of employees by sex, in 290 instances, or 32.7 per cent, men were preferred; in 445 instances, or 50.1 per cent, women were preferred; and in 153 instances, or 17.2 per cent, no preference was stated.

5. A distribution of 735 jobs according to the preference by sex specified by the employers showed that men were preferred for 301, or 41 per cent, of the jobs; women were preferred for 267, or 36.3 per cent, of the jobs; and no preference was given for 167, or 22.7 per cent, of the jobs.

6. During a 12-month period, 160 men were hired and 106 men were separated from their jobs, making a turnover of 104 men, or a 13.9 per cent turnover based on the average number of 747 men employees. Aside from those positions in which the average number of employees during the 12-month period was only 1 or 2, the highest rate of turnover occurred in the position of delivery boy in which there was a turnover of 33.3 per cent.

7. During a 12-month period, 420 women were hired and 328 women were separated from their jobs, making a turnover of 321 women, or a 34.6 per cent turnover based on the average number of 927 women employees. The largest turnover for women was in the positions of office girl and retail salesman in which there was a turnover of 62.5 per cent and 55.3 per cent respectively.



8. There were 677 employees hired and 474 employees separated from their jobs during a 12-month period, resulting in a turnover of 469 employees, or a 25.7 per cent turnover based on the average number of 1822 employees. Positions having a higher-than-average turnover were those for secretaries, stenographers, typists, file clerks, time clerks, retail salesmen, cashiers, delivery boys/girls, office boys/girls, receptionists, and switchboard operators.

9. A distribution of 907 jobs for men according to the minimum age requirements specified by employers showed that 18 years was the minimum age required for 425, or 46.9 per cent, of the positions. Twenty years was the minimum age required for 96, or 10.6 per cent, of the positions; and 21 years was the minimum age required for 117, or 12.9 per cent, of the positions. No other one age was required for more than 10 per cent of the positions for men.

10. Of the 387 instances in which employers specified minimum age requirements for men employees, in 119, or 30.7 per cent, of the instances 18 years was the minimum age required by the employers. In 48, or 12.4 per cent, of the instances 20 years was the required age; in 66, or 17.1 per cent, of the instances 21 years was the required age; and in 44, or 11.4 per cent, of the instances 25-29 years was the minimum age requirement. No other one age was required in more than 10 per cent of the instances.

11. A distribution of 1125 jobs for women according to the minimum age requirements specified by employers showed that 18 years was the minimum age required for 622, or 55.3 per cent, of the positions. Twenty years was the minimum age required for 165, or 14.7 per cent, of the positions. No other one age was required for more than 10 per cent of the positions for women.

12. Of the 528 instances in which employers specified minimum age requirements for women employees, in 249, or 47.1 per cent, of the instances 18 years was the minimum age required by the employers. In 86, or 16.3 per cent, of the instances

20 years was the minimum age required; and in 60, or 11.4 per cent, of the instances 21 years was the minimum age required. No other one age was required in more than 10 per cent of the instances.

13. Information regarding whether or not experience was required for replacements was given for 2270 jobs. Experience was required in 961, or 42.3 per cent, of the 2270 jobs; and experience was not required in 1309, or 57.7 per cent, of the jobs.

14. Of the 867 instances in which employers specified whether or not experience was required for new employees, in 455, or 52.5 per cent, of the instances experience was required; and in 412, or 47.5 per cent, of the instances experience was not required.

15. A distribution of 2142 jobs for which education requirements were given revealed that for 1453, or 67.8 per cent, of the jobs high school graduation was required. For 253, or 11.8 per cent, of the jobs business college training was required. No other one specific type of education was required for more than 10 per cent of the total positions represented.

16. Of the 856 instances in which employers specified the minimum education requirements for new employees, in 547, or 63.9 per cent, of the instances high school graduation was specified as the minimum education required. In 152, or 17.8 per cent, of the instances business college training was the minimum education required by the employers. No other one specific type of education was required in more than 10 per cent of the instances.

17. During a 12-month period, there were 133 new employees hired in Blackwell, 447 hired in Enid, 124 hired in Pryor, and 629 hired in the oil companies. The two positions in which there was the greatest number of new employees were stenographer and retail salesman. There were over 300 new employees in each of these positions during a 12-month period.

18. Of the 2106 employees about whom information was given regarding their duties, 1070, or 50.8 per cent, did typewriting; 850, or 40.3 per cent, did filing; 295, or 14.0 per cent, took dictation and transcribed; 803, or 38.1 per cent, applied a knowledge of bookkeeping principles and practices; and 1148, or 54.5 per cent, performed selling duties.

19. Of the 2061 employees about whom information was given regarding the machines operated, 1012, or 49.1 per cent, operated the adding machine; 608, or 29.5 per cent, operated the calculator; 71, or 3.4 per cent, operated the addressing machine; 148, or 7.2 per cent, operated the mimeograph; and 55, or 2.7 per cent, operated the Ediphone or Dictaphone.

#### Findings Pertaining to Record Keeping Positions

1. Eight studies included in this summary provided information concerning record keeping positions. The 8 studies were comprised of 6 general surveys of Blackwell, Bristow, Enid, McAlester, Pryor, and Seminole; and of 2 specialized surveys, one of bookkeepers in Stillwater and one of record keeping employees in 14 oil companies in Bartlesville, Ponca City, and Tulsa.

2. The 8 surveys containing information regarding record keepers provided data concerning 2244 full-time and 34 part-time record keepers. Approximately three-fourths of the record keepers represented were employed by the oil companies.

3. Of the 2244 full-time employees represented, 372, or 16.6 per cent, were accountants; 1248, or 55.6 per cent, were bookkeepers; and 624, or 27.8 per cent, were ledger clerks.

4. A division of the record keeping employees by sex revealed that out of 2214 employees, 1548, or 69.9 per cent, were men and 666, or 30.1 per cent, were women. Men predominated in all types of record keeping positions.

5. A division of the record keeping employees by sex excluding the oil company employees revealed that out of 506 employees, 161, or 31.8 per cent, were men and 345, or 68.2 per cent, were women. Men predominated in the accounting positions, and women predominated in the bookkeeping and ledger clerk positions.

6. Of the 231 instances in which employees expressed a preference for record keepers by sex, in 66, or 28.6 per cent, of the instances men were preferred; in 115, or 49.8 per cent, of the instances women were preferred; and in 50, or 21.6 per cent, of the instances no preference was stated.

7. A distribution of 109 record keeping positions according to the preference by sex specified by the employers showed that men were preferred for 33, or 30.3 per cent, of the jobs; women were preferred for 54, or 49.5 per cent, of the jobs; and no preference was given for 22, or 20.2 per cent, of the jobs.

8. During a 12-month period, 24 men record keepers were hired and 10 were separated from their jobs, making a turnover of 10 men, or a 10.5 per cent turnover based on the average number of 95 men record keepers. The highest rate of turnover occurred in the position of bookkeeper in which there was a turnover of 13.8 per cent.

9. During a 12-month period, 52 women record keepers were hired and 42 were separated from their jobs, making a turnover of 42 women, or a 27.8 per cent turnover based on the average number of 151 women record keepers. The highest rate of turnover occurred in the position of bookkeeper in which there was a turnover of 30.5 per cent.

10. There were 86 record keepers hired and 54 separated from their jobs during a 12-month period, resulting in a turnover of 54 record keepers, or a 19.8 per cent turnover based on the average number of 272 record keepers. The

highest rate of turnover occurred in the position of bookkeeper in which there was a turnover of 23.1 per cent.

11. A distribution of 113 jobs for men record keepers according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 33, or 29.2 per cent, of the positions. Twenty years was the minimum age required for 29, or 25.7 per cent, of the positions; 21 years was the minimum age required for 24, or 21.2 per cent, of the positions; and 25-29 years was the minimum age required for 19, or 16.8 per cent, of the positions for men record keepers. No other one age was required for more than 10 per cent of the record keeping positions for men.

12. Of the 114 instances in which employers specified minimum age requirements for men record keepers, in 26, or 22.9 per cent, of the instances 18 years was the minimum age required by employers. In 22, or 19.3 per cent, of the instances 20 years was the required age; in 25, or 21.9 per cent, of the instances 21 years was the required age; and in 15, or 13.1 per cent, of the instances 25-29 years was the minimum age requirement for men record keepers. No other one age was required in more than 10 per cent of the instances.

13. A distribution of 184 jobs for women record keepers according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 102, or 55.4 per cent, of the positions. Twenty years was the minimum age required for 28, or 15.2 per cent, of the positions; and 25-29 years was the minimum age required for 21, or 11.4 per cent, of the positions for women record keepers. No other one age was required for more than 10 per cent of the record keeping positions for women.

14. Of the 169 instances in which employers specified minimum age requirements for women record keepers, in 67, or 39.6 per cent, of the instances 18 years was the minimum age required by employers. In 39, or 23.1 per cent, of

the instances 20 years was the required age; in 21, or 12.4 per cent, of the instances 21 years was the required age; and in 18, or 10.6 per cent, of the instances, 25-29 years was the minimum age requirement for women record keepers. No other one age was required in more than 10 per cent of the instances.

15. Information regarding whether or not experience was required for replacements was given for 384 record keeping positions. Experience was required in 203, or 52.8 per cent, of the positions; and experience was not required in 181, or 47.2 per cent, of the positions.

16. Of the 258 instances in which employers specified whether or not experience was required for new record keepers, in 170, or 65.9 per cent, of the instances experience was required; and in 88, or 34.1 per cent, of the instances experience was not required.

17. A distribution of 327 record keeping positions for which education requirements were given revealed that for 158, or 48.4 per cent, of the positions high school graduation was required. For 91, or 27.8 per cent, of the positions business college training was required; and for 55, or 16.8 per cent, of the positions two years of college was required. No other one specific type of education was required for more than 10 per cent of the total positions represented.

18. Of the 266 instances in which employers specified the minimum education requirements for new record keepers, in 150, or 56.4 per cent, of the instances high school graduation was specified as the minimum education required. In 70, or 26.3 per cent, of the instances business college training was the minimum education required by the employers. No other one specific type of education was required in more than 10 per cent of the instances.

19. During a 12-month period, there were 19 new record keepers hired in Blackwell, 57 hired in Enid, 12 hired in Pryor, and 246 hired in the oil

companies. There were more newly employed bookkeepers during the 12-month period than any other classification of record keeping employee.

20. Vacancies for accountants and bookkeepers in the oil companies were usually filled by promoting or shifting present employees. Vacancies for ledger clerks were usually filled by hiring new employees.

21. Of the 333 record keepers about whom information was given concerning their duties, 263, or 79.0 per cent, did typewriting; 205, or 61.6 per cent, did filing; 26, or 7.8 per cent, took dictation and transcribed; 327, or 98.2 per cent, applied a knowledge of bookkeeping principles and practices; and 94, or 28.2 per cent, performed selling duties.

22. Of the 288 record keepers about whom information was given regarding the machines operated, 270, or 93.8 per cent, operated the adding machine; 209, or 72.6 per cent, operated the calculator; and 26, or 9.0 per cent, operated the addressing machine.

#### Findings Pertaining to Secretarial Positions

1. Eight studies included in this summary provided information concerning secretarial positions. The 8 studies were comprised of 6 general surveys of Blackwell, Bristow, Enid, McAlester, Pryor, and Seminole; and of 2 specialized surveys, one of secretaries in the public schools of Oklahoma and one of secretarial employees in 15 oil companies in Bartlesville, Ponca City, and Tulsa.

2. The 8 surveys containing information regarding secretarial employees provided data concerning 1876 full-time and 9 part-time secretarial employees. Approximately four-fifths of the secretarial employees represented were employed by the oil companies.

3. Of the 1876 full-time employees represented, 549, or 29.2 per cent, were secretaries; 1236, or 65.9 per cent, were stenographers; 17, or .9 per

cent, were Ediphone or Dictaphone operators; and 74, or 4.0 per cent, were typists.

4. A division of the secretarial employees by sex revealed that out of 1728 employees, 59, or 3.4 per cent, were men and 1669, or 96.6 per cent, were women. Women predominated in all types of secretarial positions.

5. Of the 210 instances in which employees expressed a preference for secretarial employees by sex, in 4, or 1.9 per cent, of the instances men were preferred; in 171, or 81.4 per cent, of the instances women were preferred; and in 35, or 16.7 per cent, of the instances no preference was stated.

6. A distribution of 89 secretarial positions according to the preference by sex specified by the employers showed that men were preferred for 3, or 3.4 per cent, of the jobs; women were preferred for 73, or 82.0 per cent, of the jobs; and no preference was given for 13, or 14.6 per cent, of the jobs.

7. During a 12-month period, 3 men secretarial employees were hired and 1 was separated from his job, making a turnover of 1 man, or a 10.0 per cent turnover based on the average number of 10 men secretarial employees. The only position in which there was a turnover of men secretarial employees was the position of typist in which there was a turnover of 50.0 per cent.

8. During a 12-month period, 79 women secretarial employees were hired and 57 were separated from their jobs, making a turnover of 57 women, or a 28.9 per cent turnover based on the average number of 197 women secretarial employees. The highest rate of turnover occurred in the position of typist in which there was a turnover of 33.3 per cent.

9. There were 107 secretarial employees hired and 67 separated from their jobs during a 12-month period, resulting in a turnover of 67 secretarial employees, or a 28.4 per cent turnover based on the average number of 236 secretarial employees. The highest rate of turnover occurred in the secretarial position of stenographer in which there was a turnover of 32.4 per cent.



10. A distribution of 15 jobs for men secretarial employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 7, or 46.7 per cent, of the positions. Twenty years was the minimum age required for 2, or 13.3 per cent, of the positions; 21 years was the minimum age required for 5, or 33.3 per cent, of the positions; and no minimum age requirement was specified for 1, or 6.7 per cent, of the secretarial positions for men.

11. Of the 16 instances in which employers specified minimum age requirements for men secretarial employees, in 8, or 50.0 per cent, of the instances 18 years was the minimum age required by employers. In 4, or 25.0 per cent, of the instances 21 years was the required age; in 3, or 18.7 per cent, of the instances 23 years was the required age; and in 1, or 6.3 per cent, of the instances 16 years was the minimum age requirement for men secretarial employees.

12. A distribution of 240 jobs for women secretarial employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 150, or 62.5 per cent, of the positions. Twenty years was the minimum age required for 32, or 13.3 per cent, of the positions; and 21 years was the minimum age required for 30, or 12.5 per cent, of the positions for women secretarial employees. No other one age was required for more than 10 per cent of the secretarial positions for women.

13. Of the 148 instances in which employers specified minimum age requirements for women secretarial employees, in 69, or 46.6 per cent, of the instances 18 years was the minimum age required by employers. In 28, or 18.9 per cent, of the instances 20 years was the required age; and in 22, or 14.8 per cent of the instances, 21 years was the minimum age requirement for women secretarial employees. No other age was required in more than 10 per cent of the instances.

14. Information regarding whether or not experience was required for re-placements was given for 262 secretarial positions. Experience was required in 119, or 45.4 per cent, of the positions; and experience was not required in 143, or 54.6 per cent, of the positions.

15. Of the 160 instances in which employers specified whether or not ex-perience was required for new secretarial employees, in 83, or 51.9 per cent, of the instances experience was required; and in 77, or 48.1 per cent, of the instances experience was not required.

16. A distribution of 321 secretarial positions for which education re-quirements were given revealed that for 208, or 64.8 per cent, of the positions high school graduation was required. For 106, or 33.0 per cent, of the posi-tions business college training was required; and for 7, or 2.2 per cent, of the positions two years of college was required.

17. Of the 152 instances in which employers specified the minimum educa-tion requirements for new secretarial employees, in 105, or 69.0 per cent, of the instances high school graduation was specified as the minimum education re-quired. In 38, or 25.0 per cent, of the instances business college training was the minimum education required by the employers; in 6, or 4.0 per cent, of the instances 2 years of college was the required minimum education; and in 3, or 2.0 per cent, of the instances 1 year of college was the required minimum education.

18. During a 12-month period, there were 20 new secretarial employees hired in Blackwell, 62 hired in Enid, 25 hired in Pryor, and 383 hired in the oil companies. There were more newly employed stenographers during the 12-month period than any other classification of secretarial employee.

19. Vacancies for secretaries in the oil companies were usually filled by promoting or shifting present employees. Vacancies for stenographers were

filled either by promoting or shifting present employees or by hiring new employees.

20. Of the 335 secretarial employees about whom information was given concerning their duties, 335, or 100 per cent, of the employees did typewriting; 321, or 95.8 per cent, did filing; 240, or 71.6 per cent, took dictation and transcribed; 212, or 63.3 per cent, applied a knowledge of bookkeeping principles and practices; and 2, or .6 per cent, performed selling duties.

21. Of the 335 secretarial employees about whom information was given concerning the machines operated, 119, or 35.5 per cent, operated the adding machine; 108, or 32.2 per cent, operated the calculator; 21, or 6.3 per cent, operated the addressing machine; 124, or 37.0 per cent, operated the mimeograph; and 50, or 14.9 per cent, operated the Ediphone or Dictaphone.

#### Findings Pertaining to Clerical Employees

1. Six studies included in this summary provided information concerning clerical positions. The six studies were comprised of 6 general surveys of Blackwell, Bristow, Enid, McAlester, Pryor, and Seminole.

2. The 6 surveys containing information regarding clerical employees provided data concerning 348 full-time and 15 part-time clerical employees.

3. Of the 348 full-time employees represented, 31, or 8.9 per cent, were billing clerks; 1, or .3 per cent was an entry clerk; 11, or 3.2 per cent, were file clerks; 169, or 48.5 per cent, were general office clerks; 1, or .3 per cent, was an operation clerk; 9, or 2.6 per cent, were order clerks; 9, or 2.6 per cent, were payroll clerks; 12, or 3.4 per cent, were shipping clerks; 102, or 29.3 per cent, were stock clerks; and 3, or .9 per cent, were time clerks.

4. A division of the clerical employees by sex revealed that out of 323 employees, 172, or 53.3 per cent, were men and 151, or 46.7 per cent, were women. Men predominated in the positions of shipping clerk and stock clerk; and women

predominated in the positions of billing clerk, file clerk, general office clerk, order clerk, and payroll clerk.

5. Of the 129 instances in which employees expressed a preference for clerical employees by sex, in 52, or 40.3 per cent, of the instances men were preferred; in 57, or 44.2 per cent, of the instances women were preferred; and in 20, or 15.5 per cent, of the instances no preference was stated.

6. A distribution of 66 clerical positions according to the preference by sex specified by the employers showed that men were preferred for 34, or 51.5 per cent, of the jobs; women were preferred for 28, or 42.4 per cent, of the jobs; and no preference was given for 4, or 6.1 per cent, of the jobs.

7. During a 12-month period, 25 men clerical employees were hired and 15 were separated from their jobs, making a turnover of 14 men, or an 11.8 per cent turnover based on the average number of 119 men clerical employees. If those positions in which there was an average of 2 or fewer men employees during the 12-month period are disregarded, the highest rate of turnover of men clerical employees occurred in the position of stock clerk in which there was a turnover of 13.8 per cent.

8. During a 12-month period, 30 women clerical employees were hired and 22 were separated from their jobs, making a turnover of 15 women, or an 11.5 per cent turnover based on the average number of 131 women clerical employees. The highest rate of turnover occurred in the position of stock clerk in which there was a turnover of 33.3 per cent.

9. There were 55 clerical employees hired and 37 separated from their jobs during a 12-month period, resulting in a turnover of 32 clerical employees, or a 12.9 per cent turnover based on the average number of 247 clerical employees during the 12-month period. Except for those positions in which there was an average of 2 or fewer employees during the 12-month period, the highest rate

of turnover of clerical employees occurred in the position of file clerk in which there was a turnover of 23.6 per cent.

10. A distribution of 137 jobs for men clerical employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 83, or 60.6 per cent, of the positions. Twenty years was the minimum age required for 18, or 13.1 per cent, of the positions; and 21 years was the minimum age specified for 15, or 10.9 per cent, of the clerical positions for men. No other one age was required for more than 10 per cent of the clerical positions for men.

11. Of the 63 instances in which employers specified minimum age requirements for men clerical employees, in 26, or 41.2 per cent, of the instances 18 years was the minimum age required by employers. In 7, or 11.1 per cent, of the instances 20 years was the required age; and in 14, or 22.2 per cent, of the instances 21 years was the minimum age requirement for men clerical employees. No other one age was required in more than 10 per cent of the instances.

12. A distribution of 146 jobs for women clerical employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 112, or 76.6 per cent, of the positions. No other one age was required for more than 10 per cent of the positions for women clerical employees.

13. Of the 73 instances in which employers specified minimum age requirements for women clerical employees, in 46, or 63.0 per cent, of the instances 18 years was the minimum age required by employers. In 9, or 12.3 per cent, of the instances 20 years was the required age. No other one age was required in more than 10 per cent of the instances.

14. Information regarding whether or not experience was required for replacements was given for 283 clerical positions. Experience was required in 52, or 18.4 per cent, of the positions; and experience was not required in 231, or 81.6 per cent, of the positions.

15. Of the 132 instances in which employers specified whether or not experience was required for new clerical employees, in 44, or 33.3 per cent, of the instances experience was required; and in 88, or 66.7 per cent, of the instances experience was not required.

16. A distribution of 302 clerical positions for which education requirements were given revealed that for 221, or 73.3 per cent, of the positions high school graduation was required. For 37, or 12.2 per cent, of the positions only 2 years of high school was required. No other one specific type of education was required for more than 10 per cent of the total positions represented.

17. Of the 132 instances in which employers specified the minimum education requirements for new clerical employees, in 82, or 62.1 per cent, of the instances high school graduation was specified as the minimum education required. In 31, or 23.4 per cent, of the instances business college training was the minimum education required by the employers. No other one specific type of education was required in more than 10 per cent of the instances.

18. During a 12-month period, there were 11 new clerical employees hired in Blackwell, 44 hired in Enid, and 9 hired in Pryor. There were more newly employed general office clerks and stock clerks during the 12-month period than any other classification of clerical employee.

19. Of the 276 clerical employees about whom information was given concerning their duties, 222, or 80.5 per cent, did typewriting; 137, or 49.6 per cent, did filing; 20, or 7.2 per cent, took dictation and transcribed; 104, or 37.7 per cent, applied a knowledge of bookkeeping principles and practices; and 76, or 27.5 per cent, performed selling duties.

20. Of the 276 clerical employees about whom information was given concerning the machines operated, 144, or 52.2 per cent, operated the adding machine; 106, or 38.4 per cent, operated the calculator; 24, or 8.7 per cent, operated the addressing machine; and 23, or 8.3 per cent, operated the mimeograph.

#### Findings Pertaining to Sales Employees

1. Five studies included in this summary provided information concerning sales positions. The 5 studies were comprised of 5 general surveys of Blackwell, Bristow, Enid, Pryor, and Seminole.

2. The 5 surveys containing information regarding sales employees provided data concerning 1264 full-time and 163 part-time employees.

3. Of the 1264 full-time employees represented, 1070, or 84.7 per cent, were retail salesmen; 94, or 7.4 per cent, were wholesale salesmen; 83, or 6.6 per cent, were department managers; and 17, or 1.3 per cent, were insurance salesmen.

4. A division of the sales employees by sex revealed that out of 1264 employees, 734, or 58.0 per cent, were men and 530, or 42.0 per cent, were women. Men predominated in the positions of wholesale salesman, department manager, and insurance salesman; and there was an almost equal division of the retail sales positions between men and women.

5. Of the 196 instances in which employers expressed a preference for sales employees by sex, in 121, or 61.7 per cent, of the instances men were preferred; in 44, or 22.4 per cent, of the instances women were preferred; and in 31, or 15.9 per cent, of the instances no preference was stated.

6. A distribution of 382 sales positions according to the preference by sex specified by the employers showed that men were preferred for 192, or 50.2

per cent, of the jobs; women were preferred for 64, or 16.8 per cent, of the jobs; and no preference was given for 126, or 33.0 per cent, of the jobs.

7. During a 12-month period, 93 men sales employees were hired and 70 were separated from their jobs, making a turnover of 70 men, or a 15.6 per cent turnover based on the average number of 449 men sales employees. The highest rate of turnover of men sales employees occurred in the position of retail salesmen in which there was a turnover of 18.5 per cent.

8. During a 12-month period, 208 women sales employees were hired and 168 were separated from their jobs, making a turnover of 168 women, or a 53.7 per cent turnover based on the average number of 313 women sales employees. The highest rate of turnover occurred in the position of retail salesman in which there was a turnover of 55.3 per cent.

9. There were 363 sales employees hired and 267 separated from their jobs during a 12-month period, resulting in a turnover of 267 sales employees, or a 30.8 per cent turnover based on the average number of 867 sales employees. The highest rate of turnover of sales employees occurred in the position of retail salesman in which there was a turnover of 35.2 per cent.

10. A distribution of 546 jobs for men sales employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 244, or 44.7 per cent, of the positions. Twenty-one years was the minimum age required for 61, or 11.2 per cent, of the positions; and 25-29 years was the minimum age specified for 57, or 10.4 per cent, of the sales positions for men. No other one age was required for more than 10 per cent of the sales positions for men.

11. Of the 144 instances in which employers specified minimum age requirements for men sales employees, in 41, or 28.4 per cent, of the instances 18 years was the minimum age required by employers. In 15, or 10.4 per cent, of



the instances 16 years was the required age; in 18, or 12.5 per cent, of the instances 21 years was the required age; in 24, or 16.7 per cent, of the instances 25-29 years was the required age; and in 19, or 13.2 per cent, of the instances 30 or over was the minimum age requirement for men sales employees. No other one age was required in more than 10 per cent of the instances.

12. A distribution of 394 jobs for women sales employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 177, or 44.9 per cent, of the positions. Twenty years was the minimum age required for 80, or 20.3 per cent, of the positions; and 16 years was the minimum age required for 60, or 15.2 per cent, of the positions for women sales employees. No other one age was required for more than 10 per cent of the sales positions for women.

13. Of the 71 instances in which employers specified minimum age requirements for women sales employees, in 28, or 39.4 per cent, of the instances 18 years was the minimum age required by employers. In 16, or 22.5 per cent, of the instances 16 years was the required minimum age for women sales employees. No other one age was required in more than 10 per cent of the instances.

14. Information regarding whether or not experience was required for replacements was given for 1067 sales positions. Experience was required in 457, or 42.8 per cent of the positions; and experience was not required in 610, or 57.2 per cent, of the positions.

15. Of the 202 instances in which employers specified whether or not experience was required for new sales employees, in 113, or 55.9 per cent, of the instances experience was required; and in 89, or 44.1 per cent, of the instances experience was not required.

16. A distribution of 941 sales positions for which education requirements were given revealed that for 681, or 72.4 per cent, of the positions high school

graduation was required. For 99, or 10.5 per cent, of the positions there was no minimum education requirement. No other one specific type of education was required for more than 10 per cent of the total positions represented.

17. Of the 195 instances in which employers specified the minimum education requirements for new sales employees, in 137, or 70.3 per cent, of the instances high school graduation was specified as the minimum education required. No other one specific type of education was required in more than 10 per cent of the instances.

18. During a 12-month period, there were 68 new sales employees hired in Blackwell, 233 hired in Enid, and 62 hired in Pryor. There were more newly employed retail salesmen during the 12-month period than any other classification of sales employee.

19. Of the 911 sales employees about whom information was given concerning their duties, 131, or 14.4 per cent, did typewriting; 97, or 10.6 per cent, did filing; 82, or 9.0 per cent, applied a knowledge of bookkeeping principles and practices; and 892, or 97.9 per cent, performed selling duties.

20. Of the 911 sales employees about whom information was given concerning the machines operated, 375, or 41.2 per cent, operated the adding machine; 101, or 11.1 per cent, operated the calculator; 1, or .1 per cent, operated the mimeograph; and 5, or .5 per cent, operated the Ediphone or Dictaphone.

#### Findings Pertaining to Miscellaneous Employees

1. Five studies included in this summary provided information concerning miscellaneous positions. The 5 studies were comprised of 5 general surveys of Blackwell, Bristow, Enid, Pryor, and Seminole.

2. The 5 surveys containing information regarding miscellaneous employees provided data concerning 299 full-time and 20 part-time employees.

3. Of the 299 full-time employees represented, 126, or 42.2 per cent, were cashiers; 8, or 2.7 per cent, were collectors; 43, or 14.4 per cent, were delivery boys/girls; 48, or 16.1 per cent, were machine operators; 2, or .7 per cent, were messengers; 14, or 4.7 per cent, were office boys/girls; 22, or 7.2 per cent, were receptionists; and 36, or 12.0 per cent, were switchboard operators.

4. A division of the miscellaneous employees by sex revealed that out of 299 employees, 111, or 37.1 per cent, were men and 188, or 62.9 per cent, were women. Men predominated in the positions of collector, delivery boy, and messenger. Women predominated in the remainder of the positions which included those for cashiers, machine operators, office girls, receptionists, and switchboard operators.

5. Of the 122 instances in which employers expressed a preference for miscellaneous employees by sex, in 47, or 38.5 per cent, of the instances men were preferred; in 58, or 47.5 per cent, of the instances women were preferred; and in 17, or 14.0 per cent, of the instances no preference was stated.

6. A distribution of 89 miscellaneous positions according to the preference by sex specified by the employers showed that men were preferred for 39, or 43.8 per cent, of the jobs; women were preferred for 48, or 53.9 per cent, of the jobs; and no preference was given for 2, or 2.3 per cent, of the jobs.

7. During a 12-month period, 15 men miscellaneous employees were hired and 10 were separated from their jobs, making a turnover of 9 men, or a 12.2 per cent turnover based on the average number of 74 men miscellaneous employees. The highest rate of turnover of men miscellaneous employees occurred in the position of delivery boy in which there was a turnover of 33.3 per cent.

8. During a 12-month period, 51 women miscellaneous employees were hired and 39 were separated from their jobs, making a turnover of 39 women, or a

28.9 per cent turnover based on the average number of 135 women miscellaneous employees. The highest rate of turnover of women miscellaneous employees occurred in the position of office girl in which there was a turnover of 62.5 per cent.

9. There were 66 miscellaneous employees hired and 49 separated from their jobs during a 12-month period, resulting in a turnover of 49 miscellaneous employees, or a 24.5 per cent turnover based on the average number of 200 miscellaneous employees. The highest rate of turnover of miscellaneous employees occurred in the positions of office boy/girl and receptionist in each of which there was a turnover of 50.0 per cent.

10. A distribution of 96 jobs for men miscellaneous employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 58, or 60.5 per cent, of the positions. Twenty-one years was the minimum age required for 12, or 12.5 per cent, of the positions. No other one age was required for more than 10 per cent of the miscellaneous positions for men.

11. Of the 50 instances in which employers specified minimum age requirements for men miscellaneous employees, in 18, or 36 per cent, of the instances 18 years was the minimum age required by employers. In 15, or 30 per cent, of the instances 16 years was the minimum age required; and 20 years and 21 years were each the minimum age requirement in 5, or 10 per cent, of the instances. No other one age was required in more than 10 per cent of the instances.

12. A distribution of 161 jobs for women miscellaneous employees according to minimum age requirements specified by employers showed that 18 years was the minimum age required for 81, or 50.3 per cent, of the positions. Twenty-one years was the minimum age required for 24, or 15.0 per cent, of the positions; and 16 years was the minimum age required for 18, or 11.2 per cent, of the

positions for women sales employees. No other one age was required for more than 10 per cent of the miscellaneous positions for women.

13. Of the 67 instances in which employers specified minimum age requirements for women miscellaneous employees, in 39, or 58.2 per cent, of the instances 18 years was the minimum age required by employers. No other one age was required in more than 10 per cent of the instances.

14. Information regarding whether or not experience was required for replacements was given for 274 miscellaneous positions. Experience was required in 130, or 47.4 per cent of the positions; and experience was not required in 144, or 52.6 per cent of the positions.

15. Of the 115 instances in which employers specified whether or not experience was required for new miscellaneous employees, in 45, or 39.1 per cent, of the instances experience was required; and in 70, or 60.9 per cent, of the instances experience was not required.

16. A distribution of 251 miscellaneous positions for which education requirements were given revealed that for 185, or 73.7 per cent, of the positions high school graduation was required. No other one specific type of education was required for more than 10 per cent of the total positions represented.

17. Of the 111 instances in which employers specified the minimum education requirements for new miscellaneous employees, in 73, or 65.8 per cent, of the instances high school graduation was specified as the minimum education required. In 13, or 11.7 per cent, of the instances only an eighth-grade education was required. No other one specific type of education was required in more than 10 per cent of the instances.

18. During a 12-month period, there were 15 new miscellaneous employees hired in Blackwell, 51 hired in Enid, and 16 hired in Pryor. There were more newly employed cashiers during the 12-month period than any other classification of miscellaneous employee.

19. Of the 251 miscellaneous employees about whom information was given concerning their duties, 119, or 47.6 per cent, did typewriting; 90, or 36.0 per cent, did filing; 9, or 3.6 per cent, took dictation and transcribed; 78, or 31.2 per cent, applied a knowledge of bookkeeping principles and practices; and 84, or 33.6 per cent, performed selling duties.

20. Of the 251 miscellaneous employees about whom information was given concerning the machines operated, 104, or 41.4 per cent, operated the adding machine; and 84, or 33.6 per cent, operated the calculator.

### Conclusions

On the basis of the findings of this study, the following conclusions seem justified:

1. The investigations summarized in this study indicate that the opportunity for part-time work is apparently quite limited in the business occupations in Oklahoma.
2. The oil companies in Oklahoma employ a large number of ledger clerks and stenographers each year.
3. The largest number of opportunities for employment in the average-sized town seems to be in the area of retail selling.
4. Men more often than women are employed in the positions for record keepers, shipping and stock clerks, salesmen, and delivery boys. Women predominate in secretarial positions, and in most of the clerical and miscellaneous positions.
5. The rate of turnover of men is greatest in the positions of delivery boy and retail salesman, and the rate of turnover of women is greatest in the positions of office girl and retail salesman. In general, women tend to have a much higher turnover rate than do men. It is also generally true that the

lower the age, experience, and education requirements for a position the higher the rate of turnover.

6. Eighteen years is the minimum age required more often than any other for business positions for both men and women.

7. Experience is required for slightly fewer than half of the business positions.

8. The minimum education required for a majority of the jobs for both men and women is high school graduation.

9. The 2 duties performed by the greatest number of employees are typewriting and selling. However, most employees perform a variety of duties, a fact which indicates a need for preparation in more than one subject area.

10. The 2 machines mentioned as being used by the largest number of employees are the adding machine and the calculator.

#### Recommendations

1. The results of this and other studies of a business-occupational-survey nature should be used to guide, not to dictate the decisions of, school advisers and students of the high schools and junior colleges in the State. This and similar studies should serve to indicate in what occupational areas the greatest opportunities for employment lie and what combinations of skills and knowledges and personal qualifications are usually required for initial employment in a given position.

2. It is recommended that future investigators try to define each type of position more accurately and precisely than has been done in the past. A brief statement outlining the major duties of each of the various kinds of positions would be of considerable value.

3. In order that more meaningful comparisons can be made among various future surveys, it is recommended that the investigators exercise greater

uniformity in their choice of items about which data are to be collected. A basic list of duties and machines, for instance, would insure against overlooking possible valuable information about a particular duty or machine. This recommendation is not meant to imply that all occupational surveys should be made in exactly the same way. Each investigator will, of course, have to vary his technique to meet the needs which prompted him to undertake the survey.

4. In tables showing tabulations of the "number of employers specifying, etc.," it is recommended that some procedure be developed for showing the number of positions affected by each reply included in the table.

5. In the cases in which experience is required for new employees, it is recommended that future investigators make an effort to determine the amount and kind of experience required.

6. Since the qualifications often differ for men and for women employees, it is recommended that not only age requirements, but also education and experience requirements be presented separately for men and for women.<sup>1</sup>

7. It is recommended that future investigators make a comparison of the qualifications specified by the employers for new employees with the qualifications of the employees who actually are filling the positions for which information is given.

8. It is recommended that other business occupational surveys be made in order that current information may be available to interested persons. It is suggested that one or two other studies be made of the oil industry to determine what types of employees, other than record keepers and secretaries and stenographers, are to be found in the oil company offices.

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<sup>1</sup>The author is aware that several of the studies did this; however, since not all of the surveys made such a division, it was impossible to do so in the present study without eliminating a considerable amount of data.



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