

**A SURVEY OF SELECTED BUSINESS OCCUPATIONS
IN PRYOR, OKLAHOMA**

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By

ZOE VELMA DAVIS

Bachelor of Science

Northeastern State College

Tahlequah, Oklahoma

1939

Submitted to the Department of Business Education

Oklahoma Agricultural and Mechanical College

In Partial Fulfillment of the Requirements

For the Degree of

MASTER OF SCIENCE

1949

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APPROVED BY:

Robert J. Lowrey
Chairman, Thesis Committee

Andrew Holley
Member of the Thesis Committee

Andrew Holley
Head of the Department

D.C. W. Smith
Dean of the Graduate School

ACKNOWLEDGMENTS

The investigator wishes to express her sincere appreciation for the assistance rendered by the many persons cooperating in this study. She is particularly indebted to Mr. Robert A. Lowry, Associate Professor of Business Education, Oklahoma Agricultural and Mechanical College, for his guidance in the preparation of this study; to Mrs. Jewel Marsh, Pryor, Oklahoma, for her helpful assistance in compiling the list of business firms used in the survey; and to the business firms of Pryor who gave of their time and information.

E. V. D.

DEDICATION

This study is dedicated to my Mother and Father, Mr. and Mrs. C. E. Davis,
whose unfailing confidence helped to make this study possible.

Z. V. D.

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CHAPTER I
INTRODUCTION

This study seeks to determine what business occupational opportunities are available in Pryor, Oklahoma, for the graduates of the business education department and what curriculum changes or modifications should be made in order to meet the needs of the high school graduates.

Pryor is a small agricultural city located 40 miles northeast of Tulsa on U. S. Highway 69. It is the county seat of Mayes County and the gateway city to Pensacola Dam and Spavinaw Lake. The population of this city is 8,500.

Purpose of the Study. The study seeks answers to the following questions:

1. How many employees are now employed in each position included in this study?
2. What is the minimum employment age for new employees as specified by the employers?
3. Do employers prefer men or women employees?
4. In which occupations was there a gain or loss in employment during the last twelve months?
5. What are the educational requirements for each position as specified by the employers?
6. Is job experience required of a new employee?
7. What are some of the specific duties performed by employees in each position included in this study?
8. What modifications should be made in the business education curriculum in the light of the findings of the survey?

Need for the Study. The challenge which led to this study arose from the need to make the vocational business education curriculum more practical to the student on his first job. This need was expressed by both the administration and the business education faculty.

No occupational survey has ever been made in Pryor for school use. It has been pointed out in a similar study made in Evansville, Indiana, that:

A local survey seemed wise in order to understand the local situation and needs, and to revise the vocational curriculum intelligently.¹

A survey before setting up vocational courses is scientifically correct from a research and educational point of view. The Office of Education, Washington, D. C., claims a job survey is the essential first step.²

In addition, R. G. Walters, director of public relations at Grove City College, states that:

. . . in justice to local business firms that help maintain local schools by paying taxes, and who perhaps co-operate with the schools by offering part-time employment facilities for students, local business needs should be given first consideration in planning a curriculum.³

A large number of the graduates of the local high school seek employment at home upon graduation; therefore, it is essential for the school people who do guidance work to know what occupational opportunities are available to these graduates in the local community. The data obtained in this study should help give this information.

¹ Commercial Teachers of the Evansville, Indiana, Public Schools, Job Opportunity Survey, Monograph Number 33, South-Western Publishing Company, p. 7.

² Ibid., p. 10.

³ R. G. Walters, The Community Survey, Monograph Number 58, South-Western Publishing Company, p. 6.

Scope and Delimitations. This study includes all the retail stores, wholesale firms, and offices that employ one or more individuals outside of the immediate family and that are located within the corporate limits of Pryor.

The types of business firms considered in this survey are as follows:

Appliance Store	Grocery Store
Auto Supply Stores	Hardware Stores
Banks	Hatchery
Beverage Distillery	Insurance Offices
C. P. A. Office	Lawyer Offices
Chamber of Commerce Office	Lumber Yards
Clinics and Hospitals	Municipal Offices
Clothing Stores	Milk Producers Association Office
Dentist Offices	Newspaper
Department Stores	Oil Company Office
Drug Stores	Public School Offices
Farm Implement Stores	Real Estate Offices
Feed Stores	Shoe Builders Store
Five to One Dollar Store	State Employment Office
Furniture Mfg. Company Office	Telephone Office
Furniture Stores	Tire Company Store
Garages	Transportation Office
Grand River Dam Authority Office	Utility Office

No attempt was made to determine the salaries of the employees, because it was believed that in some cases a request for this information might cause the employers to refuse to co-operate. Names of the individual business firms do not appear in this study.

No Negro firms are included in this study because there are no Negro residents in Pryor.

Source of Data. The primary source of data used in this study was interview schedules completed during personal interviews with the business men of Pryor.

Definition of Terms. The terms used in this study are to be understood as follows:

A position is a job in which one or more employees were reported by the employer.

Employee's position is one in which he performs the majority of his duties and to which he devotes most of his working time.

A full-time employee is one who is employed thirty or more hours per week for which he receives pay at stated intervals of time.

A part-time employee is one who is employed less than thirty hours per week for which he receives pay.

A new employee is a person who was hired during the last twelve months in a position selected for the survey.

An employer is an individual or business organization which employs personnel in the specified store and office positions selected for this study.

Turnover is "the number of persons hired within a given period to replace those leaving or dropped; also, the ratio of this number to that of the average force maintained."⁴

The percentage of labor turnover is calculated by dividing the actual number of replacements during the last twelve months, represented by the number of separations or accessions, whichever is smaller, by the average employment figure for the year.⁵

An accession is "the hiring of a new employee or the rehiring of an old employee."⁶

A separation is "a termination of employment of any of the three following kinds: Quits, layoffs, and discharges."⁷

⁴ Webster's International Dictionary, Second Edition, Abridged.

⁵ Dale Yoder, Personnel and Labor Relations, pp. 214-17.

⁶ Ibid., p. 215.

⁷ Ibid.

Procedure. A study was made of questionnaires used in similar surveys conducted in other communities. A tentative questionnaire that set up goals for investigation was then prepared and presented for criticism in the 1948 summer business education seminar in Oklahoma Agricultural and Mechanical College. After several revisions, the questionnaire was approved and permission was granted by the Chairman of the Thesis Committee to begin the survey. A copy of the questionnaire used in the survey is included in the Appendix.

A list of business firms to be visited was compiled from the classified section of the Pryor Telephone Directory. This list was arranged in alphabetical order, giving the name of the business firm, the street address, the telephone number, and the name of the owner or person to be interviewed.

During the week preceding the beginning of the survey, newspaper articles setting forth the purposes of the survey were published in two local newspapers and the school paper.

Next, in order to save time in making the survey, the business firms were grouped on cards according to the street address. For instance, the plan was to interview those businesses that were on East Main in a systematic way by taking those to be surveyed one after another as they were located on the street. This made it possible for the investigator to interview more people in the available time between 3:45 p.m., when school was dismissed, and 5:15 p.m., when the stores or offices were preparing to close for the day. Because of the business rush it was found undesirable to make many surveys on Saturdays.

The data were collected by the investigator through personal interviews during the period from January 4 to January 25, 1949.

CHAPTER II
GENERAL RESULTS OF THE STUDY

A well-balanced business curriculum, in any high school, should meet the needs of the student personally and provide specialized vocational training. A truly vocational program should arise directly from the needs of the employer. Vocational programs too frequently have been designed to fit a course of study, not a community. The report of the Evansville Survey points out that vocational business education is efficient only to the degree that it trains the abilities required for the positions in the community.¹

The first step in curriculum building, according to McKee Fisk, is the determination of the business occupations which are found within the community for which training is to be given.²

Firms Surveyed. There were 120 business firms on the original list which was compiled from the classified section of the telephone directory. Of the 120 firms, 31 employed no employees other than members of their own family, and 2 firms had discontinued operation. There remained 87 firms, which were visited.

Size of Firms. In order that a fairly clear idea may be obtained as to the size of the business firms in Pryor, the firms included in the study were classified according to the number of employees. These data are shown

¹ Commercial Teachers of the Evansville, Indiana, Public Schools, op. cit., p. 7.

² McKee Fisk, "Principles of Curriculum Construction in Vocational Business Education," The American Business Education Yearbook, Vol. IV, 1947, p. 39.

in Table I. Members of an owner's family who work for the firm are not included in the tabulation.

The majority of the firms that employ people in office and sales positions are small in size. Each of the twenty-nine firms, or approximately one-third of the firms visited, employ only one person who was not a member of the owner's family. Since approximately 52 per cent of the firms employ 1 or 2 such persons, it appears likely that employees are required to do more than one specific job. This seems to indicate that many students in the business education department should generalize more than specialize in their course of study.

Classification of Employees as to Firms. The data collected were tabulated to determine the number employed in selected store and office positions by various types of firms. The results are shown in Table II. In the eighty-seven businesses there were (thirty-six) different classifications, with (department stores) employing the largest number of full-time employees. Grocery stores and municipal offices were next in number of employees. The three types of firms employing the largest number of part-time employees were the drug stores, grocery stores, and department stores.

Distribution of Employees. Table III reveals the number of full-time and part-time employees employed in each position included in this study. It will be noted from this table that the 87 firms visited employed a total of 295 office and sales people, 251 of whom were full-time and 44 of whom were part-time employees. Of the 295 employees, 140 were men and 155 were women. There were 42 record keepers, 38 secretarial employees, 24 clerks, 150 salespeople, and 41 miscellaneous employees.

According to rank of work classifications, the largest number of employees was found to be salespeople. Record keepers ranked second, and miscellaneous employees ranked third.

TABLE I

FIRMS CLASSIFIED ACCORDING TO NUMBER OF EMPLOYEES

Number of Employees	Number of Firms	Percentage of Firms
1 employees	29	33.3
2 employees	16	18.5
3 employees	12	13.9
4 employees	9	10.3
5 employees	7	8.0
6 employees	5	5.8
7 employees	2	2.3
8 employees	2	2.3
9 employees	1	1.1
10 employees	1	1.1
12 employees	1	1.1
16 employees	1	1.1
20 employees	1	1.1
Total	37	100

This table should be read as follows: Each of twenty-nine firms employed only one employee who was not a member of the owner's family.

TABLE II

NUMBER OF EMPLOYEES EMPLOYED IN SELECTED STORE AND OFFICE POSITIONS
BY VARIOUS TYPES OF FIRMS IN PRYOR, OKLAHOMA

Type of Firm	Number of Firms	Number of Employees				Total
		Full Time		Part Time		
		M	W	M	W	
Appliance Store	1	2				2
Auto Supply Stores	3	5	1	1	2	9
Banks	2	8	8			16
Beverage Distillery	1	1		1		2
C. P. A. Office	1		1		1	2
Chamber of Commerce Office	1		1			1
Clinics and Hospitals	3		3			3
Clothing Stores	4		6		4	10
Dentist Offices	2		2			2
Department Stores	3	10	18	1	5	34
Drug Stores	5	5	13	1	8	27
Farm Implement Stores	3	5		2		7
Feed Stores	2	1		1		2
Five to One Dollar Store	1		8			8
Furniture Mfg. Company Office	1		2			2
Furniture Stores	3	5	1	1	2	9
Garages	4	14	2	1	2	19
Grand River Dam Authority Office	1	3	2			5
Grocery Store	8	25	2	5		32
Hardware Stores	2	9	2			11
Hatchery	1	1				1
Insurance Offices	2		2			2
Lawyer Offices	3		4			4
Lumber Yards	3	8	3			11
Municipal Offices	12	1	18		1	20
Milk Producers Association Office	1	6	1	1		8
Newspaper Offices	2		2		2	4
Oil Company Office	1	2	1			3
Public School Offices	3		3			3
Real Estate Offices	2	5	1			6
Shoe Builders Store	1				1	1
State Employment Office	1		2			2
Telephone Office	1		16			16
Tire Company Store	1	3				3
Transportation Company Office	1		1	1		2
Utility Office	1	5	1			6
	—	—	—	—	—	—
Total	87	124	127	16	28	295

This table should be read as follows: One appliance store employed 2 full-time men employees.

TABLE III
NUMBER OF EMPLOYEES

Position	Full Time		Part Time		Combined		Total
	Men	Women	Men	Women	Men	Women	
<u>Record Keepers</u>							
Accountants			3		3		3
Bookkeepers	9	23	1	5	10	28	38
Ledger Clerks	1				1		1
<u>Secretarial Positions</u>							
Secretaries		9			9		9
Stenographers		18				18	18
Typists	4	5		2	4	7	11
<u>Clerk Positions</u>							
Shipping	2				2		2
Stock	12	1	2		14	1	15
General Office		6		1		7	7
<u>Selling Positions</u>							
Wholesale Salesmen	11				11		11
Retail Salesmen	64	42	10	20	74	62	136
Department Managers	2	1			2	1	3
<u>Miscellaneous Positions</u>							
Cashiers	12	2			12	2	14
Delivery Boys	7				7		7
Receptionists		4				4	4
Telephone Operators		16				16	16
Total	124	127	16	23	140	153	295

This table should be read as follows: Three part-time men accountants were employed by firms included in the survey.

Any attempt to prepare students for future occupations on such a mathematical basis would seem undesirable. As R. G. Walters, director of public relations at Grove City College, points out:

. . . unforeseen emergencies of various kinds--wars, natural disasters, depressions--all make sudden changes in the needs for various types of workers. Consequently there is no infallible method of predicting the exact number of workers that will be needed in any particular field in a year's time.³

Minimum Age Requirements for Men Employees. Data showing the number of employers who specified certain minimum age requirements for new men employees in the various store and office occupations are presented in Table IV. In this tabulation each employer was counted as a separate employer each time he supplied data concerning the age requirements for any occupation.

Only 18, or 24 per cent, of the 75 employers reporting specified a minimum employment age of 17 years or younger for men employees; 22 employers specified a minimum age of 18 years. This means that 40 employers, approximately 53 per cent of the employers supplying data, would employ boys 18 years of age or under in an occupation included in the study.

Seventy-seven, or 55 per cent, of the 140 men employees included in the study were employed in positions for which the employer specified a minimum employment age of 14 to 18 years, inclusive. Additional information concerning the number of positions to which the various minimum age requirements apply is given in Table V.

Minimum Age Requirements for Women Employees. Eighteen years or under was the minimum age requirement specified by 46 employers who employ women store and office workers (Table VI). In other words, 56.9 per cent of the employers will employ women 18 years of age or under in an occupation

³ R. G. Walters, op. cit., p. 16.

TABLE IV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE REQUIREMENTS FOR NEW MEN EMPLOYEES
IN SELECTED STORE AND OFFICE POSITIONS

Position	Minimum Age Specified by Employers													
	14	15	16	17	18	19	20	21	22	24	25	28	30	40
<u>Record Keepers</u>														
Accountants					1						1		1	
Bookkeepers					2		1	1			3		2	
Ledger Clerks								1						
<u>Secretarial Positions</u>														
Secretaries														
Stenographers														
Typists								1						
<u>Clerk Positions</u>														
Shipping			1	1										
Stock	1				3			4		1				
General Office														
<u>Selling Positions</u>														
Wholesale Salesmen			1								4			
Retail Salesmen		3	8		10	1	1	2	1		6	1	1	
Department Managers														1
<u>Miscellaneous Positions</u>														
Cashiers					3			1						
Delivery Boys		1	1	1	3									
Receptionists														
Telephone Operators														
	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total	1	4	11	2	22	1	2	10	1	1	14	1	4	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation.

This table should be read as follows: One employer specified a minimum employment age of 18 years for men accountants.

TABLE V

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

Position	Minimum Age Specified by Employers													
	14	15	16	17	18	19	20	21	22	24	25	28	30	40
<u>Record Keepers</u>														
Accountants					1						1		1	
Bookkeepers					3		1	1			3		2	
Ledger Clerks								1						
<u>Secretarial Positions</u>														
Secretaries														
Stenographers														
Typists								4						
<u>Clerk Positions</u>														
Shipping			1	1										
Stock	1				6			6		1				
General Office														
<u>Selling Positions</u>														
Wholesale Salesmen			1								10			
Retail Salesmen		5	18		23	3	5	2	3		12	1	2	
Department Managers														2
<u>Miscellaneous Positions</u>														
Cashiers					10			2						
Delivery Boys		1	1	2	3									
Receptionists														
Telephone Operators														
Total	1	6	21	3	46	3	6	16	3	1	26	1	5	2

This table should be read as follows: For the jobs held by men accountants, employers specified a minimum age requirement of 18 years for 1, 25 years for 1, and 30 years for 1.

TABLE VI

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE REQUIREMENTS FOR NEW WOMEN EMPLOYEES
IN SELECTED STORE AND OFFICE POSITIONS

Position	Minimum Age Specified by Employers												
	14	15	16	17	18	19	20	21	22	24	25	30	40
<u>Record Keepers</u>													
Accountants													
Bookkeepers			1	1	7		2	4		1	3	1	
Ledger Clerks													
<u>Secretarial Positions</u>													
Secretaries					6			1			1		
Stenographers			2	1	5		2	4					
Typists				2		1		1					
<u>Clerk Positions</u>													
Shipping													
Stock			1										
General Office			1		2		1	2					
<u>Selling Positions</u>													
Wholesale Salesmen													
Retail Salesmen	2	3	5		5	1	2	1			2		
Department Managers													1
<u>Miscellaneous Positions</u>													
Cashiers											2		
Delivery Boys													
Receptionists					1		2		1				
Telephone Operators			1										
	—	—	—	—	—	—	—	—	—	—	—	—	—
Total	2	3	11	4	26	2	9	13	1	1	8	1	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation.

This table should be read as follows: One employer specified a minimum employment age of 16 years for women bookkeepers.

TABLE VII

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

Position	Minimum Age Specified by Employers													
	14	15	16	17	18	19	20	21	22	24	25	28	30	40
<u>Record Keepers</u>														
Accountants														
Bookkeepers			1	1	11		4	4		3	3		1	
Ledger Clerks														
<u>Secretarial Positions</u>														
Secretaries					7			1			1			
Stenographers			3	1	7		2	5						
Typists				4		2		1						
<u>Clerk Positions</u>														
Shipping														
Stock			1											
General Office			1		2		1	3						
<u>Selling Positions</u>														
Wholesale Salesmen														
Retail Salesmen	6	15	12		6	5	5	1			12			
Department Managers														1
<u>Miscellaneous Positions</u>														
Cashiers											2			
Delivery Boys														
Receptionists					1		2		1					
Telephone Operators			16											
	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total	6	15	34	6	34	7	14	15	1	3	18	0	1	1

This table should be read as follows: For the jobs held by women record keepers, employers specified a minimum age requirement of 16 years for 1, 17 years for 1, 18 years for 11, 20 years for 4, 21 years for 4, 24 years for 3, 25 years for 3, and 30 years for 1.

included in the study. Of these employers, 26 specified a minimum employment age of 18 years.

Ninety-five, or 61.3 per cent, of the 155 women employees included in the study were employed in positions for which the employer specified a minimum employment age of 18 years.

To summarize, in the light of the above data, obtained from Tables V and VII, it seems that there are opportunities for employment for a larger percentage of girls than of boys at the age of 18 years or under.

One-half of the employees included in the study are employed in positions for which the minimum employment age for new employees is 18 years or under. This is true for men and women employees as separate groups, as well as for total employees.

Sex Preference Expressed by Employers. As shown in Table VIII, of the 140 employers who supplied data, 63 preferred men, 51 preferred women, and 26 indicated no preference. No preference includes the employers who expressed no sex preference plus the employers who had a definite preference need for both men and women.

The data in Table IX show the distribution of employees according to the sex preference specified by the employers. Of the 295 employees, 118, or 40 per cent, were employed by the employers who indicated a preference for men; 92 were employed by the employers who indicated a preference for women; and 85 were employed by the employers who expressed no preference.

Gain in Employment. During the last twelve months, 161 people were hired in the positions included in this study and 76 were dropped from the payroll, resulting in a gain of 85 employees, including both full-time and part-time employees.

Sixty-nine full-time men employees and 53 full-time women employees were hired, while 32 men and 16 women were dropped from the payroll; therefore,

TABLE VIII
SEX PREFERENCE EXPRESSED BY EMPLOYERS

Position	Number of Employers Preferring			Total
	Men	Women	No Preference	
<u>Record Keepers</u>				
Accountants	2		1	3
Bookkeepers	8	9	9	26
Ledger Clerks			1	1
<u>Secretarial Positions</u>				
Secretaries		7	1	8
Stenographers	1	12	1	14
Typists		2	3	5
<u>Clerk Positions</u>				
Shipping	2			2
Stock	8	1	1	10
General Office		5	1	6
<u>Selling Positions</u>				
Wholesale Salesmen	5			5
Retail Salesmen	26	8	8	42
Department Managers	1			1
<u>Miscellaneous Positions</u>				
Cashiers	4	2		6
Delivery Boys	6			6
Receptionists		4		4
Telephone Operators		1		1
Total	63	51	26	140

Note: In this table each employer is counted as a separate employer each time he supplied data concerning sex preference for new employees in any occupation listed.

This table should be read as follows: Of the 3 employers who employed accountants, 2 employers preferred men accountants, while 1 employer did not have a preference.

TABLE IX

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

Position	Employers' Preference		
	Men	Women	No Preference
<u>Record Keepers</u>			
Accountants	2		1
Bookkeepers	11	13	14
Ledger Clerks			1
<u>Secretarial Positions</u>			
Secretaries		8	1
Stenographers	1	14	3
Typists		4	7
<u>Clerk Positions</u>			
Shipping	2		
Stock	13	1	1
General Office		5	2
<u>Selling Positions</u>			
Wholesale Salesmen	11		
Retail Salesmen	56	25	55
Department Managers	3		
<u>Miscellaneous Positions</u>			
Cashiers	12	2	
Delivery Boys	7		
Receptionists		4	
Telephone Operators		16	
	—	—	—
Total	118	92	85

This table should be read as follows: Two accountants were employed by employers who stated a preference for men accountants.

there was a gain in employment of 37 men and 37 women, or a total gain of 74 full-time employees.

Table X shows a gain in employment of part-time employees as follows: A total of 39 employees, 5 men and 34 women, were employed during the last twelve months; 4 men and 24 women were dropped from the payroll. The result was a gain in employment of 1 man and 10 women, or a total of 11 part-time employees.

Complete details concerning gain in employment during the last twelve months are shown in Table X.

Estimated Job Turnover. After a study of the reports of similar surveys was made, it was concluded that there did not seem to be a standard way of estimating, accurately, the percentage of job turnover.

In this study, job turnover was computed by the net labor turnover rate. The net labor turnover rate is defined as "the number of replacements . . . in the average working force."⁴ This method is used by the Bureau of Labor Statistics for turnover accounting.

Last year the business firms in Pryor included in this study maintained an average labor force of 252.5 workers in the selected store and office positions. Of the 252.5 workers, 214 were full-time workers, and 38.5 were part-time workers.

As shown in Tables XI and XII, during the preceding 12 months the estimated job turnover was as follows: A 22.4 per cent job turnover for full-time workers; a 72.7 per cent job turnover for part-time workers. The percentage of turnover for each group was based on its respective yearly average.

⁴ Dale Yoder, Personnel and Labor Relations, p. 214.

TABLE X

GAIN IN EMPLOYMENT DURING THE LAST TWELVE MONTHS

Position	Number Employed				Number Dropped				Gain in Employment										
	Full Time		Part Time		Full Time		Part Time		Full Time			Part Time			Combined				
	M	W	M	W	M	W	M	W	M	W	T	M	W	T	M	W	T		
Record Keepers																			
Accountants																			
Bookkeepers	1	9		2	1	1					8	8		2	2		10	10	
Ledger Clerks																			
Secretarial Positions																			
Secretaries		3				1					2	2					2	2	
Stenographers		17				7					10	10					10	10	
Typists	1	4		2		1		1		1	3	4		1	1		1	4	5
Clerk Positions																			
Shipping	1									1	1						1	1	
Stock	6		1		1		1			5	5						5	5	
General Office		2		2						2	2		2	2			4	4	
Selling Positions																			
Wholesale Salesmen	8				4					4	4						4	4	
Retail Salesmen	43	10	4	28	22	2	3	23	21	8	29	1	5	6			22	13	35
Department Managers		1				1					0								0
Miscellaneous Positions																			
Cashiers	1								1	1							1	1	
Delivery Boys	8				4				4	4							4	4	
Receptionists		1								1	1						1	1	
Telephone Operators		6				3				3	3						3	3	
	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total	69	53	5	34	32	16	4	24	37	37	74	1	10	11			38	47	85

This table should be read as follows: During the last twelve months 1 full-time man bookkeeper was employed and 1 full-time man bookkeeper was dropped from the payroll; therefore, there was not a gain in employment of men bookkeepers.

TABLE XI

NUMBER OF PERSONS EMPLOYED FULL TIME DURING PRECEDING TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover	
	M	W	T	M	W	T	Number ^a	Per Cent ^b
<u>Record Keepers</u>								
Accountants								
Bookkeepers	1	9	10	1	1	2	2	7.1
Ledger Clerks								
<u>Secretarial Positions</u>								
Secretaries		3	3		1	1	1	12.5
Stenographers		17	17		7	7	7	53.8
Typists	1	4	5		1	1	1	14.3
<u>Clerk Positions</u>								
Shipping	1		1			0	0	0
Stock	6		6	1		1	1	9.5
General Office		2	2			0	0	0
<u>Selling Positions</u>								
Wholesale Salesmen	8		8	4		4	4	44.4
Retail Salesmen	43	10	53	22	2	24	24	26.2
Department Managers		1	1		1	1	1	33.3
<u>Miscellaneous Positions</u>								
Cashiers	1		1			0	0	0
Delivery Boys	8		8	4		4	4	80.0
Receptionists		1	1			0	0	0
Telephone Operators		6	6		3	3	3	20.7
	—	—	—	—	—	—	—	—
Total	69	53	122	32	16	48	48	22.4

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of full-time employees during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man bookkeeper and 9 women bookkeepers were hired; and 1 man bookkeeper and 1 woman bookkeeper were separated from their jobs. There was a total turnover of 2 bookkeepers, or 7.1 per cent of the average number of bookkeeping employees for the preceding 12 months. All data are for full-time employees.

TABLE XII

NUMBER OF PERSONS EMPLOYED PART TIME DURING PRECEDING TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover	
	M	W	T	M	W	T	Number ^a	Per Cent ^b
<u>Record Keepers</u>								
Accountants								
Bookkeepers		2	2			0	0	0
Ledger Clerks								
<u>Secretarial Positions</u>								
Secretaries								
Stenographers								
Typists		2	2		1	1	1	66.7
<u>Clerk Positions</u>								
Shipping								
Stock	1		1	1		1	1	50.0
General Office		2	2			0	0	0
<u>Selling Positions</u>								
Wholesale Salesmen								
Retail Salesmen	4	28	32	3	23	26	26	96.3
Department Managers								
<u>Miscellaneous Positions</u>								
Cashiers								
Delivery Boys								
Receptionists								
Telephone Operators								
	---	---	---	---	---	---	---	---
Total	5	34	39	4	24	28	28	72.7

^a Actual number of replacements during the last 12 months, represented by the total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of part-time employees during the last 12 months.

This table should be read as follows: During the preceding 12 months, 2 women bookkeepers were hired; no bookkeepers were separated from their jobs; therefore, there was not a job turnover. All data are for part-time employees.

To summarize, data presented in Table XIII show that during the last 12 months a total of 161 full-time and part-time workers were hired, an estimated 30.1 per cent job turnover.

Education Requirements. Table XIV shows the number of employers specifying various minimum education requirements for the occupations included in the study. Each employer was counted as a separate employer each time he supplied data for a specific occupation. Of the total employers, only 21 were willing to hire employees who had not completed high school, while only 5 employers required employees in some specific occupation to have had some college education. One hundred two, or 72.9 per cent, of the employers required that new employees in some occupation must have completed a high school education.

As shown in Table XV, the employers who required high school graduation for new workers employed 221 employees, approximately 75 per cent of the 295 employees included in this study.

Experience Requirements. Table XVI gives the experience requirements for new employees as specified by the employers. In making this table, each employer was counted as a separate employer each time he supplied data concerning experience requirements for new employees in any occupation listed. Of the 139 employers, 54, or 38.8 per cent, required experience of new employees in some occupations; 85, or 61.2 per cent, did not require experience.

One hundred five, or 35.6 per cent, of the 295 employees included in the study held jobs for which employers did not require experience of new employees; 190, or 64.4 per cent, held jobs for which experience was required of new employees. Details are shown in Table XVII.

Duties Performed by Employees. In the area of occupational information with reference to curriculum changes or modifications, the duties performed

TABLE XIII

NUMBER OF FULL-TIME AND PART-TIME EMPLOYEES COMBINED
EMPLOYED DURING PRECEDING TWELVE MONTHS AND
ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
<u>Record Keepers</u>								
Accountants								
Bookkeepers	1	11	12	1	1	2	2	6.0
Ledger Clerks								
<u>Secretarial Positions</u>								
Secretaries		3	3		1	1	1	12.5
Stenographers		17	17		7	7	7	53.8
Typists	1	6	7		2	2	2	23.5
<u>Clerk Positions</u>								
Shipping	1		1			0	0	0
Stock	7		7	2		2	2	16.0
General Office		4	4			0	0	
<u>Selling Positions</u>								
Wholesale Salesmen	8		8	4		4	4	44.4
Retail Salesmen	47	38	85	25	25	50	50	42.2
Department Managers		1	1		1	1	1	33.3
<u>Miscellaneous Positions</u>								
Cashiers	1		1			0	0	0
Delivery Boys	8		8	4		4	4	80.0
Receptionists		1	1			0	0	0
Telephone Operators		6	6		3	3	3	20.7
Total	74	87	161	36	40	76	76	30.1

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of employees during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man bookkeeper and 1 woman bookkeeper were separated from their jobs. There was a total turnover of 2 bookkeepers, or 6 per cent of the average number of bookkeeping employees for the preceding 12 months. All data are for full-time and part-time employees combined.

TABLE XIV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION
REQUIREMENTS FOR NEW EMPLOYEES

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
<u>Record Keepers</u>												
Accountants							1				1	1
Bookkeepers							14	1	2			9
Ledger Clerks							1					
<u>Secretarial Positions</u>												
Secretaries							8					
Stenographers							14					
Typists							5					
<u>Clerk Positions</u>												
Shipping				1				1				
Stock								10				
General Office								4				2
<u>Selling Positions</u>												
Wholesale Salesmen				1		1		3				
Retail Salesmen	1	5		1	4	2	28		1			
Department Managers								1				
<u>Miscellaneous Positions</u>												
Cashiers								6				
Delivery Boys			4					2				
Receptionists								4				
Telephone Operators						1						
Total	1	11	1	6	2	102	2	3	12			

Note: In making this table, each employer was counted as a separate employer each time he supplied data concerning education requirements for any occupation listed.

This table should be read as follows: One employer specified that an accountant must have completed high school, 1 employer specified that an accountant must have completed four years of college, and 1 employer specified business college.

TABLE XV
 DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EDUCATION
 REQUIREMENTS SPECIFIED BY EMPLOYERS FOR NEW
 EMPLOYEES

Position	New Employee Must Have Completed											
	Grade			High School			College			Business		
	6	7	8	9	10	11	12	1	2	3	4	College
<u>Record Keepers</u>												
Accountants							1			1		1
Bookkeepers							28		1	1		8
Ledger Clerks							1					
<u>Secretarial Positions</u>												
Secretaries							9					
Stenographers							18					
Typists							11					
<u>Clerk Positions</u>												
Shipping				1				1				
Stock								15				
General Office								5				2
<u>Selling Positions</u>												
Wholesale Salesmen				1		3		7				
Retail Salesmen	1	11		2	14	5	101					2
Department Managers								3				
<u>Miscellaneous Positions</u>												
Cashiers												14
Delivery Boys			4									3
Receptionists												4
Telephone Operators						16						
Total	1	17	2	33	5	221	1	2	13			

This table should be read as follows: For the jobs held by accountants, employers require high school graduation for 1, 4 years of college for 1, and business college training for 1.

TABLE XVI
EXPERIENCE REQUIREMENTS FOR NEW EMPLOYEES
AS SPECIFIED BY EMPLOYERS

Position	Number of Employers Requiring Experience	Number of Employers Not Requiring Experience
<u>Record Keepers</u>		
Accountants	3	
Bookkeepers	11	15
Ledger Clerks		1
<u>Secretarial Positions</u>		
Secretaries		8
Stenographers	8	6
Typists	1	4
<u>Clerk Positions</u>		
Shipping	1	1
Stock	7	2
General Office	2	4
<u>Selling Positions</u>		
Wholesale Salesmen	3	2
Retail Salesmen	12	30
Department Managers	1	
<u>Miscellaneous Positions</u>		
Cashiers	3	3
Delivery Boys	1	5
Receptionists	1	3
Telephone Operators		1
	—	—
Total	54	85

Note: In this table each employer was counted as a separate employer each time he supplied data concerning experience requirements for new employees in any occupation listed.

This table should be read as follows: Three employers require experience for accountants.

TABLE XVII

DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE
REQUIREMENTS FOR NEW EMPLOYEES

Position	Experience Required	Experience Not Required
<u>Record Keepers</u>		
Accountants	3	
Bookkeepers	13	25
Ledger Clerks		1
<u>Secretarial Positions</u>		
Secretaries		9
Stenographers	10	8
Typists	4	7
<u>Clerk Positions</u>		
Shipping	1	1
Stock	13	2
General Office	2	5
<u>Selling Positions</u>		
Wholesale Salesmen	6	5
Retail Salesmen	43	93
Department Managers	3	
<u>Miscellaneous Positions</u>		
Cashiers	5	9
Delivery Boys	1	6
Receptionists	1	3
Telephone Operators		16
	—	—
Total	105	190

This table should be read as follows: Employers require experience for the 3 jobs held by accountants.

by the employees could not be overlooked in determining the business occupational opportunities available in Pryor.

Each employee was classified according to the position in which he performed the majority of his duties and to which he devoted most of his working time.

Since a majority of the business firms in Pryor are small, the employees are required to perform several duties. For instance, as shown in Table XVIII, of the 295 persons employed, 188 sell as part of their duties. This means that 63.7 per cent of the employees sell. This suggests that these people could increase their proficiency on the job through some training in salesmanship.

Selling is a duty performed by at least part of the employees in every type of position except the following: accountants, stenographers, typists, receptionists, and telephone operators.

Table XVIII summarizes the data pertaining to duties performed by the various employees.

The following chapters will be devoted to an analysis of the data as they apply to record keeping positions, secretarial positions, clerk positions, selling positions, and miscellaneous positions.

TABLE XVIII

NUMBER OF EMPLOYEES PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone of Ediphone	Use Mimeograph
<u>Record Keepers</u>										
Accountants	3			1	1		3	1		
Bookkeepers	38	12	36	34	29	9	38	9		1
Ledger Clerks	1	1	1	1	1		1			
<u>Secretarial Positions</u>										
Secretaries	9	2	8	8	6	7	7	4		6
Stenographers	18		18	18	6	18	11	2	3	1
Typists	11		7	11			4	2		
<u>Clerk Positions</u>										
Shipping	2	2	1				2			
Stock	15	11	11	7	4		9	2		1
General Office	7	2	7	6	4	5	3	2		2
<u>Selling Positions</u>										
Wholesale Salesmen	11	11		2	2		2			
Retail Salesmen	136	136	8	5	12		70	1		
Department Managers	3	3	3	4	3		3			
<u>Miscellaneous Positions</u>										
Cashiers	14	3	4	7	4		8	1		
Delivery Boys	7	5								
Receptionists	4		3	2	2		1			
Telephone Operators	16		3					2		
Total	295	188	100	105	76	39	168	26	3	11

This table should be read as follows: Of 3 accountants, 1 types as part of his duties.

CHAPTER III
RECORD KEEPING POSITIONS

There are constantly occupational changes within the community; therefore, in the guidance and counseling of high school students considering bookkeeping as a career involves the acquiring of occupational information in this field.¹

The occupational information secured through this survey concerning record keepers is analyzed in the following paragraphs.

Employed Record Keepers. Of the total 42 record keepers employed, 14 were men and 28 were women (Table XIX). This means exactly twice as many women as men were employed in the record keeping positions included in this study. To be more specific, the women were employed only as bookkeepers; therefore, there were twice as many women bookkeepers as there were men accountants, bookkeepers, and ledger clerks combined.

TABLE XIX
NUMBER OF RECORD KEEPERS EMPLOYED

Position	Full Time		Part Time		Combined		
	Men	Women	Men	Women	Men	Women	Total
Accountants			3		3		3
Bookkeepers	9	23	1	5	10	28	38
Ledger Clerks	1				1		1
Total	10	23	4	5	14	28	42

This table should be read as follows: Three men were employed as part-time accountants by the employers included in the study.

¹ Harold F. Cottingham, "Occupational Information for Those Interested in Bookkeeping," United Business Education Association Forum, Vol. II No. 6 (March, 1948), p. 16.

Thirty-eight, or 90.4 per cent of the record keepers, were bookkeepers. Only 21.4 per cent of the 42 record keepers were part-time employees.

Minimum Age Requirements for Men Record Keepers. Table XX shows the number of employers who specified certain minimum age requirements for men record keepers. In this tabulation each employer was counted as a separate employer each time he supplied data concerning the age requirements for any of the occupations listed. Only 3, or 23 per cent, of the 13 employers reporting specified a minimum employment age of 18 years for men record keepers, while 10, or 76.9 per cent, of the employers specified 20 years or above. The findings lead to the conclusion that boys 18 years of age or under who are interested in record keeping should consider further training in business education.

Table XXI shows the distribution of jobs held by men record keepers according to the minimum age requirements specified by employers. Four, or two-sevenths, of the total 14 record keepers were employed by the employers specifying a minimum employment age of 18 years for record keepers. No boys under 18 years of age were employed as record keepers.

According to rank of employees as to minimum employment age, the largest number of persons were employed by the employers specifying 18 and 25 years of age; 30 years ranked second; and 21 years ranked third.

To summarize, data presented in Tables XX and XXI show that the total personnel employed in the record keeping positions included in the study were closely correlated to the minimum age requirements specified by the employers. In other words, 23 per cent of the employers reporting specified a minimum employment age of 18 years, while 28.5 per cent of the total employees held jobs for which employers specified a minimum employment age of 18 years.

TABLE XX

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

Position	Minimum Age Specified by Employers							
	16	17	18	20	21	24	25	30
Accountants			1				1	1
Bookkeepers			2	1	1		3	2
Ledger Clerks					1			
Total			3	1	2		4	3

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: One employer specified a minimum age of 18 years for men accountants, 1 specified 25 years, and 1 specified 30 years.

TABLE XXI

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

Position	Minimum Age Specified by Employers							
	16	17	18	20	21	24	25	30
Accountants			1				1	1
Bookkeepers			3	1	1		3	2
Ledger Clerks					1			
Total			4	1	2		4	3

This table should be read as follows: For the jobs held by men accountants, employers specified a minimum age requirement of 18 years for 1, 25 years for 1, and 30 years for 1.

Minimum Age Requirements for Women Record Keepers. The age preferences for women record keepers as indicated by the employers are given in Table XXII. No women accountants or ledger clerks were employed during the last twelve months. One employer indicated a willingness to employ women bookkeepers at the age of 16. Based on the stated employer preferences, 35 per cent of the employers will hire girls at the age of 18 for bookkeeping positions.

The employers who specified a minimum employment age of 18 years or under employed 13, or 46.4 per cent, of the 28 women record keepers employed. Eleven employers, who preferred women bookkeepers 20 years of age or over, employ 46.4 per cent of the women bookkeepers employed. Table XXIII presents additional information concerning the minimum employment age of women record keepers.

The findings, in all probability, indicate that a larger percentage of the employers hire women bookkeepers 20 years of age or over. Prospective bookkeeping personnel probably should consider further training in business education.

Sex Preference Expressed by Employers. Of the 30 employers who supplied data, 10, or 33.3 per cent, preferred men record keepers; 9, or 30 per cent, preferred women record keepers; and 11, or 36.7 per cent, indicated no preference (Table XXIV).

On the basis of expressed employer sex preferences, the investigator found that out of the 42 record keepers, 13, or 31 per cent, were employed by the employers who indicated a preference for men; 13, or 31 per cent, were employed by the employers who indicated a preference for women; and 16, or 38 per cent, were employed by the employers who expressed no preference. These data are summarized in Table XXV.

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

Position	Minimum Age Specified by Employers							
	16	17	18	20	21	24	25	30
Accountants								
Bookkeepers	1	1	7	2	4	1	3	1
Ledger Clerks								
Total	1	1	7	2	4	1	3	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any of the three occupations listed

This table should be read as follows: One employer specified a minimum employment age of 16 years for women bookkeepers.

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

Position	Minimum Age Specified by Employers							
	16	17	18	20	21	24	25	30
Accountants								
Bookkeepers	1	1	11	4	4	3	3	1
Ledger Clerks								
Total	1	1	11	4	4	3	3	1

This table should be read as follows: For the jobs held by women bookkeepers, employers specified a minimum age requirement of 16 years for 1, 17 years for 1, 18 years for 11, 20 years for 4, 21 years for 4, 24 years for 3, 25 years for 3, and 30 years for 1.

TABLE XXIV
PREFERENCE OF EMPLOYERS FOR RECORD KEEPERS BY SEX

Position	Number of Employers Preferring		
	Men	Women	No Preference
Accountants	2		1
Bookkeepers	8	9	9
Ledger Clerks			1
Total	10	9	11

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the sex preference for any occupation listed.

This table should be read as follows: Two employers preferred men accountants, while 1 employer did not have a preference.

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

Position	Employers' Preference		
	Men	Women	No Preference
Accountants	2		1
Bookkeepers	11	13	14
Ledger Clerks			1
Total	13	13	16

This table should be read as follows: Two accountants were employed by the employers who preferred men accountants, while one accountant was employed by the employer who did not indicate a preference.

Gain in Employment. During the last twelve months 12 bookkeepers were hired, and 2 were dropped from the payroll. The result was a gain in employment of 10 bookkeepers, including both full-time and part-time bookkeepers. More specific information concerning the gain in employment during the last 12 months is shown in Table XXVI.

Estimated Job Turnover. Last year in the record keeping positions, the business firms in Pryor maintained an average labor force of 37 record keepers. Of the 37 record keepers, 29 were full-time record keepers, and 8 were part-time record keepers.

Table XXVII shows that during the preceding 12 months, 10 full-time bookkeepers were hired, and 2 full-time bookkeepers were separated from their jobs. There was a total turnover of 2 full-time bookkeepers, or 6.9 per cent of the average number of full-time bookkeeping employees for the preceding 12 months. In this table the percentage of turnover is based on the total yearly average of full-time bookkeepers employed.

Two women were hired as part-time bookkeepers during the preceding 12 months; and no bookkeepers were separated from their jobs. Therefore, there was not a turnover in part-time jobs (Table XXVIII).

To summarize, data presented in Table XXIX show that during the last 12 months a total of 12 bookkeepers were hired, and 2 bookkeepers were separated from their jobs. There was a total turnover of 2 bookkeepers, or 6 per cent of the average number of bookkeeping employees for the preceding 12 months. All data are for full-time and part-time employees combined.

Education Requirements. The minimum education requirements for record keepers are shown in Table XXX. It is significant to note that 16, or 53.3 per cent, of the employers reporting checked the completion of high school as the minimum education requirement for record keepers.

TABLE XXVI

GAIN IN EMPLOYMENT OF RECORD KEEPERS DURING LAST TWELVE MONTHS

Position	Number Employed				Number Dropped				Gain in Employment						
	Full Time		Part Time		Full Time		Part Time		Full Time		Part Time		Combined		
	M	W	M	W	M	W	M	W	M	W	T	M	W	T	
Accountants															
Bookkeepers	1	9	0	2	1	1			0	8	8	0	2	2	0 10 10
Ledger Clerks															
Total	1	9	0	2	1	1			0	8	8	0	2	2	0 10 10

This table should be read as follows: During the last twelve months 1 full-time man bookkeeper was employed and 1 full-time man bookkeeper was dropped from the payroll; therefore, there was not a gain in employment of men bookkeepers.

TABLE XXVII

NUMBER OF RECORD KEEPERS EMPLOYED FULL TIME DURING PRECEDING
TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Accountants								
Bookkeepers	1	9	10	1	1	2	2	7.1
Ledger Clerks								
Total	1	9	10	1	1	2	2	6.9

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of full-time record keepers during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man bookkeeper and 9 women bookkeepers were hired; and 1 man bookkeeper and 1 woman bookkeeper were separated from their jobs. There was a total turnover of 2 bookkeepers, or 7.1 per cent of the average number of bookkeeping employees for the preceding 12 months. All data are for full-time record keepers.

TABLE XVIII

NUMBER OF RECORD KEEPERS EMPLOYED PART TIME DURING PRECEDING
TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Accountants								
Bookkeepers	2	2		0			0	0
Ledger Clerks								
Total	2	2		0			0	0

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of part-time record keepers during the last 12 months.

This table should be read as follows: During the preceding 12 months, 2 women bookkeepers were hired and no bookkeepers were separated from their jobs; therefore, there was not a job turnover. All data are for part-time record keepers.

TABLE XXIX

NUMBER OF FULL-TIME AND PART-TIME RECORD KEEPERS COMBINED
EMPLOYED DURING PRECEDING TWELVE MONTHS AND ESTIMATED
PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Accountants								
Bookkeepers	1	11	12	1	1	2	2	6.0
Ledger Clerks								
Total	1	11	12	1	1	2	2	5.4

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of record keepers during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man bookkeeper and 9 women bookkeepers were hired; and 1 man bookkeeper and 1 woman bookkeeper were separated from their jobs. There was a total turnover of 2 bookkeepers, or 6.0 per cent of the average number of bookkeeping employees for the preceding 12 months. All data are for full-time and part-time record keepers.

TABLE XXX

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION
REQUIREMENTS FOR NEWLY EMPLOYED RECORD KEEPERS

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
Accountants							1			1		1
Bookkeepers							14		1	2		9
Ledger Clerks							1					
Total							16		1	3		10

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the education requirements for any occupation listed.

This table should be read as follows: One employer specified that an accountant must have completed high school, 1 employer specified that an accountant must have completed four years of college, and 1 employer specified business college.

The employers who required high school graduation for new workers employed 30 record keepers, approximately 71.4 per cent of the 42 record keepers included in this study. Details are shown in Table XXXI.

These findings seem to indicate that a majority of the business firms in Pryor included in this study are willing to employ high school graduates in record keeping positions.

It is very essential that bookkeeping teachers become acquainted with the existing bookkeeping systems, especially, in the local community. The bookkeeping courses should be kept up to date. Professor Paul A. Carlson said:

Teachers should become acquainted with the main sources of existing bookkeeping systems. It is very necessary that teachers should make their own local surveys. They need to visit business offices to find the kinds of records that are being used. . . .

TABLE XXXI

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

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
Accountants							1			1		1
Bookkeepers							28		1	1		8
Ledger Clerks							1					
Total							30		1	2		9

This table should be read as follows: For the jobs held by accountants, employers require high school graduation for 1, 4 years of college for 1, and business college training for 1.

Bookkeeping and accounting courses can be considered up-to-date only to the extent that they meet the existing business community needs.²

Experience Requirements. Nearly one-half, or 46.6 per cent, of the employers require experience for newly employed record keepers. Of the 30 employers reporting, 16, or 53.4 per cent, do not require experience. According to these data, probably only about one-half of the record keeping positions are available to the business education graduates, based on experience requirements as expressed by the employers interviewed. As will be explained in the following paragraph, however, almost two-thirds of the record keepers are employed in jobs for which the employers say that experience is not required. Additional information concerning experience requirements is given in Table XXXII.

² Paul A. Carlson, "Keeping the Bookkeeping Course Up to Date," United Business Education Association Forum, Vol. II No. 7 (April, 1948), p. 13.

TABLE XXXII

EXPERIENCE REQUIREMENTS FOR NEWLY EMPLOYED
RECORD KEEPERS AS SPECIFIED BY EMPLOYERS

Position	Number of Employers Requiring Experience	Number of Employers Not Requiring Experience
Accountants	3	
Bookkeepers	11	15
Ledger Clerks		1
Total	14	16

Note: In this table each employer was counted as a separate employer each time he supplied data concerning experience requirements for record keepers in any occupation listed.

This table should be read as follows: Three employers require experience for newly employed accountants.

Sixteen, or 38.1 per cent, of the 42 record keepers included in the study held jobs for which employers require experience of new record keepers; 26, or 61.9 per cent, held jobs for which employers did not require experience of new record keepers. Details are shown in Table XXXIII.

Duties Performed by Employees. Based on the findings shown in Table XXXIV, it seems apparent that the record keepers in Pryor perform several duties. According to rank of duties performed by the full-time record keepers reported, filing and the use of the adding machine ranked first with the same frequency. Typewriting ranked second, and apply knowledge of bookkeeping principles and practices ranked third. To be more specific, of the 33 full-time record keepers, 33 file, 33 use the adding machine, 32 type, and 27 apply knowledge of bookkeeping principles and practices as part of their duties.

TABLE XXIII

REQUIREMENTS OF JUNE ACCOUNTS TO WHICH
 INFORMATION REQUIREMENTS FOR MONTH
 EXPLOYED RECORD KEEPERS

Position	Experience Required	Experience Not Required
Accountants	3	23
Bookkeepers	13	1
Ledger Clerks		
Total	16	26

This table should be read as follows: Employees require experience for the 3 jobs held by accountants.

TABLE XXIV

NUMBER OF FULL-TIME RECORD KEEPERS POSSESSING CERTAIN SKILLS

Position	Number Employed	Cell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Accountants	32	11	32	31	26	7	32	7		1
Bookkeepers	1	1	1	1	1		1			
Ledger Clerks										
Total	33	12	33	32	27	7	33	7		1

This table should be read as follows: Of the 33 full-time bookkeepers, 11 sell as part of their duties.

Only 73.3 per cent of the full-time bookkeepers apply a knowledge of bookkeeping principles and practices as a part of their duties. This seems to indicate that specialized training in bookkeeping is not required for all bookkeepers employed in Fryor.

Out of the 9 part-time record keepers, 6, or 66.7 per cent, apply a knowledge of bookkeeping principles and practices as a part of their duties; while 9, or 100 per cent, use the adding machine as a part of their duties. Other duties listed in order of their frequency are: typing, filing, using the calculator, taking dictation and transcribing, and selling. Details are shown in Table XXXV.

Table XXXVI presents detailed information as to the number of full-time and part-time record keepers performing certain duties selected for this study. According to rank of duties performed by the employees, using the adding machine ranked first. Filing ranked second, and typing ranked third.

TABLE XXXV

NUMBER OF PART-TIME RECORD KEEPERS PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Accountants	3			1	3		3	1		
Bookkeeping	6	1	4	4	3	2	6	2		
Ledger Clerks										
Total	9	1	4	5	6	2	9	3		

This table should be read as follows: Part-time accountants perform several duties; for example, 1 part-time accountant types, 3 part-time accountants apply knowledge of bookkeeping principles and practices, 3 part-time accountants use an adding machine, and 1 part-time accountant uses a calculator.

TABLE XXXVI

NUMBER OF FULL-TIME AND PART-TIME RECORD KEEPERS COMBINED PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Accountants	3			1	3		3	1		
Bookkeeping	38	12	36	34	29	9	38	9		1
Ledger Clerks	1	1	1	1	1		1			
Total	42	13	37	36	33	9	42	10		1

This table should be read as follows: Of the 42 accountants employed, 1 accountant types, 3 apply a knowledge of bookkeeping principles and practices, 3 accountants use the adding machine, and 1 accountant uses a calculator.

CHAPTER IV
SECRETARIAL POSITIONS

The data secured through personal interviews with the business men with reference to secretarial workers are analyzed in this chapter for the purpose of determining what occupational opportunities are available in Pryor for secretarial workers.

Employed Secretarial Employees. Of the 295 employees covered by this survey, 38, or 12.9 per cent, were engaged in secretarial positions as secretaries, stenographers, or typists. Of the 38 workers employed in secretarial positions, 4 were men and 34 were women. Of the 34 women, 2 were part-time typists. The 4 men were employed as typists. As indicated in Table XXXVII, only 5 women, or 13.1 per cent, were employed as typists. It seems advisable for girls who expect to secure stenographic positions not to rely on typewriting alone to secure a position.

Age Requirements for Men Secretarial Employees. Table XXXVIII shows that one employer specified a minimum age requirement of 21 years for men secretarial employees.

Four men typists were employed in positions for which the employers specified a minimum employment age of 21 years (Table XXXIX).

Age Requirements for Women Secretarial Employees. Only 5 employers stated they would hire women secretarial workers below the age of 18 years. Of the 27 employers reporting, 12, or 44.4 per cent, specified a minimum employment age of 18 for women secretarial workers. Additional related information is given in Table XL.

Twenty-two, or 64.7 per cent, of the 34 women secretarial workers included in the study were employed in positions for which the employers specified a minimum employment age of 16 to 18 years, inclusive.

TABLE XXXVII
NUMBER OF SECRETARIAL EMPLOYEES

Position	Full Time		Part Time		Combined		
	Men	Women	Men	Women	Men	Women	Total
Secretaries		9			9		9
Stenographers		18			18		18
Typists	4	5		2	4	7	11
Total	4	32		2	4	34	38

This table should be read as follows: Nine women were employed as full-time secretaries by the firms included in the study.

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

Position	Minimum Age Specified by Employers						
	16	17	18	19	20	21	25
Secretaries							
Stenographers							
Typists						1	
Total						1	

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: One employer specified a minimum employment age of 21 years for men typists.

TABLE XXXIX

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

Position	Minimum Age Specified by Employers						
	16	17	18	19	20	21	25
Secretaries							
Stenographers							
Typists						4	
Total						4	

This table should be read as follows: Four men typists were employed in positions for which the employers specified a minimum employment age of 21 years.

TABLE XL

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

Position	Minimum Age Specified by Employers						
	16	17	18	19	20	21	25
Secretaries			6			1	1
Stenographers	2	1	5		2	4	
Typists		2	1	1		1	
Total	2	3	12	1	2	6	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: Six employers specified a minimum employment age of 18 years for women secretaries.

Prospective secretarial personnel probably should consider further training in secretarial training even though over one-half, or 64.7 per cent, of the women secretarial workers were employed in positions for which employers specified a minimum age of 18 years or under. Table XIII presents these data in detail.

Employer Sex Preference. Table XIII shows the preference of employers for secretarial employees by sex. Based on the expressed employer preference, of the 27 employers who supplied data, 21, or 77.8 per cent, preferred women, 1 preferred men, and 5 indicated no preference. The employers who needed both men and women in their business were included in the no preference group.

The data presented in Table XIII shows that of the 38 secretarial employees, 26, or 68.4 per cent, were hired by the employers who indicated a preference for women, and 11, or 31.6 per cent, were employed by the employers who expressed no preference.

Gain in Employment. During the last 12 months there was a gain in employment of 17 secretarial employees. To be more specific, 25 full-time secretarial workers were employed during the last 12 months, and 9 were dropped from the payroll. The result was a gain of 16 full-time secretarial workers. There was a gain in employment of 1 part-time typist. Table XLIV gives full information concerning the gain in employment during the last 12 months.

Estimated Job Turnover. During the preceding 12 months 25 secretarial workers were hired, and 9 full-time secretarial workers were separated from their jobs. There was a total turnover of 9 full-time secretarial employees, or 32.1 per cent of the average number of full-time secretarial employees for the preceding 12 months. The percentage of turnover is based on the total yearly average of full-time secretarial employees.

TABLE XLII

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

Position	Minimum Age Specified by Employers						
	16	17	18	19	20	21	25
Secretaries			7			1	1
Stenographers	3	1	7		2	5	
Typists		4		2		1	
Total	3	5	14	2	2	7	1

This table should be read as follows: For the jobs held by secretaries, employers specified a minimum age requirement of 18 years for 7, 21 for 1, and 25 for 1.

TABLE XLIII

PREFERENCE OF EMPLOYERS FOR SECRETARIAL EMPLOYERS BY SEX

Position	Number of Employers Preferring		
	Men	Women	No Preference
Secretaries		7	1
Stenographers	1	12	1
Typists		2	3
Total	1	21	5

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the sex preference for any of the three occupations listed.

This table should be read as follows: Seven employers preferred women secretaries, while 1 employer did not have a preference.

TABLE XIII

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

Position	Employers' Preference		
	Men	Women	No Preference
Secretaries		8	1
Stenographers		14	4
Typists		4	7
Total		26	12

This table should be read as follows: Eight secretaries were employed by the employers who preferred women secretaries, while 1 secretary was employed by the employer who did not have a preference.

TABLE XLIV

GAIN IN EMPLOYMENT OF SECRETARIAL EMPLOYEES DURING LAST TWELVE MONTHS

Position	Number Employed				Number Dropped				Gain in Employment							
	Full Time		Part Time		Full Time		Part Time		Full Time		Part Time		Combined			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Secretaries		3			1				2	2				2	2	
Stenographers		17			7				10	10				10	10	
Typists	1	4		2	1		1		1	2	4	1	1	1	4	5
Total	1	24		2	9		1		1	15	16	1	1	1	16	17

This table should be read as follows: During the last twelve months 3 full-time women secretaries were employed and 1 full-time woman secretary was dropped from the payroll; therefore, there was a gain in employment of 2 full-time women secretaries.

Additional information concerning estimated job turnover of full-time secretarial employees is given in Table XLV.

The business firms last year maintained an average labor force of 28 full-time secretarial workers in the secretarial occupations.

Two women were hired as part-time typists during the preceding 12 months, and one part-time woman typist was separated from her job. In part-time positions there was a total turnover of one part-time typist. More specific information concerning turnover in part-time secretarial positions is given in Table XLVI.

To summarize, data presented in Table XLVII show that during the last 12 months a total of 27 secretarial employees were hired, and 10 secretarial workers were separated from their jobs. There was a total turnover of 10 secretarial workers, or 33.9 per cent of the average number of secretarial employees for the preceding 12 months. All data are for full-time and part-time employees combined.

Education Requirements. All of the 27 employers reporting specified high school graduation as the minimum education requirement for newly employed secretarial employees (Table XLVIII).

Thirty-eight secretarial employees were hired by the employers who require that a new employee must have completed high school. Details are shown in Table XLIX.

Experience Requirements. One-third of the 27 employers who hire secretarial workers require experience for newly employed secretarial employees (Table I).

Fourteen, or 36.9 per cent, of the 38 employees included in the study held jobs for which employers require experience of new employees; 24, or 63.1 per cent, held jobs for which experience was not required of new employees. Details are shown in Table II.

TABLE III

NUMBER OF SECRETARIAL EMPLOYEES EMPLOYED FULL TIME
DURING PRECEDING TWELVE MONTHS AND ESTIMATED
PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover, Per Cent ^b
	M	F	T	M	F	T		
Secretaries	3	3		1	1		1	12.5
Stenographers	17	17		7	7		7	33.5
Typists	1	4	5	1	1		1	14.3
Total	1	24	25	9	9		9	32.1

^a actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of employees during the last 12 months who were employed as full-time secretaries.

This table should be read as follows: During the preceding 12 months, 3 women secretaries were hired, and 1 woman secretary was separated from her job. There was a total turnover of 1 secretary, or 12.5 per cent of the average number of secretary employees for the preceding 12 months. All data are for full-time employees.

TABLE XLVI
 NUMBER OF SECRETARIAL EMPLOYEES EMPLOYED PART TIME
 DURING PRECEDING TWELVE MONTHS AND ESTIMATED
 PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Secretaries								
Stenographers								
Typists	2	2		1	1		1	66.6
Total	2	2		1	1		1	66.6

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of employees during the last 12 months who were employed as part-time secretaries.

This table should be read as follows: During the preceding 12 months, 2 women typists were hired, and 1 women typist was separated from her job. There was a total turnover of 1 typist, or 66.6 per cent of the average number of typing employees for the preceding 12 months. All data are for part-time employees.

TABLE XLVII

NUMBER OF FULL-TIME AND PART-TIME SECRETARIAL EMPLOYEES
COMBINED EMPLOYED DURING PRECEDING TWELVE MONTHS
AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Secretaries		3	3	1	1		1	12.5
Stenographers		17	17	7	7		7	53.8
Typists	1	6	7	2	2		2	23.5
Total	1	26	27	10	10		10	33.9

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of secretarial employees during the last 12 months.

This table should be read as follows: During the last 12 months, 3 women secretaries were hired, and 1 woman secretary was separated from her job. There was a total turnover of 1 secretary, or 12.5 per cent of the average number of secretary employees for the preceding 12 months. All data are for full-time and part-time employees combined.

TABLE XLVIII

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION
REQUIREMENTS FOR NEWLY EMPLOYED SECRETARIAL EMPLOYEES

Position	New Employee Must Have Completed											
	Grade			High School			College			Business		
	6	7	8	9	10	11	12	1	2	3	4	College
Secretaries							8					
Stenographers							14					
Typists							5					
Total							27					

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the education requirements for any occupation listed.

This table should be read as follows: Eight employers specified that a secretary must have completed high school.

TABLE XLIX

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

Position	New Employee Must Have Completed											
	Grade			High School			College			Business		
	6	7	8	9	10	11	12	1	2	3	4	College
Secretaries							9					
Stenographers							18					
Typists							11					
Total							38					

This table should be read as follows: Employers require a high school education for the 9 jobs held by secretaries.

TABLE L
EXPERIENCE REQUIREMENTS FOR NEWLY EMPLOYED SECRETARIAL
EMPLOYEES AS SPECIFIED BY EMPLOYERS

Position	Number of Employers Requiring Experience	Number of Employers Not Requiring Experience
Secretaries		8
Stenographers	8	6
Typists	1	4
	-----	-----
Total	9	18

Note: In this table each employer was counted as a separate employer each time he supplied data concerning experience requirements for secretarial employees in any occupation listed.

This table should be read as follows: Eight employers did not require experience for newly employed secretaries.

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

Position	Experience Required	Experience Not Required
Secretaries		9
Stenographers	10	8
Typists	4	7
	-----	-----
Total	14	24

This table should be read as follows: Nine secretaries were employed by the employers requiring experience for newly employed secretaries.

In as much as the employers indicated they would hire high school graduates for secretarial positions and one-third of the employers required experience, it appears advisable to establish a work experience program for advanced secretarial students. Louis C. Nanassy of New Jersey State Teachers College has said, "Work experience should be recognized as a 'must' in training young people for vocational occupations."¹

Duties Performed by Employees. Some of the duties performed by the secretarial employees are shown in Table LII. According to rank of duties performed by the full-time secretarial workers, typing ranked first. Filing ranked second, and taking dictation and transcribing ranked third. In other words, of the 36 full-time secretarial employees, 36, or 100 per cent, type; 32, or 88.9 per cent, file; and 25, or 69.4 per cent, take dictation and transcribe.

Table LIII shows that of the 2 part-time typists, 1 files, 2 type, 1 uses the adding machine, and 1 uses the calculator.

To summarize, data presented in Table LIV show the number of full-time and part-time secretarial workers performing certain duties selected for this study. According to rank of duties performed by the full-time and part-time secretarial workers combined, typing ranked first, filing ranked second, and taking dictation and transcribing ranked third.

Of the 38 secretarial workers employed, 12, or 31.6 per cent, apply a knowledge of bookkeeping principles and practices. It appears likely that secretarial majors should receive some training in bookkeeping.

Two reasons why secretarial majors should receive some training in bookkeeping are as follows:

¹ Louis C. Nanassy, "Integrating the Teaching of Shorthand and Transcription With Realistic Practice," United Business Education Association Forum, Vol. II No. 1 (October, 1947), p. 40.

First, every secretary keeps many records--sales reports, inventories, pay rolls, expense accounts, payments of small bills, and many other. A secretary has several hours of such record keeping each week.

Secondly, most business correspondence deals with financial records in either a debtor or a creditor sense. For intelligent conduct of that correspondence, one must "know the books."²

TABLE III

NUMBER OF FULL-TIME SECRETARIAL EMPLOYEES
PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Secretaries	9	2	3	3	6	7	7	4		6
Stenographers	13		10	10	6	13	11	2	3	1
Typists	9		6	9			3	1		
Total	36	2	32	36	12	25	21	7	3	7

This table should be read as follows: Of the 9 full-time secretaries, 2 sell as part of their duties.

² "The Gregg News Letter to the Shorthand Teacher," Gregg Publishing Company, New York (March, 1949), p. 1.

TABLE LIII

 NUMBER OF PART-TIME SECRETARIAL EMPLOYEES
 PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Secretaries										
Stenographers										
Typists	2		1	2			1	1		
Total	2		1	2			1	1		

This table should be read as follows: Of the 2 part-time typists, 1 files as part of his duties.

TABLE LIV

 NUMBER OF FULL-TIME AND PART-TIME SECRETARIAL EMPLOYEES
 COMBINED PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Secretaries	9	2	8	8	6	7	7	4		6
Stenographers	18		18	18	6	18	11	2	3	1
Typists	11		7	11			4	2		
Total	38	2	32	38	12	25	22	8	3	7

This table should be read as follows: Of the 9 secretaries employed, 2 sell as part of their duties.

CHAPTER V
CLERICAL POSITIONS

Clerical job training is essential since many high school graduates start as clerical workers.

Eminent business educators have frequently emphasized the fact that the greatest number of jobs in business offices are in the clerical field. No longer can business education confine its curriculum to shorthand, typewriting, and bookkeeping. It is a fact that graduates of schools who have been trained as bookkeepers, typists or secretaries, in many cases, are initially employed in a clerical capacity in order to eventually reach the job for which they were trained.¹

Employed Clerks. There are 24 clerks employed by the business firms reporting. This number is approximately 8.1 per cent of the 295 workers included in this study. Table LV shows that there are twice as many men clerks employed as women clerks. In other words, of the 24 clerks employed, 16, or two-third, were men, and 8, or one-third, were women. Only 3, or one-eighth, of the 24 clerks were part-time clerks.

Minimum Age Requirements for Men Clerks. Of the 11 employers interviewed, 6, or 54.5 per cent, specified a minimum employment age of 18 years for men clerks, while 5, or 45.5 per cent, indicated 21 years of age or over. Additional information concerning the employers' minimum age requirements for men clerks is given in Table LVI.

Table LVII shows the distribution of jobs held by men clerks according to the minimum age requirements specified by employers. Of the 16 clerks employed, 9, or 56.3 per cent, held jobs for which the employers require a minimum employment age of 18 years or under.

¹ R. D. Bryan, "Clerical Training Values of Calculating and Adding-Listing Machines," United Business Education Association Forum, Vol. II No. 4 (January, 1948), p. 47.

TABLE LV
NUMBER OF CLERKS EMPLOYED

Position	Full Time		Part Time		Combined	
	Men	Women	Men	Women	Men	Women
Shipping	2				2	
Stock	12	1	2		14	1
General Office		6		1		7
Total	14	7	2	1	16	8

This table should be read as follows: Two men were employed as full-time shipping clerks by the firms included in the study.

TABLE LVI
NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE
REQUIREMENTS FOR MEN CLERKS

Position	Minimum Age Specified by Employers					
	14	16	17	18	21	24
Shipping		1	1			
Stock	1			3	4	1
General Office						
Total	1	1	1	3	4	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any of the three occupations listed.

This table should be read as follows: One employer specified a minimum employment age of 16 years for men shipping clerks, while 1 employer specified 17 years of age.

TABLE LVII

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

Position	Minimum Age Specified by Employers					
	14	16	17	18	21	24
Shipping		1	1			
Stock	1			6	6	1
General Office						
Total	1	1	1	6	6	1

This table should be read as follows: One employer specified a minimum employment age of 16 years for men shipping clerks.

Minimum Age Requirements for Women Clerks. The age preferences for women clerks as indicated by the employers are given in Table LVIII. Each employer was counted as a separate employer each time he supplied data for a specific occupation. Two employers indicated a willingness to employ women clerks at the age of 16. Of the total employers, only 2, or 28.6 per cent, will employ girls at the age of 18 for clerical positions.

Two, or one-fourth, of the 8 women clerks included in the study held jobs for which employers require a minimum employment age of 16; 4, or 50 per cent, held jobs for which employers specified a minimum employment age of 20 years or over. Of the total women clerks, only 2, or 25 per cent, held jobs for which employers specified a minimum employment age of 18 years. Details are shown in Table LIX.

Sex Preference Expressed by Employers. Table LX presents detailed information concerning sex preference expressed by employers. Of the 18 employers who supplied data, 10, or 55.6 per cent, preferred men clerks,

TABLE LVIII
NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM
AGE REQUIREMENTS FOR WOMEN CLERKS

Position	Minimum Age Specified by Employers				
	16	17	18	20	21
Shipping Stock	1				
General Office	1		2	1	2
Total	2		2	1	2

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any of the three occupations listed.

This table should be read as follows: One employer specified a minimum employment age of 16 years for women stock clerks.

TABLE LIX
DISTRIBUTION OF JOBS HELD BY WOMEN CLERKS ACCORDING TO MINIMUM
AGE REQUIREMENT SPECIFIED BY EMPLOYERS

Position	Minimum Age Specified by Employers				
	16	17	18	20	21
Shipping Stock	1				
General Office	1		2	1	3
Total	2		2	1	3

This table should be read as follows: One woman stock clerk held a job for which employers specified a minimum age requirement of 16 years.

TABLE LX
PREFERENCE OF EMPLOYERS FOR CLERKS BY SEX

Position	Number of Employers Preferring		
	Men	Women	No Preference
Shipping	2		
Stock	3	1	1
General Office		5	1
Total	10	6	2

Note: In this table each employer is counted as a separate employer each time he supplied data concerning sex preference for new employees in any occupation listed.

This table should be read as follows: Two employers prefer men shipping clerks.

6, or 33.3 per cent, preferred women clerks, 2, or 11.1 per cent, indicated no preference. The employers who had a definite preference need for both men and women were included in the no preference group.

The employers who expressed a preference for men clerks employed 15, or 62.5 per cent, of the 24 clerks included in the study. Details are shown in Table LXI.

Gain in Employment. During the preceding 12 months 12 clerks were hired, and 2 clerks were dropped from the payroll. The result was a gain in employment of 10 clerks, including both full-time and part-time clerks. Complete details concerning gain in employment of clerks during the last 12 months are shown in Table LXII.

Estimated Job Turnover. During the preceding 12 months an average labor force of 17 workers was maintained in clerical positions.

TABLE LXI
DISTRIBUTION OF JOBS HELD BY CLERKS ACCORDING
TO SEX PREFERENCE SPECIFIED BY EMPLOYERS

Position	Employers' Preference		
	Men	Women	No Preference
Shipping	2		
Stock	13	1	1
General Office		5	2
Total	15	6	3

This table should be read as follows: Two shipping clerks were employed by employers who stated a preference for men shipping clerks.

Data presented in Table LXIII show that during the last 12 months 9 full-time clerks were hired, and 1 full-time clerk was separated from his job. There was a total turnover of 1 full-time clerk, or 5.8 per cent of the average number of clerks for the preceding 12 months.

Three part-time clerks were hired last year, and 1 part-time clerk was separated from his job. There was a 20 per cent job turnover for part-time clerks. In Table LXIV the percentage of turnover was based on the yearly average of part-time clerks.

To summarize, data presented in Table LXV show that during the preceding 12 months a total of 12 full-time and part-time clerks were hired, an estimated 10.5 per cent job turnover.

Education Requirements. Table LXVI shows that 15, or 83.3 per cent, of the employers reporting indicated a high school education as the minimum education requirement for clerks.

TABLE LXII

GAIN IN EMPLOYMENT OF CLERKS DURING LAST TWELVE MONTHS

Position	Number Employed				Number Dropped				Gain in Employment								
	Full Time		Part Time		Full Time		Part Time		Full Time			Part Time			Combined		
	M	W	M	W	M	W	M	W	M	W	T	M	W	T	M	W	T
Shipping	1														1		1
Stock	6		1		1		1					5		5			5
General Office		2		2								2	2		2	2	4
Total	7	2	1	2	1		1					6	2	8	2	2	6

This table should be read as follows: One full-time shipping clerk was employed during the last twelve months. Since no shipping clerks were dropped from the payroll this shows a gain in employment of one full-time shipping clerk during the last twelve months.

TABLE LXIII

NUMBER OF CLERKS EMPLOYED FULL TIME DURING PRECEDING TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Shipping	1		1			0	0	0
Stock	6		6	1		1	1	9.5
General Office		2	2			0	0	0
Total	7	2	9	1	1	1	1	5.8

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of full-time clerks during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man shipping clerk was hired, and no shipping clerks were separated from their jobs. There was not a job turnover for shipping clerks. All data are for full-time clerks.

TABLE LXIV

NUMBER OF CLERKS EMPLOYED PART TIME DURING PRECEDING TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Shipping Stock	1		1	1	1		1	50.0
General Office		2	2			0	0	0
Total	1	2	3	1	1		1	33.3

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of part-time clerks during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man stock clerk was hired, and 1 man stock clerk was separated from his job. There was a total turnover of 1 stock clerk, or 50 per cent of the average number of stock clerks. All data are for full-time clerks.

TABLE LXV

NUMBER OF FULL-TIME AND PART-TIME CLERKS COMBINED
EMPLOYED DURING PRECEDING TWELVE MONTHS AND
ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Shipping	1		1			0	0	0
Stock	7		7	2		2	2	16.0
General Office		4	4			0	0	0
Total	8	4	12	2		2		10.5

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of clerks during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man shipping clerk was hired, and no shipping clerks were separated from their jobs. There was not a job turnover for shipping clerks. All data are for full-time and part-time clerks combined.

TABLE LXVI

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION
REQUIREMENTS FOR NEWLY EMPLOYED CLERKS

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
Shipping			1				1					
Stock							10					
General Office							4					2
Total							15					2

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the education requirements for any occupation listed.

This table should be read as follows: One employer required the completion of the eighth grade as a minimum education requirement for shipping clerks, while 1 specified a high school education

Employers who require that new clerks must have completed a high school education employed 21 clerks, approximately 87.5 per cent of the 24 clerks included in the study. Details are shown in Table LXVII.

In view of the above evidence it seems that there is some opportunity for a young high school graduate to find initial employment in clerical occupations in Pryor.

Experience Requirements. Table LXVIII shows that 10, or 58.8 per cent, of the employers supplying data require experience of newly employed clerks.

Sixteen, or two-thirds, of the 24 clerks included in the study held jobs for which employers require experience of new clerks. Complete details are shown in Table LXIX.

Based on the above data, a work-experience program in the high school would be a means of giving the student this additional training and experience needed for employment.

TABLE LXVII

DISTRIBUTION OF JOBS FOR NEWLY EMPLOYED CLERKS ACCORDING
TO MINIMUM EDUCATION REQUIREMENTS SPECIFIED BY EMPLOYERS

Position	New Employees Must Have Completed										
	Grade			High School				College			Business
	6	7	8	9	10	11	12	1	2	3 4	College
Shipping			1				1				
Stock							15				
General Office							5				2
Total			1				21				2

This table should be read as follows: For the jobs held by shipping clerks, employers require the completion of the eighth grade for 1, and a high school education for 1.

TABLE LXVIII

EXPERIENCE REQUIREMENTS FOR NEWLY EMPLOYED
CLERKS AS SPECIFIED BY EMPLOYERS

Position	Number of Employers Requiring Experience	Number of Employers not Requiring Experience
Shipping	1	1
Stock	7	2
General Office	2	4
Total	10	7

Note: In this table each employer was counted as a separate employer each time he supplied data concerning experience requirements for clerks in any occupation listed.

This table should be read as follows: One employer requires experience for newly employed shipping clerks, while 1 does not require experience.

TABLE LXXIX

DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE
REQUIREMENTS FOR EMPLOYED CLERKS

Position	Experience Required	Experience Not Required
Shipping	1	1
Stock	13	2
General Office	2	5
Total	16	8

This table should be read as follows: One shipping clerk held a job for which employers require experience of new clerks, while 1 shipping clerk held a job for which experience is not required of new shipping clerks.

Duties Performed by Employees. Table LXXI shows that full-time clerks perform several duties. According to rank of duties performed by the 21 clerks, filing ranked first; selling and typing, with the same frequency, ranked second; and using the adding machine ranked third.

As shown in Table LXXI, of the 3 part-time clerks, 3 sell, file, and use the adding machine as part of their duties, while only 1 types and 2 apply knowledge of bookkeeping principles and practices as a part of their duties.

To summarize, Table LXXII shows the number of full-time and part-time clerks performing certain duties selected for this study. According to rank of duties performed by clerks, filing ranked first. Selling ranked second, and using the adding machine ranked third.

TABLE LXX

NUMBER OF FULL-TIME CLERKS PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping or principles and practices	Take dictation and transcribe	Use adding Machine	Use calculator	Use Dictaphone and Telephone	Use Mimeograph
Shipping	2	2	1				2			
Stock	13	9	9	6	3		7	2		1
General Office	6	1	6	6	5	5	2	2		3
Total	21	12	16	12	6	5	11	4		3

This table should be read as follows: Of 2 shipping clerks, 2 sell as part of their duties.

TABLE LXXI

NUMBER OF PART-TIME CLERKS PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping or principles and practices	Take dictation and transcribe	Use adding Machine	Use calculator	Use Dictaphone and Telephone	Use Mimeograph
Shipping	2	2	2	1	1		2			
Stock	1	1	1		1		1			
General Office										
Total	3	3	3	1	2		3			

This table should be read as follows: Of 2 part-time shipping clerks, 2 sell as part of their duties.

TABLE LXXII

NUMBER OF FULL-TIME AND PART-TIME CLERKS COMBINED
PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone and telephone	Use cinematograph
Shipping	2	2	1				2			
Stock	15	11	11	7	4		3	2		2
General Office	7	2	7	6	4	5	3	2		2
Total	24	15	19	13	8	5	14	4		3

This table should be read as follows: Of 2 shipping clerks, 2 sell as part of their duties.

CHAPTER VI

SELLING POSITIONS

More people are employed in selling occupations than any other classification included in the study. Selling is a big and growing field.

It (retailing) employs about one out of eight of the total working population of the nation. It contributed approximately \$42 billion to our national income in 1939, \$74.5 billion in 1945, and \$97 billion in 1946. It is expected to contribute approximately \$116 billion in 1950.

Retailing will undoubtedly offer greater and richer opportunities in the coming years. Out of a total of approximately 3,4000,000 businesses in the U. S., 1,780,000 are retailers, or approximately 53%. About 92% of these are small enterprises, employing less than 10 employees. Working in a small retail store requires a versatile employee. Knowledge of salesmanship must be supplemented by ability to set up displays, write ad copy, keep records for the business, check stocks, take inventory, and often aid in the formulation of store policies.¹

Employed Salespeople. Table LXXIII shows that there are 150 salespeople employed by the business firms included in the survey. This number is approximately 50.8 per cent of the 295 workers included in the study. Of the 150 salespeople, 87, or 58 per cent, were men and 63, or 42 per cent, were women.

As shown in the classifications in Table LXXIII, the largest number of salespeople was found to be retail salesmen. Wholesale salesmen ranked second, and department managers ranked third.

Minimum Age Requirements for Salesmen. Data showing the number of employers who specified certain minimum age requirements for new salesmen are presented in Table LXXIV. There is very little agreement among employers as to minimum age requirements for salesmen.

¹ John W. Ernest, "Teaching Methods in Distributive Occupational Training," United Business Education Association Forum, Vol. II No. 7 (April, 1943), p. 27.

TABLE LXXIII
NUMBER OF SALESPEOPLE EMPLOYED

Position	Full Time		Part Time		Combined		
	Men	Women	Men	Women	Men	Women	Total
Wholesale Salesmen	11				11		11
Retail Salesmen	64	42	10	20	74	62	136
Department Managers	2	1			2	1	3
Total	77	43	10	20	87	63	150

This table should be read as follows: Eleven full-time men wholesale salesmen were employed by the firms included in the survey.

TABLE LXXIV
NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE
REQUIREMENTS FOR MEN SALESPEOPLE

Position	Minimum Age Specified by Employers										
	15	16	18	19	20	21	22	25	28	30	40
Wholesale Salesmen		1						4			
Retail Salesmen	3	8	10	1	1	2	1	6	1	1	
Department Managers											1
Total	3	9	10	1	1	2	1	10	1	1	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: One employer specified a minimum employment age of 16 years for wholesale salesmen, while 4 employers specified 25 years.

Only 12, or 30 per cent, of the 40 employers supplying data were willing to employ men salespeople under 18 years of age; 10, or 25 per cent, of the employers specified 18 years of age.

Twenty-three, or 26.4 per cent, of the 87 men salespeople included in the study were employed in selling positions for which the employer specified a minimum employment age of 18 years. Additional information concerning the number of selling positions to which the various minimum age requirements apply is given in Table LXXV.

Minimum Age Requirements for Women Salespeople. Eighteen years or under was the minimum age requirement specified by 15 employers who employ women retail salespeople (Table LXXVI). In other words, 68.2 per cent of the employers will employ women retail salespeople 18 years of age or under.

TABLE LXXV

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

Position	Minimum Age Specified by Employers										
	15	16	18	19	20	21	22	25	28	30	40
Wholesale Salesmen		1						10			
Retail Salesmen	5	18	23	3	5	2	3	12	1	2	
Department Managers											2
Total	5	19	23	3	5	2	3	22	1	2	2

This table should be read as follows: For the jobs held by wholesale salesmen, employers specified a minimum age requirement of 16 years for 1, and 25 years for 10.

8 TABLE LXXVI

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM AGE
REQUIREMENTS FOR NEW WOMEN SALESPeOPLE

Position	Minimum Age Specified by Employers								
	14	15	16	18	19	20	21	25	40
Wholesale Salesmen									
Retail Salesmen	2	3	5	5	1	2	1	2	
Department Managers									1
Total	2	3	5	5	1	2	1	2	1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: Two employers specified a minimum employment age of 14 years for women retail salesmen.

No women were employed as wholesale salesmen or department managers.

Thirty-nine, or 61.9 per cent, of the 63 women retail salespeople included in the study were employed in positions for which the employers specified a minimum employment age of 18 years or under. Complete details are shown in Table LXXVII.

Sex Preference Expressed by Employers. As shown in Table LXXVIII, of the 48 employers reporting, 32 preferred men salespeople, 8 preferred women salespeople, and 8 indicated no preference. The employers who had a definite preference need for both men and women were included in the no preference group.

The data in Table LXXIX show the distribution of employees according to the sex preference specified by the employers. Of the 150 salespeople, 70, or 46.7 per cent, were employed by the employers indicating a preference

TABLE LXXVII

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

Position	Minimum Age Specified by Employers									
	14	15	16	18	19	20	21	25	40	
Wholesale Salesmen										
Retail Salesmen	6	15	12	6	5	5	1	12		
Department Managers										1
Total	6	15	12	6	5	5	1	12		1

This table should be read as follows: For the job held by women retail salesmen, employers specified a minimum age requirement of 14 years for 6, 15 years for 15, 16 years for 12, 18 years for 6, 19 years for 5, 20 years for 5, 21 years for 1, and 25 years for 12.

for men salespeople; 25, or 16.7 per cent, were employed by the employers indicating a preference for women salespeople; and 55 salespeople, or 36.6 per cent, were employed by the employers expressing no preference.

Gain in Employment. During the last twelve months 94 salespeople were hired and 55 were dropped from the payroll. The result was a gain in employment of 39 salespeople, including both full-time and part-time salespeople. Complete details concerning gain in employment during the last twelve months are shown in Table LXXX.

Estimated Job Turnover. As shown in Tables LXXXI and LXXXII, during the preceding 12 months the estimated job turnover was as follows: A 66.6 per cent job turnover for full-time salespeople; a 96.3 per cent job turnover for part-time salespeople. The percentage of turnover for each group was based on its respective yearly average.

TABLE LXXVIII
PREFERENCE OF EMPLOYERS FOR SALESPEOPLE BY SEX

Position	Number of Employers Preferring		
	Men	Women	No Preference
Wholesale Salesmen	5		
Retail Salesmen	26	8	8
Department Managers	1		
Total	32	8	8

Note: In this table each employer is counted as a separate employer each time he supplied data concerning sex preference for new salespeople in any occupation listed

This table should be read as follows: Five employers prefer men wholesale salesmen.

TABLE LXXIX
DISTRIBUTION OF JOBS FOR SALESPEOPLE BY SEX
SPECIFIED BY EMPLOYERS

Position	Employers' Preference		
	Men	Women	No Preference
Wholesale Salesmen	11		
Retail Salesmen	56	25	55
Department Managers	3		
Total	70	25	55

This table should be read as follows: Eleven wholesale salesmen were employed by employers who stated a preference for men wholesale salesmen.

TABLE LXXX

GAIN IN EMPLOYMENT OF SALESPeOPLE DURING LAST TWELVE MONTHS

Position	Number Employed				Number Dropped				Gain in Employment								
	Full Time		Part Time		Full Time		Part Time		Full Time			Part Time			Combined		
	M	W	M	W	M	W	M	W	M	W	T	M	W	T	M	W	T
Wholesale Salesmen	8				4					4					4		4
Retail Salesmen	43	10	4	28	22	2	3	23	21	8	29	1	5	6	22	13	35
Department Managers		1				1											
Total	51	11	4	28	26	3	3	23	25	8	33	1	5	6	26	13	39

This table should be read as follows: During the last twelve months 8 full-time men wholesale salesmen were employed and 4 full-time men wholesale salesmen were dropped from the payroll; therefore, there was a gain in employment of 4 full-time men wholesale salesmen.

TABLE LXXXI

NUMBER OF SALESPeOPLE EMPLOYED FULL TIME DURING PRECEDING
TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Wholesale Salesmen	8		8	4		4	4	44.4
Retail Salesmen	43	10	53	22	2	24	24	26.2
Department Managers		1	1		1	1	1	33.3
Total	51	11	62	26	3	29	29	66.6

error
28.0

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of full-time salespeople during the last 12 months.

This table should be read as follows: During the preceding 12 months, 8 wholesale salesmen were hired, and 4 wholesale salesmen were separated from their jobs. There was a total turnover of 4 wholesale salesmen, or 44.4 per cent of the average number of wholesale salesmen for the preceding 12 months. All data are for full-time employees.

TABLE LXXXII

NUMBER OF SALESPeOPLE EMPLOYED PART TIME DURING PRECEDING
TWELVE MONTHS AND ESTIMATED PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover, Per Cent ^b
	M	W	T	M	W	T		
Wholesale Salesmen								
Retail Salesmen	4	28	32	3	23	26	26	96.3
Department Managers								
Total	4	28	32	3	23	26	26	96.3

^a Actual number of replacements during the last 12 months, represented by the total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of part-time salespeople during the last 12 months.

This table should be read as follows: During the preceding 12 months, 4 men retail salesmen and 28 women retail salesmen were hired; 3 men retail salesmen and 23 women retail salesmen were separated from their jobs. There was a total turnover of 26 retail salesmen, or 96.3 per cent job turnover.

To summarize, data presented in Table LXXXIII show that during the last 12 months a total of 94 full-time and part-time salespeople were hired, and a total of 55 were separated from their jobs, resulting in an estimated 42.1 per cent job turnover.

Education Requirements. Table LXXXIV shows the number of employers specifying various minimum education requirements for the salespeople included in the study. Each employer was counted as a separate employer each time he supplied data for a specific selling occupation. Of the total employers, only 15 were willing to hire employees who had not completed high school, while only 1 employer required salespeople to have had some college education. Thirty-two, or 66.6 per cent, of the employers required that new salespeople must have at least a high school education.

The employers who required a high school education for new salespeople employed 111 salespeople, approximately 74 per cent of the 150 salespeople included in the study. Complete details concerning the distribution of jobs held by salespeople according to minimum education requirements specified by employers are shown in Table LXXXV.

Experience Requirements. Sixteen, or one-third, of the employers supplying data require experience of newly employed salespeople. Details are shown in Table LXXXVI.

Data in Table LXXXVII show that 52, or 34.6 per cent, of the 150 salespeople included in the study held jobs for which employers require experience of new salespeople; 98 salespeople, or 65.4 per cent, held jobs for which employers did not require experience of new workers.

Duties Performed by Salespeople. Based on the findings shown in Table LXXXVIII, salespeople perform several duties other than selling on the job. For instance, of the 11 full-time wholesale salesmen, 11 sell, 2 type, 2 apply knowledge of bookkeeping principles and practices, and 3 use the adding machine as a part of their duties.

TABLE LXXXIII

NUMBER OF FULL-TIME AND PART-TIME SALESPEOPLE COMBINED
EMPLOYED DURING PRECEDING TWELVE MONTHS AND ESTIMATED
PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover, Per Cent ^b
	M	W	T	M	W	T		
Wholesale Salesmen	8		8	4		4	4	44.4
Retail Salesmen	47	38	85	25	25	50	50	42.2
Department Managers		1	1		1	1	1	33.3
Total	55	39	94	29	26	55	55	42.1

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of salespeople during the last 12 months.

This table should be read as follows: During the preceding 12 months, 8 men wholesale salesmen, and 4 men wholesale salesmen were separated from their jobs. There was a total turnover of 4 wholesale salesmen, or 44.4 per cent of the average number of wholesale salesmen for the preceding 12 months. All data are for full-time and part-time salespeople combined.

TABLE LXXXIV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION
REQUIREMENTS FOR NEWLY EMPLOYED SALESPEOPLE

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
Wholesale Salesmen			1		1		3					
Retail Salesmen	1	5		1	4	2	28		1			
Department Managers							1					
Total	1	6	1	5	2	32	1	1				

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the education requirements for any occupation listed.

This table should be read as follows: One employer required an eighth grade education for wholesale salesmen, 1 employer required that a wholesale salesman must have completed the tenth grade, and 3 required high school graduation.

TABLE LXXXV

DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EDUCATION
REQUIREMENTS SPECIFIED BY EMPLOYERS FOR NEW SALESPEOPLE

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
Wholesale Salesmen			1		3		7					
Retail Salesmen	1	11		2	14	5	101		2			
Department Managers							3					
Total	1	12	2	17	5	111	2	2				

This table should be read as follows: For the jobs held by wholesale salesmen, employers require eighth grade graduation for 1, tenth grade for 3, and high school graduation for 7.

TABLE LXXXVI
EXPERIENCE REQUIREMENTS FOR NEWLY EMPLOYED
SALESPEOPLE AS SPECIFIED BY EMPLOYERS

Position	Number of Employers Requiring Experience	Number of Employers Not Requiring Experience
Wholesale Salesmen	3	2
Retail Salesmen	12	30
Department Managers	1	
Total	16	32

Note: In this table each employer was counted as a separate employer each time he supplied data concerning experience requirements for salespeople in any occupation listed.

This table should be read as follows: Three employers required experience for newly employed wholesale salesmen, while 2 employers did not require experience.

TABLE LXXXVII
DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE
REQUIREMENTS FOR NEW SALESPEOPLE

Position	Experience Required	Experience Not Required
Wholesale Salesmen	6	5
Retail Salesmen	43	93
Department Managers	3	
Total	52	98

This table should be read as follows: Six wholesale salesmen held jobs for which employers require experience of new salespeople, while 5 held jobs for which experience was not required.

TABLE LXXXVIII

NUMBER OF FULL-TIME SALESPeOPLE PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping of principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Wholesale Salesmen	11	11		2	2		8			
Retail Salesmen	106	106	8	5	12		61	1		
Department Managers	3	3	3	3	3		3			
Total	120	120	11	10	17		72	1		

This table should be read as follows: Of the 11 full-time wholesale salesmen, 11 sell as part of their duties

Of the 30 part-time retail salesmen employed, 30 sell, and 9 use the adding machine as a part of their duties (Table LXXXIX).

To summarize, Table IC shows that of the 150 salespeople employed, 150 sell, 11 file, 10 type, 17 apply knowledge of bookkeeping principles and practices, 81 use the adding machine, and 1 uses the calculator. In other words, it appears likely that a prospective salesperson's knowledge of salesmanship must be supplemented, in some cases, by the ability to type, file, keep records for the business, and use the adding machine efficiently.

TABLE LXXXIX

NUMBER OF PART-TIME SALESPEOPLE PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping of principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Wholesale Salesmen										
Retail Salesmen	30	30					9			
Department Managers										
Total	30	30					9			

This table should be read as follows: Of the 30 part-time retail salesmen, 30 sell and 9 use the adding machine as part of their duties.

TABLE XC

NUMBER OF FULL-TIME AND PART-TIME SALESPEOPLE COMBINED PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping of principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Wholesale Salesmen	11	11		2	2		8			
Retail Salesmen	136	136	8	5	12		70	1		
Department Managers	3	3	3	3	3		3			
Total	150	150	11	10	17		81	1		

This table should be read as follows: Of the 11 wholesale salesmen, 11 sell, 2 type, 2 apply knowledge of bookkeeping principles and practices, and 8 use the adding machine as part of their duties.

CHAPTER VII
MISCELLANEOUS POSITIONS

The miscellaneous workers included in the study are cashiers, delivery boys, receptionists, and telephone operators.

Employed Personnel in Miscellaneous Positions. Of the 41 miscellaneous employees included in the study, 19, or 46.3 per cent, were men, and 22, or 53.7 per cent, were women. All miscellaneous employees were full-time workers. Details are given in Table XCI.

Minimum Age Requirements for Men Miscellaneous Employees. Of the 10 employers reporting, 6, or 60 per cent, specified 18 years as the minimum employment age for men cashiers and delivery boys. Only one employer specified age 21, and that was for cashiers. Additional data concerning the minimum employment age for cashiers and delivery boys are shown in Table XCII.

Thirteen, or 68.4 per cent, of the 19 men workers were employed in miscellaneous positions for which the employers specified a minimum employment age of 18 years. Complete details are shown in Table XCIII.

Minimum Age Requirements for Women Miscellaneous Employees. Only 2 of the 7 employers specifying a minimum employment age were willing to employ women 18 years of age or under as receptionists or telephone operators.

Sixteen telephone operators were employed by the employer who specified a minimum employment age of 16. Tables XCIV and XCV give complete details concerning the minimum age requirements for women workers employed in miscellaneous positions.

TABLE XCI
NUMBER OF MISCELLANEOUS EMPLOYEES

Position	Full Time		Part Time		Combined		
	Men	Women	Men	Women	Men	Women	Total
Cashiers	12	2			12	2	14
Delivery Boys	7				7		7
Receptionists		4				4	4
Telephone Operators		16				16	16
Total	19	22			19	22	41

This table should be read as follows: Twelve men cashiers and 2 women cashiers were employed by the firms included in the survey. All data are for full-time employees.

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

Position	Minimum Age Specified by Employers					
	15	16	17	18	20	21
Cashiers				3		1
Delivery Boys	1	1	1	3		
Receptionists						
Telephone Operators						
Total	1	1	1	6		1

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: Three employers specified a minimum employment age of 18 years for cashiers, while 1 employer specified 21 years.

TABLE XCIII

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

Position	Minimum Age Specified by Employers				
	15	16	17	18	21
Cashiers				10	2
Delivery Boys	1	1	2	3	
Receptionists					
Telephone Operators					
Total	1	1	2	13	2

This table should be read as follows: For the jobs held by cashiers, employers specified a minimum age requirement of 18 years for 10, and 21 years for 2.

TABLE XCIV

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

Position	Minimum Age Specified by Employers				
	16	18	20	22	25
Cashiers					2
Delivery Boys					
Receptionists		1	2	1	
Telephone Operators	1				
Total	1	1	2	1	2

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the age requirements for any occupation listed.

This table should be read as follows: Two employers specified a minimum employment age of 25 years for women cashiers.

TABLE XCV

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

Position	Minimum Age Specified by Employers				
	16	18	20	22	25
Cashiers					2
Delivery Boys					
Receptionists		1	2	1	
Telephone Operators	16				
Total	16	1	2	1	2

This table should be read as follows: Two women cashiers held jobs for which employers specified a minimum age requirement of 25 years.

Sex Preference Expressed by Employers. Table XCVI shows that of the 17 employers supplying data, 10, or 58.8 per cent, preferred men miscellaneous workers, 7, or 41.2 per cent, preferred women miscellaneous workers.

The distribution of jobs held by miscellaneous employees according to the sex preference specified by the employers is shown in Table XCVII. Of the 41 miscellaneous workers, 19, or 47 per cent, were employed by the employers indicating a preference for men miscellaneous workers; 22, or 53 per cent, were employed by the employers indicating a preference for women miscellaneous workers.

Gain in Employment. During the preceding 12 months, 16 miscellaneous workers were hired and 7 were dropped from the payroll. The result was a gain in employment of 9 miscellaneous employees. Details are given in Table XCVIII.

Estimated Job Turnover. Table XCIX shows that during the preceding 12 months, 16 miscellaneous employees were hired, and 7 miscellaneous

TABLE XCVI

PREFERENCE OF EMPLOYERS FOR MISCELLANEOUS EMPLOYEES BY SEX

Position	Number of Employers Preferring		
	Men	Women	No Preference
Cashiers	4	2	
Delivery Boys	6		
Receptionists		4	
Telephone Operators		1	
Total	10	7	

Note: In this table each employer is counted as a separate employer each time he supplied data concerning sex preference for new employees in any occupation listed.

This table should be read as follows: Four employers prefer men cashiers, while 2 employers prefer women cashiers.

TABLE XCVII

DISTRIBUTION OF JOBS FOR MISCELLANEOUS EMPLOYEES
BY SEX SPECIFIED BY EMPLOYERS

Position	Employers' Preference		
	Men	Women	No Preference
Cashiers	12	2	
Delivery Boys	7		
Receptionists		4	
Telephone Operators		16	
Total	19	22	

This table should be read as follows: Twelve cashiers were employed by employers who stated a preference for men cashiers, while 2 cashiers were employed by employers who stated a preference for women cashiers.

TABLE XCVIII

GAIN IN EMPLOYMENT OF MISCELLANEOUS EMPLOYEES DURING LAST TWELVE MONTHS

Position	Number Employed				Number Dropped				Gain in Employment								
	Full Time		Part Time		Full Time		Part Time		Full Time			Part Time			Combined		
	M	W	M	W	M	W	M	W	M	W	T	M	W	T	M	W	T
Cashiers	1									1	1				1	1	
Delivery Boys	8				4					4	4				4	4	
Receptionists		1								1	1					1	1
Telephone Operators		6				3				3	3					3	3
Total	9	7			4	3				5	4	9			5	4	9

This table should be read as follows: One full-time cashier was employed during the last twelve months. Since no cashiers were dropped from the payroll this shows a gain in employment of one full-time cashier during the last twelve months.

TABLE XCIX

NUMBER OF MISCELLANEOUS FULL-TIME EMPLOYEES EMPLOYED DURING
PRECEDING TWELVE MONTHS AND ESTIMATED
PERCENTAGE OF JOB TURNOVER

Position	Newly Employed			Separated			Total Turnover Number ^a	Total Turnover Per Cent ^b
	M	W	T	M	W	T		
Cashiers	1		1			0	0	0
Delivery Boys	8		8	4		4	4	80.0
Receptionists		1	1			0	0	0
Telephone Operators		6	6	3	3	3	3	20.7
Total	9	7	16	4	3	7	7	19.1

^a Actual number of replacements during the last 12 months, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on the average number of full-time miscellaneous employees during the last 12 months.

This table should be read as follows: During the preceding 12 months, 1 man cashier was hired, and no cashiers were separated from their jobs. There was not a job turnover for cashiers.

employees were separated from their jobs. There was a total turnover of 7 miscellaneous employees, or 19.1 per cent of the average number of miscellaneous employees for the preceding 12 months. All data are for full-time employees.

Education Requirements. Table C shows the number of employers specifying various minimum education requirements for the miscellaneous employees included in the study. Each employer was counted as a separate employer each time he supplied data for a specific miscellaneous occupation. Of the 17 employers, only 5 were willing to hire miscellaneous employees who had not completed high school. Twelve, or 70.6 per cent, of the

TABLE C

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION
REQUIREMENTS FOR NEWLY EMPLOYED MISCELLANEOUS EMPLOYEES

Position	New Employee Must Have Completed											
	Grade			High School				College			Business	
	6	7	8	9	10	11	12	1	2	3	4	College
Cashiers							6					
Delivery Boys		4					2					
Receptionists							4					
Telephone Operators				1								
Total		4		1			12					

Note: In this table each employer is counted as a separate employer each time he supplied data concerning the education requirements for any occupation listed.

This table should be read as follows: Six employers required a high school education for cashiers.

employers required that new miscellaneous employees must have completed high school.

The employers who required a high school education for new miscellaneous employees employed 21 miscellaneous workers, approximately 51.2 per cent of the 41 miscellaneous workers included in the study. Complete details concerning the distribution of jobs held by newly employed miscellaneous employees according to minimum education requirements specified by employers are shown in Table CI.

Experience Requirements. Data in Table CII show that 5, or 29.4 per cent, of the employers require experience for newly employed miscellaneous workers. Of the 17 employers reporting, 12, or 70.6 per cent, do not require experience for miscellaneous workers.

TABLE CI

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

Position	New Employee Must Have Completed									
	Grade			High School				College		Business
	6	7	8	9	10	11	12	1	2 3 4	College
Cashiers							14			
Delivery Boys	4						3			
Receptionists							4			
Telephone Operators				16						
Total	4			16			21			

This table should be read as follows: Fourteen cashiers held jobs for which employers required a high school education.

TABLE CII

EXPERIENCE REQUIREMENTS FOR NEW MISCELLANEOUS
EMPLOYEES AS SPECIFIED BY EMPLOYERS

Position	Number of Employers Requiring Experience	Number of Employers Not Requiring Experience
Cashiers	3	3
Delivery Boys	1	5
Receptionists	1	3
Telephone Operators		1
Total	5	12

Note: In this table each employer was counted as a separate employer each time he supplied data concerning experience requirements for miscellaneous employees in any occupation listed.

This table should be read as follows: Three employers require experience for newly employed cashiers, while 3 employers do not require experience of newly employed cashiers.

Seven, or 17.1 per cent, of the 41 record keepers included in the study held jobs for which employees require experience of new miscellaneous employees; 34, or 82.9 per cent, held jobs for which employers did not require experience of new miscellaneous employees. Details are shown in Table CIII.

Duties Performed by Miscellaneous Employees. Based on the findings shown in Table CIV, it seems apparent that these employees perform several duties. According to rank of duties performed by the 41 miscellaneous employees, filing ranked first; typing and using the adding machine, with the same frequency, ranked second; and selling ranked third.

TABLE CIII

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

Position	Experience Required	Experience Not Required
Cashiers	5	9
Delivery Boys	1	6
Receptionists	1	3
Telephone Operators		16
Total	7	34

This table should be read as follows: Five cashiers held jobs for which employers require experience of new cashiers, while 9 cashiers held jobs for which experience is not required of new cashiers.

TABLE CIV
 NUMBER OF FULL-TIME MISCELLANEOUS EMPLOYEES
 PERFORMING CERTAIN DUTIES

Position	Number Employed	Sell	File	Type	Apply knowledge of bookkeeping principles and practices	Take dictation and transcribe	Use adding machine	Use calculator	Use Dictaphone or Ediphone	Use Mimeograph
Cashiers	14	3	4	7	4		8	1		
Delivery Boys	7	5								
Receptionists	4		3	2	2		1			
Telephone Operators	16		3					2		
Total	41	8	10	9	6		9	3		

This table should be read as follows: Of 14 cashiers, 3 sell as part of their duties

CHAPTER VIII

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

This study seeks to determine what business occupational opportunities are available in Pryor, Oklahoma, for the graduates of the business education department of the high school, and what curricular changes or modifications should be made in the light of the findings of the survey.

The data for this study were collected by means of interview schedules completed during personal interviews with the business men of Pryor.

The results of the study are summarized in the following statements:

General Findings

1. Of the 120 business firms on the original list, 31 employed no employees other than members of the owners' immediate families.
2. Of the 87 firms visited, 45, or 52 per cent, employed only 1 or 2 employees each.
3. The 87 firms employed a total of 295 office and sales people, 251 of whom were full-time employees and 44 of whom were part-time employees. Of the 295 employees, 140 were men and 155 were women.
4. Forty employers, or 53 per cent, of the 75 who reported, would employ boys 18 years of age or under in an occupation included in the study.
5. Seventy-seven, or 55 per cent, of the 140 men employees included in the study were employed in positions for which the employer specified a minimum employment age of 14 to 18 years, inclusive, for new men employees.
6. Forty-six employers, or 56.9 per cent of the 82 who supplied data, would employ women 18 years of age or under in an occupation included in the study.

7. Ninety-five, or 61.3 per cent, of the 155 women employees included in the study were employed in positions for which the employer specified a minimum employment age of 18 years for new women employees.

8. The employers who expressed a preference for men employees employed 118, or 40 per cent, of the 295 employees included in the study; 92 employees were employed by the employers who indicated a preference for women, and 85 employees were employed by the employers who expressed no preference.

9. During the last twelve months 161 people were hired in the positions included in this study and 76 were dropped from the payroll, resulting in a gain of 85 employees, including both full-time and part-time employees.

10. Last year the business firms included in this study maintained an average labor force of 252.5 workers in the selected store and office positions. Of the 252.5 workers, 214 were full-time workers, and 38.5 were part-time workers.

11. The net labor turnover for the last twelve months for all employees in all jobs included in the study, estimated on the basis of an average labor force of 252.5 workers and total replacements of 76 workers, was 30.1 per cent.

12. One hundred two, or 72.9 per cent, of the employers required that new employees in some occupation must have completed a high school education.

13. The employers who required high school graduation for new workers employed 221 employees, approximately 75 per cent of the 295 employees included in this study.

14. Of the 139 employers, 54, or 38.8 per cent, required experience of new employees in some occupation; 85, or 61.2 per cent, did not require experience of new employees.

15. One hundred five, or 35.6 per cent, of the 295 employees included in the study held jobs for which employers did not require experience of

new employees; 190, or 61.4 per cent, hold jobs for which experience was required of new employees.

16. According to rank of duties performed by the employees, selling ranked first. Using the adding machine ranked second, and typewriting ranked third.

Record Keeping Positions

1. Of the 295 employees included in the study, 42, or 14.2 per cent, were classified as record keepers.

2. Of these 42 record keepers, 14, or 33.3 per cent, were men, and 28, or 66.7 per cent, were women.

3. Only 3, or 23 per cent, of the 13 employers who reported specified a minimum employment age of 18 years for men record keepers, while 10, or 76.9 per cent, of the employers specified 20 years or above. These employers who specified a minimum employment age of 18 years or under for new men record keepers employed 4, or two-sevenths, of the total 14 men record keepers employed.

4. Seven, or 25 per cent, of the employers, will hire girls at the age of 18 for bookkeeping positions. No women were employed as accountants or ledger clerks. Those employers who specified a minimum employment age of 18 years or under for new women record keepers employed 13, or 46.4 per cent, of the 28 women bookkeepers employed.

5. Of the 30 employers who supplied data, 10, or 33.3 per cent, preferred men record keepers; 9, or 30 per cent, preferred women record keepers; and 11, or 36.7 per cent, indicated no preference.

6. The employers who expressed a preference for men record keepers employed 13, or 31 per cent, of the 42 record keepers included in the study; the employers who expressed a preference for women employed 13

record keepers; and 16 were employed by the employers who expressed no preference.

7. During the last 12 months, 12 bookkeepers were hired, and 2 were dropped from the payroll. The result was a gain in employment of 10 bookkeepers, including both full-time and part-time bookkeepers.

8. During the last 12 months a total of 10 full-time bookkeepers and 2 part-time bookkeepers were hired; 2 full-time bookkeepers were separated from their jobs. There was a total turnover of 2 full-time bookkeepers, or 6 per cent of the average number of bookkeeping employees for the preceding 12 months. There were no accountants or ledger clerks employed or separated from their jobs during the last 12 months; therefore, there was no job turnover for record keepers as a group.

9. Last year in the record keeping positions, the business firms in Pryor maintained an average labor force of 37 record keepers.

10. Sixteen, or 53.3 per cent, of the employers who reported checked the completion of high school as the minimum education requirement for record keepers. These employers who required high school graduation for new record keepers employed 30, or 71.4 per cent, of the 42 record keepers included in this study.

11. Of the 30 employers who reported, 16, or 53.4 per cent, do not require experience for newly employed record keepers, while 14 employers, or 46.6 per cent, require experience.

12. Sixteen, or 38.1 per cent, of the 42 record keepers included in the study held jobs for which employers require experience of new record keepers; 26, or 61.9 per cent, held jobs for which employers do not require experience of new record keepers.

13. According to rank of duties performed by the record keepers, using

the adding machine ranked first, Filing ranked second, and typewriting ranked third.

Secretarial Positions

1. Of the 295 employees covered by this survey, 38, or 12.9 per cent, were engaged in secretarial positions as secretaries, stenographers, or typists.

2. Of the 38 workers employed in secretarial positions, 4 were men and 34 were women. The 4 men were employed as typists.

3. The four men were employed in positions for which the employers specified a minimum employment age of 21 years for new men employees.

4. Of the 27 employers who reported, 12, or 44.4 per cent, specified a minimum employment age of 18 for women secretarial workers.

5. Twenty-two, or 64.7 per cent, of the 34 women secretarial workers included in the study were employed in positions for which the employers specified a minimum employment age of 16 to 18 years, inclusive, for new women employees.

6. Twenty-one, or 77.8 per cent, of the 27 employers who supplied data preferred women, 1 preferred men, and 4 indicated no preference.

7. Of the 38 secretarial employees, 26, or 68.4 per cent, were hired by the employers who indicated a preference for women; 11, or 31.6 per cent, were employed by the employers who expressed no preference.

8. During the last 12 months there was a gain in employment of 17 secretarial employees.

9. During the last 12 months a total of 29.5 secretarial employees were hired, and 10 secretarial workers were separated from their jobs. There was a total turnover of 10 secretarial workers, or 33.9 per cent of the average number of secretarial employees for the preceding 12 months. All data are for full-time and part-time employees combined.

10. All of the 27 employers who reported specified high school graduation as the minimum education requirement for newly employed secretarial employees.

11. All thirty-eight secretarial employees were hired by employers who require that a new employee must have completed high school.

12. One-third of the 27 employers who hire secretarial workers require experience for newly employed secretarial employees.

13. Fourteen, or 36.9 per cent, of the 38 employees included in the study held jobs for which employers require experience of new employees; 24, or 63.1 per cent, held jobs for which experience was not required of new employees.

14. According to rank of duties performed by the full-time and part-time secretarial workers combined, typing ranked first, filing ranked second, and taking dictation and transcribing ranked third.

Clerical Positions

1. Of the 295 workers covered by this survey, 24, or 8.1 per cent, were engaged in clerical positions.

2. Of these 24 clerks employed, 16, or two-thirds, were men, and 8, or one-third, were women.

3. Of the 11 employers who employed clerks, 6, or 54.5 per cent, specified a minimum employment age of 18 years for men clerks, while 5, or 45.5 per cent, indicated 21 years of age or over.

4. Of the 16 men clerks employed, 9, or 56.3 per cent, held jobs for which the employers require a minimum employment age of 18 years or under for new men employees.

5. Only 2, or 28.6 per cent, of the employers who supplied data will employ girls at the age of 18 for clerical positions.

6. Two, or 25 per cent, of the total women clerks held jobs for which employers specified a minimum employment age of 18 years for new women employees.

7. Ten, or 55.6 per cent, of the 18 employers who supplied data preferred men clerks; 6, or 33.3 per cent, preferred women clerks; 2, or 11.1 per cent, indicated no preference.

8. The employers who expressed a preference for men clerks employed 15, or 62.5 per cent, of the 24 clerks included in the study.

9. During the preceding 12 months 12 clerks were hired, and 2 clerks were dropped from the payroll. The result was a gain in employment of 10 clerks, including both full-time and part-time clerks.

10. Last year a total of 12 full-time and part-time clerks were hired and 2 were separated from their jobs, resulting in an estimated 10.5 per cent job turnover.

11. During the last 12 months an average labor force of 17 workers was maintained in clerical positions.

12. Fifteen, or 63.3 per cent, of the employers who reported indicated a high school education was the minimum education requirement for clerks.

13. Employers who require that new clerks must have completed a high school education employed 21, or 87.5 per cent, of the 24 clerks included in the study.

14. Ten, or 58.8 per cent, of the employers who supplied data require experience of newly employed clerks.

15. Sixteen, or two-thirds, of the 24 clerks included in the study held jobs for which employers require experience of new clerks.

16. According to rank of duties performed by clerks, filing ranked first. Selling ranked second, and using the adding machine ranked third.

Selling Positions

1. Of the 295 workers included in the study, 150, or 50.8 per cent, were classified as salespeople.
2. There is very little agreement among employers as to minimum age requirements for salesmen. Twelve, or 30 per cent, of the 40 employers supplying data were willing to employ men salespeople under 18 years of age; 10, or 25 per cent, of the employers specified 18 years of age.
3. Twenty-three, or 26.4 per cent, of the 87 men salespeople included in the study were employed in selling positions for which the employer specified a minimum employment age of 18 years for new men employees.
4. Fifteen, or 68.2 per cent of the employers who supplied data, will employ women retail salespeople 18 years of age or under.
5. Thirty-nine, or 61.9 per cent, of the 63 women retail salespeople included in the study were employed in positions for which the employers specified a minimum employment age of 18 years or under for new women employees.
6. Of the 48 employers who reported, 32 preferred men salespeople, 3 preferred women salespeople, and 3 indicated no preference.
7. Of the 130 salespeople, 70, or 46.7 per cent, were employed by the employers who indicated a preference for men salespeople; 25 or 16.7 per cent, were employed by the employers who indicated a preference for women salespeople; and 55, or 36.6 per cent, were employed by the employers who expressed no preference.
8. During the last twelve months 94 salespeople were hired and 55 were dropped from the payroll. The result was a gain in employment of 39 salespeople, including both full-time and part-time salespeople.
9. During the last twelve months a total of 94 full-time and part-time salespeople were hired, and a total of 55 were separated from their jobs, resulting in an estimated 42.1 per cent job turnover.

10. Of the total employers, 15 were willing to hire employees who had not completed high school, while only 1 employer required salespeople to have had some college education. Thirty-two, or 66.6 per cent, of the employers required that new salespeople must have at least a high school education.

11. The employers who required a high school education for new salespeople employed 111 salespeople, approximately 74 per cent of the 150 salespeople included in the study.

12. Sixteen, or one-third, of the employers who supplied data require experience of newly employed salespeople.

13. Fifty-two, or 34.6 per cent, of the 150 salespeople included in the study held jobs for which employers require experience of new salespeople; 98 salespeople, or 65.4 per cent, held jobs for which employers do not require experience of new workers.

14. The findings show that salespeople perform several duties other than selling on the job. For instance, of the 150 salespeople employed, 150 sell, 11 file, 10 type, 17 apply knowledge of bookkeeping principles and practices, 31 use the adding machine, and 1 uses the calculator.

Miscellaneous Positions

1. Of the 41 miscellaneous employees included in the study, 19, or 46.3 per cent, were men, and 22, or 53.7 per cent, were women. All the miscellaneous employees were full-time workers.

2. Six, or 60 per cent, of the 10 employers who reported specified 18 years as the minimum employment age for men cashiers and delivery boys.

3. Of the 19 men workers, 13, or 68.4 per cent, were employed in miscellaneous positions for which the employers specified a minimum employment age of 18 years for new men employees.

4. Only 2 of the 7 employers who specified a minimum employment age were willing to employ women 18 years of age or under as receptionists or telephone operators.

5. Sixteen telephone operators were employed by the employer who specified a minimum employment age of 16.

6. Of the 17 employers who supplied data, 10, or 58.8 per cent, preferred men miscellaneous workers; 7, or 41.2 per cent, preferred women miscellaneous workers.

7. Nineteen of the 41 miscellaneous workers were employed by the employers who indicated a preference for men miscellaneous workers; 22, or 53 per cent, were employed by the employers who indicated a preference for women miscellaneous workers.

8. During the last 12 months 16 miscellaneous workers were hired and 7 were dropped from the payroll. The result was a gain in employment of 9 miscellaneous employees.

9. Last year 16 miscellaneous employees were hired, and 7 miscellaneous employees were separated from their jobs, resulting in a total turnover of 7 miscellaneous employees, or 19.1 per cent of the average number of miscellaneous employees for the preceding 12 months.

10. Of the 17 employers, only 5 were willing to hire miscellaneous employees who had not completed high school. Twelve, or 70.6 per cent, of the employers required that new miscellaneous employees must have completed high school.

11. The employers who required a high school education for new miscellaneous employees employed 21, or 51.2 per cent, of the 41 miscellaneous workers included in the study.

12. Five, or 29.4 per cent, of the employers require experience for newly employed miscellaneous workers. Of the 17 employers who reported, 12,

or 70.6 per cent, do not require experience for miscellaneous workers.

13. Seven, or 17.1 per cent, of the 41 miscellaneous employees included in the study held jobs for which employers require experience of new miscellaneous employees; 34, or 82.9 per cent, held jobs for which employers did not require experience of new miscellaneous employees.

14. According to rank of duties performed by the 41 miscellaneous employees, filing ranked first; typing and using the adding machine, with the same frequency, ranked next; and selling ranked fourth.

Conclusions

There are 31 firms in Pryor owned by proprietors who employed no employees other than members of their own family. It seems reasonable to suppose that a few of the graduates will, within a few years after graduation, become independent owners of their own business. However, since most of these future owners will first be salesmen in other firms, it is believed that training in store organization and management does not justify a separate course.

In the light of the findings of the survey, the following conclusions appear to be warranted:

As there were exactly twice as many women as men employed in record keeping positions, it is concluded that more women than men may expect to find employment in record keeping positions.

In as much as nearly one-seventh of the total women secretarial employees included in the study were employed as typists, it seems advisable for girls who expect to secure stenographic positions not to rely on typewriting alone to secure a position.

Approximately one-half of the total employees included in the study were salespeople; therefore, it would seem apparent that there are greater employment opportunities in the selling field for both men and women than in other type of position.

In view of the fact that one-half of the employers indicated they would hire workers 18 years of age or under in an occupation included in the study, and about one-half of the total employees were employed in positions for which the minimum employment age for new employees was 18 years or under, it appears that there are opportunities for employment in Pryor for high school graduates.

The findings indicate that there are opportunities for employment for a larger percentage of girls than boys at the age of 18 years or under.

In as much as only one secretarial worker held a job for which the employers expressed a preference for man secretarial employees, it is concluded that only a few boys should specialize in this type of work.

A majority of the employers do not require more than a high school education for the occupations included in the study, and these employers employed about three-fourths of the total employees; therefore, it is concluded that the vocational or skill-building subjects in business education still have an important place in the high school program.

In as much as the employers indicated they would hire high school graduates for secretarial positions and one-third of the employers required experience, it appears advisable to establish a cooperative office practice program for advanced secretarial majors.

A majority of the employees sell, use the adding machine, type, and file as part of their duties, therefore, it appears that a majority of the employees are required to do more than one specific job.

As the employees are required to perform several duties, training in filing, mimeographing, and the operation of the adding machine and calculator should prove valuable if included in the office practice course.

The findings indicate that secretarial majors should receive some training in bookkeeping; therefore, it appears that many students in the business education department should generalize more than specialize in their course of study.

Recommendations

From a study of the findings and conclusions, the following recommendations are suggested:

1. In view of the fact that over one-half of the employees included in the study are employed in selling occupations, it is recommended that more emphasis in the business education curriculum be given to preparing the students for selling occupations.
2. It is recommended that the adding machines and the calculator in the business education department be used for instructional purposes. The instruction in the operation of the adding machines and the calculator may be a part of the bookkeeping or secretarial training courses.
3. As record-keeping and secretarial employees are required to perform several duties, it is recommended that some training in bookkeeping be included in the secretarial curriculum, and that typewriting be included in the bookkeeping curriculum.
4. It is recommended that a cooperative office practice program be established in Pryor High School for advanced secretarial majors.

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APPENDIX

STRAITMERE PARCERMENT

TYPED BY
GORDON CULVER

STRAITMERE

STRAITMERE