

OKLAHOMA
AGRICULTURAL & MECHANICAL COLLEGE
LIBRARY
FEB 28 1951

A SURVEY OF SELECTED OFFICE AND STORE OCCUPATIONS
IN
ENID, OKLAHOMA, 1949

A SURVEY OF SELECTED OFFICE AND STORE OCCUPATIONS

IN

ENID, OKLAHOMA, 1949

By

MARY E. QUINN

Bachelor of Science

Central State College

Edmond, Oklahoma

1939

Submitted to the Faculty of the Graduate School of

the Oklahoma Agricultural and Mechanical College

in Partial Fulfillment of the Requirements

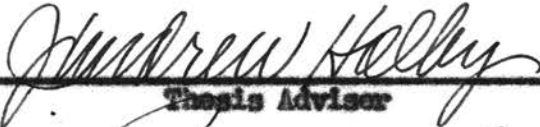
for the Degree of

MASTER OF SCIENCE

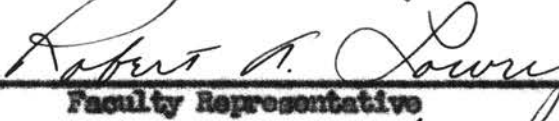
1950

A SURVEY OF SELECTED OFFICE AND STORE OCCUPATIONS
IN
ENID, OKLAHOMA, 1949
MARY E. QUINN
MASTER OF SCIENCE
1950


THESIS AND ABSTRACT APPROVED:



Thesis Advisor



Faculty Representative



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 her adviser, Dr. J. Andrew Holley, Professor and Head of the Department of Business Education, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, for his assistance and guidance in the preparation of this study; to Mr. Robert A. Lowry, Associate Professor of Business Education, Oklahoma Agricultural and Mechanical College, for his guidance in the preliminary planning of the study; to Mr. Joe Quinn, Furniture Dealer, Enid, Oklahoma, for making it possible for her to have a temporary office at his store during the time the firms were being interviewed; and to the business firms of Enid who gave their time and information.

M. E. Q.

TABLE OF CONTENTS

Chapter	Page
I. INTRODUCTION	1
Purpose of This Study	1
Scope and Delimitation	2
Definitions	3
Source of Data	5
Method of Research	5
Procedure	6
II. GENERAL RESULTS OF THE STUDY	9
Size of Firms	9
Distribution of Employees by Nature of Business and Type of Position	11
Number of Employees in the Various Types of Positions	17
Employer's Preference for Men and Women Employees in Various Types of Positions	17
Gain in Employment During 12-Month Period	21
Rate of Turnover in Employees During 12-Month Period	21
Rate of Turnover in Men Employees	23
Rate of Turnover in Women Employees	27
Minimum Employment Age	27
Men Employees	27
Women Employees	30
Distribution of Jobs Held by Men Employees According to Minimum Age Requirements Specified by Employers	30
Distribution of Jobs Held by Women Employees According to Minimum Age Requirements Specified by Employers	30
Experience Requirements for New Employees in Various Types of Positions as Specified by Employers	34
Distribution of Full-Time Positions According to Minimum Experience Requirements for New Employees	36
Experience Requirements Specified by Employers for New Men Employees in Various Types of Positions	36
Experience Requirements Specified by Employers for New Women Employees in the Various Types of Positions	39
Number of Employers Specifying Certain Minimum Education Requirements for New Employees	41
Distribution of Employees According to the Minimum Education Requirements for New Men Employees in Various Types of Positions	43
Distribution of Employees According to the Minimum Education Requirements for New Women Employees in Various Types of Positions	45
Number and Percentage of Employees Performing Selected Duties in Various Types of Positions	45
Types of Machines Operated by Employees	49

TABLE OF CONTENTS (CONTINUED)

Chapter	Page
III. RECORD KEEPERS	54
Number of Record Keepers	54
Employer's Preference for Men and Women Record Keepers . .	54
Gain in Employment of Record Keepers	56
Rate of Turnover in Record Keepers	56
Rate of Turnover in Men Record Keepers	56
Rate of Turnover in Women Record Keepers	58
Minimum Employment Age for Men Record Keepers	58
Minimum Employment Age for Women Record Keepers	62
Distribution of Jobs Held by Men Record Keepers According to Minimum Age Requirements Specified by Employers . . .	64
Distribution of Jobs Held by Women Record Keepers According to Minimum Age Requirements Specified by Employers . . .	64
Experience Requirements for New Record Keepers as Specified by Employers	64
Distribution of Jobs According to Minimum Experience Requirements for New Record Keepers	67
Experience Requirements Specified by Employers for New Men Record Keepers	67
Experience Requirements Specified by Employers for New Women Record Keepers	67
Number of Employers Specifying Certain Minimum Education Requirements for New Record Keepers	70
Distribution of Positions According to Minimum Education Requirements for New Men Record Keepers	70
Distribution of Positions According to Minimum Education Requirements for New Women Record Keepers . . .	72
Number of Record Keepers Performing Selected Duties	74
Number and Percentage of Record Keepers Operating Machines	74
IV. SECRETARIAL EMPLOYEES	77
Number of Secretarial Employees	77
Employer's Preference for Men and Women Secretarial Employees	77
Gain in Employment of Secretarial Employees	79
Rate of Turnover in Secretarial Employees	79
Rate of Turnover in Men Secretarial Employees	82
Rate of Turnover in Women Secretarial Employees	82
Minimum Employment Age for Men Secretarial Employees as Specified by Employers	85
Minimum Employment Age for Women Secretarial Employees as Specified by Employers	85
Distribution of Jobs Held by Men Secretarial Employees According to Minimum Age Requirements Specified by Employers	87
Experience Requirements for New Secretarial Employees as Specified by Employers	89

TABLE OF CONTENTS (CONTINUED)

Chapter	Page
Distribution of Jobs According to Minimum Experience Requirements for New Secretarial Employees	91
Experience Requirements Specified by Employers for New Men Secretarial Employees	93
Experience Requirements Specified by Employers for New Women Secretarial Employers	93
Number of Employers Specifying Certain Minimum Education Requirements for New Secretarial Employees	96
Distribution of Secretarial Positions According to Minimum Education Requirements for New Men Employees . .	98
Distribution of Secretarial Positions According to Minimum Education Requirements for New Women Employees .	98
Number of Secretarial Employees Performing Selected Duties	101
Number and Percentage of Secretarial Employees Operating Business Office Machines	101
V. CLERICAL EMPLOYEES	106
Number of Clerical Employees	106
Employer's Preference for Men and Women Clerical Employees	106
Gain in Employment of Clerical Employees	109
Rate of Turnover in Clerical Employees	111
Rate of Turnover of Men Clerical Employees	111
Rate of Turnover of Women Clerical Employees	114
Minimum Employment Age for Men Clerical Employees as Specified by Employers	114
Minimum Employment Age for Women Clerical Employees as Specified by Employers	117
Distribution of Jobs Held by Men Clerical Employees According to Minimum Age Requirements Specified by Employers	119
Distribution of Jobs Held by Women Clerical Employees According to Minimum Age Requirements Specified by Employers	119
Experience Requirements for New Clerical Employees as Specified by Employers	122
Experience Requirements Specified by Employers for New Men Clerical Employees	124
Experience Requirements Specified by Employers for New Women Clerical Employees	124
Distribution of Jobs According to Minimum Experience Requirements for New Clerical Employees	127
Number of Employers Specifying Certain Minimum Education Requirements for New Clerical Employees	129
Distribution of Clerical Positions According to Minimum Education Requirements for New Men Employees	129
Distribution of Clerical Positions According to Minimum Education Requirements for New Women Employees	132

TABLE OF CONTENTS (CONTINUED)

Chapter	Page
Selected Duties Performed by Clerical Employees	132
Number and Percentage of Clerical Employees Operating Machines	135
VI. SALES EMPLOYEES	139
Number of Sales Employees	139
Employer's Preference for Men and Women Sales Employees . .	139
Gain in Employment of Sales Employees	140
Rate of Turnover in Sales Employees	142
Rate of Turnover of Men Sales Employees	142
Rate of Turnover for Women Sales Employees	145
Minimum Employment Age for Men Sales Employees as Specified by Employers	145
Minimum Employment Age for Women Sales Employees as Specified by Employers	147
Distribution of Jobs Held by Men Sales Employees According to Minimum Age Requirements Specified by Employers	149
Distribution of Jobs Held by Women Sales Employees According to Minimum Age Requirements Specified by Employers	151
Experience Requirements for New Sales Employees as Specified by Employers	151
Experience Requirements Specified by Employers for New Men Sales Employees	154
Experience Requirements Specified by Employers for New Women Sales Employees	156
Distribution of Jobs According to Minimum Experience Requirements for New Sales Employees	158
Number of Employers Specifying Certain Minimum Education Requirements for New Sales Employees	158
Distribution of Sales Employees According to Minimum Education Requirements for New Men Employees	161
Distribution of Sales Employees According to Minimum Education Requirements for New Women Employees	163
Sales Employees Performing Selected Duties	165
Number and Percentage of Sales Employees Operating Machines	165
VII. MISCELLANEOUS EMPLOYEES	168
Number of Miscellaneous Employees	168
Employer's Preference for Men and Women in Miscellaneous Positions	168
Gain in Employment of Miscellaneous Employees During 12-Month Period	171
Rate of Turnover of Employees in Miscellaneous Positions .	173
Rate of Turnover of Men Employees in Miscellaneous Positions	173

TABLE OF CONTENTS (CONCLUDED)

Chapter	Page
Rate of Turnover of Women Employees in Miscellaneous Positions During 12-Month Period	176
Minimum Employment Age of Men Employees in Miscellaneous Positions	176
Minimum Employment Age for Women Employees in Miscellaneous Positions	179
Distribution of Jobs Held by Men in Miscellaneous Positions According to Minimum Age Requirements	181
Distribution of Jobs Held by Women Miscellaneous Positions According to Minimum Age Requirements	181
Experience Requirements for New Employees in Miscellaneous Positions	184
Experience Requirements for New Women Employees in Miscellaneous Positions	186
Distribution of Miscellaneous Positions According to Minimum Experience Requirements for New Employees	189
Number of Employers Specifying Certain Minimum Education Requirements for New Employees in Miscellaneous Positions	191
Distribution of Positions According to Minimum Education Requirements for New Men Employees in Miscellaneous Positions	191
Distribution of Positions According to Minimum Education Requirements for New Women Employees in Miscellaneous Positions	194
Number and Percentage of Employees in Miscellaneous Positions Performing Selected Duties	194
Number and Percentage of Employees Operating Machines in Miscellaneous Positions	197
VIII. SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS	199
General Findings	199
Findings Pertaining to Record Keepers	205
Findings Pertaining to Secretarial Employees	209
Findings Relating to Clerical Employees	212
Findings Relating To Sales Employees	215
Findings Relating to Miscellaneous Employees	218
Conclusions	223
Recommendations	225
BIBLIOGRAPHY	226
APPENDIX	228

LIST OF TABLES

Table	Page
I. Firms Classified According to Number of Full-Time Employees	12
II. Full-Time and Part-Time Employees Classified According to Nature of Business and Type of Position	13
III. Number of Employees in the Various Types of Positions	18
IV. Employer's Preferences for Men and Women Employees in Various Types of Positions	19
V. Gain in Employment During the 12-Month Period	22
VI. Rate of Turnover in Employees During 12-Month Period	24
VII. Rate of Turnover in Men Employees During 12-Month Period	26
VIII. Rate of Turnover in Women Employees During 12-Month Period	28
IX. Minimum Employment Age of Men Employees in Selected Office and Store Positions	29
X. Minimum Employment Age of Women Employees in Selected Office and Store Positions	31
XI. Distribution of Jobs held by Men Employees According to Minimum Age Requirements Specified by Employers	32
XII. Distribution of Jobs held by Women Employees According to Minimum Age Requirements Specified by Employers	33
XIII. Experience Requirements for New Employees in Various Types of Positions as Specified by Employers	35
XIV. Distribution of Positions According to Minimum Experience Requirements for New Employees	37
XV. Experience Requirements Specified by Employers for New Men Employees in Various Types of Positions	38
XVI. Experience Requirements Specified by Employers for New Women Employees in Various Types of Positions	40
XVII. Number of Employers Specifying Certain Minimum Education Requirements for New Employees	42

LIST OF TABLES (CONTINUED)

Table	Page
XVIII. Distribution of Positions According to the Minimum Education Requirements for New Men Employees in Various Types of Positions	44
XIX. Distribution of Employees According to the Minimum Education Requirements for New Women Employees in Various Types of Positions	46
XX. Number and Percentage of Employees Performing Selected Duties in Various Types of Positions	47
XXI. Number and Percentage of Employees Operating Machines in Various Types of Positions	50
XXII. Number of Record Keepers	55
XXIII. Employer's Preference for Men and Women Record Keepers	55
XXIV. Gain in Employment of Record Keepers During 12-Month Period	57
XXV. Rate of Turnover in Record Keepers	57
XXVI. Rate of Turnover during 12-Month Period in Men Record Keepers	59
XXVII. Rate of Turnover During 12-Month Period in Women Record Keepers	60
XXVIII. Minimum Employment Age for Men Record Keepers	61
XXIX. Minimum Employment Age for Women Record Keepers	63
XXX. Distribution of Jobs held by Men Record Keepers According to Minimum Age Requirements Specified by Employers	65
XXXI. Distribution of Jobs held by Women Record Keepers According to Minimum Age Requirements Specified by Employers	65
XXXII. Experience Requirements for New Record Keepers as Specified by Employers	66
XXXIII. Distribution of Jobs According to Minimum Experience Requirements for New Record Keepers	68
XXXIV. Experience Requirements Specified by Employers for New Men Record Keepers	68

LIST OF TABLES (CONTINUED)

Table	Page
XXXV. Experience Requirements Specified by Employers for New Women Record Keepers	69
XXXVI. Number of Employers Specifying Certain Minimum Education Requirements for New Record Keepers	71
XXXVII. Distribution of Positions According to Minimum Education Requirements for New Men Record Keepers	71
XXXVIII. Distribution of Positions According to Minimum Education Requirements for New Women Record Keepers	73
XXXIX. Number of Record Keepers Performing Selected Duties	75
XL. Number and Percentage of Record Keepers Operating Machines .	76
XLI. Number of Secretarial Employees	78
XLII. Employer's Preferences for Men and Women Secretarial Employees	78
XLIII. Gain in Employment of Secretarial Employees During 12-Month Period	80
XLIV. Rate of Turnover of Secretarial Employees During 12-Month Period	81
XLV. Rate of Turnover in Men Secretarial Employees During 12-Month Period	83
XLVI. Rate of Turnover in Women Secretarial Employees During 12-Month Period	84
XLVII. Minimum Employment Age for Men Secretarial Employees as Specified by Employers	86
XLVIII. Minimum Employment Age for Women Secretarial Employees as Specified by Employers	86
XLIX. Distribution of Jobs Held by Men Secretarial Employees According to Minimum Age Requirements Specified by Employers	88
L. Distribution of Jobs Held by Women Secretarial Employees According to Minimum Age Requirements Specified by Employers	88
LI. Experience Requirements for New Secretarial Employees as Specified by Employers	90

LIST OF TABLES (CONTINUED)

Table	Page
LII. Distribution of Jobs According to Minimum Experience Requirements for New Secretarial Employees	92
LIII. Experience Requirements Specified by Employers for New Men Secretarial Employees	94
LIV. Experience Requirements Specified by Employers for New Women Secretarial Employees	95
LV. Number of Employers Specifying Certain Minimum Education Requirements for New Secretarial Employees	97
LVI. Distribution of Secretarial Positions According to Minimum Education Requirements for New Men Employees	99
LVII. Distribution of Secretarial Positions According to Minimum Education Requirements for New Women Employees	100
LVIII. Secretarial Employees Performing Selected Duties	102
LIX. Number and Percentage of Secretarial Employees Operating Machines	103
LX. Number of Clerical Employees	107
LXI. Employer's Preferences for Men and Women Clerical Employees	108
LXII. Gain in Employment of Clerical Employees During 12-Month Period	110
LXIII. Rate of Turnover of Clerical Employees in 12-Month Period	112
LXIV. Rate of Turnover of Men Clerical Employees During 12-Month Period	113
LXV. Rate of Turnover of Women Clerical Employees During 12-Month Period	115
LXVI. Minimum Employment Age for Men Clerical Employees as Specified by Employers	116
LXVII. Minimum Employment Age for Women Clerical Employees as Specified by Employers	118
LXVIII. Distribution of Jobs Held by Men Clerical Employees According to Minimum Age Requirements Specified by Employers	120

LIST OF TABLES (CONTINUED)

Table	Page
LXIX. Distribution of Jobs Held by Women Clerical Employees According to Minimum Age Requirements Specified by Employers	121
LXX. Experience Requirements for New Clerical Employees as Specified by Employers	123
LXXI. Experience Requirements Specified by Employers for New Men Clerical Employees	125
LXXII. Experience Requirements Specified by Employers for New Women Clerical Employees	126
LXXIII. Distribution of Jobs According to Minimum Experience Requirements for New Clerical Employees	128
LXXIV. Number of Employers Specifying Certain Minimum Education Requirements for New Clerical Employees	130
LXXV. Distribution of Clerical Positions According to Minimum Education Requirements for New Men Employees	131
LXXVI. Distribution of Clerical Positions According to Minimum Education Requirements for New Women Employees	133
LXXVII. Clerical Employees Performing Selected Duties	134
LXXVIII. Number and Percentage of Clerical Employees Operating Machines	136
LXXIX. Number of Sales Employees	139
LXXX. Employer's Preferences for Men and Women Sales Employees	139
LXXXI. Gain in Employment of Sales Employees During 12-Month Period	141
LXXXII. Rate of Turnover of Sales Employees During 12-Month Period	143
LXXXIII. Rate of Turnover of Men Sales Employees During 12-Month Period	144
LXXXIV. Rate of Turnover for Women Sales Employees During 12-Month Period	145a
LXXXV. Minimum Employment Age for Men Sales Employees as Specified by Employers	146

LIST OF TABLES (CONTINUED)

Table	Page
LXXXVI. Minimum Employment Age for Women Sales Employees as Specified by Employers	148
LXXXVII. Distribution of Jobs Held by Men Sales Employees According to Minimum Age Requirements Specified by Employers	150
LXXXVIII. Distribution of Jobs Held by Women Sales Employees According to Minimum Age Requirements Specified by Employers	152
LXXXIX. Experience Requirements for New Sales Employees as Specified by Employers	153
XC. Experience Requirements Specified by Employers for New Men Sales Employees	155
XCI. Experience Requirements Specified by Employers for New Women Sales Employees	157
XCII. Distribution of Jobs According to Minimum Experience Requirements for New Sales Employees	159
XCIII. Number of Employers Specifying Certain Minimum Education Requirements for New Sales Employees	160
XCIV. Distribution of Sales Employees According to Minimum Education Requirements for New Men Employees	162
XCV. Distribution of Sales Employees According to Minimum Education Requirements for New Women Employees	164
XCVI. Sales Employees Performing Selected Duties	166
XCVII. Number and Percentage of Sales Employees Operating Machines	167
XCVIII. Number of Employees in Miscellaneous Positions	169
XCIX. Employer's Preference for Men and Women in Miscellaneous Positions	170
C. Gain in Employment of Employees of Miscellaneous Positions During 12-Month Period	172
CI. Rate of Turnover of Employees in Miscellaneous Positions During 12-Month Period.	174
CII. Rate of Turnover of Men Employees in Miscellaneous Positions During 12-Month Period	175

TABLE CII

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

Positions	Newly Employed	Separated	Total Number Employees	Turnover	
				No. ^a	Per Cent ^b
Cashiers	2	3	14	2	14.2
Receptionists					
Switchboard Operators					
Collectors	1		6		
Delivery Boys	9	7	21	7	33.3
Office Boys	3		5		
Messengers			2		
Machine Operators:					
Calculator			9		
Mimeograph			1		
Total	15	10	58	9	16.0

^aActual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^bPercentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Two men cashiers were newly employed; 3 men cashiers were separated from their jobs. Since there was an average of 14 men cashiers employed, a turnover of 2 men cashiers, or 14.2 per cent of the average number of cashiers employed during the 12-month period, is indicated.

LIST OF TABLES (CONCLUDED)

Table	Page
CIII. Rate of Turnover of Women Employees in Miscellaneous Positions During 12-Month Period	177
CIV. Minimum Employment Age of Men Employees in Miscellaneous Positions	178
CV. Minimum Employment Age for Women Employees in Miscellaneous Positions	180
CVI. Distribution of Jobs Held by Men Employees in Miscellaneous Positions According to Minimum Age Requirements	182
CVII. Distribution of Jobs Held by Women Employees in Miscellaneous Positions According to Minimum Age Requirements	183
CVIII. Experience Requirements for New Employees in Miscellaneous Positions as Specified by Employers	185
CIX. Experience Requirements for New Men Employees in Miscellaneous Positions as Specified by Employers	187
CX. Experience Requirements for New Women Employees in Miscellaneous Positions as Specified by Employers	188
CXI. Distribution of Miscellaneous Positions According to Minimum Experience Requirements for New Employees	190
CXII. Number of Employers Specifying Certain Minimum Education Requirements for New Employees in Miscellaneous Positions	192
CXIII. Distribution of Positions According to Minimum Education Requirements for New Men Employees in Miscellaneous Positions	193
CXIV. Distribution of Positions According to Minimum Education Requirements for New Women Employees in Miscellaneous Positions	195
CXV. Number and Percentage of Employees in Miscellaneous Positions Performing Selected Duties	196
CXVI. Number and Percentage of Employees Operating Machines in Miscellaneous Positions	198

CHAPTER I

INTRODUCTION

This is a Survey of Selected Office and Store Occupations in Enid, Oklahoma, made during August, 1949, to determine what business occupational employment opportunities there were in Enid for the graduates of Enid High School, the students of Enid Business College, and the students of Phillip's University, as well as, for the students of the schools in surrounding towns. This study endeavors to secure information that may be of value in the guidance programs of the schools in Enid and in the surrounding towns.

Purpose of this Study

The following list constitutes the chief purposes of this study:

1. To determine to what extent employers of selected stores and offices will employ store and office workers as young as the average high school graduates.
2. To determine the number of new workers employed in selected store and office positions during the 12-month period from August, 1948, to August, 1949.
3. To determine the extent to which office and store employees were dropped from the payroll during the 12 months prior to August, 1949.
4. To determine what educational level is demanded by local business men of the various types of workers.
5. To determine what experience qualifications, if any, are required by local business men of new employees.

6. To determine if there are sex preferences for the beginning office employees of the various types of positions.

7. To determine what kind of office machines are in general use in selected stores and offices as one basis for determining the desirability of providing instruction in the use of office machines.

Scope and Delimitation

This study included selected retail stores, wholesale firms, and business offices in the City of Enid, Oklahoma, which are comprised in the following list:

Accounting firms	Hotels
Appliance stores	Ice Cream plants
Attorney's offices	Insurance Offices
Auto supply and Accessory stores	Jewelry stores
Automobile Sales and Services	Ladies Dress Shops
Banks	Laundry
Clinics and Hospitals	Loan companies
County offices	Lumber companies
Credit Associations	Men's wear stores
Department Stores	Municipal offices
Drug Stores	Music store
Electric shops	Newspaper office
Elevators, grain	Oil companies
Five and Ten Cent Stores	Paint & Wallpaper companies
Furniture Stores	Plumbing Company
General Merchandise stores	Radio station
Grocery stores	Real Estate offices
Hardwares	Seed & Feed Stores
	Utility companies
	Wholesale candy companies
	Wholesale Poultry & Egg Company

These firms were selected from the Enid Telephone Directory, taking first the firms which were located around The Square in Enid; second, those close to the Square; and third, the principal businesses in outlying districts of the City of Enid.

This study does not include:

1. Negro firms
2. Places selling alcoholic beverages
3. Employers who employed only members of their own families.

No attempt was made to determine the salaries paid for the different types of work. Names of the business firms do not appear in the report. No tabulation or analysis was made of employees under sixteen years of age, and no effort was made to keep a record of them.

The data used in this study were obtained through personal interview with personnel directors, office managers, or owners of the business firms in Enid, Oklahoma. Certain data obtained in this study are limited to the opinions of the personnel directors, office managers, or owners of the business firms interviewed. No attempt was made to ascertain from the employees what they considered to be shortcomings in their pre-employment training. The writer recognizes that such information is valuable; however, the time which would have been required to conduct personal interviews with a great number of employees was considered to be so great to make such an undertaking impracticable in this particular study.

Definitions

For the purpose of this study, the terminology indicated should be interpreted on the basis of the following definitions:

Bookkeeper—Keeps complete and systematic set of records of business transactions of establishment, examining and recording transactions in record books and on forms: Balances books and compiles reports at regular intervals to show receipts, expenditures, accounts payable, accounts receivable, profit or loss, and many other items pertinent to the operation of a business. Calculates wages of employees from plant records or time cards, and makes up checks or draws cash from bank for payment of wages. May prepare, type, and mail monthly statements to customers. May perform other duties, such as taking telephone orders and making bank deposits.¹

Accountant—Devises, installs, and supervises operation of general accounting, budget, and cost systems: Supervises subordinates

¹ Dictionary of Occupational Titles, Vol. I, Definitions of Titles, Second Edition, March, 1949, p. 121.

engaged in maintenance of accounts and records. Balances books periodically, and prepares statements for administrative officers, showing items, such as receipts, disbursements, expenses, and profit and loss. Prepares Federal, State, or local tax returns. Interprets accounts and records for administrative officers.²

Cashier—Keeps a record of cash transactions, receipts, and disbursements incident to the conduct of a business. . . . Counts money and compares amounts with sales slips or cash receipts. Makes change and cashes checks. . . Prepares money for deposit in bank. . . . May perform a variety of related duties. Frequently works in restaurants, drug stores, theaters, grocery stores, and similar establishments. . . May operate a cash register and a ticket-dispensing machine.³

Clerk, general— . . . requiring little or no previous training, which involve the performance of routine clerical duties, such as addressing envelopes, keeping simple records, gathering and delivering messages, and assisting in operating office machines, and which may require the ability to do simple typing.⁴

Typist—Does general clerical work not requiring special schooling or training and requiring the use of typewriter in the accomplishment of a majority of duties: Typewrites letters, reports, and other matter from rough draft or corrected copy. Files records and reports. Makes out bills, answers telephone, sorts and distributes incoming mail, addresses outgoing mail, and does other clerical work, performing one or a combination of clerical duties as assigned.⁵

Secretary—Performs general office work in relieving executives and other company officials of minor executive and clerical duties: Takes dictation, using shorthand or a Stenotype machine. Transcribes dictation or the recorded information reproduced on a transcribing machine. Makes appointments for executive and reminds him of them. Interviews people coming into office, directing to other workers those who do not warrant seeing the executive. Answers and makes phone calls. Handles personal and important mail, writing routine correspondence on own initiative. May supervise other clerical workers. May keep personnel records.⁶

Stenographer—Takes dictation in shorthand of correspondence, reports, and other matter and transcribes dictated material, writing it out in longhand or using a typewriter. May be required to be versed in the technical language and terms used in a particular profession. May perform a variety of related clerical duties. May take dictation on a Stenotype machine or may transcribe information from a sound producing record.⁷

² Ibid., p. 2.

⁴ Ibid., p. 264.

⁶ Ibid., p. 1171.

³ Ibid., p. 205.

⁵ Ibid., p. 266.

⁷ Ibid., p. 1284.

Firm—is a company or an organization composed of one or more individuals which transact business.

Office Positions—Those positions in which employees perform duties of a business office, such as secretarial duties, record keeping duties, and other general office duties.

Full-time Employee—A person who works 30 or more hours a week at a particular job or position for pay.

Part-time Employee—A person who works less than 30 hours a week on a particular job or position for pay.

Source of Data

The interview method of normative-survey research was used in gathering data pertaining to employment opportunities and standards required by Enid Business Firms of beginning employees.

A questionnaire was prepared for use in the personal interviews. In each instance, the interview was conducted with the person most directly responsible for the selection of new employees.

Method of Research

The interview technique of the normative-survey research method was selected as being the most appropriate for gathering data necessary for this study.

Carter V. Good, A. S. Barr, and Douglas E. Scates say ". . . normative-survey research is designed to secure information on conditions or practices as they exist."⁸ Of the interview technique for gathering data, they say:

By means of the interview it is possible to secure many data that cannot be obtained through the less personal procedures of distributing a reply blank. . . Again, the interview permits the interviewer

⁸ Carter V. Good, A. S. Barr, and Douglas E. Scates, The Methodology of Educational Research, p. 373.

to gain an impression of the person who is giving the facts, to form some judgment of the truth in the facts, and to "read between the lines," things that are not said.⁹

Leonard V. Koos, in his book, The Questionnaire in Education, gives the following as one of his recommendations for using the questionnaire in research: "Wherever possible, it is preferable to use the oral questionnaire, that is, the interview, to the written questionnaires."¹⁰

Cecil C. DeHaven, commenting on the importance of the interviewer using tact and good judgment when approaching and interviewing businessmen writes:

In general, most business people are interested in business education and are willing to help out, in fact, are a little flattered to be interviewed if one goes at it in the right way and at the right time.¹¹

Procedure

Questionnaires used in making similar studies were secured and studied.¹² After the questions to be answered by this study had been outlined, the tentative questionnaire was prepared and presented, along with the plan for the study, to Professor Robert A. Lowry, Department of Business Education, at Oklahoma A. & M. College. The questionnaire was then revised to conform with the suggestions received and to include the

⁹ Ibid., p. 378.

¹⁰ Leonard V. Koos, The Questionnaire in Education, p. 161.

¹¹ Cecil C. DeHaven, "Commercial Surveys—Are They Worthwhile?" Review of Commercial Education, XXXVII, (July, 1940), p. 13.

¹² Zoe Velma Davis, "A Survey of Selected Business Occupations in Pryor, Oklahoma." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1949.

¹² Lucille Wormington, "A Survey of Selected Office and Store Occupations in Monett, Missouri." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1949.

additional types of positions which seemed advisable to use in this study. A copy of the questionnaire used in the Enid survey is included in the appendix, as Appendix A.

After 10 firms had been interviewed, the questionnaires were studied as to the findings of data given by representatives of the firms interviewed. It was then determined that the questionnaire would give the data desired, when filled out completely by the interviewer who obtained information and filled in the forms, or, by the personnel director in charge of selecting new employees giving answers pertaining to the minimum requirements for the employees of the firm.

A list of firms to be contacted was made from the classified section of the Enid Telephone Directory on 3" x 5" cards. The class of business, the firm name, the address, and the telephone number were typed on these cards. The cards were first sorted and arranged by streets; then, by location on the street; and, in some instances, the cards were arranged by floor in the office buildings.

The writer of this study was introduced by her brother, owner of one of the firms included in the study, to the president of the Chamber of Commerce who approved the study being made in Enid. The president of the Chamber of Commerce wrote a letter, introducing the writer and stating his approval of the study, to be used to inform representatives of firms who might be hesitant about giving the desired data. The letter was used in only a few instances in which the representatives of the firms were a little hesitant about whether they should fill in the questionnaire. The majority of the representatives of the firms interviewed were very cooperative in giving data.

The President of the Chamber of Commerce recommended that no firms be interviewed before 9:30 in the mornings and after 4:30 in the afternoons

because of the rush of work and business at those hours; he also suggested that no business firms be interviewed on Saturdays. These recommendations were followed.

The writer of this study was assisted by three young college students, who were recommended by the Enid Business College as reliable and dependable young ladies for this work, in interviewing the representatives of the firms included in the study. A temporary office was set up in the Quinn Furniture Company in Enid, where the assistants and the writer met at intervals to study problems that came up at times. The first morning, after studying the questionnaire with the writer of the thesis, the assistants each interviewed three representatives of business firms; then, they returned to the temporary office, at which time each questionnaire was carefully studied by the writer and the assistant interviewers. Questions in the minds of the assistants were clarified by further explanation from the writer. In a few instances, the assistant returned to the representatives of the first firms interviewed, to get additional data, or to clarify some data which they had received in their first interviews. The assistant interviewers returned to the office early the first afternoon; again, the writer and the assistants thoroughly studied and discussed the questionnaires which had been filled out during the first day. The questionnaires were found to be completed in good form. On the second day and on succeeding days, interviewing progressed more rapidly since four persons were then interviewing the representatives of the firms. No record was kept of the number of interviews for each day; however, some days very few interviews were accomplished since so much time was spent waiting to talk with the representatives of the firms to be interviewed. In some instances, appointments were made with the representatives of the

firms, so that the interviewer would not waste more time than necessary, and to arrange for a more convenient time with the person to be interviewed.

It was planned to complete the interviews within 7 days, but since all four girls could not spend full time each day interviewing, it took 11 days to interview the representatives of the firms included in the study. However, it was necessary to contact a few firms at a later date than the date on which most of the firms were interviewed, because some of the representatives were on vacations. All interviews were completed during August, 1949.

After the data were collected, rough drafts of the tables were planned and drawn to be used in tabulating the data on the basis of the following classifications and groupings: Firms classified according to full-time employees; employees classified according to type of position and nature of business; number of men and women employees; employers preference for men and women employees for each type of position listed; gain in employment; rate of turnover; minimum employment age for men and for women employees; distribution of jobs held by men, and by women, according to the minimum age requirements; experience requirements; distribution of jobs held by men, and by women, according to the experience requirements; minimum education requirements; distribution of jobs held by men, and by women, according to the minimum education requirements; number of employees performing selected duties in the various types of positions listed; and number of employees operating machines in the various types of positions listed.

The rough drafts of each of the tables included in this study were studied and interpreted; then, a final draft of each table was constructed and interpretations were made in keeping with the purposes of the study.

CHAPTER II

GENERAL RESULTS OF THE STUDY

The data for this study were collected by personal interviews held during August, 1949, with representatives of a selected group of business firms in Enid, Oklahoma.

There were 137 business firms on the original list, which was compiled from the classified section of the Enid Telephone directory. There was some duplication in the listing of firms, thus eliminating a number of the firms from the original list. Several firms listed employed no employees other than members of their own family and a few firms had moved or gone out of business since the directory was printed, thus also eliminating other firms from the original list. Thirty-six firms were eliminated from the original list, leaving 101 business firms included in the study.

The 101 business firms visited employed 563 men and 738 women, making a total of 1,301 full-time employees. The 101 firms also employed 14 men and 68 women part-time employees, making a total of 82 part-time employees, or a grand total of 1,383 employees considered in this study. The majority of the data in this study pertains only to the 1,301 full-time employees, because the part-time jobs are considered of very little interest to the graduates of the schools of Enid. All data and tables of this study are concerned with full-time employees unless otherwise stated.

Size of Firms

In order that a clear idea may be obtained as to the size of the business firms in Enid, or those considered in this study, the 101 business

firms included in the study were classified according to the number of employees. These data are shown in Table I.

Table I Shows that of the 101 firms represented, 19, or 18.8 per cent, had only one employee. Nineteen, or 1.4 per cent, of the 1,301 full-time employees included in the study were employed by these firms having one employee each.

There were 9 firms which employed 2 full-time employees each and 9 firms which employed 3 full-time employees each. The largest number of employees hired by a single firm was 207.

Distribution of Employees by Nature of Business and Type of Position

Table II reveals that 23 employees were classified as accountants. The 5 Oil Production and Lease Companies employed 5 accountants, the greatest number of accountants. One accounting firm employed 2 accountants. The utility companies employed 3 accountants each.

One hundred forty-five bookkeepers were included in this study. The Oil companies employed 41, the greatest number in this type of position; the banks employed 13 bookkeepers, while the grain elevators reported 10 bookkeepers .

Of the 66 secretaries included in the study, 24, or the largest number of secretaries, were employed by the oil companies. Ten secretaries were employed by 7 attorney's offices.

The greatest number of employees in any one type of position considered in this study was the 440 retail salesmen. Of this number, 147 were employed in department stores, which employed a total of 250 full-time men and women. The mercantile chain stores ranked second, with 182 full-time men and women employees. The 3 general merchandise stores employed 101, and the 2 lumber companies employed 101 men and women.

TABLE I

FIRMS CLASSIFIED ACCORDING TO NUMBER OF FULL-TIME EMPLOYEES

Firms with Number of Employees Specified	Number of Firms Represented	Percentage of Total Firms	Total Employees	Percentage of Total Employees
1	19	18.8	19	1.4
2	9	8.9	18	1.3
3	9	8.9	27	2.1
4	6	5.9	24	1.8
5	5	5.0	25	1.9
6	6	5.9	36	2.7
7	6	5.9	42	3.2
8	7	6.9	56	4.3
9	3	3.0	27	2.1
10	3	3.0	30	2.3
11	2	1.9	22	1.7
13	2	1.9	26	1.9
15	1	1.0	15	1.2
16	2	1.9	32	2.5
17	3	3.0	51	3.9
19	1	1.0	19	1.4
20	1	1.0	20	1.5
22	2	1.9	44	3.3
23	1	1.0	23	1.7
24	1	1.0	24	1.8
25	1	1.0	25	1.9
27	2	1.9	56	4.3
40	1	1.0	40	3.1
41	2	1.9	82	6.3
43	1	1.0	43	3.3
45	1	1.0	45	3.5
58	1	1.0	58	4.5
73	1	1.0	73	5.6
92	1	1.0	92	7.1
207	1	1.0	207	15.9
Total	101	100.	1,301	100.

This table should be read as follows: Of the 101 business firms included in this study, 19, or 18.8 per cent, business firms have 1 employee, making a total of 19, or 1.4 per cent of the 1,301 employees considered in this study.

TABLE II

FULL-TIME AND PART-TIME EMPLOYEES CLASSIFIED ACCORDING TO NATURE OF BUSINESS AND TYPE OF POSITION

Nature of Business	Type of Position																		
	Accountants	Bookkeepers	Ledger Clerks	Secretaries	Stenographers	Ediphone/Dictaphone Operators	Typists	File Clerks	General Clerks	Time Clerks	Stock Clerks	Billing Clerks	Shipping Clerks	Order Clerks	Payroll Clerks	Wholesale Salesmen	Retail Salesmen	Department Managers	Insurance Salesmen
Accounting Firm	2			1															
Appliance Stores		1																	2
Attorney's Offices		(1)		10	1														
Auto Supply Stores		2									1					1	6(2)	1	
Auto Sales and Services	2	4		1	1			1			3	1	1			3	4		5
Banks		13		2	3			3											7
Clinic and Hospital		2		1	3			3											
County Offices		5		2				3	3										
Credit Associations				1			3												
Department Stores	1	6	1		2		3	3		1	1			2		17(20)			4
Drug Stores		1(2)									2						30		4
Electric Shops		(1)									(1)								
Elevators, Grain	2	10	3	6	9	1	5	3	10	2	3	4(5)	4		1				2
Five and Ten Cent Stores		3									5		1						43(9)
Furniture Stores	1(1)	4					2	1			2	1							15
General Merchandise	1	10	1	1	1		1	1	1		1	2	1	3					65(2)
Grocery Stores		1		1					3										5
Hardware		1									3								5

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

This table should be read as follows: The one accounting firm included in the study employed 2 accountants and one secretary.

TABLE II

FULL TIME AND PART TIME EMPLOYEES CLASSIFIED ACCORDING TO NATURE OF BUSINESS AND TYPE OF POSITION
(CONTINUED)

Nature of Business	Type of Position													Total Firms	Total Employees	
	Cashiers	Receptionists	Switchboard Opr.	Collectors	Delivery Boys	Office Boys/Girls	Adding Machine Opr.	I.B.M. Machine Opr.	Address. Mach. Opr.	Calculator Opr.	Comptometer Opr.	Mimeograph Opr.	Posting Mach. Opr.			Messenger
Accounting Firm															1	3
Appliance Stores															1	3
Attorney's Offices															7	11 (1)
Auto Supply Stores															2	11 (2)
Auto Sales and Services	2														5	28
Banks	17		1				4					12	1		3	63
Clinic and Hospital			4												1	13
County Offices															4	13
Credit Associations															1	4
Department Stores	9(1)		1			1									6	182(21)
Drug Stores	10		(1)												4	47 (3)
Electric Shops															1	(2)
Elevators, Grain	2		1						3				1		5	72 (5)
Five and Ten Cent Stores	2	1													2	57 (9)
Furniture Stores	2				8										4	39 (1)
General Merchandise	5		2	1(1)		1			(2)						3	101 (5)
Grocery Stores	2(1)				1							1			2	16 (1)
Hardware															1	9

TABLE II

FULL-TIME AND PART-TIME EMPLOYEES CLASSIFIED ACCORDING TO NATURE OF BUSINESS AND TYPE OF POSITION
(CONTINUED)

Nature of Business	Type of Position																		
	Accountants	Bookkeepers	Ledger Clerks	Secretaries	Stenographers	Ediphone/Dictaphone Operators	Typists	File Clerks	General Clerks	Time Clerks	Stock Clerks	Billing Clerks	Shipping Clerks	Order Clerks	Payroll Clerks	Wholesale Salesmen	Retail Salesmen	Department Managers	Insurance Salesmen
Hotels		1						4(1)											
Ice Cream Plants	2	3		2												5	6		3
Insurance Offices		3(1)		2				5										1	13
Jewelry Stores		2															5		
Ladies' Dress Shops		3						1									15(1)	4(1)	
Laundry and Cleaners		1															2	1	
Loan Companies	1	2		2															
Lumber Companies		2	1	6			1	1		1	5	2	2		8	61		2	
Men's Wear		2						1									8	1(1)	
Municipal Offices	1	6		1	2		2					2							
Music Store		1															3	1	
Newspaper Office	1	1						6							10				
Oil Companies	5	41	8	24	14	16	24	1	48		3	11	1	1	5	12	2	8	
Paint and Wallpaper Co.		1									(1)						8	2	
Plumbing Company		1															1		
Radio Station		1		1															3
Real Estate Offices		2		1	2			1											1
Seed and Feed Store		2														1	7		
Utility Companies	3	4	6	1	3		2	1		2	3				1				
Wholesale Candy Company		2									35					7			
Poultry and Egg Processing	1																		
TOTALS	23(1)	145(5)	20	66	41	17	42	8	98(1)	2	62(2)	31(5)	10	6	9	47	440(34)	59(1)	13

TABLE II

FULL-TIME AND PART-TIME EMPLOYEES CLASSIFIED ACCORDING TO NATURE OF BUSINESS AND TYPE OF POSITION
(CONCLUDED)

Nature of Business	Type of Position													Total Firms	Total Employees	
	Cashiers	Receptionists	Switchboard Opr.	Collectors	Delivery Boys	Office Boys/Girls	Adding Machine Opr.	I.B.M. Machine Opr.	Address. Mach. Opr.	Calculator Opr.	Comptometer Opr.	Mimeograph Opr.	Posting Mach. Opr.			Messenger
Hotels															1	4 (1)
Ice Cream Plants															2	21
Insurance Offices	1														5	25 (1)
Jewelry Stores	1					1									2	9
Ladies' Dress Shops	2														4	25
Laundry and Cleaners					4										1	8
Loan Companies															3	5
Lumber Companies	1		2	1	3						1	1			2	101
Men's Wear	1														1	13
Municipal Offices	1	1				1									2	17
Music Store															1	5
Newspaper Office	1		1	1	1										1	22
Oil Companies	1	3	4	1	1				11	5					5	250
Paint and Wallpaper Co.					1										2	12 (1)
Plumbing Company															1	2
Radio Station															1	5
Real Estate Offices		1													5	8
Seed and Feed Store					2										2	12
Utility Companies	3		1	2				1							2	33
Wholesale Candy Company					1	1									2	46
Poultry and Egg Processing															1	1
TOTALS	63(1)	6	17(1)	7(1)	22	5	1	4	1	14(2)	5	1	14	2	101	1,301(54)

There were 54 part-time employees hired by the various firms interviewed. Thirty-four of these part-time workers were employed as retail salesmen. Information on other types of positions and business firms included in the study may be found in Table II.

Number of Employees in the Various Types of Positions

Table III shows the number of full-time, part-time, and combined full-time and part-time employees, as well as the total number of employees in the various types of positions of this study. There was a total of 1,383 full-time and part-time employees considered in this study. Of this number, 563 men and 738 women were employed full-time, making a total of 1,301 full-time employees, with whom this study deals. The data in Tables II and III include both full-time and part-time employees. The data in the remaining tables deal with full-time employees unless otherwise stated.

Table III shows that there were more men and women employed as retail salesmen than in any one other type of position of this study. The second ranking type of position according to the number of employees was the bookkeeping positions, while the third ranking type of position was the general clerk.

Employer's Preference For Men and Women Employees in Various Types of Positions

In interpreting Table IV, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning preferences in any of the positions listed. On this basis, the data presented in Table IV show that men were preferred in 117 instances, or in 26.8 per cent, of the total number of expressed preferences. Women were preferred in 213 instances, or in 48.7 per cent of the

TABLE III
NUMBER OF EMPLOYEES IN THE VARIOUS TYPES OF POSITIONS

Position	Full-Time		Part-Time		Combined		Total
	Men	Women	Men	Women	Men	Women	
Record Keeping							
Accountants	21	2	1	0	22	2	24
Bookkeepers	49	96	1	7	50	103	153
Ledger Clerks	7	13	0	0	7	13	20
Secretarial							
Secretaries	0	66	0	1	0	67	67
Stenographers	0	41	0	0	0	41	41
Typists	3	39	0	0	3	39	42
Ediphone/Dictaphone Opr.	6	11	0	0	6	11	17
Clerk							
File	1	7	0	0	1	7	8
General	26	72	0	0	26	72	98
Stock	56	6	2	0	58	6	64
Time	1	1	0	0	1	1	2
Billing	8	23	0	6	8	29	37
Shipping	10	0	0	0	10	0	10
Order	2	4	0	0	2	4	6
Payroll	1	8	0	0	1	8	9
Selling							
Wholesale Salesman	47	0	0	0	47	0	47
Retail Salesmen	207	233	6	51	213	284	497
Department Managers	50	9	0	0	50	9	59
Insurance Salesmen	13	0	0	0	13	0	13
Miscellaneous							
Cashiers	13	50	0	1	13	51	64
Receptionists	0	6	0	0	0	6	6
Switchboard Operators	0	17	0	0	0	17	17
Collectors	5	2	1	0	6	2	8
Delivery Boys	22	0	2	0	24	0	24
Office Boys/Girls	3	2	1	0	4	2	6
Adding Machine Operators	0	1	0	0	0	1	1
I.B.M. Machine Operators	0	4	0	0	0	4	4
Addressing Machine Opr.	0	1	0	0	0	1	1
Calculator Machine Opr.	9	5	0	2	9	7	16
Comptometer Machine Opr.	0	5	0	0	0	5	5
Mimeograph Machine Opr.	1	0	0	0	1	0	1
Posting Machine Operators	0	14	0	0	0	14	14
Messengers	2	0	0	0	2	0	2
Total	563	738	14	68	577	806	1,383

This table should be read as follows: Twenty-one men and 2 women were employed as full-time accountants; one man was employed as part-time accountant; making a total of 22 men and 2 women, or a total of 24 accountants included in this study.

TABLE IV
 EMPLOYERS' PREFERENCES FOR MEN AND WOMEN EMPLOYEES
 IN VARIOUS TYPES OF POSITIONS

Position	Number of Employers Preferring							
	Men		Women		No Preference		Total	
	No.	Per cent	No.	Per cent	No.	Per cent	No.	Per cent
Record Keeping								
Accountants	10	62.5	2	12.5	4	25.0	16	100
Bookkeepers	13	17.8	31	42.5	29	39.7	73	100
Ledger Clerks	0		7	53.8	6	46.2	13	100
Secretarial								
Secretaries	0		34	91.9	3	8.1	37	100
Stenographers	0		19	90.5	2	9.5	21	100
Ediphone/Dictaphone Opr.	0		1	50.0	1	50.0	2	100
Typists	0		11	73.3	4	26.7	15	100
Clerk								
Filing	1	16.7	3	50.0	2	33.3	6	100
General	3	9.7	21	67.7	7	22.6	31	100
Stock	16	84.2	2	10.5	1	5.3	19	100
Order	2	50.0	1	25.0	1	25.0	4	100
Payroll	1	20.0	3	60.0	1	20.0	5	100
Time	2	66.7	0		1	33.3	3	100
Billing	1	4.5	17	77.3	4	18.2	22	100
Shipping	4	80.0	0		1	20.0	5	100
Selling								
Wholesale Salesmen	9	100.0	0		0		9	100
Retail Salesmen	19	33.9	16	28.6	21	37.5	56	100
Department Managers	14	73.7	3	15.8	2	10.5	19	100
Insurance Salesmen	1	100.0	0		0		1	100
Miscellaneous								
Cashiers	2	7.4	16	59.3	9	33.3	27	100
Delivery Boys	11	100.0	0		0		11	100
Office Boys/Girls	3	60.0	0		2	40.0	5	100
Receptionists	0		5	100.0	0		5	100
Switchboard Operators	0		10	100.0	0		10	100
Posting Machine Operators	0		2	100.0	0		2	100
I.B.M. Machine Operators	0		4	100.0	0		4	100
Collectors	3	60.0	1	20.0	1	20.0	5	100
Adding Machine Operators	0		1	100.0	0		1	100
Comptometer Machine Opr.	0		2	100.0	0		2	100
Addressing Machine Opr.	0		0		1	100.0	1	100
Calculator Machine Opr.	0		1	25.0	3	75.0	4	100
Mimeograph Machine Opr.	0		0		1	100.0	1	100
Messengers	2	100.0	0		0		2	100
Total	117		213		107		437	
Percentage of Total Positions		26.8		48.7		24.5		100

This table should be read as follows: Men were preferred in 10 instances, or in 62.5 per cent of the instances, in which employers hired accountants.

instances. No preferences were stated in 107 instances, or in 24.5 per cent of the instances in which responses were requested.

Table IV shows that men were preferred over women for such positions as accountants, stock clerks, time clerks, shipping clerks, wholesale salesmen, department managers, insurance salesmen, delivery boys, and office boys rather than girls, collectors, and messengers.

Women employees were preferred over men employees for such positions as bookkeepers, ledger clerks, secretaries, stenographers, typists, file clerks, general clerks, payroll clerks, billing clerks, cashiers, receptionists, switchboard operators, posting machine operators, IBM machine operators, adding machine operators, and comptometer operators.

Of the 16 firms employing accountants, 10 firms, or 62.5 per cent preferred men accountants; 2, or 12.5 per cent, preferred women; while 4, or 25 per cent, had no preference as to whether their accountants were men or women. However, for the bookkeeping positions men were preferred in only 13 instances, or in 17.8 per cent of the instances; while women were preferred in 31, or in 42.5 per cent of the instances; and no preference was stated in 29 instances, or in 39.7 per cent of the 73 instances where bookkeepers were employed. This shows that while there was a greater demand for men accountants, women bookkeepers were preferred in more instances than were men bookkeepers.

Table IV shows that there was little or no opportunity for men employees in secretarial positions, since no employers stated a preference for men in these positions. In several instances, however, no preference was stated, which may give the men some opportunity for gaining employment in the secretarial positions. Table III shows the small minority of men as compared to women employed in secretarial positions.

The employers stated a preference for men in more instances than for women in positions as stock clerk, order clerk, time clerk, and shipping clerk; but women were preferred in more instances than men for positions as file clerks, general clerks, payroll clerks, and billing clerks.

Gain in Employment During 12-month Period

During the 12-month period, August, 1948, to August, 1949, 117 men and 330 women were newly employed. Sixty-nine men and 238 women were dropped from the payroll, making a gain in employment of 28 men and 92 women, or a total gain in employment of 140 full-time employees in the firms included in this study. These data are shown in Table V.

Fifty-nine men and 167 women were newly employed, making a total of 226 employees hired during the 12-month period in retail selling positions. Forty-three men and 129 women were dropped from the payroll, making a total of 172 retail selling employees dropped from the payroll. This makes a gain in employment of 54 retail salespeople, 16 of whom were men and 38 women.

Rate of Turnover in Employees During 12-month Period

The following formula was used for the determination of turnover throughout the study:

1. Present number of employees plus separations minus newly employed equals number of employees at the beginning of 12-month period.
2. Present number of employees plus number at beginning of 12-month period, divided by 2 equals average number of employees during 12-month period.
3. Percentage of net turnover is based on average number of employees during the 12-month period. The actual number of replacements during

TABLE V
GAIN IN EMPLOYMENT DURING THE 12-MONTH PERIOD

Position	Number Newly Employed			Number Dropped			Gain in Employment		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
Record Keeping									
Accountants	4	1	5	1	1	2	3	0	3
Bookkeepers	13	37	50	4	26	30	9	11	20
Ledger Clerks	1	1	2	0	1	1	1	0	1
Secretarial									
Secretaries	0	21	21	0	16	16	0	5	5
Stenographers	0	18	18	0	9	9	0	9	9
Typists	3	19	22	1	12	13	2	7	9
Ediphone/Dictaphone Opr.	0	1	1	0	0	0	0	1	1
Clerk									
File	1	3	4	1	1	2	0	2	2
General	3	19	22	1	7	8	2	12	14
Stock	8	3	11	1	6	7	7	-3	4
Time	2	0	2	1	0	1	1	0	1
Billing	0	3	3	1	6	7	-1	-3	-4
Shipping	1	0	1	0	0	0	1	0	1
Order	1	0	1	1	0	1	0	0	0
Payroll	0	0	0	0	0	0	0	0	0
Selling									
Wholesale Salesmen	5	0	5	2	0	2	3	0	3
Retail Salesmen	59	167	226	43	129	172	16	38	54
Department Managers	0	1	1	0	0	0	0	1	1
Insurance Salesmen	1	0	1	1	0	1	0	0	0
Miscellaneous									
Cashiers	2	21	23	3	17	20	-1	4	3
Receptionist	0	1	1	0	1	1	0	0	0
Switchboard Operators	0	7	7	0	3	3	0	4	4
Collectors	1	0	1	0	0	0	1	0	1
Delivery Boys	9	0	9	7	0	7	2	0	2
Office Boys/Girls	3	0	3	1	0	1	2	0	2
Adding Machine Operators	0	0	0	0	0	0	0	0	0
I.B.M. Machine Operators	0	3	3	0	1	1	0	2	2
Addressing Machine Opr.	0	0	0	0	0	0	0	0	0
Calculator Machine Opr.	0	0	0	0	0	0	0	0	0
Comptometer Machine Opr.	0	1	1	0	0	0	0	1	1
Mimeograph Machine Opr.	0	0	0	0	0	0	0	0	0
Posting Machine Operators	0	3	3	0	2	2	0	1	1
Messengers	0	0	0	0	0	0	0	0	0
Total	117	330	447	69	238	307	48	92	140

This table should be read as follows: Four men and one woman were newly employed as accountants, one man and one woman were dropped from payrolls, making a gain in employment of 3 men accountants during the 12-month period of this study.

12-month period is represented by total newly employed or total separated, whichever is smaller. Replacements divided by average number of employees gives percentage of turnover.

During the 12-month period, 447 employees were hired and 307 employees were dropped from the payroll. Table VI shows there was a turnover of 302 employees, or 24.5 per cent of the total employees.

The greatest turnover in any position was a turnover of 172 retail salesmen, amounting to 41.6 per cent of the average number of retail salesmen. In the bookkeeping positions, there was a turnover of 30, or 22.2 per cent of the total bookkeeping positions; while in the secretarial positions there was a turnover of 16, or 24.6 per cent of the total secretarial positions.

Twenty-two typists were newly employed and 13 typists were separated from employment, making a turnover of 13 typists, or 34.2 per cent of the total typists positions.

There was a considerable turnover of cashiers, since 23 were newly employed and 20 cashiers were separated, making a 32.3 per cent turnover of the total number of cashiers employed.

Rate of Turnover in Men Employees. Table VII shows that there were 117 men newly employed and 69 separated or dropped from the payroll. An average of 549 men were employed during the 12-month period. The net turnover was 66 men, or 12 per cent of the average number of men employed during the period used in this study.

Four men accountants were newly employed and one was dropped from the payroll. An average of 20 men accountants were employed during the 12-month period; therefore, with the turnover of 1 man accountant, there was a 5 per cent turnover of men accountants.

TABLE VI

RATE OF TURNOVER IN EMPLOYEES DURING 12-MONTH PERIOD

Positions	Newly Employed			Separated			Average No. of Employees	Turnover	
	Men	Women	Total	Men	Women	Total		Number ^a	Per cent of Average Employees ^b
Record Keepers									
Accountants	4	1	5	1	1	2	22	2	9.1
Bookkeepers	13	37	50	4	26	30	135	30	22.2
Ledger Clerks	1	1	2	0	1	1	19	1	5.2
Secretarial									
Secretaries	0	21	21	0	16	16	65	16	24.6
Stenographers	0	18	18	0	9	9	37	9	24.3
Ediphone/Dictaphone Opr.	0	1	1	0	0	0	17	0	0.0
Typists	3	19	22	1	12	13	38	13	34.2
Clerk									
File	1	3	4	1	1	2	7	2	28.5
General	3	19	22	1	7	8	91	8	8.8
Stock	8	3	11	1	6	7	60	7	11.7
Time	2	0	2	1	0	1	2	1	50.0
Billing	0	3	3	1	6	7	33	3	9.1
Shipping	1	0	1	0	0	0	10	0	0.0
Order	1	0	1	1	0	1	6	1	16.7
Payroll	0	0	0	0	0	0	9	0	0.0
Selling									
Wholesale Salesmen	5	0	5	2	0	2	46	2	4.3

^a Actual number of replacements during 12-month period, represented by total number newly employed or total number separated, whichever is smaller.

^b Percentage of net turnover is based on average number of employees during 12-month period.

This table should be read as follows: During the 12-month period, 4 new men accountants and 1 new woman accountant were hired; one man and one woman accountant were separated from their jobs, resulting in a turnover of 2 accountants, or a 9.1 per cent turnover.

TABLE VI

RATE OF TURNOVER IN EMPLOYEES DURING 12-MONTH PERIOD
(CONCLUDED)

Positions	Newly Employed			Separated			Average No. of Employees	Turnover	
	Men	Women	Total	Men	Women	Total		Number	Per cent of Average Employees
Selling (Continued)									
Retail Salesmen	59	167	226	43	129	172	413	172	41.6
Department Managers	0	1	1	0	0	0	59	0	0.0
Insurance Salesmen	1	0	1	1	0	1	13	1	7.7
Miscellaneous									
Cashiers	2	21	23	3	17	20	62	20	32.3
Receptionists	0	1	1	0	1	1	2	1	50.0
Switchboard Operators	0	7	7	0	3	3	15	3	20.0
Collectors	1	0	1	0	0	0	7	0	0.0
Delivery Boys	9	0	9	7	0	7	21	7	33.3
Office Boys or Girls	3	0	3	0	0	0	4	0	0.0
Adding Machine Operators	0	0	0	0	0	0	1	0	0.0
I.B.M. Machine Operators	0	3	3	0	1	1	3	1	33.3
Addressing Machine Opr.	0	0	0	0	0	0	1	0	0.0
Calculator Machine Opr.	0	0	0	0	0	0	14	0	0.0
Comptometer Machine Opr.	0	1	1	0	0	0	5	0	0.0
Mimeograph Machine Opr.	0	0	0	0	0	0	1	0	0.0
Posting Machine Operator	0	3	3	0	2	2	14	2	14.2
Messenger	0	0	0	0	0	0	2	0	0.0
Total	117	330	447	69	238	307	1,234	302	24.5

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

Positions	Newly Employed	Separated	Average No. Men Employees	Turnover	
				Number ^a	Per cent ^b
Record Keepers					
Accountants	4	1	20	1	5.0
Bookkeepers	13	4	45	4	8.8
Ledger Clerks	1	0	8	0	0.0
Secretarial					
Ediphone/Dictaphone Operators	0	0	6	0	0.0
Typists	3	1	2	1	50.0
Clerks					
File	1	1	1	1	100.0
General	3	1	25	1	4.0
Stock	8	1	53	1	1.8
Time	2	1	1	1	100.0
Billing	0	1	9	0	0.0
Shipping	1	0	11	0	0.0
Order	1	1	2	1	50.0
Payroll	0	0	1	0	0.0
Selling					
Wholesale Salesmen	5	2	46	2	4.3
Retail Salesmen	59	43	198	43	21.7
Department Managers	0	0	50	0	0.0
Insurance Salesmen	1	1	13	1	7.7
Miscellaneous					
Cashiers	2	3	14	2	14.2
Collectors	1	0	6	0	0.0
Delivery Boys	9	7	21	7	33.3
Office Boys or Girls	3	0	5	0	0.0
Calculator Mach. Opr.	0	0	9	0	0.0
Comptometer Mach. Opr.	0	0	0	0	0.0
Mimeograph Mach. Opr.	0	0	1	0	0.0
Posting Machine Opr.	0	0	0	0	0.0
Messengers	0	0	2	0	0.0
Total	117	69	549	66	12.0

^a Actual number of replacements during 12-month period, represented by total number of full-time employees or total number separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: During the 12-month period, 4 new men accountants were hired and one was separated from his job, resulting in a 5 per cent turnover of men accountants.

The largest turnover of men employees was in the retail selling positions. In this classification of employees, there were 59 newly employed and 43 separated, making a turnover of 21.7 per cent of the average number of men employed in retail selling during the 12-month period.

Rate of Turnover in Women Employees. Table VIII shows that 330 women were newly employed, while 238 were separated from their employment during the 12-month period. Since there was an average employment of 699 women in the 101 firms considered in this study, and since there was a turnover of 233, the per cent of turnover of women employees amounted to 33.3 per cent. No attempt was made to determine the causes for the great turnover of women employees; however, marriage and women returning to home duties are probably the major factors in the much larger turnover of women employees over that of men employees.

Minimum Employment Age

Men Employees. As shown in Table IX, of the 164 employers hiring men, in 6 instances, or in 3.7 per cent of the instances, employers specified 16 years as the minimum employment age. One employer stated that he would hire retail salesmen at the age of 16. Four employers would hire delivery boys at 16 years of age, while one employer would hire office boys and girls at that age.

Sixty-two employers, or 37.8 per cent of the employers, stated that 18 years was the minimum age at which they would employ men in the various office and store positions. Twenty-nine employers, or 17.7 per cent of the employers, reported that they would hire men at the minimum age of 21 years.

TABLE VIII

RATE OF TURNOVER IN WOMEN EMPLOYEES DURING 12-MONTH PERIOD

Positions	Newly Employed	Separated	Average No. Women Employees	Turnover	
				Number ^a	Per cent ^b
Record Keepers					
Accountants	1	1	2	1	50.0
Bookkeepers	37	26	91	26	28.5
Ledger Clerks	1	1	13	1	7.7
Secretarial					
Secretaries	21	16	64	16	25.0
Stenographers	18	9	37	9	24.3
Ediphone/Dictaphone Operators	1	0	11	0	0.0
Typists	19	12	36	12	33.3
Clerks					
File	3	1	6	1	16.7
General	19	7	66	7	10.6
Stock	3	6	8	3	37.5
Time	0	0	1	0	0.0
Billing	3	6	25	3	12.0
Order	0	0	4	0	0.0
Payroll	0	0	8	0	0.0
Selling					
Wholesale Salesmen	0	0	0	0	0.0
Retail Salesmen	167	129	214	129	60.2
Department Managers	1	0	9	1	11.1
Miscellaneous					
Cashiers	21	17	48	17	35.4
Receptionists	1	1	6	1	16.7
Switchboard Operators	7	3	15	3	20.0
Collectors	0	0	2	0	0.0
Office Boys or Girls	0	0	2	0	0.0
Adding Machine Opr.	0	0	1	0	0.0
I.B.M. Machine Opr.	3	1	4	1	25.0
Addressing Mach. Opr.	0	0	1	0	0.0
Calculator Mach. Opr.	0	0	5	0	0.0
Comptometer Mach. Opr.	1	0	5	0	0.0
Posting Machine Opr.	3	2	14	2	14.3
Total	330	238	699	233	33.3

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: During the 12-month period, 1 woman accountant was employed and 1 woman accountant was separated from her job, resulting in a 50 per cent turnover of women accountants.

TABLE IX
 MINIMUM EMPLOYMENT AGE OF MEN EMPLOYEES IN
 SELECTED OFFICE AND STORE POSITIONS

Position	Number of Employers Reporting Minimum Employment Age of Male Employees											
	Total	16	17	18	20	21	22	23	25	30	Above 35	
<u>Record Keepers</u>												
Accountants	14			1	1	2	1	1	6	2		
Bookkeepers	22			7	3	9			2	1		
Ledger Clerks	3			2	1							
<u>Secretarial Positions</u>												
Typists	2			2								
<u>Clerks</u>												
File	1				1							
General	6			5		1						
Stock	15	1		6	3	3	1		2			
Time	2			1		1						
Billing	5			1	1	1			1		1	
Shipping	5			4	1							
Order	2			1		1						
<u>Selling</u>												
Wholesale Salesmen	9			4		2	1		2			
Retail Salesmen	32	1	1	15	3	4		1	6		1	
Department Managers	16					1				13	2	
Insurance Salesmen	1								1			
<u>Miscellaneous</u>												
Cashiers	5			1	1	2			1			
Delivery Boys	11	4	1	6								
Office Boys/Girls	3	1		1	1							
Messengers	2			1		1						
Mimeograph Operators	1				1							
Ediphone Operators	1			1								
Collectors	3			1	1				1			
Calculator Operators	3			2		1						
Total	164	6	2	62	18	29	3	2	21	17	1	3
Percentage of Total Positions	100.	3.7	1.2	37.8	11.0	17.7	1.8	1.2	12.8	10.4	.6	1.8

This table should be read as follows: Eighteen years is the minimum age required by one employer who hires accountants. One employer specified 20 years and two employers require 21 years as the minimum age at which they will hire new men accountants.

Women Employees. The total number of instances in which employers reported hiring women in the various office and store positions was 285, as indicated by Table X. In 6 instances, employers reported that they would hire women at the age of 16 years; five of these instances were in retail selling and one was in the position of office girl.

In 140 instances, or in 49.1 per cent of the total responses, employers stated that 18 years of age was the minimum age at which they would hire women. In 53 cases, or in 18.6 per cent of the instances, employers stated that 20 years was the minimum age at which they would hire women.

In 66 instances, or 23.2 per cent of the total responses, employers stated that they would not employ women under 21 years of age.

Distribution of Jobs Held by Men Employees

According to Minimum Age Requirements Specified by Employers

Of the 563 jobs in this study held by men, Table XI shows that 10 men, or 2 per cent of the men, held positions in which employers stated that 16 years was the minimum age at which they would hire men. Two hundred sixty-three men, or 46.7 per cent of the men employees included in the study, were employed in positions for which the employer specified a minimum employment age of 18 years.

Four hundred thirty men, or 76.4 per cent of the 563 men employees included in this study, were employed in positions for which the employer specified a minimum age of from 16 to 21 years, inclusive.

Distribution of Jobs Held by Women Employees

According to Minimum Age Requirements Specified by Employers

Table XII shows that the largest number of positions held by women was in the minimum age group of 18 years, in which there were 435 women

TABLE X
MINIMUM EMPLOYMENT AGE OF WOMEN EMPLOYEES IN
SELECTED OFFICE AND STORE POSITIONS

Position	Number of Employers Reporting Minimum Employment Age of Female Employees											
	Total	16	17	18	19	20	21	22	23	25	30	Above 30
Record Keepers												
Accountants	2									2		
Bookkeepers	51			16	1	16	8		2	7		1
Ledger Clerks	22			13	4	2	2			1		
Secretarial												
Secretaries	37		1	13	1	11	6		1	3	1	
Stenographers	21		1	7	1	8	3		1			
Typists	13			10	1	2						
Ediphone/Dictaphone Operators	1			1								
Clerks												
Filing	5			5								
General	25			16	1	4	1	1		2		
Order	2			1								1
Stock	4			2	1	1						
Billing	17			10	3	1	2			1		
Time	1						1					
Payroll	5			3		2						
Selling												
Wholesale Salesmen	0											
Retail Salesmen	24	5		12		2	2			1		2
Department Managers	3								1	1	1	
Miscellaneous												
Cashiers	22		1	11	1	2	4		1	1	1	
Receptionists	5		1	3	1							
Telephone Operators	10			10								
Collectors	2			2								
I.B.M. Machine Opr.	4			1			1	2				
Posting Mach. Opr.	2			1			1					
Office Girls	2	1			1							
Adding Machine Opr.	1					1						
Calculator Mach. Opr.	1			1								
Comptometer Opr.	2			1		1						
Addressing Mach. Opr.	1			1								
Total	285	6	4	40	16	53	31	3	6	19	4	3
Percentage of Total Positions	100.0	2.1	1.4	49.1	5.6	18.6	10.9	1.	2.1	6.7	1.4	1.

This table should be read as follows: Two employers specified that 25 years of age was the minimum age required of new women accountants.

TABLE XI

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

Position	Minimum Age Specified by Employers										
	Total	16	17	18	20	21	22	23	25	30	Above 30
Record Keeping											
Accountants	21			2	1	3	1	1	12	1	
Bookkeepers	49			7	26	11		2	3		
Ledger Clerks	7			5	2						
Secretarial											
Typists	3			1	2						
Clerk											
File	1				1						
General	26			19	6	1					
Payroll	1				1						
Stock	56			43	4	2	3		4		
Time	1				1						
Billing	8			4	2	2					
Shipping	10			2	3	1	1		1	1	1
Order	2			1		1					
Selling											
Wholesale Salesmen	47			13		16	1		17		
Retail Salesmen	207	4	5	135	31	16		4	12		
Department Managers	49					2		5	5	20	17
Insurance Salesmen	13									13	
Miscellaneous											
Cashiers	13			1		7			5		
Delivery Boys	22	6	1	14					1		
Office Boys	3			1	2						
Collectors	5			2	1				1		1
Calculator Mach. Opr.	9			6	3						
Messengers	2			1		1					
Ediphone Operators	6			6							
Mimeograph Operator	1				1						
Total	563	10	6	263	88	63	6	12	61	35	19
Percentage of Total Positions	100.	2.0	1.06	46.7	15.6	11.2	1.0	2.1	10.8	6.2	3.5

This table should be read as follows: Eighteen years is the minimum age requirement for new men employees in 2 positions held by men accountants.

TABLE XII

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

Position	Total	Minimum Age Specified by Employers										
		16	17	18	19	20	21	22	23	25	30	35
Record Keeping												
Accountants	2									2		
Bookkeepers	96			46	2	18	9	3	3	15		
Ledger Clerks	13			10		3						
Secretarial												
Secretaries	66		1	36	1	12	8		4	3	1	
Stenographers	41			17	2	15	5			2		
Typists	39			35	2	2						
Ediphone/Dictaphone Operators	11			10			1					
Clerk												
Time	1						1					
Filing	7			7								
General	72			58	1	5	1	5		2		
Order	4			1						1	2	
Stock	6			3	1	1					1	
Payroll	8			6		2						
Billing	23			20	2	1				1		
Selling												
Retail Salesmen	233	23		131		69	2			2	2	4
Department Managers	9			1			1				5	2
Miscellaneous												
Cashiers	50	1	6	17	3	7	10		1	3	2	
Receptionists	6			5	1							
Switchboard Operators	17			14		3						
Collectors	2			1			1					
I.B.M. Mach. Opr.	4			1			1	2				
Posting Mach. Opr.	14			6			8					
Office Girl	2	1			1							
Adding Machine Opr.	1					1						
Calculator Operators	5			5								
Comptometer Opr.	5			4		1						
Addressing Mach. Operator	1			1								
Total	738	25	7	435	16	140	48	9	8	31	13	6
Per cent of Total Positions	100.	3.3	.9	59.0	2.1	19.0	6.5	1.2	1.	4.2	2.0	.8

This table should be read as follows: Eighteen years was the minimum age required for new women employees in 46 positions held by women bookkeepers.

employed in the various office and store positions. This means that 59 per cent of the women employees were employed in positions in which the minimum age of employment was 18 years.

Sixty-three per cent of the women, or 467 of the women included in this study, were employed in positions for which the employer specified a minimum employment age of 18 years. Of this number, 154 were employed in retail sales positions.

From the data in Tables XI and XII, it appears that the opportunities for employment of girls are greater than for boys at the age of 18 years or under.

Experience Requirements for New Employees in
Various Types of Positions as Specified by Employers

In interpreting Table XIII, it should be noted that each employer was counted as a separate employer each time he supplied data concerning experience requirements for new employees in any of the positions listed.

Data concerning the experience requirements for new employees in the various types of positions as specified by employers are shown in Table XIII.

Fifteen employers, or 93.8 per cent of the employers who hire accountants, require experience of new employees in positions held by accountants. One of the employers did not require experience of new employees hired as accountants.

Of the 437 instances in which employers expressed responses, in 226 cases, or in 51.7 per cent of the total, employers reported that experience was required of new employees hired in the various office and store positions. In 211 cases, or in 48.3 per cent of the total responses, employers included in this study did not require experience of new employees.

TABLE XIII

EXPERIENCE REQUIREMENTS FOR NEW EMPLOYEES IN
VARIOUS TYPES OF POSITIONS AS SPECIFIED BY EMPLOYERS

Position	Total Employers		Number of Employers Requiring Experience		Number of Employers Not Requiring Experience	
	Number	Per cent	Number	Per cent	Number	Per cent
Record Keeping						
Accountants	16	100	15	93.8	1	6.2
Bookkeepers	73	100	48	65.8	25	34.2
Ledger Clerks	13	100	8	62.0	5	38.0
Secretarial						
Secretaries	37	100	26	70.3	11	29.7
Stenographers	21	100	9	42.9	12	57.1
Ediphone/Dictaphone Opr.	2	100	1	50.0	1	50.0
Typists	15	100	2	13.3	13	86.7
Clerk						
Filing	6	100	1	16.7	5	83.3
General	31	100	8	25.8	23	74.2
Stock	19	100	6	31.6	13	68.4
Order	4	100	1	25.0	3	75.0
Payroll	5	100	1	20.0	4	80.0
Time	3	100	1	33.3	2	66.7
Billing	22	100	3	13.6	19	86.4
Shipping	5	100	3	60.0	2	40.0
Selling						
Wholesale Salesmen	9	100	7	78.0	2	22.0
Retail Salesmen	56	100	32	57.1	24	42.9
Department Managers	19	100	17	89.5	2	10.5
Insurance Salesmen	1	100	1	100.0		
Miscellaneous						
Cashiers	27	100	21	78.0	6	22.0
Collectors	5	100	4	80.0	1	20.0
Receptionists	5	100	2	40.0	3	60.0
Office Boys or Girls	5	100			5	100.0
Switchboard Operators	10	100	1	10.0	9	90.0
I.B.M. Operators	4	100	3	75.0	1	25.0
Posting Machine Operators	2	100	2	100.0		
Adding Machine Operators	1	100			1	100.0
Comptometer Operators	2	100	2	100.0		
Calculator Operators	4	100	1	25.0	3	75.0
Addressing Machine Opr.	1	100			1	100.0
Mimeograph Operators	1	100			1	100.0
Messengers	2	100			2	100.0
Delivery Boys	11	100			11	100.0
Total	437		226		211	
Per cent of Total Positions	100		51.7		48.3	

This table should be read as follows: Fifteen, or 93.8 per cent, of the employers require experience of new employees in positions held by accountants. One, or 6.2 per cent, of the employers do not require experience of new employees hired as accountants.

Distribution of Full-time Positions According to
Minimum Experience Requirements for New Employees

Data in Table XIV show the number of positions held by employees in the various office and store positions according to the experience requirements placed on new employees, in a total of 437 instances in which employers stated experience requirements for the various positions.

Table XIV shows that 545 men and women employees, or 41.9 per cent of the men and women, were employed in the various office and store positions in which employers stated that experience was required of new employees.

Seven hundred fifty-six men and women, or 58.1 per cent, were employed in positions in which the employers stated that experience was not required of new employees in the various office and store positions.

The largest number of employees in the study were employed as retail salesmen. One hundred fifty-four employees, or 35 per cent of the total number reported, were working in selling positions in which the employers specified that experience was required of new employees. There were 286 men and women employed as retail salesmen in positions for which employers did not require experience of new employees.

Experience Requirements Specified by Employers for New Men Employees
in Various Types of Positions

The data in Table XV show that experience was required in 14 instances, or in 100 per cent of the instances in which employers hire men accountants. In 17 instances, or in 77.3 per cent of the instances, employers required experience of new employees; while in 5 instances, or in 22.7 per cent of the instances, employers did not specify experience as a requirement for employment of new men bookkeepers.

TABLE XIV

DISTRIBUTION OF FULL-TIME POSITIONS ACCORDING TO
MINIMUM EXPERIENCE REQUIREMENTS FOR NEW EMPLOYEES

Position	Total Positions		Positions Experience Required		Positions Experience Not Required	
	Number	Per cent	Number	Per cent	Number	Per cent
Record Keeping						
Accountants	23	100	13	56.5	10	43.5
Bookkeepers	145	100	64	44.1	81	55.9
Ledger Clerks	20	100	11	55.0	9	45.0
Secretarial						
Secretaries	66	100	50	75.8	16	24.2
Stenographers	41	100	13	31.7	28	68.3
Ediphone/Dictaphone Opr.	17	100	16	94.1	1	5.9
Typists	42	100	2	4.7	40	95.3
Clerk						
Filing	8	100	1	12.5	7	87.5
General	98	100	10	10.2	88	89.8
Stock	62	100	9	14.5	53	85.5
Time	2	100			2	100.0
Billing	31	100	3	9.7	28	90.3
Shipping	10	100	3	30.0	7	70.0
Order	6	100	2	33.3	4	66.7
Payroll	9	100	4	44.4	5	55.6
Selling						
Wholesale Salesmen	47	100	36	77.0	11	23.0
Retail Salesmen	440	100	154	35.0	286	65.0
Department Managers	59	100	58	98.3	1	1.7
Insurance Salesmen	13	100	13	100.0		
Miscellaneous						
Cashiers	63	100	47	74.6	16	25.4
Collectors	7	100	4	57.1	3	42.9
Delivery Boys	22	100			22	100.0
Messengers	2	100			2	100.0
Office Boys or Girls	5	100			5	100.0
Receptionists	6	100	2	33.3	4	66.7
Switchboard Operators	17	100	3	17.6	14	82.4
I.B.M. Operators	4	100	4	100.0		
Posting Machine Operators	14	100	7	50.0	7	50.0
Adding Machine Operators	1	100			1	100.0
Calculator Operators	14	100	11	79.0	3	21.0
Comptometer Operators	5	100	5	100.0		
Addressing Machine Opr.	1	100			1	100.0
Mimeograph Operators	1	100			1	100.0
Total	1,301		545		756	
Per cent of Total Positions		100		41.9		58.1

This table should be read as follows: Of the 23 positions for accountants, 13, or 56.3 per cent, of the new employees were required to have experience.

TABLE XV

EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS FOR NEW MEN EMPLOYEES
IN VARIOUS TYPES OF POSITIONS

Position	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	Number	Per cent	Number	Per cent	Number	Per cent
<u>Record Keeping</u>						
Accountants	14	100	14	100.0		
Bookkeepers	22	100	17	77.3	5	22.7
Ledger Clerks	3	100	1	33.3	2	66.7
<u>Secretarial</u>						
Ediphone/Dictaphone Opr.	1	100	1	100.0		
Typists	2	100			2	100.0
<u>Clerical</u>						
File	1	100	1	100.0		
General	6	100	1	16.7	5	83.3
Stock	15	100	5	33.3	10	66.7
Time	2	100	1	50.0	1	50.0
Billing	5	100	1	20.0	4	80.0
Shipping	5	100	3	60.0	2	40.0
Order	2	100	1	50.0	1	50.0
<u>Selling</u>						
Wholesale Salesmen	9	100	7	77.8	2	22.2
Retail Salesmen	32	100	24	75.0	8	25.0
Department Managers	16	100	14	87.5	2	12.5
Insurance Salesmen	1	100	1	100.0		
<u>Miscellaneous</u>						
Cashiers	5	100	3	60.0	2	40.0
Collectors	3	100	2	66.7	1	33.3
Delivery Boys	11	100			11	100.0
Office Boys	3	100			3	100.0
Calculator Operators	3	100	1	33.3	2	66.7
Mimeograph Operators	1	100			1	100.0
Messengers	2	100			2	100.0
Total	164		98		66	
Per cent of Total Employers		100		59.8		40.2

This table should be read as follows: In 14 instances, or 100 per cent of the instances in which employers hired men accountants, employers required experience of new men accountants.

Of the 164 instances in which employers reported men employees, in 98 cases, or in 59.8 per cent of the cases, employers required experience of new men employees; while in 66 instances, or in 40.2 per cent of the cases, the employers did not require experience of new men employees.

In preparing Table XV, each time an employer supplied data concerning experience requirements for new employees in any of the positions listed, the response was tabulated as a separate instance.

Experience Requirements Specified by Employers for
New Women Employees in the Various Types of Positions

Table XVI shows the experience requirements for new women employees as specified by the employers who were interviewed for this study. As in Table XV, each time an employer supplied data concerning experience requirements for new employees in any of the positions listed, the response was tabulated as a separate instance.

Of the 273 instances in which employers reported women employees, in 128 cases, or in 46.9 per cent of the cases, employers required experience of new women employees; while in 145 instances, or in 53.1 per cent of the cases, the employers did not require experience of new women employees.

In 31 instances, or in 60.8 per cent of the total instances in which employers hired women bookkeepers, employers required experience of new bookkeepers; while in 20 instances, or in 39.2 per cent of the instances, employers did not require experience of new women bookkeepers. In 26 cases, or in 70.3 per cent of the instances in which employers hired secretaries, employers required experience of new secretaries; while in 11 cases, or in 29.7 per cent of the cases, employers did not require experience of new employees.

In 18 instances, or in 81.8 per cent of the instances in which employers hired cashiers, employers stated that they required experience

TABLE XVI

EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS FOR NEW WOMEN EMPLOYEES
IN VARIOUS TYPES OF POSITIONS

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	Number	Per cent	Number	Per cent	Number	Per cent
Record Keeping						
Accountants	2	100	1	50.0	1	50.0
Bookkeepers	51	100	31	60.8	20	39.2
Ledger Clerks	10	100	7	70.0	3	30.0
Secretarial						
Secretaries	37	100	26	70.3	11	29.7
Stenographers	21	100	9	42.9	12	57.1
Ediphone/Dictaphone Opr.	1	100			1	100.0
Typists	13	100	2	15.4	11	84.6
Clerical						
File	5	100			5	100.0
General	25	100	7	28.0	18	72.0
Stock	4	100	1	25.0	3	75.0
Time	1	100			1	100.0
Billing	17	100	2	11.7	15	88.3
Order	2	100			2	100.0
Payroll	5	100	1	20.0	4	80.0
Selling						
Retail Salesmen	24	100	8	33.3	16	66.7
Department Managers	3	100	3	100.0		
Miscellaneous						
Cashiers	22	100	18	81.8	4	18.2
Receptionists	5	100	2	40.0	3	60.0
Switchboard Operators	10	100	1	10.0	9	90.0
Collectors	2	100	2	100.0		
Office Girls	2	100			2	100.0
Adding Machine Operators	1	100			1	100.0
I.B.M. Operators	4	100	3	75.0	1	25.0
Addressing Machine Opr.	1	100			1	100.0
Calculator Operators	1	100			1	100.0
Comptometer Operators	2	100	2	100.0		
Posting Machine Operators	2	100	2	100.0		
Total	273		128		145	
Per cent of Total Employers		100		46.9		53.1

This table should be read as follows: In 1 instance, or in 50 per cent of the instances in which employers hired women accountants, employers required experience of new women accountants. One employer did not require experience of new women accountants.

of new cashiers; while in 4 instances, or in 18.2 per cent of the instances, employers did not require experience of new cashiers.

From the data in Tables XV and XVI, it appears that the opportunities for employment of women without experience are greater than for men without experience.

Number of Employers Specifying Certain Minimum Education Requirements
for New Employees

In interpreting Table XVII, it should be noted that each employer was counted as a separate employer each time he supplied data concerning experience requirements for new employees in any of the positions listed.

It was found that in only 11 instances would employers hire employees that had an eighth-grade education or less. In 24 instances, or in 5.5 per cent of the responses, employers stated that they would not hire new employees unless they had a minimum of a tenth-grade education. In 222 cases, or in 50.8 per cent of the instances, employers stated that new employees must have at least a high school education.

In 10 instances, or in 2.2 per cent of the instances, employers specified that new employees must have at least one year of college training. In 37 instances, or in 8.4 per cent of the cases, employers specified new employees must have a minimum of 2 years of college training. Positions with this requirement included accountants, bookkeepers, ledger clerks, secretaries, file clerks, payroll clerks, wholesale and retail salesmen, department managers, IBM machine operators, and collectors.

In 14 instances, or in 3.2 per cent of the instances, employers specified that new employees must be college graduates. These instances included the following positions: Accountants, bookkeepers, and department managers.

TABLE XVII

 NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION REQUIREMENTS
 FOR NEW EMPLOYEES

Position	Total	Grade		High School				College			Business College
		6	8	9	10	11	12	1	2	4	
Record Keeping											
Accountant	16							2	8		6
Bookkeeper	73						25	3	11	2	32
Ledger Clerk	25						5	2	2		4
Secretarial											
Secretaries	37						12	1	5		19
Stenographers	21						11	1			9
Ediphone/Dictaphone Operators	2										2
Typists	15						10	1			4
Clerical											
Filing	6								1		2
General	31				1	2	19				8
Stock	19		3	1	3		11				1
Time	2						1				1
Billing	22				1		10				11
Shipping	5				1		3				1
Order	4				1		3				
Payroll	5						2		1		2
Selling											
Wholesale Salesmen	9				1		5		2		1
Retail Salesmen	56	1	3		8		41	1	2		
Department Managers	19						7		7	4	1
Insurance Salesmen	1						1				
Miscellaneous											
Cashiers	27				1		22	1			3
Delivery Boys	11		3		4		4				
Office Boys or Girls	5		1		1		3				
Receptionists	5						5				
Switchboard Opr.	10				1		9				
Posting Machine Opr.	2						1				1
I.B.M. Machine Opr.	4						1		2		1
Collectors	5						1		2		2
Adding Machine Opr.	1						1				
Comptometer Operator	2										2
Addressing Mach. Opr.	1										1
Mimeograph Operator	1						1				
Messengers	2				1		1				
Calculator Operator	4						3				1
Total	437	1	10	1	24	2	222	10	37	14	116
Per cent of											
Total Employers	100	.2	2.2	.2	5.5	.5	50.8	2.2	8.4	3.2	27.0

This table should be read as follows: Of the 16 instances in which employers hired accountants, in 2 instances, employers required that a new accountant have a minimum of 2 years of college training; in 8 instances, employers required that a new accountant be a college graduate; and in 6 instances, employers required that a new accountant have at least a business college education.

Of the 437 instances in which employers reported certain minimum education requirements, in 116 cases, or in 27 per cent of the cases, employers required a minimum of a business college education.

Distribution of Employees According to the Minimum Education Requirements for New Men Employees in Various Types of Positions

Table XVIII shows that of the 563 men employees who held positions, a total of 16 men, or 2.8 per cent of the men, held positions in which employers stated that a sixth-grade education was the minimum level of education at which they would hire men. Three hundred thirty-nine men, or 60.2 per cent of the men employed in office and store positions, held positions for which a new employee was required to be a high school graduate. Fifty-nine men, or 10.4 per cent of the men, held positions which required at least 2 years of college training; and 18 men, or 3.2 per cent of the men, held positions which required a college degree of new employees. For 66 men, or 12 per cent of the men, a new employee was required to have a business college education.

It is interesting to note that out of the 207 retail sales positions available to men employees, only 16, or 2.8 per cent, were positions in which new employees were required to have but a sixth-grade education; while 180 positions, or 87 per cent of the positions, were positions in which new employees were required to have a minimum of a high school education; and 6 positions, or 3 per cent of the positions, were positions in which new employees were required to have a minimum of 2 years of college training.

TABLE XVIII

DISTRIBUTION OF EMPLOYEES ACCORDING TO THE MINIMUM EDUCATION REQUIREMENTS
FOR NEW MEN EMPLOYEES IN VARIOUS TYPES OF POSITIONS

Position	Total	Grade		High School		College			Business College
		6	8	10	12	1	2	4	
Record Keeping									
Accountants	21					2	8		11
Bookkeepers	49				5	23	4		17
Ledger Clerks	7				2				5
Secretarial									
Ediphone/Dictaphone Operators	6								6
Typists	3				3				
Clerical									
Filing	1								1
General	26				20				6
Stock	56		2	37	16				1
Time	1								1
Billing	8		1		3				4
Shipping	10				7				3
Order	2				2				
Payroll	1				1				
Selling									
Wholesale Salesmen	47			2	27		13		5
Retail Salesmen	207	16			180	5	6		
Department Managers	50				30		12	6	2
Insurance Salesmen	13				13				
Miscellaneous									
Cashiers	13				9				4
Collectors	5				2		3		
Delivery Boys	22		11	7	4				
Office Boys	3				3				
Calculator Operators	9				9				
Mimeograph Operator	1				1				
Messengers	2				2				
Total	563	16	14	46	339	5	59	18	66
Per Cent of Total Positions	100.	2.8	2.4	8.2	60.2	.8	10.4	3.2	12.0

This table should be read as follows: Of the 21 positions held by men accountants, 2 men had at least 2 years' college training, 8 accountants had 4 years' of college, and 11 had a business college education.

Distribution of Employees According to the Minimum Education Requirements
for New Women Employees in Various Types of Positions

Four hundred ninety-eight women, or 67.5 per cent of the total women employees included in this study, held positions in which new employees were required to be high school graduates.

Retail selling positions for women outranked other types of positions for women, as they did for men employees.

Table XIX shows that nine women, or 1.2 per cent of the women sales ladies, were employed in positions for which there was a minimum requirement of a sixth-grade education. In 32 positions, an eighth-grade education was specified as a minimum education requirement; while in 190 of the retail sales positions, a high school education was required of new women employees. In only 2 positions were sales ladies required to have at least 2 years of college training.

Number and Percentage of Employees Performing Selected Duties in
Various Types of Positions

Since a large number of business firms in Enid are small, the employees are required to perform a number of different duties. Table XX shows the number and percentage of employees performing selected duties in the various types of positions.

Of the 1,301 full-time employees included in this study, 706 employees, or 54.2 per cent of the employees, type as a part of their duties; 475 employees, or 37.1 per cent of the employees, file; 122 employees, or 9.4 per cent of the employees, take dictation and transcribe their notes; 420 employees, or 32.2 per cent of the employees, apply a knowledge of bookkeeping principles and practices; and 695 employees, or 53.4 per cent of the employees, sell as part of their duties.

TABLE XIX

DISTRIBUTION OF EMPLOYEES ACCORDING TO THE MINIMUM EDUCATION REQUIREMENTS
FOR NEW WOMEN EMPLOYEES IN VARIOUS TYPES OF POSITIONS

Position	Total	Grade		High School	College		Business
		6	8	12	2	4	College
Record Keeping							
Accountants	2					1	1
Bookkeepers	96			37	21		38
Ledger Clerks	13			5			8
Secretarial							
Secretaries	66			15	2		49
Stenographers	41			11			30
Ediphone/Dictaphone Operators	11						11
Typists	39			35			4
Clerical							
File	7			5			2
General	72			62			10
Stock	6			5			1
Time	1			1			
Billing	23			23			
Order	4			4			
Payroll	8			8			
Selling							
Retail Salesmen	233	9	32	190	2		
Department Managers	9			7	2		
Miscellaneous							
Cashiers	50			47	1		2
Collectors	2			1			1
Receptionists	6			6			
Switchboard Opr.	17		1	16			
Office Girls	2			2			
Adding Machine Opr.	1			1			
I.B.M. Machine Opr.	4			2			2
Addressing Mach. Opr.	1			1			
Calculator Operators	5			5			
Comptometer Operators	5						5
Posting Machine Opr.	14			9			5
Total	738	9	33	498	28	1	169
Per Cent of Total Positions	100.	1.2	4.4	67.5	4.0	.1	22.8

This table should be read as follows: Of the 2 positions held by women accountants, one woman had 4 years' college training and 1 had a business college education.

TABLE XX

NUMBER AND PERCENTAGE OF EMPLOYEES PERFORMING SELECTED DUTIES IN VARIOUS TYPES OF POSITIONS

Positions	Total Employees		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Record Keeping												
Accountants	23	100	15	65.2	9	39.1			23	100.	2	8.7
Bookkeepers	145	100	132	91.0	101	69.6			145	100.	31	21.4
Ledger Clerks	20	100	20	100.0	12	60.0			20	100.	3	15.0
Secretarial												
Secretaries	66	100	66	100.	66	100.	66	100.	57	86.3		
Stenographers	41	100	41	100.	41	100.	41	100.	23	56.0		
Ediphone/Dictaphone Operators	17	100	17	100.	12	71.						
Typists	42	100	42	100.	39	92.9			7	16.7		
Clerical												
File	8	100	8	100.	8	100.					2	25.0
General	98	100	98	100.	83	84.6	15	15.3	72	73.4	33	33.7
Time	2	100	2	100.	2	100						
Stock	62	100	39	63.								
Billing	31	100	31	100.							12	39.0
Shipping	10	100	3	30.								
Order	6	100	4	66.7	3	50.0					6	100.
Payroll	9	100	9	100.	9	100.			9	100.		

This table should be read as follows: Fifteen of the 23 accountants, or 65.2 per cent of the accountants, had typing duties; 9, or 39.1 per cent, did filing; 23, or 100 per cent, applied the knowledge of bookkeeping principles and practices; and 2 accountants, or 8.7 per cent of the accountants, did some selling.

TABLE XX

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

Positions	Total Employees		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Selling												
Wholesale Salesmen	47	100	22	46.8	13	27.7					47	100.0
Retail Salesmen	440	100	39	8.8	27	6.1			29	6.6	440	100.0
Department Managers	59	100	32	54.2							40	68.1
Insurance Salesmen	13	100	10	77.0	3	23.1					13	100.0
Miscellaneous												
Cashiers	63	100	21	24.0	11	17.5			13	20.6	48	76.2
Receptionists	6	100	3	50.0	5	83.3						
Switchboard Operators	17	100	4	24.0	2	12.0						
Collectors	7	100	5	71.4							3	42.9
Delivery Boys	22	100									11	50.0
Office Boys and Girls	5	100	3	60.0	2	40.0						
Adding Machine Opr.	1	100	1	100.0								
I.B.M. Machine Opr.	4	100	4	100.0	4	100.0			3	75.0		
Addressing Machine Opr.	1	100	1	100.0	1	100.0						
Calculator Operators	14	100	14	100.0	9	64.2					3	21.4
Comptometer Operators	5	100	5	100.0					3	60.0		
Mimeograph Operators	1	100	1	100.0	1	100.0						
Posting Machine Opr.	14	100	14	100.0	12	86.0			14	100.0		
Messengers	2	100										
Total	1,301		706		475		122		420		695	
Per Cent of Total Employees		100		54.2		37.1		9.4		32.2		53.4

It is interesting to note that over 50 per cent of the employees included in this study do some typing and some selling as a part of the duties of their job. This indicates that students planning to obtain employment in Enid should learn to type and sell.

Types of Machines Operated by Employees

The importance of training students to operate business office machines is shown, to some extent, in Table XXI. Of the 1,301 employees included in this study, 636 employees, or 48.8 per cent of the employees used adding machines; 531 employees, or 40.8 per cent used calculators; cash registers were used by 357 employees, or 27.4 per cent of the employees; while the comptometer was used by only 5 of the employees of the study.

The bookkeeping machines were used by 81 employees, or 6.2 per cent of the employees. The cash registers were used by 357 employees, or 27.4 per cent of the employees; the check writers were used by 105 employees, or 8.1 per cent of the employees; the mimeographs were used by 49 employees, or 4 per cent of the employees; the liquid process duplicating machines were used by 38 employees, or 3 per cent of the employees; the Ediphones and Dictaphones were used by 46 employees, or 4 per cent of the employees; while 69 employees, or 5.3 per cent of the employees used the addressing machines.

As is shown by Table XXI, some of the business machines listed were not used by a large number of employees; however, it appears that students planning to enter the types of positions listed in this study should learn to operate the most commonly used types of machines listed in Table XXI.

Table XXI indicates that it is especially important for the students who are planning to be secretaries and stenographers to learn to use the adding machines, calculators, cash registers, check writers, mimeographs, dictaphone and Ediphones, and addressing machines.

TABLE XXI

NUMBER AND PERCENTAGE OF EMPLOYEES OPERATING MACHINES IN VARIOUS TYPES OF POSITIONS

Positions	Total Employees		Adding Machine		Calculator		Comptometer		Bookkeeping Machine		Cash Register	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Record Keeping												
Accountants	23	100	12	52.2	23	100.0			5	22.0	2	8.7
Bookkeepers	145	100	145	100.0	145	100.0			59	40.6	61	42.0
Ledger Clerks	20	100	20	100.0	20	100.0					6	30.0
Secretarial												
Secretaries	66	100	10	15.2	52	79.0					5	8.0
Stenographers	41	100	18	44.0	21	51.2					3	7.3
Ediphone/Dictaphone Opr.	17	100	5	29.4	3	60.0						
Typists	42	100	30	71.4	17	40.5						
Clerical												
File	8	100	1	12.5								
General	98	100	41	41.8	37	38.0						
Time	2	100	2	100	2	100						
Stock	62	100	46	74.2	24	39.0						
Billing	31	100	20	65.0	27	87.1					19	61.2
Shipping	10	100	2	20.0							3	30.0
Order	6	100	1	16.7	5	83.3					4	66.7
Payroll	9	100	3	33.3	6	66.7						
Selling												
Wholesale Salesmen	47	100	11	23.4	7	14.9					24	51.1
Retail Salesmen	440	100	157	35.6	67	15.2					143	33.0
Department Managers	59	100	50	85.0	23	39.0					27	46.1
Insurance Salesmen	13	100	7	53.8	3	23.1					6	46.2

This table should be read as follows: Twelve, or 52.2 per cent, of the 23 accountants operated adding machines; 23 or 100 per cent operated calculators; 5 or 22 per cent operated bookkeeping machines; 2, or 8.7 per cent, operated cash registers; and 13 accountants, or 57 per cent of the accountants, used the check writing machines.

TABLE XXI

NUMBER AND PERCENTAGE OF EMPLOYEES OPERATING MACHINES IN VARIOUS TYPES OF POSITIONS
(CONTINUED)

Positions	Check Writer		Mimeograph		Liquid Process		Dictaphone Ediphone		Addressing Machine	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Record Keeping</u>										
Accountants	13	57.0								
Bookkeepers	43	30.0							21	14.4
Ledger Clerks	3	15.0							5	25.0
<u>Secretarial</u>										
Secretaries	17	29.0	12	18.1			16	24.2	15	23.0
Stenographers	7	17.1	8	20.0			7	17.1	5	12.2
Ediphone/Dictaphone Opr.							17	100.0		
Typists			11	26.2	13	31.0				
<u>Clerical</u>										
File										
General			16	16.3	24	24.5			1	1.0
Time										
Stock										
Billing									21	68.0
Shipping										
Order										
Payroll	6	66.7								
<u>Selling</u>										
Wholesale Salesmen										
Retail Salesmen										
Department Managers							5	8.5		
Insurance Salesmen										

TABLE AAI

NUMBER AND PERCENTAGE OF EMPLOYEES OPERATING MACHINES IN VARIOUS TYPES OF POSITIONS
(CONTINUED)

Position	Total Employees		Adding Machine		Calculator		Comptometer		Bookkeeping Machine		Cash Register	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Miscellaneous												
Cashiers	63	100	24	38.0	39	62.0					51	81.0
Receptionists	6	100	2	33.3								
Switchboard Operators	17	100	1	5.8								
Collectors	7	100	2	29.0	3	42.8						
Delivery Boys	22	100										
Office Boys/Girls	5	100	3	60.0								
Adding Machine Operators	1	100	1	100.0								
I.B.M. Machine Operators	4	100	3	75.0	2	50.0			1	25.0		
Addressing Machine Opr.	1	100										
Calculator Operators	14	100	8	57.1	14	100.0						
Comptometer Operators	5	100	1	20.0	2	40.0	5	100.0	2	40.0		
Mimeograph Operators	1	100	1	100.0								
Posting Machine Opr.	14	100	9	64.2	12	86.0			14	100.0	3	21.4
Messengers	2	100										
Total	1,301		636		531		5		81		357	
Per Cent of Total Employees		100		48.8		40.8		.3		6.2		27.4

TABLE XXI

NUMBER AND PERCENTAGE OF EMPLOYEES OPERATING MACHINES IN VARIOUS TYPES OF POSITIONS
(CONCLUDED)

Positions	Check Writer		Mimeograph		Liquid Process		Dictaphone Ediphone		Addressing Machine	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
<u>Miscellaneous</u>										
Cashiers	16	25.3								
Receptionists										
Switchboard Operators										
Collectors										
Delivery Boys										
Office Boys/Girls										
Adding Machine Operators										
I.B.M. Machine Operators										
Addressing Machine Opr.			1	100.0			1	100.0	1	100.0
Calculator Operator										
Comptometer Operator										
Mimeograph Operator			1	100.0	1	100.0				
Posting Machine Opr.										
Messengers										
Total	105		49		38		46		69	
Per Cent of Total Employees		8.1		4.0		3.0		4.0		5.3

CHAPTER III

RECORD KEEPERS

Number of Record Keepers

Table XXII shows that 188 full-time record keepers and 9 part-time record keepers, making a total of 197 record keepers employed in Enid, are included in this study. Of this number, 21 men and 2 women were employed as full-time accountants; 49 men and 96 women were employed as full-time bookkeepers; and 7 men and 13 women were employed as full-time ledger clerks.

The tables of this chapter are concerned with full-time record keepers, unless otherwise stated. It is thought that the graduates of the schools in Enid would be interested primarily in full-time employment or would have plans that will not include part-time employment.

Employer's Preference for Men and Women Record Keepers

In interpreting Table XXIII, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning preferences in any of the positions listed. On this basis, the data presented in Table XXIII show that men were preferred in 23 instances, or in 22.5 per cent of the total number of expressed preferences for record keepers. Women were preferred in 40 instances, or in 39.3 per cent of the instances. No preferences were stated in 39 instances, or in 38.2 per cent of the instances.

As is shown in Table XXII, it was found that of the 188 full-time record keepers, 77 were men and 111 were women record keepers.

TABLE XXII
NUMBER OF RECORD KEEPERS

Positions	Full-Time		Part-Time		Total		
	Men	Women	Men	Women	Men	Women	Combined
Accountants	21	2	1	0	22	2	24
Bookkeepers	49	96	1	7	50	103	153
Ledger Clerks	7	13			7	13	20
Total	77	111	2	7	79	118	197

This table should be read as follows: The 101 business firms in Enid included in this study employed 197 record keepers. Of this total, 21 men and 2 women were employed as full-time accountants; one man was employed as a part-time accountant. A total of 22 men and 2 women, or 24 accountants, were employed by the 101 business firms interviewed.

TABLE XXIII
EMPLOYERS' PREFERENCES FOR
MEN AND WOMEN RECORD KEEPERS

Positions	Total		Men		Women		No	
	Employers		Preferred		Preferred		Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountants	16	100	10	62.5	2	12.5	4	25.0
Bookkeepers	73	100	13	17.8	31	42.5	29	39.7
Ledger Clerks	13	100			7	53.8	6	46.2
Total	102	100	23	22.5	40	39.3	39	38.2

This table should be read as follows: Of the 16 employers hiring accountants, 10, or 62.5 per cent, preferred men accountants; 2, or 12.5 per cent, preferred women; and 4, or 25 per cent, had no preference whether their accountants were men or women.

Gain in Employment of Record Keepers

Table XXIV shows that during the 12-month period, August, 1948, to August, 1949, 57 new record keepers were employed. Of this number, 18 were men and 39 were women. Five men and 28 women, or a total of 33 record keepers were separated from their jobs. This resulted in a gain of 24 record keepers; of which 3 were accountants, 20 were bookkeepers, and 1 was a ledger clerk.

Rate of Turnover in Record Keepers

An average of 176 record keepers were employed in Enid by the 101 firms during the 12-month period of this study. As is shown in Table XXV, 57 record keepers were newly employed and 33 were dropped from the payroll; therefore, there was a turnover of 33 record keepers during the 12-month period of this study. The 33 person turnover represents a 19 per cent turnover of the 176 average number of record keepers employed during the 12-month period.

Five accountants were hired and 2 were dropped from the payrolls. There was, therefore, a turnover of 2 accountants, or 9.1 per cent of the average number of accountants for the 12-month period. Since 50 bookkeepers were hired and 30 were dropped from the payrolls, there was a 22.2 per cent turnover in the bookkeepers employed in Enid by the firms included in the study.

Two ledger clerks were newly employed and one was separated from his employment; therefore, there was a 5 per cent turnover of ledger clerks.

Rate of Turnover in Men Record Keepers

Table XXVI shows that the rate of turnover for men record keepers was 7 per cent. Eighteen men were newly employed and 5 were separated from employment during the 12 months. Table XXVI also shows that there

TABLE XXIV
GAIN IN EMPLOYMENT OF RECORD KEEPERS
DURING 12-MONTH PERIOD

Position	Newly Employed			Separated			Total No. Gain in Employees
	Men	Women	Total	Men	Women	Total	
Accountants	4	1	5	1	1	2	3
Bookkeepers	13	37	50	4	26	30	20
Ledger Clerks	1	1	2		1	1	1
Total	18	39	57	5	28	33	24

This table should be read as follows: Four men and 1 woman, or 5 accountants were newly employed during the period of August, 1948, to August, 1949. One man and 1 woman, or 2 accountants were separated from their positions as accountants making a gain of 3 accountants.

TABLE XXV
RATE OF TURNOVER IN RECORD KEEPERS

Positions	Newly Employed			Separated			Average Total No. Employees	Turnover Per	
	Men	Women	Total	Men	Women	Total		No. ^a	Cent ^b
Accountants	4	1	5	1	1	2	22	2	9.1
Bookkeepers	13	37	50	4	26	30	135	30	22.2
Ledger Clerks	1	1	2		1	1	20	1	5.0
Total	18	39	57	5	28	33	176	33	19.0

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Five new accountants were hired and 2 were separated from their jobs, resulting in a 9.1 per cent turnover.

was a 5 per cent turnover in men accountants; an 8.8 per cent turnover in men bookkeepers; and no turnover in men ledger clerks.

Rate of Turnover in Women Record Keepers

The turnover for women record keepers was much greater than for men record keepers. Table XXVII indicates a turnover of 28 women record keepers, or 26.4 per cent of the average number of 106 women record keepers employed by the firms included in the study during the 12-month period. There was a turnover of 50 per cent of the women accountants, 29 per cent turnover of women bookkeepers, and a 7.7 per cent turnover of women ledger clerks during the period included in this study.

Minimum Employment Age for Men Record Keepers.

Eighteen was the minimum age at which men record keepers could obtain a position in Enid. Table XXVIII shows the number of instances in which employers specified certain minimum age requirements for men record keepers. In this table each employer was counted as a separate instance each time he supplied data concerning the age requirements for any of the types of occupations listed in the table.

In 10 instances, employers specified a minimum employment age of only 18 years for men record keepers; in 5 instances, employers specified 20 years as the minimum age they would employ record keepers. In 11 instances, or in 28.2 per cent of the instances, employers required that new record keepers be at least 21 years of age. In one case, the employer specified that an accountant would not be hired unless he was at least 22 years of age; while in another instance, the employer stated he would not hire an accountant until he had reached his 23d birthday. In 8 instances, or in 21 per cent of the instances, the employers specified that new accountants and bookkeepers must be at least 25 years of age;

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

Positions	Newly Employed	Separated	Total Number Employees	Turnover Per No. ^a	Cent ^b
Accountants	4	1	20	1	5.0
Bookkeepers	13	4	45	4	8.8
Ledger Clerks	1		8		
Total	18	5	71	5	7.0

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Four new men accountants were hired and 1 was separated from his job, resulting in a 5 per cent turnover.

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

Positions	Newly Employed	Separated	Total Number Employees	Turnover Per No. ^a	Cent ^b
Accountants	1	1	2	1	50.0
Bookkeepers	37	26	91	26	29.0
Ledger Clerks	1	1	13	1	7.7
Total	39	28	106	28	26.4

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: One new woman accountant was hired and one was separated from her job, resulting in a 50 per cent turnover.

TABLE XXVIII

MINIMUM EMPLOYMENT AGE FOR MEN RECORD KEEPERS

Positions	Number of Employers Reporting Minimum Employment Age of Men Record Keepers															
	18 Years		20 Years		21 Years		22 Years		23 Years		25 Years		30 Years		Total	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountants	1	7.1	1	7.1	2	14.2	1	7.1	1	7.1	6	42.9	2	14.2	14	100
Bookkeepers	7	31.8	3	13.6	9	41.0					2	9.1	1	4.5	22	100
Ledger Clerks	2	67.0	1	33.0											3	100
Total	10	25.0	5	12.8	11	28.2	1	2.5	1	2.5	8	21.0	3	8.0	39	100

This table should be read as follows: Of the 14 instances in which employers hired new accountants, in 1 instance, or in 7.1 per cent of the instances, employers stated they would employ new accountants at the age of 18 years; in 1 instance an employer would employ new accountants at 20 years; in 2 instances, or in 14.2 per cent of the instances, employers would employ new accountants at 21 years of age; in 2 instances employers would not hire new men accountants who were under 30 years of age.

while in 3 instances, employers stated they would not hire accountants and bookkeepers under 30 years of age.

A study of Table XXVIII indicates that boys who graduate from high school and who are interested in accounting should consider further training in business administration or in the study of accounting.

One employer stated he would hire an accountant at the age of 18 years; but, it seems almost impossible that a young man 18 years old could competently be considered an accountant, since it is very unlikely that he would have had the opportunity to study advanced accounting at that young age. In 12 instances, or in 86 per cent of the instances, the employers stated that a new accountant must be 21 years of age, or older, before he would be hired.

Minimum Employment Age for Women Record Keepers

The 2 employers who hired women accountants specified that new women accountants must be at least 25 years of age, as is shown in Table XXIX.

In 22 instances, employers indicated they would employ bookkeepers and ledger clerks at the age of 18 years. In 2 instances employers stated they would hire women at the age of 19 years; while in 39 instances, or in 62 per cent of the instances, employers specified they would not hire women record keepers who were under 20 years of age.

Since in 20 instances, or in 74.4 per cent of the instances, the employers specified they would not hire men record keepers under 20 years of age, it seems that data in Table XXVIII and Table XXIX reveal evidence that young men and women under 20 years of age should consider further training after completing high school, before attempting to secure a position as a record keeper.

TABLE XXIX

MINIMUM EMPLOYMENT AGE FOR WOMEN RECORD KEEPERS

Positions	Number of Employers Reporting Minimum Employment Age of Women Record Keepers															
	<u>18 Years</u>		<u>19 Years</u>		<u>20 Years</u>		<u>21 Years</u>		<u>23 Years</u>		<u>25 Years</u>		<u>Above 30</u>		<u>Total</u>	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountants											2	100			2	100
Bookkeepers	16	31.2	1	2.0	16	31.2	8	15.6	2	4.0	7	14.0	1	2.0	51	100
Ledger Clerks	6	60.0	1	10.	3	30.0									10	100
Total	22	35.0	2	3.2	19	30.2	8	12.7	2	3.2	9	14.2	1	1.5	63	100

This table should be read as follows: In 2 instances, or in 100 per cent of the instances, for which employers hired women accountants, employers required new accountants to be at least 25 years of age.

Distribution of Jobs Held by Men Record Keepers

According to Minimum Age Requirements Specified by Employers

Table XXX shows that the employers who stated that they would employ record keepers at 18 years of age, employed 13 men record keepers. Twenty-eight record keepers were employed in positions in which the employer specified a minimum age of 20 years; while 17 record keepers were employed by employers who indicated 21 years was the minimum age at which they would employ new record keepers.

Distribution of Jobs Held by Women Record Keepers

According to Minimum Age Requirements Specified by Employers

Data in Table XXXI show that of the 111 women record keepers, 55 were employed in positions in which the employers specified they would employ women record keepers at the age of 18 years.

Fifty-three women were employed in positions in which the employers stated they would not hire new employees under the age of 20 years.

Experience Requirements for New Record Keepers

as Specified by Employers

In Table XXXII, it will be noted that each employer was counted as a separate instance each time he supplied data concerning the experience requirements for any of the types of occupations listed in the table.

In 71 instances, or in 69.6 per cent of the instances, employers required experience of new record keepers; while in 31 instances, or in 30.4 per cent of the instances, the employers did not require experience of new record keepers.

TABLE XXX

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

Positions	Minimum Age Specified by Employers							Total
	18	20	21	22	23	25	30	
Accountants	1	1	3	2	1	12	1	21
Bookkeepers	7	26	13			3		49
Ledger Clerks	5	1	1					7
Total	13	28	17	2	1	15	1	77

This table should be read as follows: One of the men accountants was employed in a position where the minimum age was 18; one was employed in a position where the minimum age was 20 years; 3 men were employed as accountants where employers required new accountants to be at least 21 years old.

TABLE XXXI

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

Positions	Minimum Age Specified by Employers							Total
	18	19	20	21	23	25	Over 30	
Accountants						2		2
Bookkeepers	46	2	20	9	3	15	1	96
Ledger Clerks	9	1	3					13
Total	55	3	23	9	3	17	1	111

This table should be read as follows: Two women accountants were employed in positions where the employers specify 25 years as the minimum age.

TABLE XXXII
 EXPERIENCE REQUIREMENTS FOR NEW RECORD KEEPERS
 AS SPECIFIED BY EMPLOYERS

Positions	Employers Requiring Experience		Employers Not Requiring Experience		Total
	Number	Per Cent	Number	Per Cent	
Accountants	15	94.0	1	6.0	16
Bookkeepers	48	66.0	25	34.0	73
Ledger Clerks	8	62.0	5	38.0	13
Total	71	69.6	31	30.4	102

This table should be read as follows: Fifteen, or 94 per cent, of the employers hiring accountants required experience of new accountants. One, or 6 per cent, of the employers did not require experience of new accountants.

Distribution of Jobs According to Minimum Experience Requirements
for New Record Keepers

Table XXXIII shows that in 13 positions, or in 57 per cent of the positions held by accountants, experience was required of new employees; in 64 positions, or in 44.1 per cent of the positions held by bookkeepers, experience was required; and in 11 positions, or in 55 per cent of the positions held by ledger clerks, experience was required of new employees. This makes a total of 88 positions, or 46.8 per cent of the total positions held by record keepers, where experience was required of new record keepers.

In 100 positions, or in 53.2 per cent of the positions held by record keepers, the employers did not require experience of new record keepers.

Experience Requirements Specified by Employers
for New Men Record Keepers

Table XXXIV shows that of the total of 39 instances in which employers hired men record keepers, in 32 instances, or in 82 per cent of the instances, employers required experience of new men record keepers; and in 7 instances, or in 18 per cent of the instances, employers did not require experience of new men record keepers. This indicates that it was necessary for men to obtain experience in 82 per cent of the employment opportunities before they would be considered for employment as record keepers by the employers interviewed for this study.

Experience Requirements Specified by Employers
for New Women Record Keepers

Table XXXV shows that of the 63 instances in which employers hired women record keepers, in 39 instances, or in 62 per cent of the instances,

TABLE XXXIII

DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE REQUIREMENTS
FOR NEW RECORD KEEPERS

Positions	Jobs Experience Required		Jobs Experience Not Required		Total Jobs Per	
	Number	Per Cent	Number	Per Cent	No.	Cent
Accountants	13	57.0	10	43.0	23	100
Bookkeepers	64	44.1	81	55.9	145	100
Ledger Clerks	11	55.0	9	45.0	20	100
Total	88	46.8	100	53.2	188	100

This table should be read as follows: Thirteen, or 57 per cent, accountants were employed in positions where employers required experience of new accountants while 10, or 43 per cent, accountants were employed in positions where experience was not required of new accountants.

TABLE XXXIV

EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
FOR NEW MEN RECORD KEEPERS

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Accountants	14	100	14	100.		
Bookkeepers	22	100	17	77.2	5	22.8
Ledger Clerks	3	100	1	33.3	2	66.7
Total	39	100	32	82.0	7	18.0

This table should be read as follows: Fourteen, or 100 per cent, of the employers hiring men accountants required experience of new accountants.

TABLE XXXV
 EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
 FOR NEW WOMEN RECORD KEEPERS

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Accountants	2	100	1	50.0	1	50.0
Bookkeepers	51	100	31	61.0	20	39.0
Ledger Clerks	10	100	7	70.0	3	30.0
Total	63	100	39	62.0	24	38.0

This table should be read as follows: One, or 50 per cent, of the employers hiring women accountants required experience of new accountants; while 1, or 50 per cent, of the employers did not require experience of new accountants.

the employers required experience; and in 24 instances, or in 38 per cent of the instances, the employers did not require experience of new women record keepers.

These findings indicate that employers required experience of new record keepers in more than half of the positions before they would be considered for employment.

Number of Employers Specifying Certain Minimum Education Requirements
For New Record Keepers

In interpreting Table XXXVI, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning minimum education requirements in any of the positions listed. On this basis, the data presented in Table XXXVI show that a high school education was a minimum education requirement in 25 instances in which bookkeepers were employed. In 5 instances in which ledger clerks were employed, a high school education was the minimum education requirement for new employees.

Table XXXVI shows that in no instances would employers hire new record keepers who did not have at least a high school education.

In 15 instances, employers required that a new record keeper have at least 2 years of college training; while in 10 instances, employers specified that a new record keeper must be a college graduate before he would be considered for employment. In 42 instances, employers stated they would hire a new record keeper who had a business college education.

Distribution of Positions According to Minimum Education Requirements
for New Men Record Keepers

The minimum education requirements for men record keepers are shown in Table XXXVII. As might be expected, the education requirements for

TABLE XXXVI

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION REQUIREMENTS
FOR NEW RECORD KEEPERS

Positions	High School				College			Business College	Total
	9	10	11	12	1	2	4		
Accountants						2	8	6	16
Bookkeepers				25	3	11	2	32	73
Ledger Clerks				5	2	2		4	13
Total				30	5	15	10	42	102

This table should be read as follows: Two of the 16 employers hiring accountants required new accountants to have a minimum of 2 years college training; 8 employers required new accountants to have graduated from college; while 2 employers required new accountants to have completed at least business college education.

TABLE XXXVII

DISTRIBUTION OF POSITIONS ACCORDING TO MINIMUM EDUCATION REQUIREMENTS
FOR NEW MEN RECORD KEEPERS

Positions	High School				College			Business College	Total
	9	10	11	12	1	2	4		
Accountants						2	8	11	21
Bookkeepers				5		23	4	17	49
Ledger Clerks				2				5	7
Total				7		25	12	33	77
Per Cent of Total Positions				9.1		32.4	15.6	42.9	100.

This table should be read as follows: Two of the 21 positions filled by men accountants had a minimum education requirement of 2 years of college; 8 had a minimum requirement of 4 years of college; while 11 had a requirement of a minimum of a business college education.

accountants are higher than for bookkeepers and ledger clerks. Two accountants were employed in positions in which the employer specified he would not hire new accountants unless they had at least 2 years of college training. Eight accountants were employed in positions where there was a 4-year college requirement; and 11 accountants were employed in positions in which the employers specified that new accountants must have at least a business college training.

Five bookkeepers and 2 ledger clerks were employed in positions in which the employers stated they would hire new men employees with only a high school education. This indicates that only 9.1 per cent of the record keeping positions are open to men high school graduates. It is, therefore, necessary that the majority of men high school students who are interested in record keeping positions to plan to attend college for further training in their field of interest.

Distribution of Positions According to Minimum Education Requirements
for New Women Record Keepers

Table XXXVIII indicates that women high school graduates have more opportunities in gaining employment as record keepers than do young men graduating from high school. The table shows that 42 women record keepers, or 37.8 per cent of the women record keepers, were employed in positions for which the employers stated they would hire high school graduates as bookkeepers and ledger clerks. This means that 6 times as many women with a high school education, as men with a high school education, have an opportunity for employment as record keepers.

Twenty-one bookkeepers, or 19 per cent of the women record keepers, were employed in positions where there was a minimum education requirement of 2 years of college training.

TABLE XXXVIII

DISTRIBUTION OF POSITIONS ACCORDING TO MINIMUM EDUCATION REQUIREMENTS
FOR NEW WOMEN RECORD KEEPERS

Positions	High School				College			Business College	Total
	9	10	11	12	1	2	4		
Accountants							1	1	2
Bookkeepers				37		21		38	96
Ledger Clerks				5				8	13
Total				42		21	1	47	111
Percentage of Total Positions				37.8		19.0	.9	42.3	100

This table should be read as follows: Of the 2 positions held by women accountants, one was employed in a position where there was a minimum education requirement of 4 years college; while one woman accountant was required to have a business college training.

One woman accountant was employed in a position in which her employer required that a new employee have a college degree.

Number of Record Keepers Performing Selected Duties

Table XXXIX indicates that record keepers have a number of duties to perform other than their record keeping duties. The duty of typing is highest on the list of duties performed by record keepers in addition to their bookkeeping duties. One hundred sixty-seven record keepers, or 88.8 per cent of the record keepers did typing. Filing was the next highest with 122 record keepers, or with 64.9 per cent of the record keepers, required to do some filing as part of their job. Thirty-six record keepers, or 19.1 per cent of the employees hired as record keepers, did some selling as a part of their job.

Number and Percentage of Record Keepers Operating Machines

Table XL shows that of the 188 record keepers, 177 record keepers, or 94.1 per cent of the record keepers, used the adding machines; while 100 per cent used the calculators. Sixty-nine record keepers, or 37 per cent of the record keepers, used the cash registers; 64 record keepers, or 34 per cent of the record keepers, used the bookkeeping machines; 59 record keepers, or 31.4 per cent of the record keepers, used the check writer; and 26, or 13.8 per cent of the record keepers, used the addressing machines.

TABLE XXXIX

NUMBER OF RECORD KEEPERS PERFORMING SELECTED DUTIES

Positions	Total Employees		Type		File		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountants	23	100	15	65.2	9	39.1	23	100	2	8.7
Bookkeepers	145	100	132	91.0	101	69.6	145	100	31	21.4
Ledger Clerks	20	100	20	100.0	12	60.0	20	100	3	15.0
Total	188		167		122		188		36	
Percentage of Total Employees		100		88.8		64.9		100		19.1

This table should be read as follows: Fifteen, or 65.2 per cent, of the 23 accountants had typing duties; 9, or 39.1 per cent, did filing; 23, or 100 percent, applied the knowledge of bookkeeping principles and practices; while 2, or 8.7 per cent, did some selling as part of their duties.

CHAPTER IV
SECRETARIAL EMPLOYEES

Number of Secretarial Employees

Table XLI shows that 167 secretarial employees, including 166 full-time employees and one part-time secretarial employee, are included in this study. Of this number, 9 men and 157 women were employed as full-time secretarial employees; and 1 woman was employed as a part-time secretary.

Table XLI shows that no men secretaries or stenographers were employed by the 101 firms interviewed for this study. Sixty-six women secretaries, 41 women stenographers, 6 men Ediphone operators, 11 women Ediphone and dictaphone operators, 3 men typists, and 39 women typists are included in the study.

The tables of this chapter are concerned with full-time secretarial employees unless otherwise stated, since only 1 part-time secretarial employee was included in the survey of the 101 Enid firms selected for this study.

Employer's Preference for Men and Women Secretarial Employees

In interpreting Table XLII, it should be noted that each employer was counted as a separate employer in each instance for which he supplied data concerning preferences in any of the positions listed. On this basis, the data presented in Table XLII show that men were not preferred by any of the employers who expressed preferences for secretarial employees.

TABLE XL

NUMBER AND PERCENTAGE OF RECORD KEEPERS OPERATING MACHINES

Positions	Total Employees		Adding Machine		Calculator		Bookkeeping Machine		Cash Register		Check Writer		Addressing Machine	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accountants	23	100	12	52.2	23	100	5	22.0	2	8.7	13	57.0		
Bookkeepers	145	100	145	100.0	145	100	59	40.0	61	42.0	43	30.0	21	14.4
Ledger Clerks	20	100	20	100.0	20	100			6	30.0	3	15.0	5	25.0
Total	188		177		188		64		69		59		26	
Percentage of Total Employees		100		94.1		100		34.0		37.0		31.4		13.8

This table should be read as follows: Of the 23 accountants, 12, or 52.2 per cent, operated adding machines; 23, or 100 per cent, operated calculators; 5, or 22 per cent, operated bookkeeping machines; 2, or 8.7 per cent, operated cash registers; and 13, or 57 per cent, operated the check writer as part of their job.

TABLE XLI
NUMBER OF SECRETARIAL EMPLOYEES

Positions	Full Time		Part Time		Combined		
	Men	Women	Men	Women	Men	Women	Total
Secretaries		66		1		67	67
Stenographers		41				41	41
Ediphone/Dictaphone Operators	6	11			6	11	17
Typists	3	39			3	39	42
Total	9	157		1	9	158	167

This table should be read as follows: No men secretaries were employed by the firms included in this study; 66 women were employed full time and 1 woman was employed as a part-time secretary, making a total of 67 secretaries included in the study.

TABLE XLII
EMPLOYER'S PREFERENCES FOR MEN AND WOMEN SECRETARIAL EMPLOYEES

Positions	Number of Employers Stating Preference							
	Men		Women		No		Total	
	Employees	Per	Employees	Per	Preference	Per	No.	Per
	No.	Cent	No.	Cent	No.	Cent	No.	Cent
Secretaries			34	91.9	3	8.1	37	100
Stenographers			19	90.5	2	9.5	21	100
Ediphone/Dictaphone Operators			1	50.0	1	50.0	2	100
Typists			11	73.3	4	26.7	15	100
Total	0	0	65		10		75	
Per Cent of Total Instances	0	0		86.7		13.3		100

This table should be read as follows: Of the employers hiring secretaries, 34, or 91.9 per cent, specified a preference for women secretaries; while 3, or 8.1 per cent, employers stated no preference.

Women were preferred in 65 instances, or in 86.7 per cent of the instances. No preferences were stated in 10 instances, or in 13.3 per cent of the instances.

Of the 37 instances in which employers stated a preference for secretaries, in 34 instances, or in 91.9 per cent of the instances, the employers stated a preference for women secretaries; in 3 instances, or in 8.1 per cent of the instances, employers stated no preference as to men or women secretaries. In 19 instances, or in 90.5 per cent of the instances, the employers stated a preference for women stenographers; while in 2 instances, or in 9.5 per cent of the instances, the employers stated no preference for stenographers. In one instance, the employer stated a preference for women Ediphone and dictaphone operators; while one employer stated no preference for Ediphone and dictaphone operators. In 11 instances, or in 73.3 per cent of the instances, employers stated a preference for women typists; while in 4 instances, or in 26.7 per cent of the instances, employers stated no preference for typists.

Gain in Employment of Secretarial Employees

Table XLIII shows that 62 new secretarial employees were employed. Of this number, 3 were men and 19 were women secretarial employees. One man and 37 women, or a total of 38 secretarial employees, were separated from employment. This resulted in a gain of 24 secretarial employees. Of this gain, 5 were women secretaries; 9 were women stenographers; 1 was an Ediphone or dictaphone operator; and 2 men and 7 women were typists.

Rate of Turnover in Secretarial Employees

Table XLIV shows that an average of 157 secretarial employees were employed in Enid by the 101 firms during the 12-month period of this study. The table shows that 62 secretarial employees were newly employed and

TABLE XLIII
GAIN IN EMPLOYMENT OF SECRETARIAL EMPLOYEES
DURING 12-MONTH PERIOD

Positions	Newly Employed			Separated			Gain in Employment		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
Secretaries		21	21	16	16		5	5	
Stenographers		18	18	9	9		9	9	
Ediphone/ Dictaphone Operators		1	1				1	1	
Typists	3	19	22	1	12	13	2	7	9
Total	3	59	62	1	37	38	2	22	24

This table should be read as follows: Twenty-one women secretaries were newly employed and 16 women secretaries were separated from employment, making a gain in employment of 5 secretaries during the 12-month period of the study.

TABLE XLIV

RATE OF TURNOVER OF SECRETARIAL EMPLOYEES DURING 12-MONTH PERIOD

Positions	Newly Employed			Separated			Average No. of Employees	Turnover	
	Men	Women	Total	Men	Women	Total		Number ^a	Per Cent ^b
Secretaries		21	21		16	16	65	16	24.6
Stenographers		18	18		9	9	37	9	24.3
Ediphone/Dictaphone Operators		1	1				17		
Typists	3	19	22	1	12	13	38	13	34.2
Total	3	59	62	1	37	38	157	38	24.2

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Twenty-one women secretaries were newly employed and 16 women secretaries were separated from employment, making a turnover of 16 secretaries. Since there was an average of 64 women secretaries employed, there was a 24.6 per cent turnover during the 12-month period of this study.

38 were dropped from the payroll; therefore, there was a turnover of 24.2 per cent of the secretarial employees during the 12-month period of this study.

Twenty-one women secretaries were hired and 16 women secretaries were dropped from the payrolls; there was, therefore, a turnover of 16 secretarial employees, or a turnover of 24.6 per cent of the average number of secretarial employees for the 12-month period. Since 18 women stenographers were hired and 9 were dropped from the payroll, there was a 24.3 per cent turnover in the stenographers employed in Enid by the firms included in this study.

One woman Ediphone or dictaphone operator was hired and none was dropped from the payroll; therefore, there was no turnover in this group. Three men typists and 19 women typists were employed and 1 man and 12 women typists were dropped from the payroll; therefore, there was a 34.2 per cent turnover of typists in the Enid firms included in this study.

Rate of Turnover in Men Secretarial Employees

Table XLV shows that 3 men typists were newly employed and 1 man was separated from his typing position during the period of this study. Since there was an average of 2 men typists employed by the firms included in this study during the 12-month period, there was, therefore, a 50 per cent turnover in men typists.

Rate of Turnover in Women Secretarial Employees

Table XLVI indicates a turnover of 37 secretarial employees, or a turnover of 25 per cent of the average number of 148 women secretarial employees employed by the firms included in the study during the 12-month period. Since 21 women secretaries were newly employed and 16 women secretaries were separated from their employment, there was a 25 per cent

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

Positions	Newly Employed	Separated	Average Number Employees	Turnover Per No. ^a	Cent ^b
Secretaries					
Stenographers					
Ediphone/Dictaphone Operators			6		
Typists	3	1	2	1	50.0
Total	3	1	8	1	12.5

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Three men typists were newly employed and 1 was separated from employment. Since there was an average of 2 men typists employed, this made a 50 per cent turnover in men typists.

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

Positions	Newly Employed	Separated	Average Number Employees	Turnover Per No. ^a	Cent ^b
Secretaries	21	16	64	16	25.0
Stenographers	18	9	37	9	24.3
Ediphone/Dictaphone Operators	1		11		
Typists	19	12	36	12	33.3
Total	59	37	148	37	25.0

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Twenty-one women secretaries were newly employed and 16 were separated from employment. Since an average of 64 women secretaries were employed, this represents a 25 per cent turnover of women secretaries during the 12-month period.

turnover of women secretaries. Eighteen stenographers were newly employed and 9 women stenographers were separated from employment, making a turnover of 24.3 per cent of the average number of 37 stenographers employed during the period of this study. Since 1 Ediphone or dictaphone operator was employed and none was dropped from the payroll during the period, there was no turnover in women Ediphone or dictaphone operators. An average of 36 women typists were employed by the firms included in this study. Since 19 women typists were newly employed and 12 women typists were separated from employment, there was a 33.3 per cent turnover of women typists during the period of this study.

Minimum Employment Age for Men Secretarial Employees

as Specified by Employers

Table XLVII shows that in 2 instances employers specified 18 years of age as the minimum employment age at which they would hire new men typists. No men secretaries or men stenographers were employed by firms included in this study.

Minimum Employment Age for Women Secretarial Employees

as Specified by Employers

Table XLVIII shows the number of instances in which employers specified certain minimum age requirements for women secretarial employees. In this table, each employer was counted as a separate employer in each instance where he supplied data concerning the minimum age requirements for any of the types of occupations listed in the table.

Seventeen years was the minimum age at which women secretaries and stenographers were employed, as was indicated in 2 instances in which employers stated the minimum age at which they would employ new women secretarial employees. In 31 instances, employers specified a minimum employment age of 18 years for women secretarial employees. These

TABLE XLVII

MINIMUM EMPLOYMENT AGE FOR MEN SECRETARIAL EMPLOYEES
AS SPECIFIED BY EMPLOYERS

Positions	Number of Employers Reporting Minimum Age									Total
	16	17	18	19	20	21	23	25	30	
Secretaries										
Stenographers										
Ediphone Operators										
Typists			2							2
Total			2							2

This table should be read as follows: Two employers specified 18 years of age as the minimum employment age at which they would hire new men typists.

TABLE XLVIII

MINIMUM EMPLOYMENT AGE FOR WOMEN SECRETARIAL EMPLOYEES
AS SPECIFIED BY EMPLOYERS

Positions	Number of Employers Reporting Minimum Age									Total
	16	17	18	19	20	21	23	25	30	
Secretaries		1	13	1	11	6	1	3	2	37
Stenographers		1	7	1	8	3	1			22
Ediphone/Dictaphone Operators				1						1
Typists			10	1	2					13
Total		2	31	3	21	9	2	3	2	73

This table should be read as follows: In 1 instance an employer stated he would hire women secretaries at a minimum age of 17 years; 13 stated they would hire women secretaries at 18 years of age; 1 specified 19 years as the minimum employment age; 11 stated 20 years was the minimum age at which they would employ women secretaries. Six specified 21 years; 1 specified 23 years; 3 specified 25 years; and in 2 instances, employers specified 30 years as the minimum age at which they would employ women secretaries.

instances included 13 instances in which the employers reported on secretaries, 7 for stenographers, 1 for Ediphone or dictaphone operators, and 10 instances for women typists.

Nineteen years was indicated as the minimum employment age in one instance for women secretaries; in one instance, for women stenographers; and in 1 instance, for women typists.

In 21 instances, employers specified 20 years as the minimum employment age. These 21 instances included 11 instances for women secretaries, 8 instances for women stenographers, and 2 instances for women typists.

There were 16 instances in which employers specified that women secretarial employers must be 21 years of age or older before they would be considered for employment as secretarial employees.

Distribution of Jobs Held by Men Secretarial Employees
According to Minimum Age Requirements Specified by
Employers

Table XLIX shows that the employers, who stated they would employ men Ediphone operators at the age of 18 years, employed 6 Ediphone operators.

One man typist was employed in a position for which the employer specified a minimum age of 18 years for new employees, while 2 men typists were employed in positions for which the employers specified a minimum employment age of 20 years.

Distribution of Jobs Held by Women Secretarial Employees
According to Minimum Age Requirements Specified by Employers

Of the 157 women secretarial employees employed by the 101 firms of Enid considered in this study, 1 was employed as a secretary in a position for which the employer stated he would employ women secretaries at the age of 17 years. One hundred one women secretarial employees were employed

TABLE XLIX

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

Positions	Minimum Age Specified by Employers									Total
	16	17	18	19	20	21	23	25	30	
Secretaries										
Stenographers										
Ediphone Operators			6							6
Typists			1		2					3
Total			7		2					9

This table should be read as follows: No men secretaries or stenographers were employed by the 101 business firms included in the study. Six men Ediphone operators were employed in positions in which the employer specified 18 years as the minimum age for new employees.

TABLE L

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

Positions	Minimum Age Specified by Employers									Total
	16	17	18	19	20	21	23	25	30	
Secretaries		1	36	1	12	8	4	3	1	66
Stenographers			17	2	15	5				39
Ediphone/Dictaphone Operators			10			1				11
Typists			37	2	2					41
Total		1	101	5	29	14	4	3	1	157

This table should be read as follows: One secretary was employed in a position in which the employer stated 17 years was the minimum age for new employees; 36 secretaries were employed in positions in which 18 years was the minimum age.

in positions for which the employers stated they would hire new secretarial employees at the age of 18 years. These employees included 36 women secretaries, 17 women stenographers, 10 women Ediphone and dictaphone operators, and 37 women typists.

Five women were employed in positions for which employers stated they would hire new women employees at the age of 19 years; 29 women were employed in positions for which employers specified 20 years as the minimum age at which they would hire new women secretarial employees; and 14 women were employed in positions for which employers stated there was a 21 year minimum age. Four women secretaries were employed in positions for which employers specified they would not hire new employees under the age of 23 years; 3 women were employed in positions for which employers specified 25 years as the minimum age; and one woman secretary was employed in a position for which her employer specified 30 years as the minimum age at which he would employ new women secretaries.

Experience Requirements for New Secretarial Employees
as Specified by Employers

In Table LI, it will be noted that each employer was counted as a separate employer in each instance he supplied data concerning the experience requirements for any of the types of occupations listed in the table.

In 38 instances, or in 50.7 per cent of the instances, employers required experience of new secretarial employees; while in 37 instances, or in 49.3 per cent of the instances, the employers did not require experience of new secretarial employees.

Of the 37 instances in which employers made statements as to experience requirements for secretaries, in 26 instances, or in 70.3 per cent of the instances, employers specified that experience was required of new

TABLE LI
EXPERIENCE REQUIREMENTS FOR NEW SECRETARIAL EMPLOYEES
AS SPECIFIED BY EMPLOYERS

Positions	Total Employers Per		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Cent	Number	Per Cent	Number	Per Cent
Secretaries	37	100	26	70.3	11	29.7
Stenographers	21	100	9	42.9	12	57.1
Ediphone/Dictaphone Operators	2	100	1	50.0	1	50.0
Typists	15	100	2	13.3	13	86.7
Total	75	100	38		37	
Per Cent of Total Employers		100		50.7		49.3

This table should be read as follows: Of the 37 instances in which employers hired secretaries, in 26 instances, or in 70.3 per cent of the instances, employers required experience of new secretaries; while in 11 instances, or in 29.7 per cent of the instances, employers did not require experience of new secretaries.

secretaries; while in 11 instances, or in 29.7 per cent of the instances, employers did not require experience of new secretarial employees.

In 9 instances in which employers made statements as to experience requirements for stenographers, or in 42.9 per cent of the instances, employers required experience of new stenographers; while in 12 instances, or in 57.1 per cent of the instances, employers did not require experience of new stenographers.

One employer required experience and one employer did not require experience for Ediphone or dictaphone operators.

In 2 instances, or in 13.3 per cent of the instances, employers required experience of new typists; while in 13 instances, or in 86.7 per cent of the instances, employers did not require experience of new typists.

Distribution of Jobs According to Minimum Experience Requirements
for New Secretarial Employees

Table LII shows that in 81 positions, or in 49 per cent of the positions held by secretarial employees, experience was required of new employees; and in 85 positions, or in 51 per cent of the positions held by secretarial employees, experience was not required of new secretarial employees. In 50 positions, or in 75.8 per cent of the positions held by secretaries, experience was required of new secretaries; while in 16 positions, or in 24.2 per cent of the positions held by secretaries, experience was not required of new secretaries.

In 13 positions, or in 32 per cent of the positions held by stenographers, experience was required of new stenographers; and in 28 positions, or in 68 per cent of the total positions held by stenographers, experience was not required of new employees.

TABLE LII

DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE REQUIREMENTS
FOR NEW SECRETARIAL EMPLOYEES

Positions	Total Jobs		Jobs Requiring Experience		Jobs Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Secretaries	66	100	50	75.8	16	24.2
Stenographers	41	100	13	32.0	28	68.0
Ediphone/Dictaphone Operators	17	100	16	94.1	1	5.9
Typists	42	100	2	4.8	40	95.2
Total	166		81		85	
Per Cent of Total Positions		100		49.0		51.0

This table should be read as follows: Fifty, or 75.8 per cent, of the 66 secretaries were employed in positions in which experience was required of new secretaries; 16, or 24.2 per cent, of the secretaries were employed in positions in which experience was not a requirement.

In 16 positions, or in 94.1 per cent of the positions held by Ediphone and dictaphone operators, experience was required of new operators; while in one position, or in 5.9 per cent of the total positions held by Ediphone or dictaphone operators, experience was not required of new operators.

In 2 positions held by typists, or in 4.8 per cent of the positions held by typists, experience was required; while in 40 positions, or in 95.2 per cent of the 42 positions held by typists, experience was not required of new typists.

Experience Requirements Specified by Employers

for New Men Secretarial Employees

Table LIII shows that in one instance, or in 100 per cent of the instances in which employers hired men Ediphone or dictaphone operators, experience was required of new employees. In 2 instances, or in 100 per cent of the instances in which employers hired men typists, employers did not require experience of new men typists.

Experience Requirements Specified by Employers

for New Women Secretarial Employees

Table LIV shows that of the 72 instances in which employers hired women secretarial employees, in 37 instances, or in 51.4 per cent of the instances, employers required experience of new secretarial employees; while in 35 instances, or in 48.6 per cent of the total instances in which employers hired secretarial employees, employers did not require experience of new employees.

Of the 37 instances in which employers hired secretaries, in 26 instances, or in 70.3 per cent of the instances, employers required experience of new secretaries; while in 11 instances, or in 29.7 per cent of the instances, employers did not require experience of new secretaries.

TABLE LIII
 EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
 FOR NEW MEN SECRETARIAL EMPLOYEES

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Secretaries						
Stenographers						
Ediphone/Dictaphone Operators	1	100	1	100		
Typists	2	100			2	100
Total	3		1		2	
Per Cent of Total Employers		100		33.3		66.7

This table should be read as follows: None of the employers interviewed hired men secretaries or stenographers. One employer required experience of new men Ediphone and dictaphone operators.

TABLE LIV
 EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
 FOR NEW WOMEN SECRETARIAL EMPLOYEES

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Secretaries	37	100	26	70.3	11	29.7
Stenographers	21	100	9	42.9	12	57.1
Ediphone/Dictaphone Operators	1	100			1	100.0
Typists	13	100	2	15.4	11	84.6
Total	72		37		35	
Per Cent of Total Employees		100		51.4		48.6

This table should be read as follows: Of the 37 instances in which employers hired women secretaries, 26, or 70.3 per cent, required experience of new secretaries. In 11 instances, or in 29.7 per cent of the instances, employers did not require experience of new secretaries.

Of the 21 instances in which employers hired women stenographers, in 9 instances, or in 42.9 per cent of the total instances, employers required experience of new stenographers; while in 12 instances, or in 57.1 per cent of the total instances, employers did not require experience of new stenographers.

The one employer who hired women Ediphone and dictaphone operators did not require experience of new women Ediphone and dictaphone operators.

Two instances, or in 15.4 per cent of the total instances in which employers hired women typists, experience was required of new typists; while in 11 instances, or in 84.6 per cent of the instances, employers did not require experience of new women typists.

Number of Employers Specifying Certain Minimum Education Requirements
for New Secretarial Employees

In interpreting Table LV, it should be noted that each employer was counted as a separate employer in each instance for which he supplied data concerning minimum education requirements in any of the positions listed. On this basis, the data presented in Table LV show that a high school education was a minimum education requirement in 33 instances including 12 instances in which secretaries were employed; 11 instances in which stenographers were employed; and 10 instances in which typists were employed.

In 3 instances, one year of college training was required. These instances included 1 secretary, 1 stenographer, and 1 typist. In 5 instances employers specified a minimum education requirement of 2 years of college training for new secretaries.

In 34 instances, employers specified a minimum education requirement of a business college training. These included 19 instances in which secretaries were employed, 9 instances in which stenographers were employed,

TABLE LV
NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION REQUIREMENTS
FOR NEW SECRETARIAL EMPLOYEES

Positions	High School				College			Business College	Total
	9	10	11	12	1	2	4		
Secretaries				12	1	5		19	37
Stenographers				11	1			9	21
Ediphone/Dictaphone Operators								2	2
Typists				10	1			4	15
Total				33	3	5		34	75

This table should be read as follows: Of the 37 instances in which employers hired secretaries, in 12 instances, employers specified that new secretarial employees must be high school graduates; one stated that new secretaries must have at least 1 year of college training; in 5 instances employers stated that secretaries must have a minimum of 2 years of college training; while in 19 instances, employers specified a minimum of a business college education for new secretarial employees.

2 instances in which Ediphone and dictaphone operators were employed, and 4 instances in which typists were hired.

Distribution of Secretarial Positions

According to Minimum Education Requirements for New Men Employees

The minimum education requirements for men secretarial employees are shown in Table LVI. Six men Ediphone or dictaphone operators were employed in positions for which the employer specified a minimum education requirement of a business college training.

Three men typists were employed in positions for which the employers specified a minimum education requirement of a high school education.

Distribution of Secretarial Positions

According to Minimum Education Requirements for New Women Employees

Table LVII indicates that women high school graduates have more opportunities for gaining employment as secretarial employees than do young men graduates of the high school. The table shows that 61 secretarial employees, or 38.9 per cent of the total secretarial employees, were employed in positions for which the employers stated they would hire high school graduates as new secretaries, stenographers, and typists. Two secretaries, or 1.2 per cent of the total secretarial employees, were hired by employers who specified a 2-year college training as a minimum education requirement for new secretaries.

Ninety-four women, or 59.9 per cent of the total women employed as secretarial employees, were employed in positions for which there was a minimum education requirement of a business college training. The 94 employees included 49 secretaries, 30 stenographers, 11 Ediphone or dictaphone operators, and 4 typists.

TABLE LVI
 DISTRIBUTION OF SECRETARIAL POSITIONS
 ACCORDING TO MINIMUM EDUCATION REQUIREMENTS FOR NEW MEN EMPLOYEES

Positions	High School				College			Business College	Total
	9	10	11	12	1	2	4		
Secretaries									0
Stenographers									0
Ediphone/Dictaphone Operators								6	6
Typists				3					3
Total				3				6	9
Per Cent of Total Positions				33.3				66.7	100.

This table should be read as follows: No men secretaries or stenographers were employed by the 101 business firms included in the study. Six men Ediphone and dictaphone operators were employed in positions in which the employer required new employees to have a business college education.

TABLE LVII
 DISTRIBUTION OF SECRETARIAL POSITIONS
 ACCORDING TO MINIMUM EDUCATION REQUIREMENTS FOR NEW WOMEN EMPLOYEES

Positions	High School				College			Business College	Total
	9	10	11	12	1	2	4		
Secretaries				15	2			49	66
Stenographers				11				30	41
Ediphone/Dictaphone Operators								11	11
Typists				35				4	39
Total				61	2			94	157
Per Cent of Total Positions				38.9	1.2			59.9	100.

This table should be read as follows: Of the 66 secretaries included in the study, 15 were employed in positions in which the employers required new secretaries to be high school graduates; 2 were employed in positions in which 2 years of college training was required; and 49 secretaries were employed in positions in which new secretaries were required to have at least a business college education.

Number of Secretarial Employees Performing Selected Duties

Table LVIII shows that secretarial employees had a number of duties to perform. The duty of typing was highest on the list of duties performed by secretarial employees, inasmuch as 166 secretarial employees, or 100 per cent of the secretarial employees, did typing.

One hundred fifty-eight secretarial employees, or 95.2 per cent of the secretarial employees, did some filing. This number included 100 per cent of the secretaries, 100 per cent of the stenographers, 71 per cent of the Ediphone and dictaphone operators, and 92.9 per cent of the typists.

One hundred seven secretarial employees, or 64.5 per cent of the total secretarial employees, took dictation and transcribed their shorthand notes. This number included all of the secretaries and all of the stenographers.

Eighty-seven secretarial employees, or 52.4 per cent of the total secretarial employees used their knowledge of bookkeeping principles and practices. This number included 57 secretaries, 23 stenographers, and 7 typists.

Number and Percentage of Secretarial Employees

Operating Business Office Machines

Table LIX shows that of the 166 secretarial employees, 63, or 38 per cent of the secretarial employees used adding machines; 93 secretarial employees, or 56 per cent of the secretarial employees used calculators; 8 secretarial employees, or 4.8 per cent of the secretarial employees, used the cash registers; 24 secretarial employees, or 14.5 per cent of the secretarial employees, used the check writing machines; 31 or 18.7 per cent of the secretarial employees, used the mimeograph; 12 secretarial employees, or 7.8 per cent of the total secretarial employees,

TABLE LVIII

SECRETARIAL EMPLOYEES PERFORMING SELECTED DUTIES

Positions	Total Employees		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Secretaries	66	100	66	100	66	100	66	100	57	86.3
Stenographers	41	100	41	100	41	100	41	100	23	56.0
Ediphone/Dictaphone Operators	17	100	17	100	12	71.				
Typists	42	100	42	100	39	92.9			7	16.7
Total	166		166		158		107		87	
Per Cent of Total Employees		100		100		95.2		64.5		52.4

This table should be read as follows: Of the 66 secretaries, 100 per cent of them did typing, filing, and took dictation and transcribed; while 57, or 86.3 per cent, of the secretaries applied a knowledge of bookkeeping principles and practices.

TABLE LIX

NUMBER AND PERCENTAGE OF SECRETARIAL EMPLOYEES OPERATING MACHINES

Positions	Total Employees		Adding Machine		Calculator		Cash Register		Check Writer	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Secretaries	66	100	10	15.2	52	79.0	5	8.0	17	29.0
Stenographers	41	100	18	44.0	21	51.2	3	7.3	7	17.1
Ediphone/Dictaphone Operators	17	100	5	29.4	3	17.6				
Typists	42	100	30	71.4	17	40.5				
Total	166		63		93		8		24	
Per Cent of Total Employees		100		38.0		56.0		4.8		14.5

This table should be read as follows: Ten, or 15.2 per cent, of the 66 secretaries included in this study used the adding machines; 52, or 79 per cent, used calculators; 5, or 8 per cent, used cash registers; 17, or 29 per cent, used check writers; 12, or 18.1 per cent used the mimeograph; 16, or 24.2 per cent, used the Ediphones or dictaphones; and 15, or 23 per cent, of the secretaries used the addressing machines.

TABLE LIX

NUMBER AND PERCENTAGE OF SECRETARIAL EMPLOYEES OPERATING MACHINES
(CONCLUDED)

Positions	<u>Mimeograph</u>		<u>Liquid Process</u>		<u>Ediphone Dictaphone</u>		<u>Addressing Machine</u>	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Secretaries	12	18.1			16	24.2	15	23.0
Stenographers	8	20.0			7	17.1	5	12.2
Ediphone/Dictaphone Operators					17	100.0		
Typists	11	26.2	13	31.0				
Total	31		13		40		20	
Per Cent of Total Employees		18.7		7.8		24.1		12.0

used the liquid process duplicating machines; 40 secretarial employees, or 24.1 per cent of the secretarial employees, used the Ediphones or dictaphones; and 20 secretarial employees, or 12 per cent of the secretarial employees, used the addressing machines.

Table LIX indicates, to some extent, the importance of prospective secretarial employees learning to operate several business office machines which are used in the offices of the community in which they plan to obtain employment.

CHAPTER V
CLERICAL EMPLOYEES

Number of Clerical Employees

Table IX shows that 226 full-time clerical employees and 8 part-time clerical employees, making a total of 234 clerical employees employed in Enid, are included in this study. Of this number 105 men and 121 women were employed as full-time clerical employees; and 2 men and 6 women were employed as part-time clerical employees.

Of the 226 full-time clerical employees included in this study, 1 man and 7 women were employed as full-time file clerks; 26 men and 72 women were employed as general clerks; 56 men and 6 women were employed as stock clerks; 1 man and 1 woman were employed as time clerks; 8 men and 23 women were employed as billing clerks; 10 men and no women were employed as shipping clerks; 2 men and 4 women were employed as order clerks; and 1 man and 8 women were employed as payroll clerks. Of the 226 full-time clerks employed by the 101 firms included in this study, 105 were men and 121 were women clerical employees.

Employer's Preference for Men and Women Clerical Employees

In interpreting Table LXI, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning preferences in any of the positions listed. On this basis, the data presented in Table LXI show that men were preferred in 30 instances, or in 31.6 per cent of the instances, in which employers stated a preference for clerical employees. Women were preferred in 47 instances, or in 49.5

TABLE LX
NUMBER OF CLERICAL EMPLOYEES

Positions	Full-time		Part-time		Total		
	Men	Women	Men	Women	Men	Women	Combined
File Clerks	1	7			1	7	8
General	26	72			26	72	98
Stock	56	6	2		58	6	64
Time	1	1			1	1	2
Billing	8	23		6	8	29	37
Shipping	10				10		10
Order	2	4			2	4	6
Payroll	1	8			1	8	9
Total	105	121	2	6	107	127	234

This table should be read as follows: One man file clerk and 7 women file clerks were employed full time, making a total of 8 file clerks included in this study.

TABLE LXI

EMPLOYERS' PREFERENCES FOR MEN AND WOMEN CLERICAL EMPLOYEES

Positions	Men Preferred		Women Preferred		No Preference		Total Employers	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
File	1	16.7	3	50.0	2	33.3	6	100
General	3	9.7	21	67.7	7	22.6	31	100
Stock	16	84.2	2	10.5	1	5.3	19	100
Order	2	50.0	1	25.0	1	25.0	4	100
Payroll	1	20.0	3	60.0	1	20.0	5	100
Time	2	66.7			1	33.3	3	100
Billing	1	4.5	17	77.3	4	18.2	22	100
Shipping	4	80.0			1	20.0	5	100
Total	30		47		18		95	
Per Cent of Total Positions		31.6		49.5		18.9		100

This table should be read as follows: Men were preferred in 1 instance, or in 16.7 per cent of the instances, by employers employing file clerks; women were preferred in 3, or 50 per cent, of the instances in which employers hired file clerks; and in 2 instances, or in 33.3 per cent of the instances, the employers specified no preference as to men or women file clerks.

per cent of the instances. No preference was stated in 18 instances, or in 18.9 per cent of the instances in which employers stated a preference for clerical employees.

Of the 6 instances in which employers stated a preference for file clerks, in one instance, or in 16.7 per cent of the instances, the employers stated a preference for men file clerks; in 3 instances, or in 50 per cent of the instances, employers stated a preference for women file clerks; and in 2 instances, or in 33.3 per cent of the instances, employers stated no preference for file clerks.

In 3 instances, or in 9.7 per cent of the instances in which employers stated a preference for general clerks, employers stated a preference for men general clerks. In 21 instances, or in 67.7 per cent of the instances, employers stated a preference for women general clerks; while in 7 instances, or in 22.6 per cent of the instances, employers stated no preference.

Men were preferred by more employers for stock clerk positions than were women. In 16 of the instances, or in 84.2 per cent of the instances, employers preferred men stock clerks; in 2 instances, or in 10.5 per cent of the instances employers preferred women stock clerks; while in one instance, or in 5.3 per cent of the instances no preference was stated.

Gain in Employment of Clerical Employees

Table LXII shows that 44 new clerical employees were employed during the 12-month period, consisting of 16 men and 28 women clerks. Six men and 20 women were separated from employment as clerical employees. This resulted in a gain of 18 clerical employees, of which 10 were men and 8 were women clerical employees. Of the 18 clerical employees, 2 were women file clerks; 2, men general clerks; 12, women general clerks; 7, men stock clerks; 1, man time clerk; and 1, man shipping clerk. There was a loss in

TABLE LXII
GAIN IN EMPLOYMENT OF CLERICAL EMPLOYEES
DURING 12-MONTH PERIOD

Positions	Newly Employed			Separated			Gain in Employment		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
File	1	3	4	1	1	2		2	2
General	3	19	22	1	7	8	2	12	14
Stock	8	3	11	1	6	7	7	-3	4
Time	2		2	1		1	1		1
Billing		3	3	1	6	7	-1	-3	-4
Shipping	1		1				1		1
Order	1		1	1		1			
Total	16	28	44	6	20	26	10	8	18

This table should be read as follows: One man and 3 women, or a total of 4 file clerks were newly employed; one man and 1 woman, or a total of 2 file clerks, were separated from employment, making a gain in employment of 2 file clerks during the 12-month period of this study.

employment in three instances, which consisted in a loss during the 12-month period of 3 women stock clerks, and 1 man and 3 women billing clerks.

Rate of Turnover in Clerical Employees

Table LXIII shows that an average of 218 clerical employees were employed in Enid by the 101 firms during the 12-month period of this study. The table shows that 16 men and 28 women clerical employees, or a total of 44 clerical employees were newly employed during the 12-month period. Six men and 20 women clerical employees, or a total of 26 clerical employees, were separated from employment during the 12-month period of this study. There was a turnover of 22 clerical employees, or a 10.1 per cent turnover of the average number of clerical employees during the 12-month period.

The lowest rate of turnover was in the general clerical positions. Three men and 19 women, or a total of 22 general clerks, were newly employed and 1 man and 7 women general clerks, or a total of 8 general clerks, were separated from their employment during the 12-month period. Since there was an average of 91 general clerks employed by the 101 business firms interviewed for this study during the 12-month period, these figures show there was an 8.8 per cent turnover of general clerical employees during the 12-month period.

Rate of Turnover of Men Clerical Employees

Table LXIV shows that 16 men were newly employed and 6 men were separated from their employment. Since there was an average of 103 men clerks employed, a 4.9 per cent turnover of men clerical employees during the 12-month period is determined.

Table LXIV shows that there was a 100 per cent turnover in men file clerks and also in men time clerks. The data also show that there was

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

Positions	Newly Employed			Separated			Average Number Employees	Turnover	
	Men	Women	Total	Men	Women	Total		No.	Cent
File	1	3	4	1	1	2	7	2	28.5
General	3	19	22	1	7	8	91	8	8.8
Stock	8	3	11	1	6	7	60	7	11.7
Time	2		2	1		1	2	1	50.0
Billing		3	3	1	6	7	33	3	9.1
Shipping	1		1				10		
Order	1		1	1		1	6	1	16.7
Payroll							9		
Total	16	28	44	6	20	26	218	22	10.1

This table should be read as follows: One man file clerk and 3 women file clerks, making a total of 4 file clerks, were newly employed; 1 man and 1 woman, or 2 file clerks, were dropped from the payroll, making a turnover of 28.5 per cent of the average number of file clerks employed during the 12-month period of this study.

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

Positions	Newly Employed	Separated	Average Number Employees	Turnover Per No. Cent
File	1	1	1	1 100.0
General	3	1	25	1 4.0
Stock	8	1	53	1 1.8
Time	2	1	1	1 100.0
Billing		1	9	
Shipping	1		11	
Order	1	1	2	1 50.0
Payroll			1	
Total	16	6	103	5 4.9

This table should be read as follows: One man file clerk was newly employed and 1 man was separated from employment. Since there was an average employment of 1 man file clerk, there was, therefore, a 100 per cent turnover of men file clerks.

no turnover in men billing clerks, or in men shipping clerks, or in men payroll clerks.

Rate of Turnover of Women Clerical Employees

Table LXV indicates a turnover of 14 women clerical employees, or a turnover of 11.8 per cent of the average number of 118 women clerical employees employed by the 101 firms included in the study during the 12-month period. Since 3 women file clerks were newly employed and 1 woman file clerk was separated from employment, there was a 16.7 per cent turnover in women file clerks. Nineteen women general clerks were newly employed and 7 women general clerks were dropped from the payroll, making a turnover of 10.6 per cent. Since 3 women stock clerks were newly employed and 6 women stock clerks were separated from employment, there was a 37.5 per cent turnover of women stock clerks. Three women billing clerks were newly employed and 6 were separated from their jobs, making a turnover of 12 per cent.

There was no turnover in women time clerks, women shipping clerks, women order clerks, or women payroll clerks.

Minimum Employment Age for Men Clerical Employees

as Specified by Employers

Table LXVI shows the number of instances in which employers specified certain minimum age requirements for men clerical employees. In interpreting this table, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the minimum employment age in any of the positions listed. On this basis, the data presented in Table LXVI show that in 18 instances, employers specified a minimum employment age of 18 years for men clerical employees. These instances included 5 instances in which the employers reported on

TABLE LXV
 RATE OF TURNOVER OF WOMEN CLERICAL EMPLOYEES
 DURING 12-MONTH PERIOD

Positions	Newly Employed	Separated	Average Number Employees	Turnover Per No. Cent
File	3	1	6	1 16.7
General	19	7	66	7 10.6
Stock	3	6	8	3 37.5
Time			1	
Billing	3	6	25	3 12.0
Shipping			0	
Order			4	
Payroll			8	
Total	28	20	118	14 11.8

This table should be read as follows: Three women file clerks were newly employed and 1 woman file clerk was separated from employment. Since there was an average of 6 women file clerks employed during the 12-month period, there was, therefore, a 16.7 per cent turnover of women clerks.

TABLE LXVI
 MINIMUM EMPLOYMENT AGE FOR MEN CLERICAL EMPLOYEES
 AS SPECIFIED BY EMPLOYERS

Positions	Number of Employers Reporting Minimum Age										Total
	18	19	20	21	22	23	25	30	35	Over 35	
File			1								1
General	5			1							6
Stock	6		3	3	1		2				15
Time	1			1							2
Billing	1		1	1			1		1		5
Shipping	4		1								5
Payroll											0
Order	1			1							2
Total	18		6	7	1		3		1		36

This table should be read as follows: Of the 36 instances in which employers specified a minimum employment age for men clerks, one employer stated a minimum employment age of 20 years for new men clerks.

general clerks; 6, for stock clerks; 1, for time clerks; 1, for billing clerk; 4, for shipping clerks; and 1 instance in which employers specified a minimum employment age for order clerks.

In six instances in which employers stated a minimum employment age, 20 years of age was given as the minimum employment age for clerical employees. In 12 instances, employers specified a minimum employment age of at least 21 years. These instances included 7 instances of 21 years; 1 instance of 22 years; 3 instances of 25 years; and 1 instance in which the employer specified 35 years of age for men clerical employees.

Minimum Employment Age for Women Clerical Employees
as Specified by Employers

Table LXVII shows the number of instances in which employers specified certain minimum age requirements for women clerical employees. In interpreting this table, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the minimum employment age in any of the positions listed. On this basis, the data presented in Table LXVII show that in 37 instances, employers specified 18 years as the minimum employment age for women clerical employees. These instances included 5 instances for women file clerks; 16 instances for women general clerks; 2 instances for women stock clerks; 10 instances for women billing clerks; 1 instance for women order clerks; and 3 instances for women payroll clerks.

In 5 instances, employers specified 19 as the minimum employment age; in 8 instances, employers specified 20 years as the minimum age; and in 9 instances, employers specified that new women clerical employees must be 21 years of age, or older before they would be considered for employment.

A study of Table LXVII indicates that in over half of the instances in which employers stated a minimum employment age, they indicated that

TABLE LXVII
 MINIMUM EMPLOYMENT AGE FOR WOMEN CLERICAL EMPLOYEES
 AS SPECIFIED BY EMPLOYERS

Positions	Number of Employers Reporting Minimum Age										Total
	17	18	19	20	21	22	23	25	30	Over 30	
File		5									5
General		16	1	4	1	1		2			25
Stock		2	1	1							4
Time					1						1
Billing		10	3	1	2			1			17
Shipping											0
Order		1							1		2
Payroll		3		2							5
Total		37	5	8	4	1		3	1		59

This table should be read as follows: Of the 59 instances in which employers specified the minimum employment age for women clerical employees, in 5 instances, employers specified a minimum employment age of 18 years for new women file clerks.

they would hire employees at the age of 18 years; therefore, it seems that more young women would have greater opportunities of gaining employment in clerical positions than in other types of positions of this study as soon as they had completed high school because of the age limit.

Distribution of Jobs Held by Men Clerical Employees

According to Minimum Age Requirements Specified by Employers

Table LXVIII shows that the employers who stated they would employ men at the minimum age of 18 years employed 70 men clerical employees. Of this number, 20 were general clerks; 43 were stock clerks; 4 were billing clerks; 2 were shipping clerks; and one was an order clerk.

Eighteen men clerical employees were employed in positions in which the employers specified a minimum age of 20 years; 7 men were employed in positions in which employers specified 21 years as the minimum age; 4 men, in positions which had a minimum age requirement of 22 years; 5 men, in positions in which employers specified 25 years of age; and 1 man shipping clerk was employed in a position in which the employer specified a minimum age of 35 years of age.

Table LXVIII indicates that 70 men were employed in positions in which employers specified 18 years as the minimum employment age. This means that 66.7 per cent of the 105 men clerical employees were employed in positions in which the minimum employment age for new men clerical employees was only 18 years. This suggests that there are likely to be opportunities for young men just out of high school to obtain positions as clerical employees in Enid.

Distribution of Jobs Held by Women Clerical Employees

According to Minimum Age Requirements Specified by Employers

Table LXIX indicates that of the 125 positions held by women clerical employees in the 101 firms included in this study, 99 were employed in

TABLE LXVIII

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

Positions	Minimum Age Specified by Employers										Total
	17	18	19	20	21	22	23	25	30	Over 30	
File				1							1
General		20		6	1						27
Stock		43		4	2	3		4			56
Time				1							1
Billing		4		2	2						8
Shipping		2		3	1	1		1		1	9
Order		1			1						2
Payroll				1							1
Total		70		18	7	4		5		1	105

This table should be read as follows: One man file clerk was employed in a position in which his employer specified 20 years as the minimum age for new men file clerks.

TABLE LXIX

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

Positions	Minimum Age Specified by Employers										Total
	17	18	19	20	21	22	23	25	30	Over 30	
File		7									7
General		58	1	5	1	5		2			72
Stock		3	1	1					1		6
Time											0
Billing		20	2	1				1			24
Shipping		4									4
Order		1						1	2		4
Payroll		6		2							8
Total		99	4	9	1	5		4	3		125

This table should be read as follows: Seven file clerks were employed in positions in which employers specified 18 years as the minimum age they would employ new file clerks.

positions in which the employers had specified a minimum employment age of 18 years. Of these 99 employees, 7 were women file clerks; 58 were general clerks; 3 were stock clerks; 20 were billing clerks; 4 were shipping clerks; 1 was an order clerk; and 6 were payroll clerks.

Four women were employed in positions in which employers had specified 19 years as the minimum age for new women clerical employees; 9 women were employed in positions in which the employers had stated the minimum age as 20 years; 13 were employed in positions in which the employers had stated new employees must be 21 years of age, or older.

Experience Requirements for New Clerical Employees
as Specified by Employers.

In Table LXX, it will be noted that each employer was counted as a separate employer in each instance for which he supplied data concerning the experience requirements for any types of occupations listed in the table. On this basis, Table LXX shows that in 24 instances, or 25.3 per cent of the total instances in which employers stated their experience requirements, the employers specified that experience was required of new clerical employees. In 71 instances, or in 74.7 per cent of the total instances, employers specified that experience was not required of new clerical employees. These 71 instances included 5 instances which were 83.3 per cent of the instances in which employers hired file clerks; 23 instances which were 74.2 per cent of the instances in which employers hired general clerks; 13 instances which were 68 per cent of the instances in which employers hired stock clerks; 2 instances which were 66.7 per cent of the instances in which employers hired time clerks; 19 instances which were 86.4 per cent of the instances in which employers hired billing clerks; 2 instances, which were 40 per cent of the instances in which

TABLE LXX
 EXPERIENCE REQUIREMENTS FOR NEW CLERICAL EMPLOYEES
 AS SPECIFIED BY EMPLOYERS

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
File Clerks	6	100	1	16.7	5	83.3
General	31	100	8	25.8	23	74.2
Stock	19	100	6	32.0	13	68.0
Time	3	100	1	33.3	2	66.7
Billing	22	100	3	13.6	19	86.4
Shipping	5	100	3	60.0	2	40.0
Order	4	100	1	25.0	3	75.0
Payroll	5	100	1	20.0	4	80.0
Total	95		24		71	
Per Cent of Total Employers		100		25.3		74.7

This table should be read as follows: Of the 6 employers hiring file clerks, 1, or 16.7 per cent, required experience of new file clerks; 5, or 83.3 per cent, did not require experience of new file clerks.

employers hired shipping clerks; 3 instances which were 75 per cent of the instances in which employers hired order clerks; and 4 instances which were 80 per cent of the instances in which employers hired payroll clerks.

Experience Requirements Specified by Employers

for New Men Clerical Employers

In Table LXXI, it will be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the experience requirements for any of the types of occupations listed. On this basis, Table LXXI shows that in 13 instances, or in 36.1 per cent of the instances in which employers made statements as to experience for new men clerical employees, the employers did require experience of new men clerical employees; and in 23 instances, or in 63.9 per cent of the instances, employers did not require experience of new men clerical employees.

Table LXXI shows that for over half of the positions held by men clerical employees experience was not required of new employees. The table also indicates the number and percentage of positions for each type of clerical occupation included in this study for which experience was a requirement for employment and for which experience was not a requirement.

Experience Requirements Specified by Employers

for New Women Clerical Employees

In Table LXXII, it will be noted that each employer was counted as a separate employer in each instance he supplied data concerning the experience requirements for any of the types of occupations listed. On this basis, Table LXXII shows that of the 59 instances in which employers made statements as to experience requirements for new women clerical employees,

TABLE LXXI
 EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
 FOR NEW MEN CLERICAL EMPLOYEES

Positions	Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
File Clerk	1	100	1	100.		
General	6	100	1	16.7	5	83.3
Stock	15	100	5	33.3	10	66.7
Time	2	100	1	50.	1	50.
Billing	5	100	1	20.	4	80.
Shipping	5	100	3	60.	2	40.
Order	2	100	1	50.	1	50.
Total	36		13		23	
Per Cent of Total Employers		100		36.1		63.9

This table should be read as follows: The one employer who hired men file clerks required experience of new file clerk employees.

TABLE LXXII

EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
FOR NEW WOMEN CLERICAL EMPLOYEES

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
File Clerks	5	100			5	100.0
General	25	100	7	28.0	18	72.0
Stock	4	100	1	25.0	3	75.0
Time	1	100			1	100.0
Billing	17	100	2	11.7	15	88.3
Order	2	100			2	100.0
Payroll	5	100	1	20.0	4	80.0
Total	59		11		48	
Per Cent of Total Employers		100		18.6		81.4

This table should be read as follows: Of the 5 employers who hired women file clerks, all 5 of them did not require experience of new women file clerks.

in 11 instances, or in 18.6 per cent of the instances, employers required experience of new women clerical employees; in 48 instances, or in 81.4 per cent of the instances, employers did not require experience of new women clerical employees.

It is interesting to note that in 100 per cent of the instances employers did not require experience of women file clerks, time clerks, or order clerks.

In 72 per cent of the instances in which employers hired women general clerks, the employers did not require experience of new employees; in 88.3 per cent of the instances, in which employers made statements as to experience requirements for women billing clerks, the employers did not require experience of billing clerks.

Distribution of Jobs According to Minimum Experience Requirements
for New Clerical Employees

Table LXXVIII shows that of the 226 clerical positions, 32 positions, or 14.2 per cent of the positions, were held by clerical employees in firms in which employers specified that experience was required of new clerical employees; and 194 positions, or 85.8 per cent of the positions, were held by employees in firms in which the employers specified that experience was not required of new clerical employees.

Included in the 32 positions held by employees in which experience was required of new clerical employees were one file clerk, 10 general clerks, 9 stock clerks, 3 billing clerks, 3 shipping clerks, 2 order clerks, and 4 payroll clerks.

Included in the 194 positions held by clerical employees in which employers stated that experience was not required of new clerical employees were 7 file clerks, 88 general clerks, 53 stock clerks, 2 time clerks, 28 billing clerks, 7 shipping clerks, 4 order clerks, and 5 payroll clerks.

TABLE LXXIII

DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE REQUIREMENTS
FOR NEW CLERICAL EMPLOYEES

Positions	Jobs Requiring Experience		Jobs Not Requiring Experience		Total Jobs No.	Per Cent
	Number	Per Cent	Number	Per Cent		
File Clerks	1	12.5	7	87.5	8	100
General	10	10.2	88	89.8	98	100
Stock	9	14.5	53	85.5	62	100
Time			2	100.0	2	100
Billing	3	9.7	28	90.3	31	100
Shipping	3	30.0	7	70.0	10	100
Order	2	33.3	4	66.7	6	100
Payroll	4	44.4	5	55.6	9	100
Total	32		194		226	
Per Cent of Total Positions		14.2		85.8		100

This table should be read as follows: Of the 8 file clerk positions included in this study, experience was required for 1, while for 7 of the positions experience was not required.

Number of Employers Specifying Certain Minimum Education Requirements
for New Clerical Employees

In interpreting Table LXXIV, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning minimum education requirements in any of the positions listed. On this basis, the data presented in Table LXXIV show that in 3 instances, employers stated they would hire stock clerks who had an eighth-grade education; in one instance, the employer stated he would hire stock clerks with a ninth-grade education; in 7 instances, employers stated they would employ clerical employees who had a tenth-grade education. These 7 instances included stock clerks, general clerks, billing clerks, shipping clerks, and order clerk positions.

In 52 instances, or in 54.7 per cent of the total instances, employers specified a minimum education requirement of a high school education; while there was one instance in which the employer specified one year of college as a minimum education requirement. In 2 instances, employers specified 2 years of college training; and in 27 instances, employers specified a minimum education of a business college training.

Distribution of Clerical Positions

According to Minimum Education Requirements for New Men Employees

Table LXXV shows the minimum education requirements for new men clerical employees. Of the 105 positions held by men clerical employees, 3 men, or 3 per cent of the men, held jobs in which their employers stated an eighth-grade education was the minimum education required. Thirty-seven men were employed in positions as stock clerks, in which the employers specified that a tenth-grade education was the minimum education requirement.

TABLE LXXIV

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM
EDUCATION REQUIREMENTS FOR NEW CLERICAL EMPLOYEES

Positions	Grades		High School				College			Business College	Total
	6	8	9	10	11	12	1	2	4		
File Clerks						3		1		2	6
General				1	2	19	1			8	31
Stock		3	1	3		11				1	19
Time						1				2	3
Billing				1		10				11	22
Shipping				1		3				1	5
Order				1		3					4
Payroll						2		1		2	5
Total		3	1	7	2	52	1	2		27	95

This table should be read as follows: In 3 instances employers specified a minimum of a high school education for new file clerks; in 1 instance, an employer specified 2 years of college training; and in 2 instances, employers specified at least a business college education as a requirement for new file clerks.

TABLE LXXV
 DISTRIBUTION OF CLERICAL POSITIONS
 ACCORDING TO MINIMUM EDUCATION REQUIREMENTS FOR NEW MEN EMPLOYEES

Positions	Grades		High School				College			Business	Total
	6	8	9	10	11	12	1	2	4	College	
File Clerks										1	1
General						20				6	26
Stock		2		37		16				1	56
Time										1	1
Billing		1				3				4	8
Shipping						7				3	10
Order						2					2
Payroll						1					1
Total		3		37		49				16	105
Per Cent of Total Positions		3.0		35.2		46.6				15.2	100.

This table should be read as follows: One man file clerk was employed in a position in which his employer required at least a business college education of new file clerks.

Forty-nine men, or 46.6 per cent of the men employed as clerical employees, held positions in which the employers specified a high school education as the minimum education requirement. Sixteen men, or 15.2 per cent of the men clerical employees, were employed in positions in which the employers specified a business college education as the minimum requirement.

Distribution of Clerical Positions

According to Minimum Education Requirements for New Women Employees

Table LXXVI indicates that 108 women, or 89.3 per cent of the 121 women clerical employees, held positions in which there was a minimum education requirement of a high school education. Thirteen, or 10.7 per cent of the women, held positions in which there was a minimum education requirement of a business college education.

A study of Tables LXXV and LXXVI indicates that the possibilities of young women high school graduates gaining employment as clerical employees are more than over twice as great as they are for young men high school graduates. The opportunities, however, for young men and young women with business college training are about as great as the opportunities for high school graduates.

Selected Duties Performed by Clerical Employees

The importance of clerical employees knowing how to perform the selected duties is illustrated by the data shown in Table LXXVII. Of the 226 clerical employees included in this study, 194, or 85.8 per cent, did some typing as a part of their duties on the job. The data reveal that 100 per cent of the file clerks, the general clerks, the time clerks, the billing clerks, and the payroll clerks did some typing as part of their duties on the job.

Table LXXVI

DISTRIBUTION OF CLERICAL POSITIONS
ACCORDING TO MINIMUM EDUCATION REQUIREMENTS FOR NEW WOMEN EMPLOYEES

Positions	Grades		High School				College			Business	Total
	6	8	9	10	11	12	1	2	4	College	
File Clerk						5				2	7
General						62				10	72
Stock						5				1	6
Time						1					1
Billing						23					23
Shipping											0
Order						4					4
Payroll						8					8
Total						108				13	121
Per Cent of Total Positions						89.3				10.7	100.

This table should be read as follows: Five women file clerks were employed in positions in which the employers specified a minimum of a high school education as a requirement for new employees.

TABLE LXXVII

CLERICAL EMPLOYEES PERFORMING SELECTED DUTIES

Positions	Total Employees		Type		File		Take Dictation and Transcribe		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
File Clerk	8	100	8	100.	8	100.					2	25.
General	98	100	98	100.	83	84.6	15	15.3	72	73.4	33	33.7
Time	2	100	2	100.	2	100.			2	100.		
Stock	62	100	39	63.								
Billing	31	100	31	100.							12	39.0
Shipping	10	100	3	30.0								
Order	6	100	4	66.7	3	50.					6	100.
Payroll	9	100	9	100.	9	100.			9	100.		
Total	226		194		105		15		83		53	
Per Cent of Total Employees		100		85.8		46.5		6.6		37.		23.5

This table should be read as follows: Of the 8 file clerks, 8, or 100 per cent, typed; 8, or 100 per cent, did some filing; and 2, or 25 per cent, did some selling.

One hundred five employees, or 46.5 per cent of the clerical employees, did some filing. The data in Table LXXVII show that 100 per cent of the file clerks, the time clerks, and the payroll clerks did filing on their jobs.

It is interesting to note that some of the general clerks performed all of the selected duties shown in Table LXXVII. This would seem to indicate that it is desirable for students planning to obtain a position as a general clerk to learn to type, to file, to take dictation and transcribe, to apply a knowledge of bookkeeping principles and practices, and probably to learn some selling skills.

Number and Percentage of Clerical Employees Operating Machines

Table LXXVIII shows, to some extent, the importance of clerical employees knowing how to operate a number of the business office machines. Of the 226 clerical employees included in this study, 116 clerical employees, or 51.3 per cent of the clerical employees, used the adding

Oklahoma State University Library

Call Number 1950
Q75.

Author QUINN, MARY E

Title Selected guide

tors; 26
; 6 clerical
l employees,
7.1 per cent,
ent, used the
ees, or 9.7
achines.

(For location see other side.)

One hundred five employees, or 46.5 per cent of the clerical employees, did some filing. The data in Table LXXVII show that 100 per cent of the file clerks, the time clerks, and the payroll clerks did filing on their jobs.

It is interesting to note that some of the general clerks performed all of the selected duties shown in Table LXXVII. This would seem to indicate that it is desirable for students planning to obtain a position as a general clerk to learn to type, to file, to take dictation and transcribe, to apply a knowledge of bookkeeping principles and practices, and probably to learn some selling skills.

Number and Percentage of Clerical Employees Operating Machines

Table LXXVIII shows, to some extent, the importance of clerical employees knowing how to operate a number of the business office machines. Of the 226 clerical employees included in this study, 116 clerical employees, or 51.3 per cent of the clerical employees, used the adding machines; 101 employees, or 44.7 per cent, used the calculators; 26 clerical employees, or 12 per cent, used the cash registers; 6 clerical employees (payroll clerks), or 2.7 per cent of the clerical employees, used the check writing machines; 16 clerical employees, or 7.1 per cent, used the mimeographs; 24 clerical employees, or 10.6 per cent, used the liquid process duplicating machines; and 22 clerical employees, or 9.7 per cent of the clerical employees, used the addressing machines.

TABLE LXXVIII

NUMBER AND PERCENTAGE OF CLERICAL EMPLOYEES OPERATING MACHINES

Positions	Total Employees		Adding Machine		Calculator		Cash Register		Check Writer	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
File Clerk	8	100	1	12.5						
General	98	100	41	41.8	37	38.0				
Time	2	100	2	100.	2	100.				
Stock	62	100	46	74.2	24	39.0				
Billing	31	100	20	65.0	27	87.1	19	61.2		
Shipping	10	100	2	20.0			3	30.0		
Order	6	100	1	16.7	5	83.3	4	66.7		
Payroll	9	100	3	33.3	6	66.7			6	66.7
Total	226		116		101		26		6	
Per Cent of Total Employees		100		51.3		44.7		12.0		2.7

This table should be read as follows: Of the 8 file clerks, 1, or 12.5 per cent, used the adding machine.

TABLE LXXVIII

NUMBER AND PERCENTAGE OF CLERICAL EMPLOYEES OPERATING MACHINES
(CONCLUDED)

Positions	<u>Mimeograph</u>		<u>Liquid Process</u>		<u>Ediphone Dictaphone</u>		<u>Addressing Machine</u>	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
File Clerk								
General	16	16.3	24	24.5			1	1.0
Time								
Stock								
Billing							21	68.0
Shipping								
Order								
Payroll								
Total	16		24				22	
Per Cent of Total Employees		7.1		10.6				9.7

CHAPTER VI
SALES EMPLOYEES

Number of Sales Employees

Table LXXIX shows that 559 full-time sales employees and 57 part-time sales employees, or a total of 616 sales employees, were included in this study. Of this number, 317 men and 242 women were employed as full-time sales employees; and 6 men and 51 women were employed as part-time sales employees.

Of the 559 full-time sales employees included in this study, 47 men and no women were employed as full-time wholesale salesmen; 207 men and 233 women were employed as full-time retail salesmen; 50 men and 9 women were employed as full-time department managers; and 13 men were employed as insurance salesmen. Of the 559 full-time sales employees employed by the 101 firms included in this study, 317 were men and 242 were women sales employees.

Employer's Preference for Men and Women Sales Employees

In interpreting Table LXXX, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning preferences in any of the positions listed. On this basis, the data presented in Table LXXX show that men were preferred in 43 instances, or in 50.5 per cent of the instances in which employers stated a preference for sales employees. Women were preferred in 19 instances, or in 22.4 per cent of the instances; and no preference was stated in 23 instances, or in 27.1 per cent of the instances in which employers stated a preference for sales employees.

TABLE LXXIX
NUMBER OF SALES EMPLOYEES

Positions	Full-Time		Part-Time		Total		
	Men	Women	Men	Women	Men	Women	Combined
Wholesale Salesmen	47				47		47
Retail Salesmen	207	233	6	51	213	284	497
Department Managers	50	9			50	9	59
Insurance Salesmen	13				13		13
Total	317	242	6	51	323	293	616

This table should be read as follows: Forty-seven men wholesale salesmen were employed full time. There were no women employed as wholesale sales employees and there were no part-time wholesale sales employees. A total of 47 wholesale salesmen were included in the study.

TABLE LXXX
EMPLOYERS' PREFERENCES FOR MEN AND WOMEN SALES EMPLOYEES

Positions	Total		Men		Women		No	
	Employers		Preferred		Preferred		Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Wholesale Salesmen	9	100	9	100.				
Retail Salesmen	56	100	19	33.9	16	28.6	21	37.5
Department Managers	19	100	14	73.7	3	15.8	2	10.5
Insurance Salesmen	1	100	1	100.				
Total	85		43		19		23	
Per Cent of Total Positions		100		50.5		22.4		27.1

This table should be read as follows: Men were preferred in 9 instances, or 100 per cent of the instances in which the employers hired wholesale salesmen.

Of the total of 9 instances in which employers stated a preference for wholesalers, the employers stated a preference for men wholesale salesmen. Of the 56 instances in which employers stated a preference for retail salesmen, in 19 instances, or in 33.9 per cent of the instances, employers preferred men retail salesmen; in 16 instances, or in 28.6 per cent of the instances, employers preferred women sales employees; and in 21 instances, or in 37.5 per cent of the instances, employers stated no preference.

Of the 19 instances in which employers stated a preference for department managers, in 14 instances, or in 73.7 per cent of the instances, employers stated a preference for men department managers; in 3 instances, or in 15.8 per cent of the instances, employers stated a preference for women department managers; and in 2 instances, or in 10.5 per cent of the instances, employers stated no preference for department managers.

In the one instance in which an employer stated a preference for insurance salesmen, men were preferred as insurance salesmen.

Gain in Employment of Sales Employees

Table LXXXI shows that 233 sales employees were newly employed during the 12-month period of this study. Of this number, 65 were men and 168 were women sales employees. Forty-six men and 129 women, or a total of 175 sales employees were separated from employment during that period, making a gain in employment of 19 men and 39 women, or a total gain in employment of 58 sales employees.

Of the 58 men and women gained in employment during the 12-month period, 3 were men wholesale salesmen; 16 were men retail salesmen; 38 were women retail sales employees; and 1 was a woman department manager.

TABLE LXXXI
GAIN IN EMPLOYMENT OF SALES EMPLOYEES
DURING 12-MONTH PERIOD

Positions	Newly Employed			Separated			Gain in Employment		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
Wholesale Salesmen	5		5	2		2	3		3
Retail Salesmen	59	167	226	43	129	172	16	38	54
Department Managers		1	1					1	1
Insurance Salesmen	1		1	1		1			
Total	65	168	233	46	129	175	19	39	58

This table should be read as follows: Five men wholesale salesmen were employed and 2 were separated from their employment, making a gain of 3 wholesale salesmen during the 12-month period of this study.

Rate of Turnover in Sales Employees

Table LXXXII shows that an average of 531 sales employees were employed in Enid by the 101 firms included in the study during the 12-month period of this study. The table shows that 65 men and 168 women were newly employed, making a total of 233 sales employees who were newly employed during the period of this study. The table also shows that a total of 175 men and women sales employees were separated from employment during the same period. Since there was a turnover of 175 sales employees, that means there was a turnover of 33 per cent of the average number of 531 sales employees employed during the 12-month period of this study.

There was no turnover in department managers during the 12 months. Since there was a turnover of 2 wholesale salesmen, that means there was a 4.3 per cent turnover of the average number of 46 wholesale salesmen employed by the 101 firms included in this study.

The largest turnover was in the retail sales employees, where there was a turnover of 172 sales employees. This means that there was a turnover of 41.6 per cent of the 413 retail sales employees employed by the 101 firms during the 12 months.

There was a turnover of only one insurance salesmen, making a turnover of 7.7 per cent of the 13 insurance salesmen usually employed during the 12-month period.

Rate of Turnover of Men Sales Employees

Table LXXXIII shows that 65 men were newly employed and 46 men were separated from their employment. Since there was an average of 307 men sales employees, a turnover of 14.9 per cent of the men sales employees is determined.

TABLE LXXXII
 RATE OF TURNOVER OF SALES EMPLOYEES
 DURING 12-MONTH PERIOD

Positions	Newly Employed			Separated			Total Average Employees	Turnover	
	Men	Women	Total	Men	Women	Total		No. ^a	Per Cent ^b
Wholesale Salesmen	5		5	2		2	46	2	4.3
Retail Salesmen	59	167	226	43	129	172	413	172	41.6
Department Managers		1	1				59		
Insurance Salesmen	1		1	1		1	13	1	7.7
Total	65	168	233	46	129	175	531	175	33.0

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Five men wholesales salesmen were newly employed; 2 men wholesale salesmen were separated from employment. With an average employment of 46 wholesale employees during the 12-month period, a 4.3 per cent turnover is determined.

TABLE LXXXIII
RATE OF TURNOVER OF MEN SALES EMPLOYEES
DURING 12-MONTH PERIOD

<u>Positions</u>	<u>Newly Employed</u>	<u>Separated</u>	<u>Average Number Employees</u>	<u>Turnover Per No.^a</u>	<u>Cent^b</u>
Wholesale Salesmen	5	2	46	2	4.3
Retail Salesmen	59	43	198	43	21.7
Department Managers			50		
Insurance Salesmen	1	1	13	1	7.7
Total	65	46	307	46	14.9

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: Five men wholesale salesmen were newly employed during the 12-month period of this study; 2 were separated from employment. Since there was an average of 46 wholesale salesmen employed, a 4.3 per cent turnover of the wholesale salesmen is noted.

Table LXXXIII shows the average number of employees for each classification of sales employees used in this study. The greatest turnover was in the retail sales employees, in which there was a turnover of 21.7 per cent. Next ranked the insurance salesmen with a 7.7 per cent turnover; the wholesale salesmen ranked next with a 4.3 per cent turnover. No turnover was noted for the department managers.

Rate of Turnover for Women Sales Employees

Table LXXXIV shows a turnover of 130 women sales employees, or a turnover of 57.8 per cent of the average number of 223 women sales employees employed by the 101 firms included in the study during the 12-month period.

Since 167 women retail sales employees were newly employed and 129 women retail sales employees were separated, there was a turnover of 129, or 60.2 per cent of the average of 214 women retail sales employees employed by the 101 firms in Enid during the 12-month period of the study.

The table shows that there was no turnover for women department managers. There were no women wholesale sales employees or women insurance salesmen.

Minimum Employment Age for Men Sales Employees as Specified by Employers

Table LXXXV shows the number of instances in which employers specified certain minimum age requirements for men sales employees. In interpreting this table, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the minimum employment age in any of the positions listed. On this basis, the data presented in Table LXXXV show that in one instance, an employer stated he would employ retail salesmen at the minimum employment age of 16 years; in one instance, an employer stated 17 years as the minimum employment age at which he would hire new retail salesmen.

TABLE LXXXIV
 RATE OF TURNOVER FOR WOMEN SALES EMPLOYEES
 DURING 12-MONTH PERIOD

Positions	Newly Employed	Separated	Average Number Employees	Turnover Per No. ^a	Cent ^b
Wholesale Salesmen					
Retail Salesmen	167	129	214	129	60.2
Department Managers	1		9		
Insurance Salesmen					
Total	168	129	223	129	57.8

^a Actual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^b Percentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: One hundred sixty-seven women retail sales employees were newly employed during the 12-month period of this study and 129 were separated from employment. Since there was an average of 214 women sales employees, and since there was a turnover of 129 employees, a 60.2 per cent turnover of women retail sales employees is indicated.

TABLE LXXXV
 MINIMUM EMPLOYMENT AGE FOR MEN SALES EMPLOYEES
 AS SPECIFIED BY EMPLOYERS

Positions	Number of Employers Reporting Minimum Age										Total
	16	17	18	20	21	22	23	25	30	Over 35	
Wholesale Salesmen			4		2	1		2			9
Retail Salesmen	1	1	15	3	4		1	6		1	32
Department Managers					1				13	2	16
Insurance Salesmen									1		1
Total	1	1	19	3	7	1	1	8	14	3	58

This table should be read as follows: Of the 9 instances in which employers hired wholesale salesmen, in 4 instances, employers stated they would hire new salesmen at a minimum of 18 years of age; in 2 instances, employers specified a minimum age of 21 years; in 1 instance, an employer stated 22 years as the minimum age; and in 2 instances, employers specified 25 years as the minimum age for new wholesale salesmen.

In 19 instances, employers specified a minimum employment age of 18 years; in 3 instances, employers specified 20 years; in 7 instances, employers specified 21 years; in 1 instance employers specified 22 years; and in one instance an employer specified 23 years. There were 8 instances in which employers specified 25 years as the minimum age; 14 instances in which employers specified 30 years as the minimum age; and 3 instances in which employers specified above 35 years as the minimum age at which they would employ new men sales employees.

The 19 instances in which employers specified 18 years as the minimum age included 4 instances for wholesale salesmen and 15 instances for retail salesmen. This would indicate the possibility of students just out of high school obtaining employment in the wholesale and retail sales positions.

Minimum Employment Age for Women Sales Employees
as Specified by Employers

Table LXXXVI shows the number of instances in which employers specified certain minimum age requirements for women sales employees. In interpreting this table, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the minimum employment age in any of the positions listed. On this basis, the data presented in Table LXXXVI show that in 5 instances, employers stated they would employ retail sales employees at the age of 16 years; in 12 instances, employers specified 18 years as the minimum employment age at which they would employ new women sales employees. In 2 instances, employers specified 20 years; in 2 instances, employers specified 21 years as the minimum age; and in 6 instances, employers specified that new women employees must be 23 years of age or older before they would be considered for employment.

TABLE LXXXVI
 MINIMUM EMPLOYMENT AGE FOR WOMEN SALES EMPLOYEES
 AS SPECIFIED BY EMPLOYERS

Positions	Number of Employers Reporting Minimum Age										Total
	16	18	19	20	21	22	23	25	30	Over 30	
Wholesale Salesmen											
Retail Salesmen	5	12		2	2			1		2	24
Department Managers							1	1	1		3
Insurance Salesmen											
Total	5	12		2	2		1	2	1	2	27

This table should be read as follows: Of the 24 instances in which employers hired retail salesmen, in 5 instances, employers stated they would hire new employees at 16 years of age; in 12 instances, employers specified a minimum age of 18 years; in 2 instances, employers stated a 20-year minimum age; in 2 instances, employers specified a 21-year minimum age; in 1 instance, an employer specified 25 years; and in 2 instances, employers required new retail salesmen to be above 30 years of age.

In 21 instances, employers stated they would employ new women sales employees between the ages of 16 years to 21 years, inclusive. This means that there would be some opportunities for young women to obtain positions as retail sales employees soon after completing their high school education.

Distribution of Jobs Held by Men Sales Employees

According to Minimum Age Requirements Specified by Employers

The number of jobs held by sales employees, according to the minimum age requirements specified by employers, is shown in Table LXXXVII. The table shows that the employers, who stated they would employ new men sales employees at the minimum age of 16 years, employed 4 men sales employees as retail salesmen. The employers who specified 17 years as the minimum age employed 5 men retail salesmen; while the employers who specified 18 years as the minimum employment age, employed 13 men wholesale salesmen and 135 men retail salesmen.

Thirty-one retail salesmen were employed by employers who specified 20 years as the minimum age; 34 sales employees were employed by employers who specified 21 years as the minimum employment age. These 34 sales employees included 16 men wholesale salesmen, 16 retail salesmen, and 2 department managers.

Employers who specified that new men sales employees must be over 21 years of age employed 94 men sales employees.

Table LXXXVII indicates that young men just out of high school would have a fair opportunity of obtaining employment on the basis of the minimum age requirement specified by employers, since there were 188 sales positions in which employers stated they would employ new men sales employees between the ages of 16 years to 20 years, inclusive.

TABLE LXXXVII

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

Positions	Number of Employers Reporting Minimum Age										Total
	16	17	18	20	21	22	23	25	30	Over 30	
Wholesale Salesmen			13		16	1		17			47
Retail Salesmen	4	5	135	31	16		4	12			207
Department Managers					2		5	5	20	17	49
Insurance Salesmen									13		13
Total	4	5	148	31	34	1	9	34	33	17	316

This table should be read as follows: Thirteen men wholesale employees were employed in positions in which the employers stated they would hire new salesmen at 18 years of age; 16 were employed in positions in which there was a minimum age of 21 years; 1 man, where there was a minimum age of 22 years; and 17 men were employed in positions in which their employers specified 25 years as the minimum employment age for new whole-sale salesmen.

Distribution of Jobs Held by Women Sales Employees

According to Minimum Age Requirements Specified by Employers

Table LXXXVIII shows that there were 242 women sales employees employed by the 101 firms included in this study. Twenty-three women retail sales employees were employed in positions in which the employers stated they would hire new sales employees at the minimum age of 16 years; 132 women sales employees, in positions in which the employers specified 18 years. These 132 employees included 131 women retail sales employees and one woman department manager. Sixty-nine women sales employees were employed in positions in which the employers specified 20 years as the minimum employment age.

Eighteen women sales employees were employed in positions for which employers specified that new women sales employees must be 21 years of age or older; 10 of this number were employed as retail sales employees, while 8 women were employed as department managers.

According to the minimum age requirement specified by employers for 155 of the positions held by women sales employees, the conclusion may be made that possibilities exist for young women high school graduates to obtain employment in Enid as sales workers after finishing their high school education.

Experience Requirements for New Sales Employees

as Specified by Employers

In Table LXXXIX, it will be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the experience requirements for any type of occupation listed in the table. On this basis, Table LXXXIX shows that of the total of 85 instances in which employers expressed their experience requirements for the positions listed, in 57 instances, or in 67.1 per cent of the instances for which

TABLE LXXXVIII

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

Positions	Minimum Age Specified by Employers										Total
	16	18	19	20	21	22	23	25	30	Over 30	
Wholesale Sales- men											
Retail Salesmen	23	131		69	2			2	2	4	233
Department Managers		1			1				5	2	9
Insurance Salesmen											
Total	23	132		69	3			2	7	6	242

This table should be read as follows: Twenty-three women retail sales employees were employed in positions in which the minimum age specified by their employers was 16 years; 131 women were employed in positions in which there was an 18-year minimum age; 69 women were employed in positions in which the employers specified a minimum of 20 years of age for new women retail sales employees.

TABLE LXXXIX
 EXPERIENCE REQUIREMENTS FOR NEW SALES EMPLOYEES
 AS SPECIFIED BY EMPLOYERS

Positions	Total Employers Per		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Cent.	Number	Per Cent.	Number	Per Cent.
Wholesale Salesmen	9	100	7	78.0	2	22.0
Retail Salesmen	56	100	32	57.1	24	42.9
Department Managers	19	100	17	89.5	2	10.5
Insurance Salesmen	1	100	1	100.0		
Total	85		57		28	
Per Cent of Total Employers		100		67.1		32.9

This table should be read as follows: Of the 9 employers hiring wholesale salesmen, 7, or 78 per cent, required experience of new salesmen; and 2, or 22 per cent, of the employers did not require experience of new wholesale salesmen.

employers stated their requirements, the employers specified that experience was required of new sales employees. In 28 instances, or in 32.9 per cent of the instances for which employers stated their requirements, employers stated that experience was not required of new sales employees.

Experience was not required in 2 instances, or in 22 per cent of the instances for wholesale salesmen positions; in 24 instances, or in 42.9 per cent of the instances for retail salesmen positions; in 2 instances, or in 10.5 per cent of the instances for which employers specified the experience requirements for department managers.

Experience was required in twice as many instances as the instances in which experience was not required. The instances in which experience was required were reported in 7 instances, which were 78 per cent of the instances in which employers hired wholesale salesmen; in 32 instances, which were 57.1 per cent of the instances in which employers hired retail salesmen; in 17 instances, which were 89.5 per cent of the instances in which employers hired department managers; and in one instance, which was 100 per cent of the instances in which an employer hired insurance salesmen.

Experience Requirements Specified by Employers
for New Men Sales Employees

In Table XC, it will be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the experience requirements for any of the types of occupations listed. On this basis, Table XC shows that in 46 instances, or in 79.3 per cent of the instances in which employers made statements as to experience of new sales employees, employers required experience of new sales employees. The total of 46 instances included 7 instances, or 77.8 per cent of the instances in which employers hired wholesale salesmen; 24 instances, or

TABLE XC
EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
FOR NEW MEN SALES EMPLOYEES

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Wholesale Salesmen	9	100	7	77.8	2	22.2
Retail Salesmen	32	100	24	75.0	8	25.0
Department Managers	16	100	14	87.5	2	12.5
Insurance Salesmen	1	100	1	100.0		
Total	58		46		12	
Per Cent of Total Employers		100		79.3		20.7

This table should be read as follows: Of the 9 employers hiring wholesale salesmen, in 7 instances, or in 77.8 per cent of the instances, employers required experience of new salesmen; while in 2 instances, or in 22.2 per cent of the instances, employers did not require experience of new whole-sale salesmen.

75 per cent of the instances in which employers hired retail salesmen; 14 instances, or 87.5 per cent of the instances in which employers hired department managers; and the one instance in which the employer hired insurance salesmen.

In 12 instances, or in 20.7 per cent of the total instances, for which employers expressed experience requirements for new men sales employees, employers did not require experience of new sales employees. These 12 instances included 2 instances, or 22.2 per cent of the instances, for which employers expressed experience requirements for wholesale salesmen; 8 instances, or 25 per cent of the instances, for which employers expressed experience requirements for retail salesmen; and 2 instances, or 12.5 per cent of the instances, for which employers expressed experience requirements for department managers.

Experience Requirements Specified by Employers
for New Women Sales Employees

In Table XCI, it will be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the experience requirements for any of the types of occupations listed. On this basis, Table XCI shows that of the 27 instances for which employers expressed experience requirements for new women sales employees, in 11 instances, or in 40.7 per cent of the instances, employers required of new women sales employees; and in 16 instances, or in 59.3 per cent of the instances, employers did not require experience of new women sales employees.

It is interesting to note that in 66.7 per cent of the instances for which employers expressed experience requirements for new retail sales employees, the employers did not require experience of new women retail sales employees. In 100 per cent of the instances for which employers

TABLE XCI
 EXPERIENCE REQUIREMENTS SPECIFIED BY EMPLOYERS
 FOR NEW WOMEN SALES EMPLOYEES

Positions	Total Employers		Employers Requiring Experience		Employers Not Requiring Experience	
	No.	Per Cent	Number	Per Cent	Number	Per Cent
Wholesale Salesmen						
Retail Salesmen	24	100	8	33.3	16	66.7
Department Managers	3	100	3	100.		
Insurance Salesmen						
Total	27		11		16	
Per Cent of Total Employers		100		40.7		59.3

This table should be read as follows: No employers hired women wholesale salesmen. Of the 24 instances in which employers hired retail salesmen, in 8 instances, or 33.3 per cent of the instances, employers required experience of new salespeople; while in 16 instances, or in 66.7 per cent of the instances, employers did not require experience of new employees.

expressed experience requirements for department managers, the employers required experience of new women department managers.

Distribution of Jobs According to Minimum Experience Requirements
for New Sales Employees

Table XCII shows that of the 559 positions held by sales employees, 261, or 46.7 per cent of the positions were held by employees in positions for which the employers required experience of new sales employees; 298 positions, or 53.3 per cent of the positions, were held by employees for which the employers did not require experience. This indicates that in over half of the positions held by sales employees, the employers did not require experience of new sales employees.

Experience was not required by employers in 11 instances, or in 23 per cent of the instances for which the employers expressed requirements for wholesale salesmen; in 286 instances, or in 65 per cent of the instances for which employers expressed experience requirements for retail salesmen; in 1 instance, or in 1.7 per cent of the instances for which employers expressed experience requirements for new department managers.

Number of Employers Specifying Certain Minimum Education Requirements
for New Sales Employees

In interpreting Table XCIII, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning minimum education requirements in any of the positions listed. On this basis, the data presented in Table XCIII show that in one instance an employer stated he would hire retail salesmen with a minimum of a sixth-grade education; in 3 instances, employers stated they would hire new retail salesmen with a minimum of an eighth-grade education; in

TABLE XCII
 DISTRIBUTION OF JOBS ACCORDING TO MINIMUM EXPERIENCE REQUIREMENTS
 FOR NEW SALES EMPLOYEES

Positions	Jobs Requiring Experience		Jobs Not Requiring Experience		Total Jobs Per Cent	
	Number	Per Cent	Number	Per Cent	No.	Cent
Wholesale Salesmen	36	77.0	11	23.0	47	100
Retail Salesmen	154	35.0	286	65.0	440	100
Department Managers	58	98.3	1	1.7	59	100
Insurance Salesmen	13	100.0			13	100
Total	261		298		559	
Per Cent of Total Positions		46.7		53.3		100

This table should be read as follows: Of the 47 wholesale salesmen, 36, or 77 per cent, were employed at jobs in which the employers required experience of new employees; while 11 wholesale salesmen were employed at jobs in which experience was not required of new salesmen.

TABLE XCIII

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION REQUIREMENTS
FOR NEW SALES EMPLOYEES

Positions	Grades		High School			College			Business	Total
	6	8	9	10	12	1	2	4	College	
Wholesale Salesmen			1	5		2			1	9
Retail Salesmen	1	3	8	41		1	2			56
Department Managers				7		7	4		1	19
Insurance Salesmen				1						1
Total	1	3	9	54		1	11	4	2	85
Per Cent of Total Employers	1.2	3.4	10.8	63.4		1.2	13.	4.6	2.4	100

8 instances, employers stated they would employ new retail salesmen with a minimum of a tenth-grade education; and in one instance an employer stated he would hire wholesale salesmen with a minimum of a tenth-grade education.

In 54 instances, or in 63.4 per cent of the instances, employers specified a high school education as the minimum education required of new sales employees. Of these 54 instances, there were 5 instances in which wholesale salesmen were employed, 41 instances in which retail salesmen were employed, 7 instances in which department managers were employed, and one instance in which insurance salesmen were hired. This indicates that in 67 instances employers did not require more than a high school education of new sales employees. These figures should be encouraging to high school students who do not plan to continue their education, or who find it necessary to obtain employment immediately after graduating from high school.

Table XCIII shows that the majority of the instances in which employers required more than a high school education were in the positions of department manager.

Distribution of Sales Employees

According to Minimum Education Requirements for New Men Employees

Table XCIV shows the minimum education requirements for new men sales employees. Of the 317 positions held by men sales employees, 16 men retail salesmen, or 5.1 per cent of the men sales employees, held jobs for which their employers stated a sixth-grade education was the minimum education required; 2 wholesale salesmen, or .6 per cent of the men employees, were employed in jobs for which their employers stated a tenth-grade education was the minimum education required.

TABLE XCIV
 DISTRIBUTION OF SALES EMPLOYEES
 ACCORDING TO MINIMUM EDUCATION REQUIREMENTS FOR NEW MEN EMPLOYEES

Positions	Grades	High School		College			Business	Total
	6	10	12	1	2	4	College	
Wholesale Salesmen		2	27	13			5	47
Retail Salesmen	16		180	5	6			207
Department Managers			30	12	6		2	50
Insurance Salesmen			13					13
Total	16	2	250	5	31	6	7	317
Per Cent of Total Positions	5.1	.6	78.8	1.6	9.7	1.9	2.2	100

This table should be read as follows: Two wholesale employees were employed in positions in which the employers stated they would hire new salesmen with a tenth-grade education; 27 were employed in positions in which there was a minimum education requirement of a high school education; 13 were employed where there was a minimum education requirement of 2-year college; and 5 wholesale salesmen were employed in positions in which there was a minimum education requirement of business college training.

Two hundred fifty men sales employees, or 78.8 per cent of the men sales employees, were employed in positions for which the employers specified a high school education was the minimum education required for the jobs. These 250 jobs were held by 27 wholesale salesmen, 180 retail salesmen, 30 department managers, and 13 insurance salesmen. These figures should be somewhat encouraging to young men who need to obtain employment soon after completing their high school education.

Thirteen wholesale salesmen, 6 retail salesmen, and 12 department managers were employed in positions for which the employers specified a minimum education of 2 years of college training; while 6 department managers were employed in positions for which the employers specified a minimum education of a 4-year college training. Seven men, including 5 wholesale salesmen and 2 department managers, were employed in positions for which the employers specified a minimum education of a business college education.

Distribution of Sales Employees

According to Minimum Education Requirements for New Women Employees

Table XCV shows that of the 242 positions held by women sales employees, 9 women, or 3.7 per cent of the women sales employees, were employed as retail sales employees in positions for which the employers specified as a minimum a sixth-grade education; 32 women retail sales employees, or 13.2 per cent of the women sales employees, were employed in positions for which the employers stated they would employ new sales employees with a minimum of an eighth-grade education.

Seven women department managers and 190 women retail sales employees, or a total of 197 women sales employees, comprising 81.4 per cent of the women sales employees, were employed in positions for which the employers

TABLE XCV
DISTRIBUTION OF SALES EMPLOYEES
ACCORDING TO MINIMUM EDUCATION REQUIREMENTS FOR NEW WOMEN EMPLOYEES

Positions	Grades		High School	College	Business	Total
	6	8	12	2	College	
Wholesale Salesmen						
Retail Salesmen	9	32	190	2		233
Department Managers			7	2		9
Insurance Salesmen						
Total	9	32	197	4		242
Per Cent of						
Total Positions	3.9	13.2	81.4	1.7		100

This table should be read as follows: Of the 233 women salespeople, 9 were employed in positions in which the employer stated he would hire saleswomen with a sixth-grade education; 32 were employed in positions which had an eighth-grade minimum education requirement for new salespeople; 190 were employed in positions which had as a requirement that new employees must be high school graduates.

specified a minimum education of a high school education for new sales employees. These figures should be somewhat encouraging to young women who plan to obtain employment as sales employees soon after completing their high school education. Only 4 women, 2 retail sales employees and 2 department managers, were employed in positions for which the employers required 2 years of college training.

Sales Employees Performing Selected Duties

Table XCVI shows that of the 559 sales employees included in this study, 103, or 18.4 per cent of the employees, did some typing as part of their duties on their jobs; 43 sales employees, or 7.7 per cent of the sales employees, did some filing as part of their duties; 29 sales employees, or 5.1 per cent of the sales employees, did some bookkeeping; and 540 sales employees, or 96.6 per cent of the sales employees, did some selling.

Number and Percentage of Sales Employees Operating Machines

The data in Table XCVII show the importance of sales employees learning how to operate the adding machines, calculators, cash registers, and Ediphone and dictaphone machines. Of the 559 sales employees included in this study, 225, or 40.3 per cent of the total sales employees, used the adding machines; 100 sales employees, or 17.8 per cent of the sales employees, used the calculators; 200 sales employees, or 35.7 per cent of the sales employees, used the cash registers.

Table XCVII shows that the department managers used the machines to the greatest extent; however, since a fair percentage of each of the other types of employees used some of the machines, it would be wise for students in high school to learn to operate several of the most commonly used office machines.

TABLE XCVI

SALES EMPLOYEES PERFORMING SELECTED DUTIES

Positions	Total Employees		Type		File		Apply Knowledge of Bookkeeping Principles and Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Wholesale Salesmen	47	100	22	46.8	13	27.7			47	100.
Retail Salesmen	440	100	39	8.8	27	6.1	29	6.6	440	100.
Department Managers	59	100	32	54.2					40	68.1
Insurance Salesmen	13	100	10	77.0	3	23.1			13	100.
Total	559		103		43		29		540	
Per Cent of Total Employees		100		18.4		7.7		5.1		96.6

This table should be read as follows: Of the 47 wholesale salesmen, 22, or 46.8 per cent, did some typing; 13, or 27.7 per cent did some filing; and 47, or 100 per cent, did selling as part of the duties of their job.

TABLE XCVII

NUMBER AND PERCENTAGE OF SALES EMPLOYEES OPERATING MACHINES

Positions	<u>Total Employees</u>		<u>Adding Machines</u>		<u>Calculator</u>		<u>Cash Register</u>		<u>Ediphone Dictaphone</u>	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Wholesale Salesmen	47	100	11	23.4	7	14.9	24	51.1		
Retail Salesmen	440	100	157	35.6	67	15.2	143	33.0		
Department Managers	59	100	50	85.0	23	39.0	27	46.1	5	85.0
Insurance Salesmen	13	100	7	53.8	3	23.1	6	46.2		
Total	559		225		100		220		5	
Per Cent of Total Employees		100		40.3		17.8		35.7		8.9

This table should be read as follows: Of the 47 wholesale salesmen included in this study, 11, or 23.4 per cent, used adding machines; 7, or 14.9 per cent, used calculators; and 24, or 51.1 per cent, used cash registers.

CHAPTER VII

MISCELLANEOUS EMPLOYEES

Number of Miscellaneous Employees

Table XCVIII shows that 55 men full-time employees and 107 women full-time employees, or a total of 162 full-time employees, were employed in the miscellaneous positions listed in Table XCVIII. Of this number, 13 men and 50 women were employed as cashiers; 6 women were employed as receptionists; 17 women were employed as switchboard operators; 5 men and 2 women were employed as collectors; 3 men and 2 women were employed as office help; and 22 men were employed as delivery boys. The remainder of the number were employed as business office machine operators, of which the largest number employed operated posting machines and calculators.

Of the 169 employees who were employed in the miscellaneous positions listed, 4 men and 3 women were part-time employees.

Of the 169 employees who were employed in the miscellaneous positions listed, 59 men and 110 women were employed in these positions. Of these 169 employees, more men and women were employed in positions as cashiers than in any one other type of position listed in Table XCVIII.

Employer's Preference for Men and Women
in Miscellaneous Positions

In interpreting Table XCIX, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning preferences in any of the positions listed. On this basis, the data presented in Table XCIX show that men were preferred in

TABLE XCVIII

NUMBER OF EMPLOYEES IN MISCELLANEOUS POSITIONS

Positions	Full-Time		Part-Time		Total		
	Men	Women	Men	Women	Men	Women	Combined
Cashiers	13	50		1	13	51	64
Receptionists		6				6	6
Switchboard Operators		17				17	17
Collectors	5	2	1		6	2	8
Office Boys/Girls	3	2	1		4	2	6
Delivery Boys	22		2		24		24
Messengers	2				2		2
Machine Operators:							
Adding		1				1	1
I.B.M.		4				4	4
Addressing		1				1	1
Calculator	9	5		2	9	7	16
Comptometer		5				5	5
Mimeograph	1				1		1
Posting		14				14	14
Total	55	107	4	3	59	110	169

This table should be read as follows: Thirteen men and 50 women cashiers were employed as full-time employees; 1 woman cashier was employed as a part-time employee, making a total of 13 men cashiers and 51 women cashiers, or a combined total of 64 cashiers included in this study.

TABLE XCIX

EMPLOYER'S PREFERENCES FOR MEN AND WOMEN
IN MISCELLANEOUS POSITIONS

Positions	Total Employers		Men Preferred		Women Preferred		No Preference	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Cashiers	27	100	2	7.4	16	59.3	9	33.3
Delivery Boys	11	100	11	100.				
Office Boys/Girls	5	100	3	60.			2	40.
Receptionists	5	100			5	100.		
Switchboard Oper.	10	100			10	100.		
Collectors	5	100	3	60.	1	20.	1	20.
Messengers	2	100	2	100.				
Machine Operators								
Posting	2	100			2	100.		
I.B.M.	4	100			4	100.		
Adding	1	100			1	100.		
Comptometer	2	100			2	100.		
Addressing	1	100					1	100.
Calculator	4	100			1	25.	3	75.
Mimeograph	1	100					1	100.
Total	80		21		42		17	
Per Cent of Total Employers		100		26.3		52.5		21.2

This table should be read as follows: In 2 instances, or in 7.4 per cent of the instances in which employers hired cashiers, the employers stated a preference for men cashiers; in 16 instances, or in 59.3 per cent of the instances, employers preferred women; in 9 instances, or in 33.3 per cent, employers preferred either men or women cashiers.

21 instances, or in 26.3 per cent of the instances, for which employers stated a preference for the employees in the miscellaneous positions; in 42 instances, or in 52.5 per cent of the instances, employers preferred women employees for the positions; and in 17 instances, or in 21.2 per cent of the instances for which employers stated a preference for employees for the miscellaneous positions, employers stated no preference.

It is interesting to note that women were preferred in 16 instances, or in 59.3 per cent of the instances for which employers stated a preference for cashiers. It is also interesting to note that in 100 per cent of the instances for which employers expressed a preference, the employers preferred women for the positions as receptionists, switchboard operators, posting machine operators, IBM machine operators, adding machine operators, and comptometer operators.

Gain in Employment of Miscellaneous Employees During
12-month Period

Table C shows that 51 employees were newly employed for the miscellaneous positions during the 12-month period of this study. Of this number, 15 were men and 36 were women employees. Thirty-five employees were separated from their employment in the miscellaneous positions. Of this number, 11 were men and 24 were women employees. There was a gain in employment of 16 employees, of which 4 were men and 12 were women employees.

It is interesting to note the gain in employment of the different types of miscellaneous positions listed in the table. There was a gain of 4 women cashiers, while there was a loss of 1 man cashier during the

TABLE C

GAIN IN EMPLOYMENT OF EMPLOYEES IN MISCELLANEOUS POSITIONS
DURING 12-MONTH PERIOD

Position	Newly Employed			Separated			Total No. Gain in Employees
	Men	Women	Total	Men	Women	Total	
Cashiers	2	21	23	3	17	20	3
Receptionists		1	1		1	1	
Switchboard Opera.		7	7		3	3	4
Collectors	1		1				1
Delivery Boys	9		9	7		7	2
Office Boys/Girls	3		3	1		1	2
Messengers							
Machine Operators:							
Adding							
I.B.M.		3	3		1	1	2
Addressing							
Calculator							
Comptometer		1	1				1
Mimeograph							
Posting		3	3		2	2	1
Total	15	36	51	11	24	35	16

This table should be read as follows: Two men cashiers and 21 women cashiers, or a total of 23 cashiers, were newly employed. Three men cashiers and 17 women cashiers, or a total of 20 cashiers, were separated from employment. This resulted in a gain of 3 cashiers during the 12-month period of this study.

period of this study. There was a gain of 4 women switchboard operators; 1 man collector; 2 delivery boys; 2 office boys; 2 women IBM machine operators; 1 woman comptometer operator; and a gain of 1 woman posting machine operator.

Rate of Turnover of Employees in Miscellaneous Positions

Table CI shows that an average of 152 employes were employed in the miscellaneous positions by the 101 firms included in this study, during the 12-month period of this study. This table shows that 15 men and 36 women were newly employed during the period of the study, making a total of 51 newly employed; while there were 10 men and 24 women, or a total of 34 employees separated from employment in the miscellaneous positions. Since there was an average of 152 employees employed in these miscellaneous positions, the figures would indicate a turnover of 34 people, or a 22.4 per cent turnover of the average number of 152 employees in the miscellaneous positions during the 12-month period of the study.

The largest turnover was in the cashier positions, in which there was a turnover of 20 cashiers, or 32.3 per cent of the 62 cashiers who were employed by the firms included in the study.

Rate of Turnover of Men Employees in Miscellaneous Positions

Table CII shows that 15 men were newly employed for the positions and 10 men were separated from employment of the various miscellaneous positions. Since there was an average of 58 men employed in the miscellaneous positions, and since there was a turnover of 9 men employees, a turnover of 16 per cent of the men employees in miscellaneous positions is indicated.

TABLE CI

RATE OF TURNOVER OF EMPLOYEES IN MISCELLANEOUS POSITIONS

During 12-Month Period

Positions	Newly Employed			Separated			Average Total No. Employees	Turnover	
	Men	Women	Total	Men	Women	Total		No. ^a	Cent. ^b
Cashiers	2	21	23	3	17	20	62	20	32.3
Receptionists		1	1		1	1	2	1	50.
Switchboard Operators		7	7		3	3	15	3	20.
Collectors	1		1				7		
Delivery Boys	9		9	7		7	21	7	33.3
Office Boys/Girls	3		3				4		
Messengers							2		
Machine Operators:									
Adding							1		
I.B.M.		3	3		1	1	3	1	33.3
Calculator							14		
Addressing							1		
Comptometer		1	1				5		
Mimeograph							1		
Posting		3	3		2	2	14	2	14.2
Total	15	36	51	10	24	34	152	34	22.4

^aActual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^bPercentage of net turnover based on average number of employees during 12-months.

This table should be read as follows: Two men and 23 women, or 23 cashiers were newly employed; 3 men and 17 women, or 20 cashiers were separated from employment, resulting in a turnover of 20 cashiers, or a 32.3 per cent turnover.

Table CII indicates a turnover of 2 men cashiers, or a 14.2 per cent turnover of men cashiers during the 12-month period; and a 7 man turnover in the delivery boy positions, or a 33.3 per cent turnover of the delivery boys positions included in the study.

Rate of Turnover of Women Employees in Miscellaneous Positions
During 12-Month Period

Table CIII shows a turnover of 24 women employees, or a turnover of 23.3 per cent of the average number of 103 women employed in the miscellaneous positions during the period of this study. Thirty-five women were newly employed and 24 were separated from employment in the miscellaneous positions. The greatest turnover was in the cashier's positions, in which there was a turnover of 17 women employees, or a turnover of 35.4 per cent of the average number of 48 women cashiers employed during the 12-month period.

Minimum Employment Age of Men Employees
in Miscellaneous Positions

Table CIV shows the number of instances in which employers specified certain minimum age requirements for men employees in the miscellaneous positions. In interpreting Table CIV, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning the minimum employment age in any of the positions listed. On this basis, the data presented in Table CIV show that of the 28 instances for which employers specified minimum employment age for new employees in miscellaneous positions, in 5 instances, or in 17.9 per cent of the instances for which employers specified a minimum age for new men employees, the employers stated they would employ new men delivery boys and office boys at the age of 16 years. In 1 instance, an employer stated he would employ a

TABLE CIII
RATE OF TURNOVER OF WOMEN EMPLOYEES IN MISCELLANEOUS POSITIONS
DURING 12-MONTH PERIOD

Positions	Newly Employed	Separated	Average No. Women Employees	Turnover	
				No. ^a	Per Cent ^b
Cashiers	21	17	48	17	35.4
Receptionists	1	1	6	1	16.7
Switchboard Operators	7	3	15	3	20.0
Collectors			2		
Office Girls			2		
Machine Operators:					
Adding			1		
I.B.M.	3	1	4	1	25.0
Addressing			1		
Calculator			5		
Comptometer	1		5		
Posting	3	2	14	2	14.3
Total	35	24	103	24	23.3

^aActual number of replacements during 12-month period, represented by total newly employed or total separated, whichever is smaller.

^bPercentage of net turnover based on average number of employees during 12-month period.

This table should be read as follows: 21 women cashiers were newly employed; 17 women cashiers were separated from employment, making a turnover of 17 cashiers, or 35.4 per cent of the average number of 48 women cashiers in the 12-month period.

TABLE CIV
 MINIMUM EMPLOYMENT AGE OF MEN EMPLOYERS
 IN MISCELLANEOUS POSITIONS

Positions	Number of Employers Reporting Minimum Employment Age						Total
	Age 16	17	18	20	21	25	
Cashiers			1	1	2	1	5
Delivery Boys	4	1	6				11
Office Boys	1		1	1			3
Messengers					1		1
Ediphone Operators			1				1
Collectors			1	1		1	3
Mimeograph Operator				1			1
Calculator Operator			2	1			3
Total	5	1	12	5	3	2	28
Per Cent of Total Employers	17.9	3.6	42.8	17.9	10.7	7.1	100.

This table should be read as follows: Eighteen years was the minimum employment age required by one employer for new men cashiers; 20 years was the minimum employment age required by one employer; 21 years the minimum age required by 2 employers; and 25 years was the minimum age required by 1 employer for new men cashiers.

a delivery boy at the age of 17 years. In 12 instances, or in 42.8 per cent of the instances, employers specified 18 years as the minimum age. These 12 instances included 1 instance for cashiers; 6 for delivery boys; 1 for office boys; 1 for Ediphone operators; 1 for collectors; and 2 instances for which employers stated a minimum age for men calculator operators.

There were 5 instances, or 17.9 per cent of the instances, for which the employers specified 20 years as the minimum age for employees in the miscellaneous positions listed in Table CIV. In 3 instances, or in 10.7 per cent of the instances, employers specified 21 years as the minimum employment age; while in 2 instances, or in 7.1 per cent of the instances, employers specified 25 years as the minimum employment age for new men employees for the miscellaneous positions.

Minimum Employment Age for Women Employees in
Miscellaneous Positions

Table CV shows the number of instances for which employers specified certain minimum age requirements for women employees in the miscellaneous position. In interpreting this table, it should be noted that each employer was counted as a separate employer in each instance for which he supplied data concerning the minimum employment age in any of the positions listed. On this basis, the data presented in Table CV show that of the 52 instances for which employers stated a minimum employment age for women employees in the miscellaneous positions, in 1 instance an employer stated he would hire an office girl at the minimum age of 16 years. In 2 instances, employers stated they would hire cashiers and receptionists at the age of 17 years; in 31 instances, or in 59.6 per cent of the instances, employers specified a minimum employment age of 18 years. These 31 instances included 11

TABLE CV
MINIMUM EMPLOYMENT AGE FOR WOMEN EMPLOYEES
IN MISCELLANEOUS POSITIONS

Positions	Number of Employers Reporting Minimum Employment Age										Total
	16	17	18	19	20	21	22	23	25	30	
Cashiers		1	11	1	2	4		1	1	1	22
Receptionists		1	3	1							5
Switchboard Opera.			10								10
Collectors			2								2
Office Girls	1			1							2
Machine Operators:											
I.B.M.			1			1	2				4
Posting			1			1					2
Adding					1						1
Calculator			1								1
Comptometer			1		1						2
Addressing			1								1
Total	1	2	31	3	4	6	2	1	1	1	52
Per Cent of Total Employers	1.8	3.9	59.6	5.7	7.7	12.	3.9	1.8	1.8	1.8	100

This table should be read as follows: In 1 instance, the employer stated he would hire a new cashier at a minimum age of 17 years; in 11 instances, employers stated a minimum of 18 years. In 1 instance, the employer specified 19 years as minimum age. In 2 instances, employers specified 20 years; in 4 instances; employers specified 21 years; and in 1 case each, employers specified 23, 25, and 30 years, respectively, as the minimum ages at which they would employ new cashiers.

instances for cashiers; 3 for receptionists; 10 for switchboard operators; 2 for collectors, and one for each of the following: IBM machine operators, posting machine operators, calculator operators, comptometer operators, and addressing machine operators.

Distribution of Jobs Held by Men in Miscellaneous Positions

According to Minimum Age Requirements

The number of jobs held by men employees in the miscellaneous positions is shown in Table CVI. The table shows that the employers, who stated they would hire new men employees at the 16 years of age, employed 6 delivery boys. One employer who stated he would hire a delivery boy at the age of 17 years employed one boy.

Thirty-one men employees were employed in positions for which the employers specified 18 years as the minimum employment age for new men employees in the miscellaneous positions. The number included 1 man cashier, 14 delivery boys, 1 office boy, 2 collectors, 1 messenger, 6 calculator operators, and 6 Ediphone operators. These figures would indicate the possibility of approximately 38 male high school graduates obtaining employment in the miscellaneous positions listed.

Distribution of Jobs Held by Women Miscellaneous Employees

According to Minimum Employment Age Requirements

Table CVII shows that 107 women were employed in the miscellaneous positions by the 101 firms considered in this study. One cashier and 1 office girl were employed in positions for which employers stated they would hire new women employees at the age of 16 years; 6 women cashiers were employed in positions for which the employers stated they would hire new cashiers at the age of 17 years.

TABLE CVI

DISTRIBUTION OF JOBS HELD BY MEN EMPLOYEES IN MISCELLANEOUS POSITIONS
ACCORDING TO MINIMUM AGE REQUIREMENTS

Positions	Minimum Age Specified by Employers							Total
	16	17	18	20	21	25	Over 30	
Cashiers			1		7	5		13
Delivery Boys	6	1	14			1		22
Office Boys			1	2				3
Collectors			2	1		1	1	5
Messengers			1		1			2
Machine Operators								
Calculators			6	3				9
Ediphone			6					6
Mimeograph				1				1
Total	6	1	31	7	8	7	1	61
Per Cent of Total Employers	9.8	1.6	50.9	11.5	13.1	11.5	1.6	100.

This table should be read as follows: Eighteen years was the minimum age required for new men cashiers in one position held by a man cashier; 21 years was the minimum age for new employees in positions as stated by the employers for 7 cashier positions; and 25 years was the minimum age required in 5 instances by employers for men cashiers.

TABLE CVII

DISTRIBUTION OF JOBS HELD BY WOMEN EMPLOYEES IN MISCELLANEOUS POSITIONS
ACCORDING TO MINIMUM AGE REQUIREMENTS

Positions	Minimum Age Specified by Employers										Total
	16	17	18	19	20	21	22	23	25	30	
Cashiers	1	6	17	3	7	10		1	3	2	50
Receptionists			5	1							6
Switchboard Operators			14		3						17
Collectors			1								1
Office Girl	1			1							2
Machine Operators:											
I.B.M.			1			1	2				4
Posting			6			8					14
Adding					1						1
Calculator			5			1					6
Comptometer			4		1						5
Addressing			1								1
Total	2	6	54	5	12	20	2	1	3	2	107
Per Cent of Total Employees	1.8	5.7	50.5	4.8	11.2	18.7	1.8	.9	2.8	1.8	100.

This table should be read as follows: Sixteen years was the minimum age required for new women employees in 1 position held by a woman cashier; 17 years was the minimum age required for new employees in 6 positions held by women cashiers; 18 years was the minimum age required of new employees in positions held by 17 women cashiers; and 19 years was the minimum age required of new employees in positions held by 3 women cashiers.

Fifty-four women, or 50.5 per cent of the women employed in the miscellaneous positions, were employed in positions for which employers specified 18 years as the minimum employment age. These 54 women employees included 17 women cashiers, 5 receptionists, 17 switchboard operators, 1 collector, 1 IBM machine operator, 6 posting machine operators, 5 calculator operators, and 1 addressing machine operator. Five women were employed in positions for which employers specified 19 years as the minimum employment age.

Table CVII indicates the possibility of approximately 67 women obtaining employment in the miscellaneous positions after they had completed their high school education, or had reached their nineteenth birthday.

Forty women were employed in positions in which the employers specified minimum employment ages between 20 years and 30 years.

Experience Requirements for New Employees
in Miscellaneous Positions

In interpreting Table CVIII, it will be noted that each employer was counted as a separate employer in each instance for which he supplied data concerning the experience requirements for any of the types of occupations listed in the table. On this basis, Table CVIII shows that of the total of 80 instances for which employers expressed their experience requirements for positions listed, in 36 instances, or in 45 per cent of the instances, employers specified that experience was required of new employees in the miscellaneous positions. In 44 instances, or in 55 per cent of the instances, employers stated that experience was not required of new employees in the miscellaneous positions.

TABLE CVIII

EXPERIENCE REQUIREMENTS FOR NEW EMPLOYEES IN MISCELLANEOUS POSITIONS
AS SPECIFIED BY EMPLOYERS

Positions	Employers Requiring Experience		Employers Not Requiring Experience		Total
	Number	Per Cent	Number	Per Cent	
Cashiers	21	78.0	6	22.0	27
Collectors	4	80.0	1	20.0	5
Receptionists	2	40.0	3	60.0	5
Office Boys/Girls			5	100.0	5
Switchboard Operators	1	10.0	9	90.0	10
Messengers			2	100.0	2
Delivery Boys			11	100.0	11
Machine Operators:					
I.B.M.	3	75.0	1	25.0	4
Posting	2	100.0			2
Adding			1	100.0	1
Comptometer	2	100.0			2
Calculators	1	25.0	3	75.0	4
Addressing			1	100.0	1
Mimeograph			1	100.0	1
Total	36		44		80.
Per Cent of Total Employers		45.0		55.0	100.

This table should be read as follows: In 21 instances, or in 78 per cent of the instances in which employers hired cashiers, experience was required of new cashiers; and in 6 instances, or in 22 per cent of the instances in which employers hired cashiers, experience was not required of new cashiers.

In 21 instances, or in 78 per cent of the instances in which employers hired cashiers, employers stated that experience was required of new cashiers; while in 6 instances, or in 22 per cent of the 27 instances in which employers hired cashiers, employers specified experience was not required.

Experience Requirements Specified by Employers for New Men
Employees in Miscellaneous Positions

In Table CIX, it will be noted that each employer was counted as a separate employer in each instance for which he supplied data concerning the experience requirements for any of the types of positions listed. On this basis, Table CIX shows that in 6 instances, or in 21.4 per cent of the instances for which employers expressed experience requirements for employees in the miscellaneous positions, employers stated that experience was required of new employees. This number included 3 instances for cashiers, 2 instances for collectors, and one for calculator operators in which employers required experience.

In 22 instances, or in 78.6 per cent of the instances, employers did not require experience of new employees in the miscellaneous positions.

Experience Requirements for New Women Employees
in Miscellaneous Positions

In Table CX, it will be noted that each employer was counted as a separate employer for each instance he supplied data concerning the experience requirements for any of the types of positions listed. On this basis, Table CX shows that in 30 instances, or in 57.7 per cent of the instances in which employers hired employees in miscellaneous positions, the employers

TABLE CIX

EXPERIENCE REQUIREMENTS FOR NEW MEN EMPLOYEES IN MISCELLANEOUS POSITIONS
AS SPECIFIED BY EMPLOYERS

Positions	Employers Requiring Experience		Employers Not Requiring Experience		Total
	Number	Per Cent	Number	Per Cent	
Cashiers	3	60.	2	40	5
Collectors	2	66.7	1	33.3	3
Delivery Boys			11	100.	11
Office Boys			3	100.	3
Messengers			2	100.	2
Machine Operators:					
Calculator	1	33.3	2	66.7	3
Mimeograph			1	100.	1
Total	6		22		28
Per Cent of Total Employers		21.4		78.6	100.

This table should be read as follows: Of the 5 instances in which employers specified requirements for cashiers, in 3 instances, or in 60 per cent of the instances, employers required experience. In 2 instances, or in 40 per cent of the instances, employers did not require experience of new cashiers.

TABLE CX
EXPERIENCE REQUIREMENTS FOR NEW WOMEN EMPLOYEES IN MISCELLANEOUS POSITIONS
AS SPECIFIED BY EMPLOYERS

Positions	Employers Requiring Experience		Employers Not Requiring Experience		Total
	Number	Per Cent	Number	Per Cent	
Cashiers	18	81.8	4	18.2	22
Receptionists	2	40.	3	60.	5
Switchboard Operators	1	10.	9	90.	10
Collectors	2	100.			2
Office Girls			2	100.	2
Machine Operators:					
Adding			1	100.	1
I.B.M.	3	75.	1	25.	4
Addressing			1	100.	1
Calculator			1	100.	1
Comptometer	2	100.			2
Posting	2	100.			2
Total	30		22		52
Per Cent of Total Employers		57.7		42.3	100.

This table should be read as follows: In 18 instances, or in 81.8 per cent of the instances in which employers hired cashiers, experience was required of new cashiers; in 4 instances, or in 18.2 per cent of the instances, experience was not required of new cashiers.

required experience of the new women employees. In 22 instances, or in 42.3 per cent of the instances, employers did not require experience of new women employees.

It is interesting to note that experience was required in 81.8 per cent of the instances in which employers hired women cashiers. Experience was required in 100 per cent of the instances in which employers hired women collectors, comptometer operators, and posting machine operators.

In 90 per cent of the instances in which employers hired switchboard operators, employers did not require experience of new employees; while in 100 per cent of the instances in which employers hired office girls, adding machine operators, addressing machine operators, and calculator operators, employers did not require experience of new women employees.

Distribution of Miscellaneous Positions According to Minimum
Experience Requirements for New Employees

Table CXI shows that 162 positions were held by employees in the miscellaneous positions. This number included 83 positions for which experience was required of new employees, and 79 positions for which experience was not required of new employees.

Of the 63 positions for cashiers, in 47 positions new employees were required to have experience, while in 16 positions new employees were not required to have experience.

Experience was not required of new employees in positions of delivery boys, messengers, office boys and girls, adding machine operators, addressing machine operators, and mimeograph operators.

TABLE CXI

DISTRIBUTION OF MISCELLANEOUS POSITIONS ACCORDING TO MINIMUM
EXPERIENCE REQUIREMENTS FOR NEW EMPLOYEES

Positions	Jobs Experience Required		Jobs Experience Not Required		Total No.	Jobs Per Cent
	Number	Per Cent	Number	Per Cent		
Cashiers	47	74.6	16	25.4	63	100
Collectors	4	57.1	3	42.9	7	100
Delivery Boys			22	100.	22	100
Messengers			2	100.	2	100
Office Boys/Girls			5	100.	5	100
Receptionists	2	33.3	4	66.7	6	100
Switchboard Operators	3	17.6	14	82.4	17	100
Machine Operators:						
I.B.M.	4	100.			4	100
Posting	7	50.	7	50.	14	100
Adding			1	100.	1	100
Calculator	11	79.	3	21.	14	100
Comptometer	5	100.			5	100
Addressing			1	100.	1	100
Mimeograph			1	100.	1	100
Total	83		79		162	
Per Cent of Total Positions		51.2		48.8		100.

This table should be read as follows: Of the 63 positions held by cashiers, in 47, or 74.6 per cent of the positions, employers required experience of new cashiers; in 16 positions, or in 25.4 per cent of the positions, employers did not require experience of new cashiers.

Number of Employers Specifying Certain Minimum Education Requirements
for New Employees in Miscellaneous Positions

In interpreting Table CXII, it should be noted that each employer was counted as a separate employer in each instance in which he supplied data concerning minimum education requirements in any of the positions listed. On this basis, the data presented in Table CXII show that in 4 instances, employers stated they would employ delivery boys and office boys with a minimum of an eighth grade education. In 8 instances, or in 10 per cent of the instances, employers stated they would employ new employees with a minimum of a tenth grade education.

In 52 instances, or in 65 per cent of the instances, employers specified a minimum requirement of a high school education. This included 22 instances in which cashiers were hired, 4 for delivery boys, 3 for office boys and girls, 5 for receptionists, 9 for switchboard operators, 3 instances for calculator operators, and one instance for each of the following: messengers, collectors, IBM machine operators, posting machine operators, adding machine operators, and mimeograph operators.

Table CXII indicates that young men and women with a minimum of a high school education could meet the education requirements in 64 instances of the 80 instances for which employers specified minimum education requirements for new employees in the miscellaneous positions.

Distribution of Positions According to Minimum Education Requirements for New Men Employees in Miscellaneous Positions

Table CXIII shows the minimum education requirements for new men employees in the miscellaneous positions. Of the 55 positions held by men employees, 11 were employed in positions for which the employers

TABLE CXII

NUMBER OF EMPLOYERS SPECIFYING CERTAIN MINIMUM EDUCATION REQUIREMENTS
FOR NEW EMPLOYEES IN MISCELLANEOUS POSITIONS

Positions	Grades		High School				College			Business College	Total
	6	8	9	10	11	12	1	2	4		
Cashiers			1			22	1			3	27
Delivery Boys	3		4			4					11
Office Boys/Girls	1		1			3					5
Receptionists						5					5
Switchboard Operators			1			9					10
Messengers			1			1					2
Machine Operators:											
I.B.M.						1		2		1	4
Posting						1				1	2
Adding						1					1
Comptometer										2	2
Calculator						3				1	4
Addressing										1	1
Mimeograph						1					1
Collectors						1		2		2	5
Total		4		8		52	1	4		11	80
Per Cent of Total Employers		5.0		10.0		65.0	1.3	5.0		13.7	100.

This table should be read as follows: Of the 27 instances in which employers hired cashiers, in 1 instance that employer required a minimum of a tenth-grade education; in 22 instances, a high school education; in 1, a year of college training; and in 3, employers required a business college education of new cashiers.

TABLE CXIII

DISTRIBUTION OF POSITIONS ACCORDING TO MINIMUM EDUCATION REQUIREMENTS
FOR NEW MEN IN MISCELLANEOUS POSITIONS

Positions	Grade	High School		College			Business College	Total
	8	10	12	1	2	4		
Cashiers			9				4	13
Collectors			2		3			5
Delivery Boys	11	7	4					22
Office Boys			3					3
Messengers			2					2
Machine Operators:								
Calculator			9					9
Mimeograph			1					1
Total	11	7	30	3	4	4	4	55
Per Cent of Total Positions	20.0	12.7	54.5	5.5	7.3	7.3	7.3	100.0

This table should be read as follows: Of the 13 positions held by men cashiers; there was a minimum education requirement of a twelfth-grade education for 9 positions; and a business college education for 4 positions which were held by men employees.

stated they would hire new employees with a minimum of an eighth-grade education. Seven men were employed in positions for which employers stated they would hire new employees with a minimum of a tenth-grade education. These 18 positions were for delivery boys.

Thirty positions, or 54.5 per cent of the positions, were held by men for which the employers specified a minimum education of a high school education for new employees. This indicated that in 48 positions, or in 87.2 per cent of the positions held by men, high school graduates would be eligible for employment according to the minimum education requirements specified by employers.

Distribution of Positions According to Minimum Education
Requirements for New Women Employees in Miscellaneous Positions

Table CXIV shows that of the 107 positions held by women in the miscellaneous positions, one woman was employed as a switchboard operator, a position in which the employer had specified a minimum of an eighth-grade education. Ninety women, or 84.2 per cent of the women, were employed in positions for which the employers specified a minimum of a high school education. Fifteen, or 14 per cent, of the positions were held by women in positions for which the employers specified a business college education as a requirement.

Number and Percentage of Employees in Miscellaneous Positions
Performing Selected Duties

Table CXV shows that of the 162 employees in the miscellaneous positions, 76, or 46.9 per cent did some typing as part of their duties on the job; 47 employees, or 29 per cent of the employees, did filing as part of their duties;

TABLE CXIV

DISTRIBUTION OF POSITIONS ACCORDING TO MINIMUM EDUCATION REQUIREMENTS
FOR NEW WOMEN EMPLOYEES IN MISCELLANEOUS POSITIONS

Positions	Grade High School				College				Business College	Total
	6	7	8	9 10 11 12	1	2	3	4		
Cashiers				47	1				2	50
Collectors				1					1	2
Receptionists				6						6
Switchboard Operators 1				16						17
Office Girls				2						2
Machine Operators:										
Adding				1						1
I.B.M.				2					2	4
Addressing				1						1
Calculator				5						5
Comptometer									5	5
Posting				9					5	14
Total		1		90	1				15	107
Per Cent of Total Positions		.9		84.2	.9				14.0	100.

This table should be read as follows: Of the 50 positions held by women cashiers, 47 were positions in which the employers required a high school education; 1, a 2 year college education; and 2 positions required a business college education as a minimum.

TABLE CXV

NUMBER AND PERCENTAGE OF EMPLOYEES IN MISCELLANEOUS POSITIONS PERFORMING SELECTED DUTIES

Positions	Total Employees		Type		File		Apply Knowledge of Bookkeeping Principles & Practices		Sell	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Cashiers	63	100	21	24.	11	17.5	13	20.6	48	76.2
Receptionists	6	100	3	50.	5	83.3				
Switchboard Operators	17	100	4	24.	2	12.0				
Collectors	7	100	5	71.4					3	42.9
Delivery Boys	22	100							11	50.0
Office Boys/Girls	5	100	3	60.0	2	40.0				
Messengers	2	100								
Machine Operators:										
Adding	1	100	1	100.						
I.B.M.	4	100	4	100.	4	100.	3.	75.0		
Addressing	1	100	1	100.	1	100.				
Calculator	14	100	14	100.	9	64.2			3	21.4
Comptometer	5	100	5	100.			3	60.0		
Mimeograph	1	100	1	100.	1	100.				
Posting	14	100	14	100.	12	86.0	14	100.0		
Total	162		76		47		33		65	
Per Cent of Total Positions		100		46.9		29.0		20.4		40.1

This table should be read as follows: Twenty-one of the 63 cashiers, or 24 per cent, had typing duties; 11, or 17.5 per cent of cashiers had filing duties; 13, or 20.6 per cent, had to apply a knowledge of bookkeeping principles and practices; and 48, or 76.2 per cent, did some selling as a part of the duties of their jobs.

33 employees, or 20.4 per cent of the employees did some bookkeeping; and 65, or 40.1 per cent of the employees did some selling as part of their duties on the job.

Table CXV shows the number and percentage of employees in each of the different types of occupations, who did some of the selected duties as part of the duties of their position.

Number and Percentage of Employees Operating Machines in
Miscellaneous Positions

Table CXVI shows, to some extent, the importance of employees in the miscellaneous occupations learning how to operate the various business machines listed. Of the 63 cashiers, 24, or 38 per cent, operated the adding machines as part of their job; 39 cashiers, or 62 per cent of the cashiers, operated calculators; and 51, or 81 per cent operated cash registers as part of their jobs.

Of the 14 posting machine operators, 9 operators, or 64.2 per cent of the operators used adding machines; 12 operators, or 86 per cent of the operators, used calculators; 14 operators, or 100 per cent, used bookkeeping machines; and 3 operators, or 21.4 per cent of the posting machine operators, used cash registers.

TABLE CXVI

NUMBER AND PERCENTAGE OF EMPLOYEES OPERATING MACHINES IN THE MISCELLANEOUS POSITIONS

Positions	Total Employees		Adding Machine		Calculator		Comptometer		Bookkeeping Machine		Cash Register	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Cashiers	63	100	24	38.0	39	62.0					51	81.0
Receptionists	6	100	2	33.3								
Switchboard Opera.	17	100	1	5.8								
Collectors	7	100	2	29.0	3	42.8						
Delivery Boys	22	100										
Office Boys/Girls	5	100	3	60.0								
Messengers	2	100										
Machine Operators:												
Adding	1	100	1	100.0								
I.B.M.	4	100	3	75.0	2	50.0			1	25.0		
Addressing	1	100										
Calculator	14	100	8	57.1	14	100.0						
Comptometer	5	100	1	20.0	2	40.0	5	100.0	2	40.0		
Mimeograph	1	100	1	100.0								
Posting	14	100	9	64.2	12	86.0			14	100.0	3	21.4
Total	162		55		72		5		17		54	
Per Cent of Total Employees			34.0		44.4		3.1		10.5		33.3	

This table should be read as follows: Twenty-four, or 38 per cent of the 63 cashiers, operated adding machines; 39, or 62 per cent, used calculators; and 51, or 81 per cent of the cashiers used cash registers.

CHAPTER VIII

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

It is the purpose of this study to determine what business occupational opportunities there were in Enid, and what standards were required by the Enid Business Firms for the graduates of the schools in Enid and in the surrounding communities. This study represents an endeavor to secure information that may be of value in the guidance programs of the schools in Enid and in the surrounding towns.

The data for this study were collected by means of the interview schedule during personal interviews with personnel managers, the supervisors of the offices, or the owners of the business firms of the selected stores and offices in Enid.

Of the 137 business firms on the original list, 36 firms were eliminated because of some duplication in the listing of firms in the city directory; firms employed no employees other than members of their own immediate family; firms had moved; firms had gone out of business since the directory was printed; and some firms were found to be operated by negroes, which firms were not included in the study.

The findings of the study are summarized in the following statements.

General Findings

1. The 101 business firms surveyed in this study employed 563 men and 738 women, making a total of 1,301 full-time employees

included in the study. The 101 firms also employed 14 men and 68 women part-time employees, making a total of 82 part-time employees.

2. Of the 101 firms included in this study, 19 firms, or 18.8 per cent of the firms, had only one employee. The largest firm included in the study employed 207 employees.

3. The greatest number of employees included in this study in any one type of position was the 440 retail salesmen. Of this number, 147 were employed in department stores. The second largest group of employees included 145 bookkeepers. The third ranking group, according to number of employees, included the general clerical positions, in which classification there were 98 employees.

4. Of the 437 instances in which employers stated a preference for men and women employees, men were preferred in 117 instances, or in 26.8 per cent, of the total number of expressed preferences. Women were preferred in 213 instances, or in 48.7 per cent of the instances; and no preference was stated in 107 instances, or in 24.5 per cent of the instances in which sex preferences were expressed by employers.

5. During the 12-month period prior to August, 1949, 117 men and 330 women were newly employed. Sixty-nine men and 238 women were dropped from the payroll, a gain in employment of 28 men and 92 women, or a total gain in employment of 140 full-time employees in the 101 firms included in this study.

6. During the 12-month period, 447 employees were hired and 307 were dropped from the payroll, making a turnover of 302 employees, or a 24.5 per cent turnover based on the average number of 234 employees employed by the 101 firms included in this study.

7. The greatest turnover in any one type of position was a turnover of 172 retail salesmen, amounting to 41.6 per cent of the average number of retail salesmen. The next largest turnover was in bookkeeping positions, in which there was a turnover of 30 bookkeepers, or a turnover of 22.2 per cent of the average number of bookkeepers. The third highest turnover was in the secretarial positions, in which there was turnover of 16, or a turnover rate of 24.6 per cent.

8. There was a turnover of 66 men, or a 12 per cent turnover based on an average of 549 men employed by the 101 firms included in this study. The largest turnover of men employees was in the retail selling positions, in which classification there was a turnover of 43 men, or a turnover of 21.7 per cent.

9. There was a turnover of 233 women, or a 33.3 per cent turnover, based on an average employment of 699 women in the 101 firms. The largest turnover for women was in the retail selling positions, in which there was a turnover of 129 women, or a turnover rate of 60.2 per cent.

10. Of the 164 instances in which employers expressed a minimum-age preference for men employees, in 6 instances, or in 3.7 per cent of the instances, employers specified 16 years as the minimum employment age. In 62 instances, or in 37.8 per cent of the instances, employers specified 18 years as the minimum employment age for men employees. In 29 instances, or in 17.7 per cent of the instances, employers specified a minimum age of 21 years.

11. Of the 285 instances in which employers expressed a minimum employment age for women, in 6 instances, or in 2.1 per cent of the instances, employers stated they would hire women at the age of 16 years. In 140 instances, or in 49.1 per cent of the total responses, employers stated that 18 years of age was the minimum age at which they would hire women. In 53 cases, or in 18.6 per cent of the instances, employers stated that 20 years was the minimum age at which they would hire women.

12. Of the 563 men employees, 10 men, or 2 per cent of the men, were employed in positions in which employers stated that 16 years was the minimum age at which they would hire men. Two hundred sixty-three men, or 46.7 per cent of the men employees included in the study, were employed in positions for which the employer specified a minimum employment age of 18 years. Four hundred thirty-men, or 76.4 per cent of the 563 men employees, were employed in positions for which the employer specified a minimum age of 16 to 21 years, inclusive.

13. Sixty-three per cent of the women, or 467 women, were employed in positions for which the employer specified a minimum employment age of 18 years. Of this number, 154 were employed in retail sales positions. Twenty-five, or 3.3 per cent of the women held positions for which the employer stated he would hire women at the age of 16 years. One hundred forty women, or 19 per cent of the women employed, were employed in positions for which the employer specified a minimum age of 20 years.

14. Seven hundred fifty-six men and women, or 58.1 per cent of the men and women, were employed in positions for which the employers stated that experience was not required of new employees; 545 men and women employees, or 41.9 per cent of the men and women, were employed in positions for which employers stated that experience was required of new employees.

15. Of the 164 instances for which employers expressed experience requirements for men, in 98 instances, or in 59.8 per cent of the instances, employers specified that experience was required of new men employees; while in 66 instances, or in 40.2 per cent of the instances, employers did not require experience of new men employees.

16. Of the 273 instances in which employers expressed experience requirements for women, in 128 cases, or in 46.9 per cent of the instances, employers required experience of new women employees; while in 145 instances, or in 53.1 per cent of the cases, the employers did not require experience of new women employees.

17. It was found that in only 11 instances would employers hire employees that had an eighth-grade education or less. In 24 instances, or in 5.5 per cent of the responses, employers stated they would not hire new employees unless they had a minimum of a tenth-grade education. In 222 cases, or in 50.8 per cent of the instances, employers stated that a new employee must have at least a high school education. In 10 instances, or in 2.2 per cent of the instances, employers specified that new employees must have at least one year of college. In 14 instances, or in 3.2 per cent of the instances, employers specified that new employees must be college graduates. In 116 cases,

or in 27 per cent of the instances, employers required a minimum of a business college education.

18. Of the 563 men employees, 16, or 2.8 per cent of the men employees were in positions for which employers stated that a sixth-grade education was the minimum education at which they would hire men. A total of 339 men, or 60.2 per cent of the men employees, were in positions for which a new employee was required to be a high school graduate. Fifty-nine men employees, or 10.4 per cent of the men employees were in positions which required at least 2 years of college training; 18 men employees, or 3.2 per cent of the men employees held positions which required a college degree of new employees. Sixty-six men employees, or 12 per cent of the men employees, were in positions in which a new employee was required to have a business college education.

19. Of the 738 women employees, 498 women, or 67.5 per cent of the total women employees were required to be high school graduates. Thirty-three women, or 4.4 per cent of the women, held positions for which they were required to have a minimum of an eighth-grade education; while only 9 women, or 1.2 per cent of the women, held positions for which the minimum education required was a sixth-grade education.

20. Of the 1,301 full-time employees included in this study, 706 employees, or 54.2 per cent of the employees, typed as part of their duties; 472 employees, or 37.1 per cent of the employees, did filing; 122 employees, or 9.4 per cent of the employees, took dictation and transcribed their shorthand notes; 420 employees, or 32.3 per cent of the employees, did some bookkeeping; and 695 employees,

or 53.4 per cent of the employees did selling as part of their duties on their jobs. It is interesting to note that over 50 per cent of the employees included in this study either did some typing or some selling as part of the duties of their job.

21. Of the 1,301 full-time employees included in this study, 636 employees, or 48.8 per cent of the employees, used adding machines; 531 employees, or 40.8 per cent of the employees, used calculators; 357 employees, or 27.4 per cent of the employees, used the cash registers; and only 5 of the employees used the comptometer.

Findings Pertaining to Record Keepers

1. One hundred eighty-eight full-time record keepers and 9 part-time record keepers, making a total of 197 record keepers, are included in this study. Of this number, 21 men and 2 women were employed as full-time accountants; 49 men and 96 women were employed as full-time bookkeepers; and 7 men and 13 women were employed as full-time ledger clerks.

2. In 23 instances, or in 22.5 per cent of the instances for which employers expressed preferences for record keepers, men were preferred. Women were preferred in 40 instances, or in 39.3 per cent of the instances. No preference was stated in 39 instances, or in 38.2 per cent of the instances for which employers expressed a preference for new employees.

3. During the 12-month period prior to August, 1949, 57 new record keepers were employed; of this number, 18 were men and 39 were women. Five men and 28 women, or a total of 33 record keepers, were separated from their jobs. This resulted in a gain of 24 record

keepers, which included 3 accountants, 20 bookkeepers, and 1 ledger clerk.

4. An average of 176 record keepers were employed by the 101 firms. Fifty-seven record keepers were newly employed and 33 were dropped from the payroll, making a turnover of 33 record keepers, or a 19 per cent turnover of the average number of record keepers during the 12-month period.

5. The rate of turnover for men record keepers was 7 per cent. There was a 5 per cent turnover of men accountants, an 8.8 per cent turnover of men bookkeepers, and no turnover of men ledger clerks.

6. There was a 26.4 per cent turnover among all groups of women record keepers. The rates within groups included a 50 per cent turnover of women accountants; a 29 per cent turnover of women bookkeepers; and a 7.7 per cent turnover of women ledger clerks.

7. Eighteen was the minimum age at which men record keepers would be hired by the firms included in this study. In 5 instances, employers specified 20 years as the minimum age they would employ record keepers. In 11 instances, or in 28.2 per cent of the instances, employers required 21 years as the minimum age for employment.

8. The two employers who hired women accountants specified that new women accountants must be at least 25 years of age. In 22 instances, employers indicated they would employ women bookkeepers and ledger clerks at the age of 18 years. In 39 instances, or in 62 per cent of the instances, employers specified 20 years as the minimum employment age for women record keepers.

9. Thirteen record keepers were employed in positions for which employers specified a minimum age of 18 years; 28 record keepers were employed in positions for which there was a minimum employment age of 20 years; while 17 record keepers were employed by employers who indicated 21 years as the minimum age for record keepers.

10. Of the 111 women record keepers, 55 were employed in positions for which there was a minimum employment age of 18 years; 53 women were employed in positions for which there was a minimum employment age of 20 years.

11. In 71 instances, or in 69.6 per cent of the instances, employers required experience of new record keepers; while in 31 instances, or in 30.4 per cent of the instances, employers did not require experience.

12. Thirteen accountants, or 57 per cent of the accountants, held positions for which experience was required; 64 bookkeepers, or 44.1 per cent of the bookkeepers held positions, for which experience was required; and 11 ledger clerks, or 55 per cent of the ledger clerks, held positions for which experience was required, making a total of 88 record keepers, or 46.8 per cent of the total record keepers employed in positions for which employers required experience of new record keepers.

13. Of the 39 instances in which employers expressed experience requirements for men record keepers; in 32 instances, or in 82 per cent of the instances, experience was required of new men record keepers; and in 7 instances, or in 18 per cent of the instances, experience was not required.

14. Of the 63 instances in which employers hired women record keepers, in 39 instances, or in 62 per cent of the instances, the employers required experience; and in 24 instances, or in 38 per cent of the instances, experience was not required of new employees.

15. In 25 instances, a high school education was stated as the minimum education requirement for bookkeepers and in 5 instances for ledger clerks. In 15 instances, employers required a minimum of 2 years of college training for record keepers. In 42 instances, a business college education was required.

16. Two men accountants were employed in positions which required new accountants to have a minimum of 2 years of college training; 8 accountants were employed in positions requiring 4 years of college training. Only 9.1 per cent of the record keepers were employed in positions for which employers required a minimum of a high school education of new employees.

17. Forty-two women record keepers, or 37.8 per cent of the women record keepers, were employed in positions which had a requirement of a high school education; 21 bookkeepers, or 19 per cent of the women record keepers were employed in positions for which there was a minimum requirement of 2 years of college training.

18. One hundred sixty-seven record keepers, or 88.8 per cent of the record keepers did typing; 122 record keepers, or 64.9 per cent of the record keepers did filing; and 36 record keepers, or 19.1 per cent of record keepers did some selling as a part of their jobs.

19. Of the 188 record keepers, 177 record keepers, or 94.1 per cent of the record keepers used adding machines; 188, or 100 per cent used calculators; 69 used cash registers; 64 used bookkeeping machines; 59 used check writers; and 26 record keepers used the addressing machines.

Findings Pertaining to Secretarial Employees

1. One hundred sixty-seven secretarial employees of the 101 firms were included in this study. Of this number 9 were men and 157 were women full-time employees. One woman was employed as a part-time secretary.

2. Men were not preferred by any of the employers who expressed preference for secretarial employees. Women were preferred in 65 instances, or in 86.7 per cent of the instances. No preference was stated in 10 instances, or in 13.3 per cent of the instances.

3. Sixty-two new secretarial employees were newly employed and 38 were separated from employment resulting in a gain in employment of 24 secretarial employees. Of this gain, 5 were women secretaries, 9 were women stenographers, 1 was an Ediphone operator, and 2 men and 7 women were typists.

4. Sixty-two secretarial employees were newly employed and 38 were dropped from the payroll, resulting in a 24.2 per cent turnover of the secretarial employees during the 12-month period of this study.

5. There was a turnover of 50 per cent of men typists.

6. There was a turnover of 37 women secretarial employees, or a turnover of 25 per cent of the 148 women secretarial employees.

7. There were 2 instances for which employers specified 18 years as the minimum employment age for men typists.

8. Seventeen years was the minimum age at which secretaries and stenographers were employed in 2 instances. In 31 instances, 18 years was specified as the minimum employment age; in 21 instances, 20 years; and 16 instances, 21 years was specified as the minimum employment age for secretarial employees.

9. One woman secretary was employed in a position for which the minimum age was 17 years; 101 women secretarial employees were employed in positions for which there was a minimum age of 18 years; 5 women secretaries were employed where there was a minimum age of 19 years; while 29 women secretaries were employed where there was a 20 year minimum age.

10. In 38 instances, or in 50.7 per cent of the instances, employers required experience of new secretarial employees; while in 37 instances, or in 49.3 per cent of the instances, the employers did not require experience.

11. Eighty-one employees, or 49 per cent of the employees who held secretarial positions, were employed in positions which required experience of new employees. Eighty-five employees, or 51 per cent of the secretarial employees held positions in which experience was not required of new secretarial employees.

12. In one instance, or in 100 per cent of the instances in which employers hired Ediphone operators, experience was required; in 2 instances, or in 100 per cent of the instances in which employers hired men typists, employers did not require experience of new men typists.

13. In 37 instances, or in 51.4 per cent of the instances, employers required experience of new women secretarial employees; while in 35 instances, or in 48.6 per cent of the total instances in which employers hired secretarial employees, employers did not require experience.

14. In 33 instances in which employers hired secretarial employees, the employers stated that a high school education was a minimum education requirement; in 3 instances, one year of college training was required.

15. Three men typists were employed in positions for which a minimum of a high school education was required.

16. Sixty-one secretarial employees, or 38.9 per cent of the women secretaries were employed in positions in which a minimum of a high school education was required; 94 women, or 59.9 per cent of the women secretarial employees, were employed in positions for which a minimum of a business college education was required.

17. The duty of typing was highest on the list of duties performed by all, or 100 per cent of the secretarial employees; 158, or 95.2 per cent of the secretarial employees did filing; 107, or 64.5 per cent of the secretarial employees took dictation and transcribed shorthand notes; 87, or 52.4 per cent did some bookkeeping.

18. Sixty-three, or 38 per cent of the secretarial employees used adding machines; 93, or 56 per cent used calculators; 8, or 4.8 per cent used cash registers; 24, or 14.5 per cent used check writers; 31, or 18.7 per cent used the mimeographs; 12, or 7.8 per cent used liquid process duplicating machines; 40, or 24.1 per cent used Ediphones or dictaphones; and 20 secretarial employees, or 12 per cent of the secretarial employees used the addressing machines.

Findings Relating to Clerical Employees

1. Two hundred twenty-six full-time clerical employees and 8 part-time clerical employees, making a total of 234 clerical employees employed by the 101 firms in Enid, were included in this study. Of this number, 105 were men and 121 were women full-time clerical employees.

2. Men were preferred in 30 instances, or in 31.6 per cent of the instances, in which employers stated a preference for clerical employees. Women were preferred in 47 instances, or in 49.5 per cent of the instances; no preference was stated in 18 instances, or in 18.9 per cent of the instances for which employers stated a preference for clerks.

3. Forty-four new clerical employees were employed and 26 were separated from employment, resulting in a gain of 18 clerical employees, which included 10 men and 8 women.

4. There was an average of 218 clerical employees employed in the 101 firms considered in this study. Forty-four clerical employees were newly employed and 26 were dropped from employment, resulting in a turnover of 22 clerical employees, or a 10.1 per cent turnover of the clerical employees during the 12-month period of this study.

5. Sixteen men were newly employed and 6 men were separated from employment. Since an average of 103 men clerks were employed, a 4.9 per cent turnover of men clerical employees during the 12-month period is determined.

6. There was a turnover of 14 women clerical employees, or a turnover of 11.8 per cent of the average number of 118 women clerical employees employed by the 101 firms included in the study.

7. In 18 instances, employers specified a minimum employment age of 18 years for men clerical employees; in 6 instances employers specified 20 years as the minimum age; and 12 instances employers specified 21 years as the minimum employment age for clerical employees.

8. In 37 instances employers specified 18 years as the minimum employment age for women clerical employees; in 5 instances, 19 years; and in 8 instances, employers specified 21 years as the minimum employment age for women clerks.

9. Seventy men clerical employees were employed in positions for which employers stated a minimum age of 18 years; 18, where there was a minimum age of 20 years; and 7 men were employed where there was a minimum employment age of 21 years for men clerical employees.

10. Of the 125 employees who held positions as clerical employees, 99 women were employed in positions for which employers specified a minimum employment age of 18 years for new employees; 4 women, where there was a minimum age of 19 years.

11. In 71 instances, or in 74.7 per cent of the instances, employers specified experience was not required of new clerical employees; in 24 instances, or in 25.3 per cent of the instances employers specified that experience was required of new clerical employees.

12. In 13 instances, or in 36.1 per cent of the instances for which employers made statements as to experience, employers required experience of new men clerical employees; and in 23 instances, or in 63.9 per cent of the instances, employers did not require experience.

13. In 11 instances, or in 18.6 per cent of the instances, employers required experience of new women clerical employees; and in 48 instances,

or in 81.4 per cent of the instances, employers did not require experience of new women clerical employees.

14. Of a total of 226 clerical employees, 32 employees, or 14.2 per cent of the employees were employed in clerical positions for which employers specified that experience was required of new clerical employees; and 194 employees, or 85.8 per cent of the employees, held positions for which employers stated that experience was not required of new clerks.

15. In 3 instances, employers stated they would hire stock clerks who had an eighth-grade education. In 52 instances, or in 54.7 per cent of the total instances, employers specified a minimum education requirement of a high school education; while in 1 instance, an employer required one year of college; in 2 instances, employers required 2 years of college; and in 27 instances, employers specified a minimum education of a business college education.

16. Of the 105 men employees in clerical positions, 3 men, or 3 per cent of the men held jobs in which a minimum of an eighth-grade education was specified; 37 men, in which a minimum of a tenth-grade education was required; 49 men in which a minimum of a high school education was required; and 16 men were employed in positions in which a business college education was required.

17. Of the 226 clerical employees included in this study, 194, or 85.8 per cent did some typing; 105, or 46.5 per cent did some filing.

18. Of the 226 clerical employees, 116 employees, or 51.3 per cent used the adding machines; 101, or 44.7 per cent used calculators; 26, or 12 per cent used cash registers; 6, or 2.7 per cent used check writing machines; 16, or 7.1 per cent used mimeographs; and 24, or 10.6 per cent used the liquid process duplicating machines.

Findings Relating to Sales Employees

1. Of the 559 full-time sales employees, 317 were men and 242 were women employees. A total of 57 part-time sales employees were also included in the study.

2. In 43 instances, or in 50.5 per cent of the instances, in which employers stated a preference for sales employees, men were preferred; in 19 instances, or in 22.4 per cent of the instances, women were preferred; and in 23 instances, or in 27.1 per cent of the instances, no preference was stated in which employers stated a preference for sales employees.

3. Of the 233 sales employees newly employed during the 12-month period of the study, 65 were men and 168 were women sales employees. Forty-six men and 129 women, or a total of 175 sales employees, were separated from employment, making a gain in employment of 19 men and 39 women, or a total gain in employment of 58 sales employees.

4. An average of 531 sales employees were employed by the 101 firms included in the study, during the 12-month period of this study. A total of 233 sales employees were newly employed and 175 sales employees were separated, resulting in a turnover of 175 employees, or a turnover of 33 per cent of the average of 531 sales employees.

5. During the year, there was an average of 307 men sales employees employed by the firms included in the study. Since 65 men were newly employed and 46 men were separated from employment, a turnover of 14.9 per cent of the men sales employees is indicated.

6. During the year, there was an average of 223 women sales employees. Since there was a turnover of 130 women sales employees, a turnover of 57.8 per cent of the average number of women sales employees is shown.

7. In one instance an employer stated he would employ men retail salesmen at the age of 16 years; one employer stated 17 years as the minimum age. In 19 instances, employers specified a minimum employment age of 18 years; in 3 instances, 20 years; in 7 instances, 21 years; in 1 instance, 22 years; in 1 instance, 23 years; in 8 instances, 25 years; and in 14 instances, employers specified 30 years as the minimum employment age for men retail salesmen.

8. In 5 instances, employers stated that they would employ women retail sales employees at the age of 16 years; in 12 instances, at 18 years; in 2 instances, at 20 years; in 2 instances, at 21 years; and in 6 instances, employers specified 23 years as the minimum employment age for sales employees.

9. The employers, who stated that they would hire men sales employees at the age of 16 years, hired 4 ~~men sales~~ employees; employers who specified 17 years employed 5 retail salesmen; while employers who specified 18 years, employed 13 wholesale salesmen and 135 men retail salesmen. Employers who specified 21 years as the minimum age employed 94 men sales employees.

10. Twenty-three women retail sales employees were employed in positions for which employers stated a minimum age of 16 years; 132 women were employed in positions for which there was an 18-year minimum age; 69 women were employed where there was a 20-year age minimum; and 18 women where there was a 21-year age minimum.

11. In 57 instances, or in 67.1 per cent of the instances, employers specified experience was required of new sales employees, in 28 instances, or in 32.9 per cent of the instances, employers specified that experience was not required of new sales employees.

12. In 46 instances, or in 79.3 per cent of the instances, employers required experience of new sales employees; and in 12 instances, or in 20.7 per cent of the instances, employers did not require experience of new sales employees.

13. In 11 instances, or in 40.7 per cent of the instances, employers required experience of new women sales employees; and in 16 instances, or in 59.3 per cent of the instances, employers did not require experience of new women sales employees.

14. Of a total of 559 sales employees, 261, or 46.7 per cent, held positions for which experience was required of new sales employees; while 298 employees, or 53.3 per cent of the employees, held positions for which experience was not required of new sales employees.

15. In one instances, an employer stated he would hire retail salesmen with a minimum of a sixth-grade education; in 2 instances, with a minimum of an eighth-grade education; and in 8 instances, with a minimum of a tenth-grade education. In 54 instances, or in 63.4 per cent of the instances, employers specified a high school education as a minimum education requirement of sales employees.

16. Of the 317 men sales employees, 16 men retail salesmen, or 5.1 per cent of the men sales employees, held jobs for which their employers stated that a sixth-grade education was the minimum

education required. Two hundred fifty men sales employees, or 78.8 per cent of the men sales employees, were employed in positions for which there was a minimum of a high school education.

17. Of the 242 women sales employees, 9 women, or 3.7 per cent of the women sales employees, were employed in positions which had a sixth-grade education as a minimum requirement; 197 women employees, or 81.4 per cent of the women sales employees, were employed where there was a minimum of a high school education. Only 4 women were employed in positions for which the employers required 2 years of college training.

18. Of the 559 sales employees included in the study, 103, or 18.4 per cent, did some typing as part of their duties on their jobs; 43, or 7.7 per cent did some filing; 29, or 5.1 per cent did some bookkeeping; and 540, or 96.6 per cent did some selling.

19. Of the 559 sales employees, 225, or 40.3 per cent used adding machines; 100, or 17.8 per cent used the calculators; 200 sales employees, or 35.7 per cent used the cash registers.

Findings Relating to Miscellaneous Employees

1. There were 55 men full-time employees and 107 women full-time employees, or a total of 162 full-time employees employed in the miscellaneous positions. Of this number, there were 63 cashiers, 6 receptionists, 17 switchboard operators, 7 collectors, 5 office boys and girls, 22 delivery boys, 1 adding machine operator, 4 IBM machine operators, 1 addressing machine operator, 14 calculator operators, 5 comptometer operators, 1 mimeograph operator, 14 posting machine operators, and 2 messengers.

2. Men were preferred in 21 instances, or in 26.3 per cent of the instances, in which employers expressed sex preferences for employees in the miscellaneous positions; while in 42 instances, or in 52.5 per cent of the instances, employers preferred women employees for the positions. In 17 instances, or in 21.2 per cent of the instances, in which employers stated a preference for employees for the miscellaneous positions, employers stated no preference.

3. Fifty-one employees were newly employed in the miscellaneous positions and 35 employees were separated from their employment, making a gain in employment of 16 employees.

4. Since an average of 152 employees were employed in the miscellaneous positions, and since 51 were newly employed and 34 were separated from employment, a turnover of 34 people, or a 22.4 per cent turnover is indicated.

5. Fifteen men were newly employed and 10 men were separated from employment. Since an average of 58 men were employed, with a turnover of 9 men employees, a rate of 16 per cent turnover of the men employees in the miscellaneous positions is indicated.

6. There was a turnover of 24 women employees, or a turnover of 23.3 per cent of the average number of women employed in the miscellaneous positions during the period of this study.

7. Of a total of 28 instances in which employers specified a minimum employment age for men employed in the miscellaneous positions, in 5 instances, or in 17.9 per cent of the instances, the employers stated that they would hire new office boys and delivery boys at the age of 16 years. In 1 instance, an employer stated 17 years as the

minimum employment age; in 12 instances, or in 42.8 per cent of the instances, employers specified 18 years as the minimum age; in 5 instances, 20 years as the minimum age; and in 3 instances, 21 years was specified as the minimum employment age.

8. In one instance an employer stated he would hire an office girl at the minimum age of 16 years. In 2 instances, employers specified 17 years; in 31 instances, or in 59.6 per cent of the instances, employers specified 18 years as the minimum employment age for women employees in the miscellaneous positions.

9. Thirty-one employees were employed in positions for which the employers specified 18 years as the minimum employment age for new men employees.

10. Two women were employed in positions as a cashier and an office girl, for which their employers stated that they would hire employees at the age of 16 years. Six women cashiers were employed in positions which had a 17-year minimum age requirement; 54 women, or 50.5 per cent of the women employed in miscellaneous positions, were employed in positions for which employers specified 18 years as the minimum age.

11. In 36 instances, or in 45 per cent of the instances, employers specified that experience was required of new employees in the miscellaneous positions; while in 44 instances, or in 55 per cent of the instances, employers stated that experience was not required.

12. In 6 instances, or in 21.4 per cent of the instances, employers required experience of new men employees; while in 22 instances, or in 78.6 per cent of the instances, employers did not require experience

of new men employees in the miscellaneous positions.

13. In 30 instances, or in 57.7 per cent of the instances, experience was required of new women employees; and in 22 instances, or in 42.3 per cent of the instances, employers did not require experience of new women employees in the miscellaneous positions.

14. Eighty-three employees held miscellaneous positions for which experience was required of new employees and 79 employees held miscellaneous positions in which experience was not required of new employees in the miscellaneous positions. The 79 employees included 16, or 25.4 per cent of the cashiers; 3, or 42.9 per cent of the collectors; 22, or 100 per cent of the delivery boys; 2, or 100 per cent of the messengers; 5, or 100 per cent of the office boys and girls; 4, or 66.7 per cent of the receptionists; 14, or 82.4 per cent of the switchboard operators; 7, or 50 per cent of the posting machine operators; 3, or 21 per cent of the calculator operators; and 1 each, or 100 per cent each for adding machine, addressing machine, and mimeograph operators.

15. In 4 instances, employers stated they would employ delivery boys and office boys with a minimum of an eighth-grade education. In 8 instances, or in 10 per cent of the instances, employers stated a minimum education requirement of a tenth-grade education; in 52 instances, or in 65 per cent of the instances, employers specified a minimum requirement of a high school education for employees in the miscellaneous positions.

16. Eleven men employees held positions for which employers stated a minimum requirement of an eighth-grade education; 7 men

were employed in positions for which there was a tenth-grade education. These 18 employees were delivery boys. Thirty employees in miscellaneous positions, or 54.5 per cent of the men employees, held positions for which employers specified a minimum education of a high school education for new employees.

17. One woman was employed as a switchboard operator, where there was a minimum of an eighth-grade education as a requirement; 90 women, or 84.2 per cent of the women employed in miscellaneous positions were employed where there was a minimum of a high school education required for new employees; while 15 women, or 14 per cent of the women were employed in positions for which the employer specified a business college education as a requirement.

18. Of the 162 employees in the miscellaneous occupations, 76, or 46.9 per cent, did some typing as a part of their duties; 47 employees, or 29 per cent, did filing; 33 employees, or 20.4 per cent, did some bookkeeping; and 65, or 40.1 per cent of the employees did some selling as part of their duties on the job.

19. Fifty-five, or 34 per cent of the employees in miscellaneous positions used the adding machines; 72 employees, or 44.4 per cent used the calculators; 5 employees, or 3.1 per cent used the comptometers; 17 employees, or 10.5 per cent of the employees used bookkeeping machines; while 3 employees, or 1.9 per cent of the employees used cash registers as part of their work on their jobs.

Conclusions

The data included in this study tend to show the conditions and requirements that must be met by young men and women, in order that they may obtain employment in the firms in Enid. Although the data were collected for this study in August, 1949, it seems reasonable to suppose that the requirements for employment, in the majority of the instances in which employment will be sought will remain the same for the next several years. If this assumption is valid, guidance workers would be justified in using the findings of this study as a basis for curriculum planning, and guidance and placement of students.

Specifically, it is suggested that the advisers in the schools in Enid and surrounding towns keep in mind the total number of young men and women employed by the 101 firms in each of the different types of occupations listed in this study, as well as, the annual opportunities for employment in the different occupational fields.

Since twice as many women bookkeepers were employed by the 101 firms as were men bookkeepers high school and college girls should be advised to prepare themselves for employment as bookkeepers.

Since 86.3 per cent of the secretaries perform bookkeeping duties, these facts suggest that secretarial students include bookkeeping and accounting in their training schedule while in school.

Approximately one-half of the total employees included in the study were employed in selling positions; therefore, it seems apparent that there are greater employment opportunities in the selling field for both men and women than in any other single type of occupation considered in this study. This fact also suggests the need for an expansion of training programs in high schools and colleges for selling occupations.

Women were preferred in 48.7 per cent of the instances for which employers stated a preference for men and women employees; men were preferred in 26.8 per cent of the instances; and no preference was stated in 24.5 per cent of the instances for which employers stated a preference. Data in this study show that 43.3 per cent of the full-time employees were men and 56.7 per cent of the full-time employees were women employed by the 101 firms included in the study. This would indicate the opportunities were somewhat greater for women obtaining employment than for men considering the firms included in this study.

There was a turnover of 4.6 per cent of the retail salesmen; in many instances the minimum employment age in these positions was not over 18 years; and experience was not required in nearly all of the selling positions. A consideration of these facts indicate that young men and women just out of high school would have an opportunity of obtaining employment as retail salesmen.

Sixty-three per cent of the women and 46.7 per cent of the men were employed in positions for which employers specified a minimum employment age of 18 years. This indicates a possibility of high school graduates obtaining employment soon after completing their high school education. It also suggests the need for revising the curricula of high schools to provide experiences which will assist large numbers of high school students in preparing for available jobs in the community.

In over one half of the positions held by employees, employers did not require experience of new employees. This should be an

encouragement to graduates of the Enid schools and schools of the surrounding towns.

A majority of the employees performed duties, such as typing, or selling, or filing, in addition to their other duties; this fact suggests the desirability of advising students who wish to obtain employment in stores and office positions in Enid to develop a group of related skills appropriate to the job combinations required.

Recommendations

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

1. In view of the fact that since over one-third of the employees included in the study were employed in selling positions, it is recommended that more emphasis be placed in the schools on the selling or salesmanship courses.
2. It is recommended that students planning to gain employment in Enid learn to operate the typewriter, adding machines, calculators, cash registers, and other office machines available to them in the schools.
3. It is recommended that students planning to obtain employment in the secretarial positions learn some bookkeeping skills, since over one-half of the secretarial employees did some bookkeeping as part of their duties.

BIBLIOGRAPHY

Books

Good, Carter V., Barr, A. S., and Scates, Douglas E. The Methodology of Educational Research. New York: D. Appleton-Century Company, Inc., 1936.

Koos, Leonard V. The Questionnaire in Research. New York: MacMillan Company, 1928.

Dictionary

Dictionary of Occupational Titles, Division of Standards and Research, United States Government, June, 1939.

Periodicals

DeHaven, Cecil C. "Commercial Surveys—Are They Worthwhile?" Review of Commercial Education, XXXVII (July, 1940).

Theses

Barton, Jessie Lee. "An Occupational Opportunity Survey of Blackwell, Oklahoma." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1949.

Cape, Billie Taylor. "An Occupational Opportunity Survey of Bristow, Oklahoma." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1948.

Culver, Gordon Franklin. "A Survey of Selected Oil Companies in Oklahoma to Determine Minimum Employment Standards Required of Beginning Secretaries and Stenographers." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1949.

Davis, Zoe Velma. "A Survey of Selected Business Occupations in Pryor, Oklahoma." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1949.

Silverthorn, James Edwin. "Business Occupational Opportunity Survey of Ponca City." Unpublished thesis, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, 1941.

Steinle, Sam. "Business Occupational Opportunity Survey of Seminole."
Unpublished thesis, Oklahoma Agricultural and Mechanical College,
Stillwater, Oklahoma, 1948.

Wormington, Lucille. "A Survey of Selected Office and Store Occupations
in Monett, Missouri." Unpublished thesis, Oklahoma Agricultural and
Mechanical College, Stillwater, Oklahoma. 1949.

. . . .

TYPED BY
MARY E. QUINN
AND
GORDON CULVER