

**BUSINESS OCCUPATIONAL OPPORTUNITY SURVEY
OF SEMINOLE**

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OF SEMINOLE

BY

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CHAPTER I

INTRODUCTION

This is a study to determine what business occupational opportunities there are in Seminole for the graduates of the high school and the junior college business education department, what office machines are in common use locally, and how many employees are machine operators.

Purpose of this study. It is the intention of the officials and the business education faculty of the Seminole City Schools to provide a program of business education that will more nearly satisfy the needs of the community. Without data showing the actual business employment opportunities and needs of the community, it is difficult to make intelligent curriculum plans. The purpose of this study is to provide data for revising the school program of vocational business education. Specifically, the purposes of this study are to seek answers to the following questions:

1. To what extent will employers employ store and office workers as young as the average high school graduate and/or junior college graduate?
2. How many new workers were employed in selected store and office positions during the period from April 15, 1946 to April 15, 1947?
3. What educational level is demanded by local business men of the various types of workers?
4. To what extent do local employers demand experience on the part of new employees?

5. What is the sex preference on the part of employers for employees in the different classifications of workers?

6. What kind of office machines are in general use as one basis for determining the desirability of providing instruction in the use of office machines?

Need for the study. One of the recognized objectives of vocational business education is to furnish pre-employment training for specific distributive and office occupations on the initial and promotional levels.¹ The business occupations for which the secondary schools and the post-secondary schools provide varying amount of specific training include the following: (1) stenographic, (2) bookkeeping, (3) clerical, and (4) distributive.² When the enrollment figures are compared with occupational needs, the schools are preparing "somewhere between five to ten times as many potential stenographers as are necessary to meet the demand."³ Tonne states that more than half of all workers engaged in business occupations are involved in some type of selling activities.⁴ The high schools have contributed very little definite training for distributive occupations, in spite of the fact that a great many more young men and women obtain employment in selling occupations immediately

¹ Herbert A. Tonne, "The Senior High School Business Curriculum," The Business Curriculum, Sixth Yearbook, National Commercial Teachers Federation, 1940. P. 71

² Ibid., Pp. 70-76.

³ Ibid., P. 71.

⁴ Ibid., P. 76.

upon graduation from school than secure jobs in bookkeeping and stenographic occupations.⁵

If the vocational business curriculum is to bear some relationship to the business occupational opportunities and needs of the community, a study of current business opportunities is justified. No such study has been made heretofore in Seminole.

Data gathered through a business opportunity survey should serve (1) to guide the school officials in building and revising the curriculum, and (2) to guide students in choosing a program of studies and an occupation.

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

A store worker is a person who does full-time or part-time work in a store. His work includes such duties as selling, stockkeeping, display work, etc.

An office worker is a person who does full-time or part-time work in an office. The majority of his time is spent doing typing, record keeping, filing, etc.

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

Combination jobs are positions in which employees are required to perform more than one business occupation.

⁵ Loc. cit.

An employee is a person employed full-time, part-time, or on a temporary basis in a job covered in this survey, by a firm or business included in this study. Firms employing only members of their immediate families were excluded from the study.

A new employee is a person employed during the period from April 15, 1946 to April 15, 1947, in a position covered in the survey.

Turnover is "a reorganization with a view to a shift in personnel."⁶ Specifically, turnover indicates one or more changes in personnel employed in the selected positions included in this study between April 15, 1946 and April 15, 1947.

Experience is a state, extent, or duration of being engaged in a particular work, such as sales experience. In this study, experience is assumed to consist of work or employment in the specified position.

Educational requirements, when referring to grade school, means grade school graduate; when referring to high school, means high school graduate; etc. Employers were told orally the meaning of this term.

An employer is an individual, firm, business, or corporation which employs personnel in specified store and office occupations.

Scope and delimitations. This study includes all of the retail stores, wholesale firms, and business offices in the City of Seminole, Oklahoma, with these exceptions:

1. Six negro firms.
2. All places selling alcoholic beverages.
3. Employers who employed only members of their own families.

⁶ Webster's International Dictionary, Second Edition, Unabridged.

No attempt was made to determine the duties of the employees or to determine the salaries paid for the different types of work. Names of individual 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. No distinction was made between full-time and part-time employees.

Procedure. The questionnaire used in making a similar study in Ponca City, Oklahoma was secured and studied.⁷ Revisions were made in the following respects: (1) provision was made to include junior college graduates in the section pertaining to educational qualifications, and (2) several additional positions were included in the position column, such as bookkeeper-cashier, stenographer-file clerk, sales bookkeeper, and insurance salesmen. A copy of the questionnaire used in the Seminole survey is included in the appendix.

A list of firms to be contacted was made from the classified section of the 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 then sorted and arranged by streets and then by location on the street. Selected students in the secretarial training class and the distributive education class were used to take the questionnaires to the firms in person. Students were chosen mainly on the basis of the interest they expressed in participating in the project.

In most cases, the distributive education students were assigned

⁷ James Edwin Silverthorn, Business Occupational Opportunity Survey of Ponca City, Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1941.

those questionnaires which concerned retail and wholesale establishments. The secretarial training students took the questionnaires to firms other than those in the distributive fields.

There were two reasons for requesting the students to take the questionnaires to the firms in person. Questionnaires sent through the mail are often pigeonholed; furthermore, the percentage of returns is lower than when the questionnaire-interview method is used.⁸ By using students to take the questionnaires in person, the response was almost one hundred per cent. The second reason for using the students was the idea that they would benefit by the activity. It was considered beneficial to them both from the standpoint of the acquaintanceships which were formed with employers, and from the standpoint of experience gained in approaching and conversing with employers. This experience should enable them to be more at ease during future employment interviews.

The writer took questionnaires to ten firms before the students were given instructions concerning how to get the necessary information. Selected students accompanied the writer on these first visits to the firms. All students who were to participate in getting the questionnaires filled in were then given detailed oral instructions regarding how they were to get the necessary information. Each student was given a blank questionnaire to study. Each question was asked and a hypothetical answer was given to be filled in by the student. Each student was also given a copy of the purposes of the study. The object of this

⁸ Commercial Teachers of the Evansville, Indiana, Public Schools, Job Opportunity Survey, Monograph Number 33, Southwestern Publishing Company, Cincinnati, P. 7.

procedure was to familiarize the student-interviewers with the purposes of the study, so that, in the event the employer made inquiry concerning the purpose of the survey, the students would be able to give an intelligent answer.

A newspaper article setting forth the purposes of the study was prepared by the writer and submitted for publication in the local newspaper. This article appeared in the paper the Sunday preceding the beginning of the survey.

A personal letter explaining the reasons for making the study was prepared. Copies of the letter were all typed, without being dated, by the secretarial training students before the survey was begun. When the letters were needed, the date was typed in, the envelopes addressed, and the letters mailed. An enclosure listing the six purposes of the study was included with the letter. The letters were mailed a day or two preceding the day the student called at the office or store. A copy of the letter and the enclosure are included in the appendix.

Each student was given questionnaires to be taken to firms located close together so that very little time would have to be spent in going from one place to the next. At the time the student was given the questionnaire for a particular firm, the name of the student and the date were written on the card which had been prepared from the classified section of the telephone directory. When the completed questionnaire was returned by the student, the date was placed on the directory card and the card was placed in another file. One student in the secretarial

training class and one student in the distributive education class served as checkers of the completed questionnaires. When errors or omissions were found, a telephone call to the business man involved usually resulted in supplying the necessary information. In a few instances, it was necessary for the writer to make a personal call on the employer.

CHAPTER II

RESULTS OF THE STUDY

One of the steps necessary in the construction of any business curriculum is the determination of the business occupations which are found within the community.⁹ It must be determined what jobs are actually found in the community and the number and type of persons employed.¹⁰

Firms surveyed. There were 205 firms on the original list which was compiled from the classified section of the telephone directory. A check revealed that 6 of the firms were operated by negroes and 5 had gone out of business or moved out of the city. There remained 194 firms which were contacted. Two employers refused to answer the questions on the form used. Of the 192 firms, 56 had no employees other than members of their own families; the remaining 136 firms employed a total of 465 office and sales people and reported the use of 376 office machines of 7 different types.

Size of firms. In order to determine the size of the various firms in Seminole, the questionnaires were analyzed according to the number of people employed by firms. This analysis showed the following:

No of employees	No. of Firms
1	49
2	24
3	19

⁹ McKee, Fisk, "Principles of Curriculum Construction in Vocational Business Education," The American Business Education Yearbook, Vol. IV, 1947, P. 39.

¹⁰ Ibid., P. 40.

No. of Employees (Continued)	No. of Firms (Continued)
4	15
5 or more	29
Total Firms	<u>136</u>

It will be observed that the firms which employ people in the business occupations are small in size. A majority of the firms employ only 1 or 2 persons. One of the implications is that employees will probably have close personal relationships with one another and with the employers. This situation suggests that the business education departments of the high school and the junior college should provide instructions in human relations.

Distribution of employees by firms. The data in the questionnaires were tabulated to determine how many persons were employed by each type of firm. The results are shown in Table I. This table shows that nearly three-fourths of the 465 employees were engaged in retail and wholesale establishments. The types of retail firms employing the greatest number of people were: oil field supply firms, grocery stores, dry goods stores, variety stores, automobile firms, drug stores, and furniture stores. Service establishments employing the largest number of people were the insurance, oil producing, legal, banking, and transportation firms.

Since the firms included in this study may be considered small businesses, many of the employees will in all probability be required to be able to do more than one specific job. This probability suggests

Table I

NUMBER OF PERSONS EMPLOYED IN SELECTED STORE AND OFFICE
POSITIONS BY VARIOUS TYPES OF FIRMS IN
SEMINOLE, OKLAHOMA, ON MAY 15, 1947

Type of Firm	No. of Firms	No. of Employees
<u>Retail</u>	77	328
Oil Field Supply.....	21	65
Grocery.....	13	59
Dry Goods.....	8	56
Variety.....	2	42
Automobile.....	6	29
Drug.....	5	19
Furniture.....	4	19
Lumber.....	7	14
Feed and Seed.....	3	12
Appliance.....	6	9
Jewelry.....	1	3
Office Supplies.....	1	1
<u>Service</u>	58	128
Insurance.....	7	22
Oil Producing.....	4	18
Attorney.....	11	15
Banking.....	2	11
Transportation.....	4	11
Telegraph.....	1	5
Gas (Utility).....	2	5
Printing.....	2	5
Municipal.....	4	5
Physician.....	5	5
Electric (Utility).....	1	4
School.....	1	3
Real Estate.....	2	3
Optometry.....	2	3
Hospital.....	2	3
Concrete (mfg.).....	1	2
Telephone.....	1	2
Dentist.....	2	2
Plumbing.....	2	2
Accountant.....	1	1
Credit Bureau.....	1	1
<u>Wholesale</u>	1	9
Total	136	465

This table should be read as follows: Twenty-one oil field supply firms employed sixty-five persons, as of April 15, 1947.

that the students in the business education department should be trained to do more than one job.

Age requirements of male employees. Fisk states that the community survey should yield such information as the number of males and females engaged in a particular occupation, the maturity necessary, and the amount of education required.¹¹

Table II shows the age requirements for male employees for the positions covered in this survey. Of a total of 118 employer preferences, only 16 revealed that employers would accept employees 16 years of age; only 26 expressed a willingness of the employers to employ boys under 18 years of age; while nearly one half the employer preferences indicated a willingness on the part of employers to employ boys 18 years of age. This fact suggests one reason why boys should be encouraged to remain in school until the age of 18 or older.

Age requirements of female employees. Sixteen employer preferences were indicated for hiring female workers under 18, while 72 set 18 as the minimum age (Table III). A much larger proportion of the employer preferences were expressed for employing girls at age 18 or under than were indicated for hiring boys. One of the implications is that more girls than boys can obtain employment immediately after the completion of their high school education.

A similar study conducted in Ponca City, Oklahoma, in 1941 showed that more employers were willing to hire girls at age 18 than boys.¹²

¹¹ Ibid., P. 40

¹² James Edwin Silverthorn, Op. cit.

Table II
MINIMUM EMPLOYMENT AGE OF MALE EMPLOYEES IN SELECTED
STORE AND OFFICE POSITIONS^a

Position	Number of Employers Reporting Minimum Employment Age of Male Employees ^b											Total	
	16	17	18	19	20	21	22	23	24	25	26		
Record Keepers													
Accountants.....					2		1					1	4
Bookkeepers.....			4	1	6	9	1	1	1			1	24
Clerks													
File Clerks.....		1											1
General Clerks.....		1	3		1	1		1	1				8
Stock Clerks.....	1	1	2	1		2							7
Time Clerks.....				1									1
Salesmen													
Retail Salesmen.....	5	4	11	1	10	7					3	1	42
Wholesale Salesmen.....										1			1
Insurance Salesmen.....						1							1
Combination Positions													
Bookkeeper-Stenographers...		1	1		1								3
Sales-Bookkeepers.....			1			1							2
Bookkeeper-File Clerks.....					1		1						2
Bookkeeper-Cashiers.....					2	1			1				4
Bookkeeper-Typists.....			1										1
Stenographer-File Clerks...	1					1		1					3
Miscellaneous Positions													
Cashiers.....						1							1
Delivery Boys.....	7		1										8
Office Boys.....	2	1											3
Collectors.....		1											1
Stenographers													
Secretaries.....						1							1
Total	16	10	24	4	23	25	3	3	3	4	3		118

^a This table should be read as follows: Two employers reported twenty years as the minimum age for the employment of male accountants.

^b In making this tabulation, each employer was counted as a separate employer each time he supplied data concerning the employment requirements for any position listed.

Table III
MINIMUM EMPLOYMENT AGE OF FEMALE EMPLOYEES IN SELECTED
STORE AND OFFICE POSITIONS^a

Position	Number of Employers Reporting Minimum Employment Age of Female Employees ^b										
	16	17	18	19	20	21	22	23	24	25	Total
Record Keepers											
Accountants.....					1						1
Bookkeepers.....	2	1	19	2	9	4	1		1	4	43
Clerks											
File Clerks.....			1								1
Entry Clerks.....			1								1
General Clerks.....			4								4
Stock Clerks.....			1								1
Salesmen											
Retail Salesmen.....	6	2	10	1		2					21
Insurance Salesmen.....						1		1	1		3
Combination Positions											
Bookkeeper-Stenographer....			9		4	2					15
Sales-Bookkeepers.....			1								1
Bookkeeper-Cashiers.....			2	1	1						4
Bookkeeper-Typists.....			3								3
Stenographer-File Clerks... 1			2								3
Typist-File Clerks..... 1											1
Bookkeeper-File Clerks.....					1						1
Miscellaneous Positions											
Cashiers.....			3								3
Delivery Boys.....			3								3
Receptionists.....		1									1
Switchboard Operators.....			1								1
Stenographers											
Secretaries..... 1			7		3	4			1		16
Shorthand Stenographers....		1	4								5
Typists.....			1								1
Total	11	5	72	4	19	13	1	2	6	133	

^aThis table should be read as follows: One employer reported twenty years as the minimum age for employment as female accountants.

^bIn making this tabulation, each employer was counted as a separate employer each time he supplied data concerning his employment requirements for any position listed.

The minimum employment age requirements in the two cities may be compared as follows:

Employer Preferences Indicated For
Employees At Age 18 or Under

<u>Ponca City</u>		<u>Seminole</u>	
<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
40 per cent	62 per cent	42 per cent	66 per cent

Forty per cent of the employer preferences reported in the Ponca City study indicated a willingness to employ male workers at age 18 or under, while 62 per cent of the employer preferences indicated a willingness to employ female workers at age 18 or under. In the Seminole study, it was found that 42 per cent of the employer preferences indicated a willingness on the part of employers to employ male workers at age 18 or under, while 66 per cent of the employer preferences indicated a willingness on the part of the employers to employ female workers at age 18 or under.

Sex Distribution of employees. Table IV shows that 465 people were employed in the business occupations included in this study by the 136 employers from whom data were obtained. Two hundred twenty-five, or 48.4 per cent, of the total number of employees were men, and 240, or 51.6 per cent, were women. Silverthorn found that more men than women were employed in the business occupations in Ponca City in 1941.¹³ His study showed that of the total number of people employed in the business occupations 60 per cent were men and 40 per cent were women.

¹³ Ibid.

A similar study made in Evansville, Indiana, in 1935 showed that of the total number of people employed in the business occupations, 35.1 per cent were women and 64.9 per cent were men.¹⁴ The apparent increase in the proportion of women employees in the business occupations may be illustrated as follows:

PER CENT OF FEMALE EMPLOYERS EMPLOYED
IN BUSINESS OCCUPATIONS

<u>Evansville, Ind., 1935</u>	<u>Ponca City, Oklahoma, 1941</u>	<u>Seminole, Oklahoma, 1947</u>
35.1 per cent	40.0 per cent	51.6 per cent

Number of new employees. As shown in Table V, 319 women and 198 men were hired during the 12-month period from April 15, 1946, to April 15, 1947, for the positions included in this study.

Sex Preferences. The data in Table VI shows that 105 employer preferences were given by employers for employing male workers and 118 employer preferences were indicated for hiring female workers. Employer preferences were reported as follows for each group of positions: Record keepers: female, 61.8 per cent, male, 38.2 per cent; clerks: female, 25.0 per cent, male, 75 per cent; salesman: female, 25.8 per cent, male, 74.2 per cent; combination positions: female, 75.0 per cent, male, 25.0 per cent; miscellaneous positions: female, 26.7 per cent, male, 73.3 per cent; and stenographers: female, 100.0 per cent.

Experience requirements. Out of 229 preferences expressed by

¹⁴ Commercial Teachers of Evansville, Indiana, Op. cit.

Table IV
EMPLOYED PEOPLE ON APRIL 15, 1947^a

Positions	Male	Female	Total
<u>Record Keepers</u>	33	59	92
Accountants.....	3	2	5
Bookkeepers.....	30	57	87
<u>Clerks</u>	36	9	45
File Clerks.....	0	2	2
Entry Clerks.....	0	1	1
General Clerks.....	22	5	27
Stock Clerks.....	13	1	14
Time Clerks.....	1	0	1
<u>Salesmen</u>	127	97	224
Retail.....	114	97	211
Wholesale.....	9	0	9
Insurance.....	4	0	4
<u>Combination Positions</u>	13	40	53
Bookkeeper-Stenographers.....	2	23	25
Sales-Bookkeepers.....	2	1	3
Bookkeeper-Cashiers.....	3	9	12
Bookkeeper-Typists.....	1	1	2
Bookkeeper-File Clerks.....	3	2	5
Stenographer-File Clerks.....	2	3	5
Typist-File Clerks.....	0	1	1
<u>Miscellaneous Positions</u>	16	9	25
Cashiers.....	1	6	7
Delivery Boys.....	11	1	12
Office Boys.....	3	0	3
Collectors.....	1	0	1
Receptionists.....	0	1	1
Switchboard Operators.....	0	1	1
<u>Stenographers</u>	0	26	26
Secretaries.....	0	17	17
Shorthand Stenographers.....	0	8	8
Typists.....	0	1	1
Total	225	240	465

^a The above table is read: A total of five accountants were employed April 15, 1947, including three males and two females.

Employed people means all people employed at the time this survey was made.

Table V

PEOPLE NEWLY EMPLOYED DURING PERIOD BETWEEN
APRIL 15, 1946 AND APRIL 15, 1947^a

Positions	Male	Female	Total
<u>Record Keepers</u>	25	60	85
Accountants.....	4	2	6
Bookkeepers.....	21	58	79
<u>Clerks</u>	21	12	33
File Clerks.....	1	2	3
General Clerks.....	10	6	16
Stock Clerks.....	9	4	13
Time Clerks.....	1	0	1
<u>Salesmen</u>	128	186	314
Retail.....	120	186	306
Wholesale.....	7	0	7
Insurance.....	1	0	1
<u>Combination Positions</u>	14	33	47
Bookkeeper-Stenographers.....	3	22	25
Sales-Bookkeepers.....	1	0	1
Bookkeeper-Cashiers.....	8	6	14
Bookkeeper-Typists.....	0	2	2
Bookkeeper-File Clerks.....	1	0	1
Stenographer-File Clerks.....	1	2	3
Typist-File Clerks.....	0	1	1
<u>Miscellaneous Positions</u>	10	11	21
Cashiers.....	0	3	3
Delivery Boys.....	4	6	10
Office Boys.....	5	0	5
Collectors.....	1	0	1
Receptionists.....	0	2	2
<u>Stenographers</u>	0	17	17
Secretaries.....	0	14	14
Shorthand Stenographers.....	0	1	1
Typists.....	0	2	2
Total	198	319	517

^a The above table is read: Six accountants were employed during the period, four males and two females.

Newly employed means newly employed in a particular position regardless of the cause.

Table VI

SEX PREFERENCES EXPRESSED BY EMPLOYERS^a

Positions	Male	Female	Total
<u>Record Keepers</u>	26	42	68
Accountants.....	3	2	5
Bookkeepers.....	23	40	63
<u>Clerks</u>	12	4	16
File Clerks.....	0	2	2
Entry Clerks.....	0	1	1
General Clerks.....	5	1	6
Stock Clerks.....	6	0	6
Time Clerks.....	1	0	1
<u>Salesmen</u>	46	16	62
Retail.....	41	16	55
Wholesale.....	1	0	1
Insurance.....	4	0	4
<u>Combination Positions</u>	10	30	40
Bookkeeper-Stenographers.....	2	17	19
Sales-Bookkeepers.....	2	1	3
Bookkeeper-Cashiers.....	2	5	7
Bookkeeper-Typists.....	1	1	2
Bookkeeper-File Clerks.....	2	1	3
Stenographer-File Clerks.....	1	4	5
Typist-File Clerks.....	0	1	1
<u>Miscellaneous Positions</u>	11	4	15
Cashiers.....	3	2	5
Delivery Boys.....	4	0	4
Office Boys.....	3	0	3
Collectors.....	1	0	1
Receptionists.....	0	1	1
Switchboard Operators.....	0	1	1
<u>Stenographers</u>	0	22	22
Secretaries.....	0	16	16
Shorthand Stenographers.....	0	5	5
Typists.....	0	1	1
Total	105	118	223

employers, 88, or 38 per cent, revealed that no experience was required of new employees; while 141, or 62 per cent, indicated that some experience on the part of new employees was required (Table VII). Experience was required for employment in record keeping positions by nearly three-fourths of the employer preferences reported. The experience requirements indicated by employers were as follows: 73.1 per cent of the employer experience requirements indicated that experience was required of employees in the record keeping group; 69.5 per cent for the stenographic group; 69.0 per cent for the combination positions; 54.1 per cent for the sales group; 50.0 per cent for the clerical group; and 25.0 per cent for the miscellaneous positions.

Educational requirements. Table VIII shows that 10 employers indicated that grade school graduation was sufficient for employment in the following positions: general clerks, retail salesmen, wholesale salesmen, delivery boys, and office boys. Fifty-five employers indicated high school graduation as a requirement for record keeping positions; 15 employers indicated high school graduation as a requirement for clerical positions; 50 employers indicated high school graduation as a requirement for selling positions; 34 employers required high school graduates for the combination positions; 9 employers required high school graduates for the miscellaneous positions; and 21 employers required high school graduates for the stenographic positions. Junior college graduation was required by 5 employers for bookkeepers, by 6 employers for salesmen, by 1 employer for sales bookkeepers, and by 1 employer for shorthand stenographers. Seven

employers required business college graduates for record keeping positions, 2 required business college graduates for general clerks, 4 required business college graduates for combination positions, and 1 employer required business college graduates for stenographic positions. Only 1 employer required college graduates, and that requirement pertained to general clerks.

Summary. The above evidence indicates that the firms in Seminole are small, a majority of the firms employing only 1 or 2 persons. Nearly three-fourths of the workers were engaged in retail and wholesale establishments. The employment opportunities were much greater at age 18 than at age 16 or 17. More girls than boys can obtain employment immediately after the completion of their high school education. Of the employees included in this study, the sex distribution is about equally divided. The greatest number of employer preferences were expressed for women in the stenographic positions and for men in the clerical positions. Relatively few employers were willing to employ grade school graduates. Only a few employers required junior college, college, or business school graduation. A large majority of the firms were willing to employ high school graduates.

Table VII
EXPERIENCE REQUIREMENTS FOR EMPLOYMENT^a

	Number of Employers Reporting ^b	
	No Experience Required	Experience Required ^c
<u>Record Keepers</u>	18	49
Accountants.....	2	3
Bookkeepers.....	16	46
<u>Clerks</u>	10	10
File Clerks.....	1	1
Entry Clerks.....	1	0
General Clerks.....	3	6
Stock Clerks.....	5	2
Time Clerks.....	0	1
<u>Salesmen</u>	26	33
Retail.....	26	28
Wholesale.....	0	1
Insurance.....	0	4
<u>Combination Positions</u>	13	29
Bookkeeper-Stenographers.....	5	16
Sales-Bookkeepers.....	1	2
Bookkeeper-Cashiers.....	3	5
Bookkeeper-Typists.....	0	3
Bookkeeper-File Clerks.....	2	0
Stenographer-File Clerks.....	2	3
<u>Miscellaneous Positions</u>	14	4
Cashiers.....	3	1
Delivery Boys.....	6	2
Office Boys.....	3	0
Collectors.....	1	0
Receptionists.....	1	0
Switchboard Operators.....	0	1
<u>Stenographers</u>	7	16
Secretaries.....	3	13
Shorthand Stenographers.....	2	3
Typists.....	2	
Total	88	141

^a This table should be read: Two employers reported that no experience was required for accountants and three reported experience was required.

^b Each employer was counted as a separate employer each time he supplied data concerning his employment requirements for any position listed.

^c Experience means experience in the type of work for which employee desires employment.

Table VIII
EDUCATIONAL REQUIREMENTS FOR EMPLOYMENT

Positions	Number of Employers Requiring Graduation From				
	Grade School	High School	Junior College	Bus. College	College
Record Keepers					
Accountants.....		3		2	
Bookkeepers.....		52	5	5	
Clerks					
File Clerks.....		2			
Entry Clerks.....		1			
General Clerks.....	1	5		2	1
Stock Clerks.....		6			
Time Clerks.....		1			
Salesmen					
Retail.....	3	46	5		
Wholesale.....	1				
Insurance.....		3	1		
Combination Positions					
Bookkeeper-Stenographers.....		16		2	
Sales-Bookkeepers.....		2	1		
Bookkeeper-Cashiers.....		7		1	
Bookkeeper-Typists.....		2		1	
Bookkeeper-File Clerks.....		2			
Stenographer-File Clerks.....		5			
Miscellaneous Positions					
Cashiers.....		4			
Delivery Boys.....	4				
Office Boys.....	1	2			
Collectors.....		1			
Receptionists.....		1			
Switchboard Operators.....		1			
Stenographers					
Secretaries.....		15		1	
Shorthand Stenographers.....		4	1		
Typists.....		2			
Total	10	184	13	14	1

This table is read: Three employers reported high school graduation required for employment as accountant and two employers reported business college graduation required.

Each employer was counted as a separate employer each time he supplied data concerning his employment requirements for any position listed.

CHAPTER III

RECORD KEEPING, STENOGRAPHIC, CLERICAL, SALES, AND
MISCELLANEOUS POSITIONS

Researches and surveys have shown that almost 9,000,000 persons, or one out of every eight persons gainfully employed, are engaged in distributive occupations. More than 130,000 youths between the ages of 18 and 19 and 150,000 between the ages of 20 and 24 enter employment in the distributive field each year.¹⁵

Tonne says that on the basis of enrollment figures, as compared to occupational need, we are preparing, or think we are preparing, somewhere between five to ten times as many potential stenographers as are necessary to meet the demand. Concerning bookkeeping, he says that smaller high schools with limited enrollment and inadequate teaching facilities and teaching staff should stay away from this type of specific training for it is primarily the function of the post-high school institution in any case.

Tonne also believes that the specific training for the highly specialized clerical positions now available must be undertaken on the job or in post-high school institutions, such as junior colleges, and especially private business schools, and company schools.¹⁶ Assuming that this is true in certain types of clerical positions, it does not necessarily follow that it is true in the majority of the clerical positions which are available in Seminole.

¹⁵ Kenneth B. Haas, Distributive Education, The Gregg Publishing Company, New York. Pp. 5-6.

¹⁶ Herbert A. Tonne, Op. cit., P. 71.

The data secured through this survey are analyzed in this chapter for the purpose of showing the number, sex, age, and experience requirements for record keeping, stenographic, clerical, selling, and miscellaneous positions in office and selling establishments in Seminole.

Record Keeping Positions

Employed record keepers. Table IX shows that there were 136 persons employed in record keeping positions in Seminole on April 15, 1947. Several of the positions listed in this table are combination jobs. The combination positions included in the table were determined on the basis of the majority of duties performed. For example, an employee was tabulated as a bookkeeper-stenographer when his bookkeeping duties took up more time than his stenographic duties.

Of the 465 employees reported, 136, or 29.3 per cent, were classified as record keepers. Since nearly one-third of all the employees in the business occupations were required to perform record keeping duties, record keeping should occupy an important place in the business education program of the Seminole High School and Junior College.

Table IX

EMPLOYED RECORD KEEPERS ON APRIL 15, 1947

Position	Male	Female	Total
Accountants.....	3	2	5
Bookkeepers.....	30	57	87
Bookkeepers-Stenographers.....	2	23	25
Bookkeeper-Cashiers.....	3	9	12
Bookkeeper-Typists.....	1	1	2
Bookkeeper-File Clerks.....	3	2	5
Total	42	94	136

The percentage of women who performed record keeping is much greater than the percentage of men as evidenced by the fact that more

than twice as many women as men were employed in record keeping positions. There were nearly twice as many women bookkeepers as men bookkeepers, and three times as many women bookkeeper-cashiers as men bookkeeper-cashiers. The women bookkeeper-stenographers outnumbered the men bookkeeper-stenographers nearly twelve to one.

The preponderance of women in positions involving the performance of bookkeeping duties suggests the need for including bookkeeping in the training of girls who expect to enter clerical and stenographic employment in Seminole.

Employer sex preferences. Exactly twice as many employer sex preferences were expressed for women record keepers as were expressed for men record keepers (Table X). A total of 99 preferences were listed, and 66 of these were for women. The fact that the women record keepers now employed outnumbered the men record keepers about 2 to 1, and the fact that the employers preferred women record keepers 2 to 1 indicates that the business employment opportunities for women record keepers is much greater than similar opportunities for men in Seminole. Silverthorn found that men record keepers outnumbered the women record keepers nearly 4 to 1 in Ponca City in 1941, whereas the employer sex preferences were about evenly divided between the employment of men and the employment of women.¹⁷

¹⁷ James Edwin Silverthorn, Op. cit.

Table X

EMPLOYER SEX PREFERENCES FOR RECORD KEEPERS

Position	Number of Employers Preferring	
	Male	Female
Accountants.....	3	2
Bookkeepers.....	23	40
Bookkeeper-Stenographers.....	2	17
Bookkeeper-Cashiers.....	2	5
Bookkeeper-Typists.....	1	1
Bookkeeper-File Clerks.....	2	1
Total	33	66

Minimum employment age for record keepers. The average age requirement for male record keepers was approximately 20 years, as compared with an average age requirement for female record keepers of approximately 19 years (Table XI). Only 1 employer expressed a willingness to employ male record keepers under 18, while only 3 employers indicated a willingness to employ female record keepers under 18 years of age. Based on stated employer preferences, about one-half of the employers will hire girls at age 18, whereas only about one-sixth of the employers will hire boys at age 18.

The data concerning differences in employer sex preferences for men and women who were employed in positions requiring the performance of record keeping duties should become a part of the occupational guidance program of the Seminole High School and Junior College. Boys who plan to enter bookkeeping positions should be encouraged either to postpone specialization, or to continue the study in the post-secondary school.

Table XI

MINIMUM EMPLOYMENT AGE REQUIRED FOR RECORD KEEPERS

(Male)

Position	17	18	19	20	21	22	23	24	25	26	Average Age
Accountants.....				2		1					20.7
Bookkeepers.....		4	1	6	9	1	1	1		1	20.6
Bookkeeper-Stenographers.	1	1		1							18.3
Bookkeeper-Cashiers.....				2	1			1			21.2
Bookkeeper-Typists.....		1									18.0
Bookkeeper-File Clerks...				1		1					21.0
Total	1	6	1	12	10	3	1	2		2	19.9

(Female)

Position	16	17	18	19	20	21	22	23	24	25	Average Age
Accountants.....					1						20.0
Bookkeepers.....	2	1	19	2	9	4	1		1	4	19.5
Bookkeepers-Stenographers.			9		4	2					18.9
Bookkeeper-Cashiers.....			2	1	1						18.8
Bookkeeper-Typists.....			3								18.0
Bookkeeper-File Clerks....					1						20.0
Total	2	1	33	3	16	6	1		1	4	19.2

This above table is read: Two employers reported a willingness to employ male accountants at age 20; the average employment age required for male accountants is 20.7 years; etc.

Experience and educational requirements for record keepers. Nearly one-third of the employer preferences indicated a willingness on the part of employers to employ record keepers without experience. On the basis of expressed employer preferences, about two-thirds of the employers require experience on the part of employees (Table XII). The fact that about two-thirds of the employers require experienced employees in record keeping positions indicates that some provision should be made by the business education department to provide part-time work for students who are interested in positions of this type.

Table XII also indicates that most employers require only high school graduation for record keeping employees. Five employers indicated preferences for junior college graduates and 11 employers preferred business college graduates. No preferences were indicated either for grade school graduates or for college graduates. These findings seem to indicate that most of the firms in Seminole are willing to employ high school graduates in record keeping positions.

Table XII

EXPERIENCE AND EDUCATIONAL REQUIREMENTS FOR RECORD KEEPERS^a

Position	Experience Required		Education Required		
	No	Yes	H.S.	Jr.Col.	Bus.Col.
Accountants.....	2	3	3		2
Bookkeepers.....	16	46	52	5	5
Bookkeepers-Stenographer	5	16	16		2
Bookkeeper-Cashiers.....	3	5	7		1
Bookkeeper-Typists.....		3	2		1
Bookkeeper-File Clerks..	2		2		
Total	28	73	82	5	11

^a In making this tabulation, each employer was counted a new or

separate employer each time he supplied data concerning employment requirements for any position listed.

^b This table is read: Two employers would hire inexperienced accountants and three would hire only experienced accountants. Three employers would hire high school graduates as accountants, and two employers required business college graduates.

Stenographic Positions

Although only 32 people were employed as stenographers, it does not necessarily mean that stenographic training should be considered unimportant in Seminole. It was found that of the 465 people employed in the business occupations covered by the survey, 216 were required to know how to operate the typewriter. As indicated in Table IX, 27 of the record keepers had some stenographic duties. Also, it is probable that many of the other record keepers were required to be able to use the typewriter. Therefore, the importance of provisions for stenographic training in the business curriculum cannot be questioned.

Employed stenographers. Table XIII shows that 2 men and 30 women were employed in positions of a stenographic nature. These positions were occupied predominately by women. The two men who were employed held combination positions in the stenographer-file clerk classification. Only one person was listed as a typist. The findings here lead to the conclusion that boys who are interested in stenographic positions should be encouraged to prepare themselves for combination positions in this field, and that girls who expect to secure stenographic positions should not rely on being employed as typists only.

Employer sex preferences. Of the 28 employer sex preferences reported, only 1 employer expressed a preference for male stenographers. (Table XIV)

Table XIII

EMPLOYED STENOGRAPHERS ON APRIL 15, 1947

Position	Male	Female	Total
Secretaries.....		17	17
Shorthand Stenographers.....		8	8
Typists.....		1	1
Stenographer-File Clerks....	2	3	5
Typist-File Clerks.....		1	1
Total	2	30	32

Table XIV

EMPLOYER SEX PREFERENCES FOR STENOGRAPHERS

Position	Number of Employers Preferring	
	Male	Female
Secretaries.....		16
Shorthand-Stenographers.....		5
Typists.....		1
Stenographer-File Clerks.....	1	4
Typist-File Clerks.....		1
Total	1	27

Minimum employment age for stenographers. The average age requirement for male stenographers was 20.5 years, while the average age requirement for female stenographers was 18 years (Table XV). Only 4 employers expressed age requirement preference for male stenographers. Of these employer preferences, only 1 preference was expressed for stenographers under 21 years of age. A majority of the employers indicated that the minimum employment age for female stenographers was 18 years. Eight employers required female stenographers 20 years of age or over, while only 4 stated that they would employ female stenographers below age 18. The findings indicate that only a few employers are willing to employ stenographers at an age below that of the usual high school graduate, and that a large majority of employers desire more mature stenographic employees. Prospective stenographic personnel probably should be given an opportunity to continue their business education in junior college.

Experience and educational requirements for stenographers. Less than one half of the employers reported a willingness to hire stenographers without experience (Table XVI). Even though the percentage of employers who were willing to hire inexperienced stenographers is larger than the percentage of employers who were willing to hire inexperienced record keepers, an attempt should be made by the school to provide a program whereby both stenographic and bookkeeping students can gain some practical experience while in school.

Table XV

MINIMUM EMPLOYMENT AGE REQUIRED FOR STENOGRAPHERS
(Male)

Position	16	17	18	19	20	21	22	23	Average Age
Secretaries.....						1			21.0
Stenographer-File Clerks.....	1					1	1		20.0
Total	1					2	1		20.5

(Female)

Position	16	17	18	19	20	21	22	23	24	25	Average Age
Secretaries.....	1		7		3	4				1	20.7
Shorthand-Stenographers.		1	4								17.8
Typists.....			1								18.0
Stenographer-File Clerks	1		2								17.3
Typist-File Clerks.....	1										16.0
Total	3	1	14		3	4				1	18.0

This table is read: One employer reported a willingness to employ male secretaries at age 21. The average employment age required for male secretaries was 21.

Table XVI also shows that of the 28 employer preferences reported, 26 were for high school graduation, while 1 employer reported that junior college graduation was required and 1 employer specified business college graduation.

Summary. The data in this section indicates that in positions involving stenographic duties the employed women stenographers outnumbered the employed men stenographers 15 to 1; also, that the employer sex preferences expressed for women stenographers was 27 times as great as the employer preferences for men stenographers. The data also indicates that not many opportunities for employment exist for boys and girls under 18 years of age, a majority of the employers specifying a minimum age of 18 years. Of the 28 employers reporting, 19 specified stenographic experience as a requirement of employment.

Table XVI

EXPERIENCE AND EDUCATIONAL REQUIREMENT FOR STENOGRAPHERS^a

Position	Experience Required		Education Required		
	No	Yes	H.S.	Jr. Col.	Bus.Col.
Secretaries.....	3	13	15		1
Shorthand-Stenographers..	2	3	4	1	
Typists.....	2		2		
Stenographer File Clerks.	2	3	5		
- Total	9	19	26	1	1

^a In making this tabulation, each employer was counted a new or separate employer each time he supplied data concerning employment requirements for any position listed.

^b This table is read: Three employers would hire inexperienced secretaries and 13 would hire only experienced secretaries. Fifteen employers would hire high school graduates as secretaries; and 1 employer required business college graduates.

Clerical Positions

In 1940, there were 2,529,977 workers employed in the clerical group in the United States, nearly three times as many as were employed in the record keeping and the stenographic groups combined.¹⁸

For practical purposes, clerical occupations may be defined as the occupations that include the duties not generally assigned to bookkeepers, stenographers, salespeople, or managers.

Because of the numerous combinations of duties assigned to clerks, it is impossible for the school to give complete and specific training on a pre-employment basis.

The fact that the school cannot provide complete specific clerical training, however, does not justify the elimination of the subject. Indeed, a training program of considerable (if not specific) value to prospective clerks can be offered in the secondary school.

Analysis of the types of work undertaken by general clerical workers reveal that the duties usually involve recording, writing, duplicating, distributing, or various combinations of these tasks. It is incumbent upon the school to train students who are likely to obtain clerical positions in the skills most frequently needed by such workers. That is, they should learn a considerable number of office duties either on a mastery or on an acquaintanceship level.¹⁹

Employed clerks. Only 45 clerks were employed by the business firms covered by this survey (Table XVII). Of the 45 clerks employed, 27 were classified as general clerks and 14 were classified as stock clerks. Only 2 file clerks, 1 entry clerk, and 1 time clerk were reported.

¹⁸ The United States Census, 1930.

¹⁹ Herbert A. Tonne, Business Education, Basic Principles and Trends, The Gregg Publishing Company, New York, 1939, Pp. 202-204.

The foregoing data suggests that the general clerical student should probably be encouraged to learn a considerable number of office duties either on a mastery or on an acquaintanceship level.

Employer sex preferences. Of the 16 employer sex preferences reported, only 4 employers expressed preferences for female clerks (Table XVIII). No preferences were indicated for women stock clerks or for women time clerks.

Minimum employment age for clerks. The average age requirement for male clerks was 19.1 years, while the average age requirement for female clerks was 18 years (Table XIX). The employer preferences as to age requirements for male clerks varied from age 16 to age 24, the greatest number of employers indicating age 18. While only 7 employers reported on female age requirement for clerks, all specified age 18 as the minimum. The findings indicate that there is little agreement among employers as to the age requirement for male clerks, whereas there is unanimous agreement concerning female age requirements for clerical positions.

Experience and educational requirements for clerks. Table XX shows that one half the employers reported a willingness to hire clerks without experience, while one half of the firms required experienced clerks. This indicates that probably an effort should be made by the school to provide part-time employment opportunities for clerical students so that the experience requirements can be met by the students before they complete their high school or junior college training.

Table XVII
EMPLOYED CLERKS ON APRIL 15, 1947

Position	Male	Female	Total
File clerks.....	0	2	2
Entry clerks.....	0	1	1
General clerks.....	22	5	27
Stock clerks.....	13	1	14
Time clerks.....	1	0	1
Total	36	9	45

Table XVIII
EMPLOYER SEX PREFERENCES FOR CLERKS

Position	Number of Employers Preferring	
	Male	Female
File Clerks.....	0	2
Entry Clerks.....	0	1
General Clerks.....	5	1
Stock Clerks.....	6	0
Time Clerks.....	1	0
Total	12	4

Table XIX
MINIMUM EMPLOYMENT AGE REQUIRED FOR CLERKS
(Male)

Position	Minimum Employment Age									Average Age
	16	17	18	19	20	21	22	23	24	
File Clerks.....		1								17.0
General Clerks....		1	3		1	1		1	1	22.7
Stock Clerks.....	1	1	2	1		2				21.7
Time Clerks.....				1						19.0
Total	1	3	5	2	1	3	0	1	1	19.1

Table XIX --Continued
(Female)

Position	16	17	18	19	20	21	22	23	24	Average Age
File Clerks.....			1							18.0
Entry Clerks.....			1							18.0
General Clerks.....			4							18.0
Stock Clerks.....			1							18.0
Total			7							18.0

This table is read: One employer reported that he would employ male file clerks at age 17.

Table XX

EXPERIENCE AND EDUCATIONAL REQUIREMENTS FOR CLERKS^a

Position	Experience Required		Education Required			
	No	Yes	Grade	H.S.	Bus.Col.	College
File Clerks.....	1	1		2		
Entry Clerks.....	1			1		
General Clerks.....	3	6	1	5	2	1
Stock Clerks.....	5	2		6		
Time Clerks.....		1		1		
Total	10	10	1	15	2	1

^a In making this tabulation, each employer was counted a new or separate employer each time he supplied data concerning employment requirements for any position listed.

This table is read: One employer would hire inexperienced file clerks and 1 employer would hire only experienced file clerks. Two employers would hire high school graduates as file clerks.

It may also be noted in Table XX that of the 19 employers reporting on education required for clerks, 15 employers stated that high school graduation was the least that they would accept. Only 1 employer would accept grade school graduation, whereas 2 required business college graduation and 1 required college graduation.

The fact that employers generally expressed a willingness to hire high school graduates as clerks does not necessarily signify that present high school education is adequate or satisfactory. However, the data in Table XX may be interpreted to indicate that a majority of the employers have set high school graduation as the minimum educational requirement for the employment of clerks.

Sales Positions

Of the 465 employees covered by this survey, 48.8 per cent were engaged in sales work. There were more people engaged in this type of work in the firms included in this survey than in any other single classification.

Employed salespeople. Table XXI shows that 129 men and 98 women were employed in sales positions. More men than women were employed in each of the four types of sales positions. Of the 227 employed salespeople, 43.2 per cent were women and 66.8 per cent were men. No women were employed as wholesale salespeople or insurance salespeople, and only 1 female was employed as a salesman-bookkeeper. Forty-six per cent of the retail salespeople were women.

Table XXI

EMPLOYED SALESPeOPLE ON APRIL 15, 1947

Position	Male		Female		Total
	No.	Per cent	No.	Per cent	
Retail Salesmen.....	114	54.0	97	46.0	211
Wholesale Salesmen....	9	100.0	0		9
Insurance Salesmen....	4	100.0	0		4
Salesman-Bookkeepers..	2	66.6	1	33.4	3
Total	129	66.8	98	43.2	227

Employer sex preferences. Of the 63 employer sex preferences reported, 46 employers expressed preferences for male salespeople and 17 expressed preferences for women salespeople (Table XII). For wholesale salesmen and insurance salesmen, all of the preferences were expressed for men.

Minimum employment age for salespeople. Table XXIII shows that the average minimum employment age required for women salespeople was about two years less than the average minimum employment age for men. Five employers who reported on minimum age requirements for male salespeople specified age 16 as the minimum age at which boys would be employed in retail selling positions. One employer indicated age 26 as the minimum age at which men would be employed in retail selling positions. The average age requirement for men employees in retail selling positions was 19.2 years. Six employers reporting on minimum age requirements for female salespeople specified age 16 as the minimum age at which girls would be employed in retail selling positions, while 3 employers specified age 21 as the minimum age women salespeople would be employed. The average age requirement for women employees in retail selling positions was 17.7 years.

Experience and educational requirements for salespeople. Forty-two per cent of the employer preferences indicated a willingness on the part of employers to hire salespeople without experience. On the basis of expressed employer preferences, more than one half, or about 6 out of 10, of the employers required experience on the part of the employees (Table XXIV). The fact that a majority of the employers required experienced employees in sales positions indicates that some provision should be made to encourage business education students to enroll in the course provided in distributive education. The data concerning experience requirements in selling positions should become a part of the occupational guidance program of the Seminole High School and Junior College.

Table XXII

EMPLOYER SEX PREFERENCES FOR SALESPeOPLE

Position	Number of Employers Preferring	
	Male	Female
Retail Salesmen.....	39	16
Wholesale Salesmen.....	1	0
Insurance Salesmen.....	4	0
Salesman-Bookkeeper.....	2	1
Total	46	17

Table XXIII

MINIMUM EMPLOYMENT AGE REQUIRED FOR SALESPeOPLE
(Male)

Position	16	17	18	19	20	21	25	26	Average Age
Retail Salesmen.....	5	4	11	1	10	7	3	1	19.2
Wholesale Salesmen.....							1		25.0
Salesman-Bookkeepers...			1			1			19.5
Insurance-Salesmen.....						1			21.0
Total	5	4	12	1	10	9	4	1	21.2

(Female)

Position	16	17	18	19	20	21	Average Age
Retail Salesmen.....	6	2	10	1		2	17.7
Salesman-Bookkeepers.....			1				18.0
Insurance Salesman.....						1	21.0
Total	6	2	11	1		3	18.9

This table is read: Five employers reported a willingness to employ male retail salespeople at age 16; the average employment age required for male salespeople is 19.2 years; etc.

Table XXIV also indicates that most of the employers require at least high school graduation for sales employees. Of the 62 employers preferences reported, 4 employers required at least grade school graduation, 7 required junior college graduation, and 51 required high school graduation. These findings seem to indicate that most of the firms in Seminole are willing to employ high school graduates in selling positions.

Table XXIV

EXPERIENCE AND EDUCATIONAL REQUIREMENTS FOR SALESPeOPLE^a

Position	Experience Required		Education Required		
	No	Yes	Grade	H.S.	Jr. Col.
Retail Salesmen.....	28	33	3	46	5
Wholesale Salesmen.....		1	1		
Salesman-Bookkeepers.....	1	2		2	1
Insurance Salesmen.....		4		3	1
Total	29	40	4	51	7

^a In making this tabulation, each employer was counted a new or separate employer each time he supplied data concerning employment requirements for any position listed.

This table is read: Twenty-eight employers would hire inexperienced retail salesmen and 33 would hire only experienced retail salesmen. Three employers would hire grade school graduates, 46 employers would hire high school graduates, and 5 employers required junior college graduates as retail salespeople.

Summary. Nearly as many people were engaged in selling activities as were employed in all the other business occupational positions covered by this survey. More men than women were employed in selling positions;

also, more employers expressed preferences for men employees in sales positions. The average age required for employment in the selling positions was 18.9. A majority of the employers expressed a willingness to hire high school graduates as salespeople.

Miscellaneous Positions

Six other classifications of workers appear on the questionnaire. They are cashiers, delivery boys, office boys, collectors, receptionists, and switchboard operators. Some of the duties of these employees are quite closely related to the clerical classification. The duties of delivery boys are somewhat closely related to the duties of salespeople.

Employed personnel in miscellaneous positions. Table XXV shows that 25 persons were employed in the miscellaneous positions. There were 16 males and 9 females in this classification. The largest single group was the delivery boys group in which there were 11 boys and 1 girl. There were 6 women cashiers and 1 male cashier.

Employer sex preferences for personnel in miscellaneous positions. The sex preferences expressed by employers were 11 to 4 in favor of men employees (Table XXVI). This is as might be expected since the delivery boys and office boys make up nearly one half the entire group.

Minimum employment age for personnel in miscellaneous positions. The majority of the employer preferences reported were for male employees with a minimum age of 16 years (Table XXVII). Only 1 employer specified age 21, and that was for male cashiers. Most of the sex preferences for miscellaneous women employees were for girls 18 years of age.

Experience and educational requirements for personnel in miscellaneous positions. Table XXVIII shows that 5 of the 14 employers reporting signified that grade school education was the minimum required,

and that 9 employers required at least high school graduation. Four of the 18 employers reporting required experience of new employees.

Table XXV
EMPLOYED PERSONNEL IN MISCELLANEOUS POSITIONS ON
APRIL 15, 1947

Position	Male	Female	Total
Cashiers.....	1	6	7
Delivery Boys.....	11	1	12
Office Boys.....	3	0	3
Collectors.....	1	0	1
Receptionists.....	0	1	1
Switchboard Operators.....	0	1	1
Total	16	9	25

Table XXVI
EMPLOYER SEX PREFERENCES FOR MISCELLANEOUS POSITIONS

Position	Number of Employers Preferring	
	Male	Female
Cashiers.....	3	2
Delivery Boys.....	4	0
Office Boys.....	3	0
Collectors.....	1	0
Receptionists.....	0	1
Switchboard Operators.....	0	1
Total	11	4

Table XXVII
MINIMUM EMPLOYMENT AGE REQUIRED FOR MISCELLANEOUS POSITIONS
(Male)

Position	16	17	18	19	20	21	Average Age
Cashiers.....						1	21.0
Delivery Boys.....	7		1				16.3
Office Boys.....	2	1					16.3
Collectors.....		1					17.0
Total	9	2	1			1	17.6

Table XXVII --Continued
(Female)

Position	16	17	18	19	20	21	Average Age
Cashiers.....			3				15.0
Delivery Boys.....			3				15.0
Receptionists.....		1					17.0
Switchboard Operators..			1				18.0
Total		1	7				17.8

Table XXVIII

EXPERIENCE AND EDUCATIONAL REQUIREMENTS
FOR MISCELLANEOUS POSITIONS

Position	Experience Required		Education Required	
	No	Yes	Grade	H. S.
Cashiers.....	3	1		4
Delivery Boys.....	6	2	4	
Office Boys.....	3	0	1	2
Collectors.....	1	0		1
Receptionists.....	1	0		1
Switchboard Operators.....	0	1		1
Total	14	4	5	9

CHAPTER IV

OFFICE MACHINES AND MACHINE OPERATORS

One of the purposes of this survey is to discover what kinds of office machines were in general use in Seminole. This information may be used as one basis for determining the desirability of providing instruction in the use of office machines in the high school and junior college business education departments. Whether or not students should be trained to function as business machine specialists remains to be determined by the results of another study in which the specific duties of machine operators are analyzed.

Office Machines

Typewriters. There were 192 typewriters used in the offices covered by this survey (Table XXIX). Of these, 82, or 42.7 per cent, were Underwoods; 39, or 19.8 per cent, were Remingtons; and 28, or 14.5 per cent, were Royals. Of the remaining typewriters, 24 were L. C. Smiths. The evidence seems to indicate that the commercial department should make available to the students some of each of the four leading brands of typewriters.

Adding machines. Of 146 adding machines enumerated in this study, 80, or 54.8 per cent, were Burroughs, and 21, or 14.4 per cent were Remingtons (Table XXIX). There were 12 each of the following brands of adding machines: Sundstrand, Allen, and Victor. Six Underwoods were in use, and one of each of the following were found: Smith, Friden, and National. Since so many of the offices use adding machines

and since both the full-keyboard and the 10-key machines were found in use, it may be implied that the commercial department should provide training in both the full-keyboard and the 10-key machine.

Calculators. Only 7 calculators were found in use by the firms contacted in this survey (Table XXIX). Four of these were Monroes, 1 a Remington, 1 a Burroughs, and 1 a Friden. The evidence does not indicate that machines of this type should be provided for instructional purposes; however, one calculator could probably be used in the bookkeeping and accounting classes to speed the work. This machine could also be used to provide the students with an acquaintanceship knowledge of machine operation.

Addressing machines. The survey revealed that 7 addressing machines were in use by the firms included in the study. Since only a few firms use these machines, and since the operation of the machines is quite simple, it is doubtful that it would be wise for the school to give training in the use of addressing machines.

Bookkeeping machines. Fourteen bookkeeping machines were found in use by the firms contacted. The most commonly used machine of this type was the Burroughs. There were 11 Burroughs, and 3 other makes. Since the commercial department has neither adding machines nor calculators, the purchase of bookkeeping machines should probably be deferred.

Duplicating machines. Since there were only 5 duplicating machines listed, it is doubtful that the school should go to the expense of providing machines of this type exclusively for instructional purposes.

However, it might be wise for the school to purchase 1 each of the stencil type and the gelatin type duplicators for the typing and secretarial training classes to use in duplicating material for the officials and the teachers of the school.

Voicewriting machines. Only 1 firm reported a voicewriting machine. It is therefore suggested that training in the operation of this machine be delayed until the more commonly used machines have been provided and until the demand for operators of voicewriting machines becomes greater.

Other machines. There were only 4 other machines listed: 2 Recordaks, 1 check protector, and 1 perforator. Their purchase by the school for training purposes is not justifiable.

Machine Operators

Typewriting machine operators. Of the 225 male employees covered in this survey, 104, or 47.3 per cent, were required to know how to operate a typewriter as one of their duties (Table XXX). Of the 240 women employees, 112, or 46.7 per cent, were required to know how to operate the typewriter as one of their duties.

Adding machine operators. One hundred forty-three, or 63.4 per cent of all the employed men were required to know how to operate the adding machine (Table XXX). Of the 240 women employees, 102, or 42.5 per cent were required to know how to operate the adding machine.

Other machine operators. Only 18 persons were required to operate the bookkeeping machines as one of their duties, 14 needed to know how to operate calculators, 11, the addressing machines, 5 the duplicating machines, and 1 each the billing machine and the voicewriting machine (Table XXX).

Summary. The findings in this section seem to indicate that students who are enrolled in the business department of the school should be encouraged to learn how to operate the typewriter as well as the full-keyboard and the 10-key adding machines. Underwood, Remington, Royal, and L.C. Smith typewriters, as well as 1 each of the Burroughs and Royal adding machines should probably be available for student use. To determine whether or not any other machines should be provided by the school, a follow-up of the graduates would be required. Local needs alone probably would not justify the purchase of the more expensive types of machines such as calculators and bookkeeping machines.

Table XXIX

OFFICE MACHINES IN USE APRIL 15, 1947

Typewriters		Adding Machines		Calculators	
Make	Number	Make	Number	Make	Number
Underwood.....	52	Burroughs.....	80	Monroe.....	4
Remington.....	39	Remington.....	21	Others.....	3
Royal.....	28	Sundstrand.....	12		
Smith.....	24	Allen.....	12		
Others.....	19	Victor.....	12		
		Others.....	9		
Total	192	Total	146	Total	7
Addressing Machines		Bookkeeping Machines		Duplicating Machines	
Addressograph.....	3	Burroughs.....	11	Mimeograph.....	3
Kendall.....	2	Others.....	3	Briggs.....	2
Others.....	2				
Total	7	Total	14	Total	5
Voicewriting Machines		Other Machines			
Dictaphone.....	1	Recordak.....	2		
		Check Protector.....	1		
		Perforator.....	1		
Total	1	Total	4		

Table XXX

OFFICE MACHINE OPERATORS ON APRIL 15, 1947

Machine	Male	Female	Total
Typewriters.....	104	112	216
Adding Machines.....	143	102	245
Calculators.....	9	5	14
Bookkeeping Machines.....	9	9	18
Duplicating Machines.....	2	3	5
Voicewriting Machines.....	1	0	1
Addressing Machines.....	3	8	11

CHAPTER V

SUMMARY OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

General Findings

The data of this study are summarized in the following statements:

1. Of the 192 firms included in this survey, 56 had no employees other than members of their own families. Seventy-three of the 136 firms with employees employed only 1 or 2 persons.
2. The 136 firms with employees employed 465 office and sales people and reported the use of 376 office machines of 7 different types. Of the 465 employees, 337 were engaged in retail and wholesale establishments. Of the 465 employed persons, 240 were women and 225 were men.
3. Of 251 employer preferences expressed by employers regarding minimum employment age of employees, only 27 reported that they would accept employees 16 years of age, and only 42 stated that they would accept employees under 18 years of age. Fifty, or 42 per cent, of the employer preferences indicated a willingness on the part of employers to employ male workers at age 18 or under, while 88, or 66 per cent, of the employer preferences indicated a willingness on the part of employers to employ female workers at age 18.
4. During the 12-month period from April 15, 1946 to April 15, 1947, 319 women and 198 men were hired by the firms covered by this survey.
5. Of the 223 employer preferences reported, 105 were expressed for male employees and 118 employer preferences were indicated for women.

6. Eighty-eight, or 38 per cent, preferences expressed by employers indicated that no experience was required of new employees; while 141, or 62 per cent, indicated that some experience on the part of new employees was required.

7. Of the 222 employer preferences expressed regarding educational requirements for the various positions, 10 reported that grade school graduation was the minimum required, 184 stated that high school graduation was required, 13 indicated junior college graduation was required, 14 specified business college graduation, and 1 indicated college graduation was required.

Record Keeping Positions

1. Of the 465 employees reported, 136, or 29.3 per cent, were classified as record keepers. Of the 136 record keepers employed, 94 were women and 42 were men.

2. Sixty-six employer sex preferences were expressed for women record keepers, while 33 employer sex preferences were expressed for men record keepers.

3. Based on stated employer preferences, about one half of the employers would hire female record keepers at age 18, whereas only about one-sixth of the employers would hire male record keepers at age 18.

4. On the basis of expressed employer preferences, about two thirds of the employers required experience on the part of employees for employment in record keeping positions.

5. Five employers indicated preferences for junior college

graduates in record keeping positions, 11 preferred business college graduates, 82 stated that high school graduation was the minimum required, whereas no preferences were indicated for grade school or college graduates.

Stenographic Positions

1. Of the 32 persons employed in stenographic positions, 30 were women, while only 2 were men.
2. Only 1 employer expressed a preference for male stenographers.
3. The average minimum age requirement for male stenographers was 20.5 years, while the average minimum age requirement for female stenographers was 18 years.
4. Of the 28 employers who reported, 19 indicated that experience was required on the part of employees for employment in stenographic positions.
5. Only 1 employer required junior college graduation and only 1 employer required business college graduation, while 26 employers specified that high school graduation was required for stenographic positions.

Clerical Positions

1. Of the 45 clerks employed, 36 were men while only 9 were women. Thirty-five of the male clerks employed were general clerks and stock clerks.
2. Only 4 of the 16 employer preferences expressed were for women clerks.

3. The average minimum age requirement for male clerks was 19.1 years, while the average minimum age requirement for female clerks was 18 years.

4. One half the employers reporting indicated a willingness to employ clerks without experience, while one half of the firms required experienced clerks.

5. Fifteen of the employers who responded on educational requirements for clerks indicated that high school graduation was the least they would accept, 2 specified business college graduation, 1 specified college graduation, while 1 stated that grade school graduation was required.

Sales Positions

1. Two hundred twenty-seven, or 48.8 per cent, of all the employees covered by this survey, were engaged in sales work. Of the employed salespeople, 98, or 43.2 per cent, were women, and 129, or 66.8 per cent, were men.

2. Of the 63 employer sex preferences reported, 46 employers expressed preferences for male salespeople and 17 expressed preferences for women salespeople.

3. The average minimum age requirement for male retail salesmen was 21.2 years, while the average minimum age requirement for female retail salespersons was 18.9 years.

4. On the basis of expressed employer preferences, more than one

half, or about 6 out of 10, of the employers required experience on the part of salespeople.

5. Of the 62 employer preferences reported, 4 employers required at least grade school graduation, 7 required junior college graduation, and 51 required high school graduation.

Miscellaneous Positions

1. Twenty-five persons, 16 males and 9 females, were employed in miscellaneous positions, positions other than record keeping, stenographic, clerical, or sales.

2. Sex preferences expressed by employers were 11 to 4 in favor of male employees in the miscellaneous positions.

3. The average minimum employment age for the miscellaneous positions was 17.7 years.

4. Five of the 14 employers reporting signified that grade school graduation was the minimum required for the miscellaneous positions, while 9 employers required at least high school graduation.

Machine Operators

1. Of the 225 male employees covered by this survey, 104, or 47.3 per cent, were required to know how to operate typewriter. Of the 240 women employees, 122, or 46.7 per cent were required to know how to operate the typewriter.

2. One hundred forty-three, or 63.4 per cent, of the employed men were required to know how to operate the adding machine. Of the 240

women employees, 102, or 42.5 per cent were required to know how to operate the adding machine.

3. Only 18 persons were required to operate the bookkeeping machine, 14 needed to know how to operate the calculators, 11 the addressing machines, 5 the duplicating machines, and 1 each the billing machine and the voicewriting machine.

Office Machines

1. Of the 192 typewriters used by the firms covered in this survey, 82 were Underwoods, 39 were Remingtons, 28 were Royals, and 24 were L. C. Smiths.

2. Of the 146 adding machines enumerated in this study, 80 were Burroughs, and 21 were Remingtons. There were 12 each of the following brands: Sundstrand, Allen, and Victor. Six Underwoods were in use, and 1 each of the following were found: Smith, Friden, and National.

3. Of the 7 calculators used by the firms covered in this survey, 4 were Monroes, 1 a Remington, 1 a Burroughs, and 1 a Friden.

4. Seven addressing machines were used by the firms covered by this survey.

5. Eleven of the 14 bookkeeping machines used by the firms covered by this survey were Burroughs.

6. Only 5 duplicating machines were listed in use by the firms covered in this survey.

7. Only 1 voicewriting machine was listed by the firms covered in this survey.

Conclusions

1. Since the firms included in this study may be considered small businesses, many of the employees will in all probability be required to be able to do more than one specific job. This probability suggests that the students in the business education departments should be trained to do more than one job.
2. The fact that the employment opportunities for boys at age 18 are much greater than at age 16 or 17 suggests one reason why boys should be encouraged to remain in school until the age of 18 or older.
3. The preponderance of women in positions involving the performance of bookkeeping duties suggests the need for including bookkeeping in the training of girls who expect to enter clerical and stenographic employment in Seminole.
4. The findings seem to indicate that most of the firms in Seminole are willing to employ high school graduates in record keeping positions.
5. The findings lead to the conclusion that girls who expect to secure stenographic positions should not rely on being employed as typists only.
6. The findings indicate that there is little agreement among employers as to the minimum age requirement for male clerks, whereas there is unanimous agreement concerning female minimum age requirements for clerical positions.
7. The number of employed persons who follow selling occupations exceeds the combined number who perform record keeping and stenographic

duties. It would seem desirable, therefore, to give greater emphasis in the high school and junior college business curricula to preparing students for selling occupations.

8. The business occupational opportunities in Seminole seem to indicate that students who are enrolled in the business department of the school should be encouraged to learn how to operate the typewriter as well as the full keyboard and the 10-key adding machines.

9. In view of the large number of employers who require experience on the part of new employees, an effort should be made by the school to provide more part-time employment opportunities for students.

Recommendations

1. Since the number of employed persons who follow selling occupations in Seminole exceeds the total number who perform record keeping and stenographic duties, it is recommended that greater emphasis in the high school and junior college business curricula be given to preparing the students for selling occupations.
2. In view of the fact that business occupational opportunities in Seminole indicate that nearly one half the employees were required to know how to operate adding machines and typewriters, it is recommended that adding machines be provided for instructional purposes and that students be encouraged to learn to operate typewriters and adding machines. Instruction in the operation of adding machines may be a part of the courses in secretarial training and bookkeeping.
3. It is recommended that Underwoods, Remingtons, Royals, and L.C. Smiths, the most commonly used typewriters in Seminole, be used by the business education departments of the high school and junior college for instructional purposes.
4. It is recommended that follow-up studies be made of the post high school activities of the dropouts and graduates of Seminole High school and of the post junior college activities of the dropouts and graduates of the Seminole Junior College. The primary purpose of such studies would be to determine what occupational and educational activities the graduates and dropouts engage in, as a basis for relating the curricula to the post-school careers of the school leavers.

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SEMINOLE CITY SCHOOLS

Vocational Education

O. D. JOHNS, *Superintendent*

HARLAND B. MITCHELL, *Principal*

SEMINOLE, OKLAHOMA

The purpose of this letter is to introduce to you a student who will call on you within a day or two with a short questionnaire.

We are making a study of the job opportunities in Seminole, the purposes of which are listed on the enclosed sheet.

The names of individual firms will not be used in the report.

Your cooperation will be most helpful and will certainly be appreciated.

Sincerely yours,

Enc

Sam Steinle

Purposes of the Study

The following list constitutes the chief purposes of the study:

1. To determine to what extent employers will employ store and office workers as young as the average high school graduate.

2. To determine the number of new workers employed during the last twelve months, which will give some evidence upon which to estimate the number of workers that the businesses of the community can absorb annually.

3. To determine what educational level is demanded by local business men of the various types of workers.

4. To determine to what extent the local employers demand experience on the part of new employees.

5. To determine if there is a sex preference for employees in the different classifications of workers.

6. To determine, to some extent, the importance of giving training in the use of office machines, and the kind of office equipment in general use locally.

BUSINESS OCCUPATIONAL OPPORTUNITY SURVEY
Seminole, Oklahoma 1946

Kind of business you are engaged in (as wholesale, retail) _____

and line (as hardware, etc.) _____

INSTRUCTIONS: You are asked to answer some questions concerning the different positions you have in your business. Note the sample column already filled in. "M" at the head of the column means male and "F" means female. Employee's position is determined by majority of duties performed during the day.

Position	Minimum age		No. of employees		Do you prefer		Number you		experience re-		EDUCATIONAL REQUIREMENTS				
	will be hired.	hired during last 12 months.	M	F	male or female workers?	Mark with X	now have employed	quired?	1. Gr. Sch.	2. High Scho.	3. Jr. Col.	4. Bus. Col.	5. College.	Check with X least you will accept.	
Sample	17	18	2	3	X		11	12	X				X		
Accountant															
Bookkeeper															
Bkpy. Steno.															
Bkpy. Cashier															
Bkpy. File Clk.															
Bkpy. Mach. Op.															
Cashier															
Bill Clerk															
File Clerk															
Entry Clerk															
General Clerk															
Mail Clerk															
Shp. Clerk															
Stock Clerk															
Order Clerk															
Time Clerk															
Collector															
Office Boy															
Messenger															
Steno. File Clk.															
Secretary															
Shorthand Steno.															
Dicta. Operator															
Edi. Operator															
Switchb. Oper.															
Typist															
Typist-File Clk.															
Sales-Bkpy.															
Retail Salesman															
Whol. Salesman															
Sales-Steno.															
Ins. Salesman															
Del. Boy															
Bkpy-Typist															

OFFICE MACHINES

³⁷
TYPEWRITERS: How many employees need to know how to operate this type of machine? ___ male ___ female.
Machines used
No. _____ Make _____

ADDING MACHINES: How many employees need to know how to operate this type of machine? ___ male ___ female.
Machines used
No. _____ Make _____

BOOKKEEPING MACHINES: How many employees need to know how to operate this type of machine? ___ male ___ female.
Machines used
No. _____ Make _____

CALCULATORS: How many employees need to know how to operate this type of machine? ___ male ___ female.
Machines used
No. _____ Make _____

ADDRESSING MACHINES: How many employees need to know how to operate this type of machine? ___ male ___ female.
Machines used
No. _____ Make _____

DICTAPHONE OR EDIPHONE: How many employees need to know how to operate this type of machine? ___ male ___ female.
Machines used
No. _____ Make _____

DUPLICATING MACHINES: How many employees need to know how to operate this type of machine? ___ male ___ female.
No. _____ Machines used _____ Make _____

OTHER MACHINES USED
No. Type Make Operators

Typist:

Mrs. Roberta Treadway White