

# OFFICE HELP

CAPABLE MEN AND WOMEN AVAILABLE

ACCOUNTANTS  
ADDRESSOGRAPH  
OPERATORS  
BILLERS  
BOOKKEEPERS  
CARDWRITERS  
CALCULATORS FOR:  
BURROUGHS  
COMPTON  
MARCHANT  
MONROE  
CASHIERS  
CHEMISTS  
COST CLERKS  
COLLECTORS  
CREDITMEN  
DICTAPHONISTS  
DRAFTSMEN  
EDIPHONISTS  
ENGINEERS  
EXECUTIVES  
FILE CLERKS  
GRAPHOTYPE OPERS.  
INSURANCE CLERKS  
JUNIOR CLERKS  
KEYPUNCH OPERS.  
LAWYERS



MACHINE BILLERS  
MACHINE  
BOOKKEEPERS  
MAIL ROOM CLERKS  
MIMEOGRAPH OPERS.  
MULTIGRAPH OPERS.  
OFFICE BOYS  
OFFICE CLERKS  
OFFICE MANAGERS  
ORDER CLERKS  
P.B.X. OPERATORS  
PAY ROLL CLERKS  
PRICE CLERKS  
PURCHASING AGTS.  
RECEIVING CLERKS  
SALESMEN  
SALESWOMEN  
SECRETARIES  
SHIPPING CLERKS  
STATISTICIANS  
STENOGRAPHERS  
STOCK CLERKS  
TECHNICAL MEN  
TIMEKEEPERS  
TRAFFIC MEN  
TYPISTS  
WINDOW TRIMMERS

Call GARfield 5020

• We find, investigate and submit to you capable men and women for all Clerical, Technical, Sales and Office Positions. • No Charge to the Employer for our Service. • 29 Years in this Business.

## PACIFIC AUDIT & SYSTEM CO.

22 YEARS AT 57 POST STREET  
OFFICES—SAN FRANCISCO, OAKLAND, LOS ANGELES



# MEN and WOMEN OFFICE HELP

OFFICE - SALES - TECHNICAL

- |   |   |  |   |
|---|---|--|---|
| 1. Executives<br>Accountants<br>Auditors<br>Cost Accountants<br>Credit Managers<br>Office Managers<br>Purchasing Agents   | Kardex Clerks<br>Keypunch Operators<br>Messengers<br>Mimeograph Operators<br>Multigraph Operators<br>Office Boys<br>Pay Roll Clerks<br>PBX Operators<br>Stock Control Clerks<br>Stock Record Clerks<br>Tabulator Operators<br>Time Clerks | N. C. R. Operators<br>Remington Operators<br>Sunstrand Operators   | Life<br>Marine  |
| 2. Clerical<br>Addressograph Operators<br>Bookkeepers<br>Cashiers<br>Clerks<br>Collectors<br>Credit Clerks<br>Delivery Boys<br>Ditto Operators<br>File Clerks<br>Fountain Clerks<br>Graphotype Operators<br>Junior Accountants<br>Junior Clerks | 3. Machine-Bookkeepers & Calculators<br>Burroughs Calculators<br>Comptometer Operators<br>Elliott-Fisher Operators<br>Friden Calculators<br>Marchant Calculators<br>Monroe Calculators<br>Moon-Hopkins Operators                          | 4. Steno-Secretaries<br>Dictaphone Operators<br>Ediphone Operators<br>Secretaries<br>Stenographers—Legal<br>Teletype Operators | 6. Sales-Canvassers-Retail<br>Canvassers<br>Demonstrators<br>Sales<br>Sales Supervisors   |
|   |   |  | 7. Technical<br>Attorneys<br>Chemists<br>Copywriters<br>Draftsmen<br>Engineers<br>Librarians<br>Show Card Writers<br>Statisticians<br>Teachers, Commercial<br>Time Study Engineers<br>Window Trimmers |

Free Service to Employer

Douglas 2850

## SCOFIELD'S

(AGENCY)

OAKLAND  
1440 Broadway

593 MARKET ST.



### Employment Agencies.

**ANDERSON EMPLOYMENT BUREAU**  
SELECTED DOMESTIC HELP  
SCANDINAVIAN - ALL NATIONALITIES  
Highest Standard  
Dependable and Efficient Service  
Cooks, Nurses, Maids, Governesses, Butlers,  
Chauffeurs and Gardeners or Couples  
1145 Polk.....TU xdo-6464

Andre Employment Ofc- 1801 Buchanan.FI Imor-5165

**ATKINSON NINA**  
Nina Atkinson (Agcy.) Josephine Taylor  
CAREFULLY SELECTED  
APPLICANTS  
MEN AND WOMEN  
IN ALL CLASSIFICATIONS  
ALWAYS AVAILABLE  
117 Montgomery.....GA rfd-4070

**BARCLAY CALCULATING & SECRETARIAL BUREAU** 605 Market.....DO uglas-1749

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"A REPUTABLE SERVICE"  
EXECUTIVE, OFFICE, SALES  
AND TECHNICAL  
Careful Selection and Investigation  
for the Employer who wants the Best  
68 Post.....GA rfd-0515

Bureau of Vocational Service Russ Bldg.DO uglas-2757  
**BUSINESS MENS CLEARING HOUSE**  
525 Market. EX brook-5633

Calif Hotels Employment Bureau  
51 McAllister. MA rket-1124

Calif State of  
Employment Dept of  
Division of State Employment Agencies  
Commercial Dept 154 Sanson. EX brook-5656  
Industrial Dept 1690 Mission. HE mlock-3800  
Junior Dept 1696 Mission. HE mlock-3800  
Oriental Dept 1696 Mission. HE mlock-3800

**CERTIFIED PLACEMENT AGENCY**  
V. CLAMPITT E. JOHNSTONE  
"Employees for Employers"  
OFFICE - SALES  
TECHNICAL  
SELECTIVE SERVICE  
79 Post.....DO uglas-6090

China Employment Agency  
103 Waverly Pl. CH ina-1639  
**CHINESE CENTER EMPLOYMENT AGENCY**  
85 Brenham Pl. DO uglas-3162

Circle Elsie Domestic Agency  
1716 Clay. OR dway-9226

Clerical Placement Bureau 580 Market. GA rfd-1617  
Commercial Placement Bureau 79 Post. DO uglas-6090

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SPONSORED BY S. F. EMPLOYERS  
Use Your  
"Community" Service  
For  
ACCOUNTANTS, BOOKKEEPERS, STENOS.,  
SALES CLERKS, STOCK CLERKS,  
OFFICE BOYS  
153 Kearny.....GA rfd-4004

Consolidated Agencies 57 Post.....GA rfd-5020  
Continuation School  
Employment Dept 1976 Mission. HE mlock-6379  
Dickinson-Warren Secretarial School  
369 Pine. EX brook-0992

**DOMESTIC BUREAU AGENCY THE**  
PRIVATE FAMILY HELP  
A Specialty for 20 Years  
A LICENSED AGENCY  
For Child Nurses, Couples, Butlers,  
Chauffeurs and  
GENERAL HOUSEHOLD HELP  
Your Employment Problems Solved to  
Your Satisfaction  
1404 Larkin.....TU xdo-6336

Domestic Interviewing Service  
1895 Haight. MA rket-0663  
**ENGINEERING SOCIETIES EMPLOYMENT SERVICE** 57 Post.....GA rfd-9248  
Filipino Employment Bureau  
85 Brenham Pl. DO uglas-3162  
Gibbs Employment Agency 883 Market. DO uglas-0978

(Continued Next Page)

### Employment Agencies.—(Cont'd)

Harry J 1623 Buchanan.....WE st-5546  
Heath Employment Agency Mills Bldg. EX brook-7979  
Heath Margaret Mills Bldg.....EX brook-7979  
Hori & Co Employment Agency 1725 Post.WE st-2803  
**HOTEL REPORTER EMPLOYMENT AGENCY** 20 Ellis.....EX brook-8404

**INTERNATIONAL EMPLOYMENT AGENCY**  
G. SBRAGIA  
Prop.  
YOU NEED HELP—LET US HELP YOU  
Cooks - Waiters - Dishwashers - Housemen  
Janitors - Mechanics - Laborers - All Kinds  
For Clubs - Bakeries - Hospitals - Gas Stations  
Garages-Dairies and Farms-Also Filipino Help  
778 Howard.....DO uglas-4155

Italian-American Employment Agency  
752 Howard. DO uglas-2632

**JAP-AMER EMPLOYMENT AGENCY**  
1623 Buchanan. WE st-5546

If no answer call.....WE st-3805  
Jap Emp Co 1647 Post.....WE st-6524  
Jap Emp Office 1623 Buchanan.....WE st-5546  
Jap Employment Office 2238 Fillmore. FI Imor-2733

Japanese Labor Association The  
1525 1/2 Geary. FI Imor-0243

**KEMP AGENCY** 681 Market.....GA rfd-7024

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Since 1907  
C. D. KINNEY  
CHINESE and  
FILIPINO HELP  
For  
Hotels—Families—Apartments—Clubs, etc.  
65 Brenham Place.....DO uglas-3162

Knight's Emp Agency 16 Geary.....GA rfd-2863  
Low's Employment Bureau 756 Sacto. EX brook-4563

**MARTENSTEIN MARY P AGENCY**  
Mary P. Martenstein Elsie A. Cowden  
Carefully Selected and Investigated  
Applicants for All Office Positions  
MEN AND WOMEN  
Phelan Bldg.....EX brook-8263

Masonic Employment Bureau  
Van Ness & Oak. MA rket-0340

**MEDICAL PLACEMENT BUREAU**  
11 J Cowle, N D-L Johnson, N Y  
83 McAllister.....MA rket-6733

Miller Personnel Bureau 605 Market...GA rfd-3571  
Models Free Placement Bureau  
435 Powell. GA rfd-4355

**MURRAY & READY EMPLOYMENT AGENCY**  
Hotel, Restaurant, Inst & Clubs  
Male & Female Dept  
Chinese Help Furnished  
102 Golden Gate Ar.....TU xdo-3001

**MURRAY & READY EMPLOYMENT AGENCY**  
786 Howard. SU ter-1205

**NATIONAL EMPLOYMENT AGENCY**  
1026 Market. UN drhil-2210  
Noble Agency 681 Market.....GA rfd-4278  
Norton Employment Agency 2152 Sutr. WA lnt-9774

**ORIENTAL EMPLOYMENT AGENCY**  
S. SHIMA, Prop.  
JAPANESE  
CHINESE FILIPINO  
For Families, Hotels, Apartments,  
Restaurants, Clubs, Etc.  
Also House Cleaning  
1647 Post.....WE st-6524

Owners Direct Delivery Co 1438 Calif. GR ayson-1415

**PAC AUDIT & SYSTEM CO INC**  
57 Post. GA rfd-5020

Pearce Agency 1182 Market.....HE mlock-6406  
Plunkett Kate Miss 1896 Sutter.....WE st-3825

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Trained attendants for  
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permanent employment.  
Free placement service  
for qualified applicants  
seeking positions as private  
branch exchange or  
teletypewriter attendants.  
"SERVICE RENDERED BY"  
PACIFIC TEL & TEL CO  
Private Branch Exchange Bureau  
430 Bush.....GA rfd-9000

Reliable Emp Agency 716 Howard...SU ter-5796  
**REMINGTON HAND INC** 509 Mt. DO uglas-8600

### Employment Agencies.—(Cont'd)

**ROYAL TYPEWRITER CO INC**  
153 Kearny. GA rfd-8030  
S F Agency 703 Market.....DO uglas-7907  
S F Placement Bureau The Pacific Bldg. EX brook-7861  
Scotfield Bureau 593 Market.....DO uglas-2850  
**SHIMA S EMPLOYMENT AGENCY**  
1647 Post. WE st-6524  
Steidel L R Mrs 620 Market.....GA rfd-6838  
Togo Employment Agency 1768A Sutter. FI Imor-1135  
Town & Country Employment Agency  
942 Market. DO uglas-1815

**UNDERWOOD ELLIOTT FISHER COMPANY** 531 Market.....GA rfd-5620  
Vocational Service Bureau Russ Bldg. DO uglas-4586  
Welter G N 703 Market.....DO uglas-7907

### Employment Agencies—Apartment House

National Employment Agency 1026 Mt. UN drhil-2210

### Employment Agencies—Clerical

Atkinson Employment Agency  
117 Montgomery. GA rfd-4070

**BRADBURY PLACEMENT AGENCY**  
68 Post. GA rfd-0515

**BUREAU OF VOCATIONAL SERVICE**  
Eva M O'Kane  
Russ Bldg.....DO uglas-2757

Clerical Placement Bureau 580 Market. GA rfd-1617  
(See Advertisement Opposite Page)

Commercial Placement Bureau 79 Post. DO uglas-6090  
Community Placement Bureau Inc

Gibbs Employment Agency 883 Market. DO uglas-0978  
**HEATH EMPLOYMENT AGENCY**  
Margaret Heath  
Mills Bldg.....EX brook-7979

**KEMP AGENCY** 681 Market.....GA rfd-7024  
**MARTENSTEIN MARY P**  
Phelan Bldg. EX brook-8263

**MILLER PERSONNEL BUREAU**  
605 Market. GA rfd-3571

**NOBLE AGENCY**  
Office-Medical-Reg & Grad Nurses  
681 Market.....GA rfd-4278

Pacific Audit & System Co Inc 57 Post. GA rfd-5020  
(See Advertisement Opposite Page)

Scotfield Bureau 593 Market.....DO uglas-2850  
(See Advertisement Opposite Page)

**STEIDEL L R MRS** 620 Market....GA rfd-6838

### Employment Agencies—Fountain

National Employment Agency  
1026 Market. UN drhil-2210

### Employment Agencies—Free

Royal Typewriter Co Inc 153 Kearny...GA rfd-8030

### Employment Agencies—Hotel

**CALIFORNIA HOTELS EMPLOYMENT AGENCY** 51 McAllister...MA rket-1124  
Cooks Assn of The Pac Coast Inc  
534 Polk. OR dway-2357

Gibbs Employment Agency 883 Market. DO uglas-0978  
**MURRAY & READY EMPLOYMENT AGENCY**  
102 Golden Gate Ar. TU xdo-3001

For all the family for all the year. Telephone service provides contacts with friends and relations, saves time and money, affords privacy and protection, and increases opportunity for employment.

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MEN AND WOMEN

Courteous and Prompt Service Assured  
STENOGRAPHERS  
TYPISTS  
P B X OPERATORS  
BOOKKEEPERS  
ACCOUNTANTS  
CALCULATING MCH.  
SALES  
EXECUTIVES  
DRAFTSMEN  
CREDIT MEN  
SHIPPING CLERKS  
STOCK CLERKS  
OFFICE BOYS  
TECHNICAL

TELEPHONES  
**Garfield 1617 or 7700**  
No Charge to Employer for Our Service

### Employment Agencies—Household

Anderson Employment Bureau  
1145 Polk. TU xdo-6464

**GIBBS EMPLOYMENT AGENCY**  
Certified Household Help All Kinds  
883 Market.....DO uglas-0978

**NATIONAL EMPLOYMENT AGENCY**  
Established 1928  
DOMESTIC HELP  
HEADQUARTERS  
PROMPT EFFICIENT SERVICE  
Cooks - Maids - Children's Nurses - Governesses  
Couples - Butlers - Chauffeurs - Housemen  
Gardeners - Practical Nurses  
1026 Market.....UN drhil-2210

Town & Country Employment Agency  
942 Market. DO uglas-1815

**TOWN & COUNTRY EMPLOYMENT AGENCY**  
COOKS  
MAIDS  
COUPLES  
BUTLERS  
GOVERNESSES  
NURSES  
CHINESE COOKS  
DOMESTIC & NURSING SERVICE  
942 Market.....DO uglas-1815

### Employment Agencies—Labor

**MURRAY & READY EMPLOYMENT AGENCY**  
786 Howard. SU ter-1205

National Employment Agency  
1026 Market. UN drhil-2210

### Employment Agencies—Models

Farrier Studios of Charm & Modeling  
Free Placement Service  
228 Grant As.....SU ter-0233

Morgan Patricia School of Modeling & Charm  
435 Powell. GA rfd-4355

Nothing guards your home more faithfully than the telephone.

## A Telephone Directory

# ARRANGED BY STREETS

Instead of  
by Names

For Information

Call  
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THE PACIFIC TELEPHONE AND TELEGRAPH COMPANY