

Secretaries Perform Office Duties for Administrators



Hughes office ladies sometimes find time for a coffee break in the middle of a busy day. Giving information to visitors, keeping the tremendous amount of filing in order, answering the telephone, mimeographing bulletins, and completing transcripts for seniors and new students are just a few of the tasks that keep the office ladies busy.

They render a valuable service in the smooth functioning of Hughes High School.

Left to right around the table: Miss Carrie Kohrmann, Mrs. Marcie Vega, Mrs. Audrey Feder, Mrs. Marjorie Barnes, Mrs. Dorothy Tharp, Mrs. Julia Stewart.

The office assistants are dependable girls who volunteer to give up their study halls to aid the office ladies and counselors. They are selected in September by Mr. Stephens and Mrs. Frehse.

The assistants answer the telephones, run errands, and perform various other tasks which save the office secretaries many steps and much valuable time during the course of a day.

Left to Right, Row 1: K. Halvorson, J. Leek, N. Prewitt, M. Flueck, J. Johnson, J. Shoupe, C. Eakins, J. Cochran, B. Eschenbach. *Row 2:* M. Grimm, B. Cascaddon, P. Adcox, B. Kennedy, C. Mincey, B. Coffey, G. Harris, P. McCabe.

