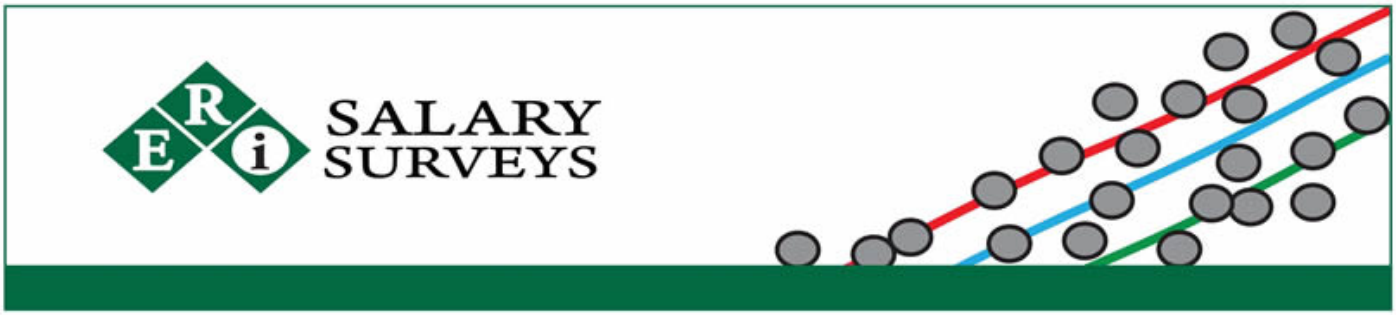

Office and Administrative Personnel Salary Survey

RETURN TO:
ERI Salary Surveys
ATTN: Survey Department
8575 164th Ave NE, Suite 100
Redmond, WA 98052
USA
Telephone: (877) 210-6563, Fax: (877) 239-2457

(RETURN BY March 31, 2014)

General Instructions
Participation between October 1 and December 31 earns a 75% discount. After that a 50% discount will be in effect. Discounts apply to any one survey order. Required inputs exist only for the wage/salary and variable pay/incentives to be earned in this year. Data collected before March 31, 2014, will be included in the 2014 survey. ENTER DATA ONLY FOR JOBS THAT EXIST WITHIN YOUR ORGANIZATION.

Please make sure your contact information is correct, including the industry sector, location, and the organizational size dimension and measure. We will call you to go over submitted input.

- Again, fill in data for only those jobs in which your organization has incumbents. -

Should you wish, you may enter your data directly online
or download a questionnaire at:

http://salary-surveys.erieri.com/onlinesurvey

ORGANIZATION INFORMATION

* Indicates required field

* Data Effective Date: _____

*Industry Sector (Default SIC 9090) (If known please circle one NTEE _____/SIC_____/NAIC_____)

*Organization: _____

*Total Employees: _____

*Revenue: _____

Assets: _____

*First Name: _____

*Last Name: _____

*Email: _____

*Phone: _____

*Fax: _____

*Address: _____

*City: _____

*State/Province: _____

*Zip Code: _____

*Country: _____

INDUSTRY BENCHMARK JOBS

INSTRUCTIONS: For each job, all values refer to "averages" of the incumbents. If you wish to detail the information for the incumbents or they work in a different postal code, please use the Job Overflow page at the end of this section to do so. To enter the correct education level for a job, please use a value from the list below:

EDUCATION LEVELS

1 - Illiterate - non-English speaking
2 - Limited English speaking
3 - Eighth grade or equivalent
4 - High School - non skilled
5 - High School - skilled
6 - 1 year trade, technical or JC
7 - 2 year JC or apprenticeship
8 - 4 year college - non-technical
9 - 4 year college - technical
10 - Graduate degree
11 - Doctorate

Health Care Positions

1. **DIET CLERK**

Prepares dietary information for use by kitchen personnel in preparation of foods for hospital patients. Operates computer to enter and retrieve data. Examines diet orders and menus received from hospital units.Processes new diets and changes as required. Gives food requirements information to kitchen personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1722							

2. **REHABILITATION CLERK**

Compiles, verifies, and records client data in vocational rehabilitation facility. Gets information required for client's records such as name, address, age, medical history, present medications, previous treatments, party responsible for payment, and work limitations. Prepares and maintains clients' records and reports.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2964							

3. **SECRETARY MEDICAL**

Assists manager or department by performing secretarial and administrative duties under general supervision, utilizing knowledge of medical terminology and hospital, clinic, or laboratory procedures.Takes and transcribes notes and dictation.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2915							

Professional Positions

4. **BENEFITS CLAIM FILE CLERK**

Files correspondence, claims, and other records associated with employee group insurance and benefits. Reads incoming material and sorts according to file system. Uses computer to track movement of records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1807							

5. **BEREAVEMENT COUNSELOR**

Advises and provides counseling, grief therapy, and grief support to help meet individual's social and emotional needs in relation to the impact of a terminal illness or of the grief from losing a loved one. Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources. Evaluates individual's needs for counseling or other grief support services. Provides individual counseling and group support therapy to bereaved individuals, offering compassion, advice, and strategies to cope.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9608							
9608							

6. **CLOSER**

Coordinates closing transactions between the buyer and seller in the sale of real estate. Receives and deposits escrow monies in established accounts and disburses funds from each account. Reviews closing documents to determine accuracy of information and need for additional documents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2064							

7. **MARKETING ASSOCIATE**

7. **MARKETING ASSOCIATE**

Assists in the creation and management of long-term marketing plans, including advertising, public relations, promotions, and collateral. Gives support to advertising programs and communication programs designed to promote products or services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3322							

8. **RELOCATION SPECIALIST**

Assists employees moving to a new city, state, or country due to needs of an organization. Gets and compiles information from the manager and the employee to understand their needs and preferences from a personal and professional perspective. Prepares a portfolio of options and recommendations regarding available schools, shopping, recreation and local activities, churches, employment prospects for the spouse, and other important details about the selected communities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6084							

9. **WORK STUDY COORDINATOR**

Coordinates, plans, and administers special education work and study program for in-school youth. Establishes contacts with employers and employment agencies, and identifies work opportunities for students, scanning newspapers and other sources. Confers with potential employers to communicate objectives of work study program and to solicit cooperation in adapting work situations to special needs of students. Evaluates and selects program participants according to specified criteria and counsels and instructs selected students in matters such as vocational choices, job readiness, and job retention skills and behaviors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1823							

Sales Positions

10. **AUTOMOBILE RENTAL CLERK**

Rents automobiles to customers. Talks with customer to determine type of automobile, location for pick up and return of automobile, and number of days needed for rental. Quotes cost of rental, based on type of automobile, daily rates, estimated mileage, and insurance coverages requested.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
120							

11. **STORAGE FACILITY RENTAL CLERK**

Rents storage space to customers of rental storage facility. Informs customers of space availability, rental regulations, and rates. Assists customers in selection of storage unit size according to articles or material to be stored. Records terms of rental on rental agreement form and helps customer in completing form.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
231							

Technicians, Para-Professional & Skilled Craft Positions

12. **ADMINISTRATIVE ASSISTANT**

Supports an organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information of interest. Prepares Preparesvarious reports detailing the administrative information handled by the position. Reviews and answers correspondence. May handle confidential information. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4003							

13. **ADMINISTRATIVE SECRETARY**

Keeps official corporation records and initiates administrative policies determined by or in conjunction with other officials. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers. Schedules conferences, appointments, meetings, and travel arrangements for senior staff. Leads preparation of records, such as notices, minutes, and resolutions for stockholders' and directors' meetings.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1662							

14. **BANKING COLLECTION CLERK**

Receives and processes collection items, such as checks, drafts, and coupons, presented to bank by customers or corresponding banks. Reads letter of instructions accompanying negotiable instruments to determine disposition of items. Computes interest, lists debits and credits, and enters information into computer system. Debits bank account and credits customer's account to liquidate outstanding collections.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2013							

15. **EXECUTIVE SECRETARY**

Assists departments and/or lower-level executives by providing secretarial and administrative support, usually of a confidential nature. Composes letters and memoranda from dictation, verbal direction, or from knowledge of company policy or procedures. Composes andtypes routine correspondence. Files correspondence and other records. Answers telephone, gives information to callers, routes call to appropriate person, and places outgoing calls.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4034							

16. **SECRETARY TO CEO**

Assists and relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. Takes care of a wide variety of complex situations and conflicts involving the clerical and administrative function of the office that often cannot be brought to the attention of the executive. Composes correspondence requiring knowledge of executive's views, philosophy, and some understanding of technical matters; may sign for executive when technical or policy content has been authorized.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4126							

17. **SECRETARY TO VP**

Supports Vice President by handling a variety of complex situations involving the clerical or administrative function of the office that often cannot be brought to the attention of the executive.Uses considerable judgment and initiative to determine the approach or action to take in non-routine situations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4127							

18. **SURGERY SCHEDULER**

Makes arrangements for patient's surgery, coordinating schedule to accommodate the physician; clinic, hospital, or surgery center; and patient. Informs patient of surgical and financial preoperative requirements.Gives patient pre- and post-surgery instructions and information, and ensures that patient knows what to expect during surgery. Addresses all patient's questions and concerns.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9663							
9663							

Field, Shop, Services & Clerical Positions

19. **ACCOUNTING CLERK**

Prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4002							

20. **ACCOUNTS PAYABLE CLERK**

Calculates, posts business transactions, processes invoices, verifies financial data for use in maintaining accounts payable records, and provides other clerical support necessary to pay the obligations of the organization. Clarifies any questionable invoice items, prices, or receiving signatures; obtains proper information and/or data regarding invoice payments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1318							

21. **ACCOUNTS RECEIVABLE CLERK**

Prepares customer statements, bills and invoices; reconciles expenses to the general ledger; takes care of basic client inquiries; and performs other clerical tasks related to maintaining the accounts receivable records for an organization. Calculates and posts receipts to appropriate general ledger accounts and verifies details of transactions, such as funds received and total account balances. Prepares monthly receivable statements. Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Prepares and posts invoices and credit and debit memos.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1320							

22. **ADVERTISING CLERK**

22. **ADVERTISING CLERK**

Checks orders received from advertising agency or client to determine specifications, and performs other clerical and administrative support activities in an advertising organization. Compiles Compiles advertising orders, ascertains cost of advertisement based on size, date, position, number of insertions, and other requirements. Operates computer to enter and retrieve cost and order data. Types and mails order and specifications to designated publishers. Maintains records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
356							

23. **ANIMAL HOSPITAL CLERK**

Registers and admits animals brought to animal facility, informs owners about condition of pets being treated, prepares case records of treated animals, and computes and records payment of fees.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5987							

24. **ATTENDANCE OFFICER**

Investigates continued absences of pupils from public schools to determine if such absences are lawful and known to parents. Assists school principals in dealing with student problems associated with drugs, alcohol, violence, and excessive truancy.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2832							

25. **BANKING CODE & TEST CLERK**

Records and monitors amounts coming into or leaving an organization. Keeps records that are needed to properly account for revenues and expenses. Employs financial software to enter and manipulate data. Verifies and assigns code numbers on telecommunications messages used in banking transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2065							

26. **BANKING CREDIT CARD CONTROL CLERK**

Compiles, verifies, and files records and forms to control issuing, blocking (withholding), or renewal of credit cards. Receives shipments of plastic credit card blanks, issues blank cards for imprinting, receives new or reissued printed cards, verifies identifying data on cards, responsible for mailing of completed credit cards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2036							

27. **BANKING DISBURSEMENT CLERK**

Performs a variety of clerical and administrative activities involving the application, processing, and recording of loans. Verifies accuracy of consumer loan applications, prepares loan work papers, insurance record, and credit report. Records loan and prepares daily report of loan transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1689							

28. **BANKING FOREIGN EXCHANGE CLERK**

Keeps records of bank's funds on deposit (position) in foreign Banks that may involve bank's balances on deposit in foreign banks, outstanding (future) purchase and sales contracts, and undelivered items. Lists totals in holdover register and posts net balances to daily position reports to determine new position. Checks records to determine when balances need replenishing. Computes net balances and informs trading personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2049							

29. **BANKING INSTALLMENT LOAN CLERK**

Processes applications of individuals applying for loans. Ensures effective and efficient administration of installment loan by the timely and accurate processing of all documents and entries, in accordance with regulatory compliance.Assembles loan documents, handles paperwork associated with loans, and ensures all information is complete and verified. Assists in preparation of loan documents, financial statement, and loan analysis. Avoids possible loss by ensuring all loans are processed within the policies and processes established by the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2020							

30. **BANKING LOAN CLERK**

30. **BANKING LOAN CLERK**

Processes applications of individuals applying for loans and credit. Asks applicant questions to obtain personal and financial data and fills out application. Checks credit history and gets information needed to determine creditworthiness of loan.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2011							

31. **BANKING LOAN CLOSER**

Prepares papers and assembles documents to close loans for borrowers. Forwards applications for loans, construction plans, and credit ratings to loan company for approval. Receives approval of company and orders preliminary title reports and covenants. Draws up closing papers showing financial transactions, conditions, and restrictions upon which sale is based.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2012							

32. **BANKING MORTGAGE CLERK**

Performs a variety of clerical and administrative support activities related to mortgage loans, and utilizes related computer systems and software. Examines documents such as deeds, assignments, and mortgages, to ensure compliance with escrow instructions, institution policy, and legal requirements. Answers customer questions regarding mortgage account and corrects records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2019							

33. **BANKING RESERVES CLERK**

Compiles, checks, and keeps records of fund reserves of bank and branches to ensure conformity with Federal Reserve requirements. Ensures branches follow established procedure and meet with bank limitations and requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1280							

34. **BANKING SAFE DEPOSIT CLERK**

Rents safe-deposit boxes to bank customers. Asks customers questions to obtain information necessary to open account. Prepares rental contract and gets customer signature. Issues safe-deposit box key to customer. Admits customers to safe-deposit vault. Maintains safe-deposit records, such as signature cards, rental contract, and other related records. Collects initial rental fee from customer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2052							

35. **BANKING SKIP TRACER**

Traces skips (debtors who change residence without notifying creditors to evade payment of bills) for creditors or other concerned parties. Searches city, telephone, and street listings, inquires at post office, and checks electronic records and other sources. Interviews, telephones, or writes former neighbors, stores, friends, relatives, and former employers to elicit information pertaining to whereabouts of skips.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1381							

36. **BANKING STATEMENT CLERK**

Responsible for distribution of statements to customers, and reconciles discrepancies in records and accounts. Responsible for matching of cancelled checks with account statements where cancelled checks are returned to customer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2189							

37. **BANKING TRUST OPERATIONS ASSISTANT**

Performs complex clerical and administrative support activities in a trust department. Opens and closes trust accounts; arranges transfer of trust assets; updates trust account records; pays bills, dividends, and interest; and performs clerical duties in personal or corporate trust department. Job know-how usually involves one to two years of directly related study, training, and/or experience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2046							

38. **BANKING WIRE TRANSFER CLERK**

Transfers funds or securities and records funds or securities transferred and disposition. Maintains records of wire/electronic transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2060							

39. **BENEFITS CLERK**

Answers employees' questions regarding benefits and records employee enrollment in benefits and group insurance programs; benefits may include vacation, short-term disability leave, long-term disability, workers' compensation, disability, 401k plans, pension and retirement, and other plansProcesses and keeps benefits membership and enrollment records maintained.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1806							

40. **BILINGUAL SECRETARY**

Assists and relieves officials of clerical work and minor administrative and business details, frequently using a foreign language, including basic correspondence, filing, and inputting data for reports. Prepares a variety of memos, forms, letters, and reports. Composes simple, routine letters. Reads and routes incoming mail.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1664							

41. **BILLING CLERK**

Compiles records of charges for services rendered or goods sold. Calculates and records amount of these services and goods, and prepares invoices to be sent to customers or insurance providers. Applies applicable discounts, special rates, or credit terms.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1321							

42. **BOOKKEEPER**

Keeps books and accounting records of financial transactions for establishment. Reconciles and balances accounts. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files. Summarizes details in separate ledgers or computer files and transfers data to general ledger.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4010							

43. **BRAILLE LIBRARY CLERK**

Assists patrons who have vision problems. Checks borrowers list of desired reading material. Locates those materials or closely-related substitutes from library collection of Braille volumes, large type volumes, CD's, tape cassettes, and open reel talking books. Completes paper work and gives or mails to borrower.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2743							

44. **BROKERAGE CLERK**

Computes and records data on security transactions. Produces necessary records of transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1284							

45. **CASHIER**

Compiles collection, disbursement, and bank-reconciliation reports. Receives funds from customers and employees, disburses funds, and records monetary transactions. Receives cash or checks or completes credit-card charge transactions. Counts money to verify amounts and issues receipts for funds received.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4014							

46. **CASHIER ASSOCIATE**

Receives cash, personal check, or charge or debit card for payment of food, rent, property, deposits, fees, accounts receivable, or other goods and services. Operates cash register, scanners, and computers to itemize and total customer's purchases.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2056							

47. **CENTRAL OFFICE OPERATOR**

47. **CENTRAL OFFICE OPERATOR**

Operates telephone equipment to establish or assist customers in establishing local or long-distance telephone connections.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5947							

48. **CLERICAL ASSISTANT**

Sorts and files records, and assists staff or department in performing other clerical tasks requiring limited knowledge of systems or procedures. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Work is distinguished from General Clerk as duties are not as complex.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1653							

49. **CLERK TYPIST**

Types, changes, and corrects material; prepares reports, letters, mailing labels, correspondence, application forms, statistical tables, shipping tickets, and other material; makes neat typed copies of materials. Types and revises material from rough draft, corrected copy, recorded voice dictation, or previous versions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1668							

50. **COLLATOR OPERATOR**

Operates and prepares collating machine to perform functions such as assembling and perforating, stapling, gluing, folding, or cutting sheets of paper, forms, or signatures in specified sequence to form sets, following job specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2068							

51. **CORRESPONDENCE CLERK**

Conveys information to customers, formulating response and replying to customers or other interested parties regarding such items as requests for merchandise, merchandise exchange or returns, damage claims, credit information, delinquent accounts, incorrect billing, unsatisfactory service, or to request information.Reads incoming correspondence and uses information received to formulate reply.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1920							

52. **COST CLERK**

Compiles accounting cost reports showing total cost, selling prices, rates profits, or other cost information needed for proper cost accounting. Calculates individual items, such as labor, material, and time costs, relationship of sales or revenues to cost, and overhead expenditures. Examines records, such as time and production sheets, payrolls, operations charts, and schedules, to obtain data for calculations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1346							

53. **COUNTER CLERK PHOTO FINISHING**

Receives orders for photo processing, operates photo lab equipment to process photos, and takes payment from customers. Answers customer's questions regarding prices and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2249							
2249							

54. **CREDIT & COLLECTION CLERK**

Notifies or locates customers with delinquent accounts, attempts to secure payment, and reports payments. Prepares and mails form letters to customers to encourage payment of delinquent accounts.Talks to customer by telephone in attempt to determine reason for overdue payment, reviewing terms of sales, service, or credit contract with customer. Calls customers who do not reply to letters.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1378							

55. **CREDIT CORRESPONDENT**

55. **CREDIT CORRESPONDENT**

Conveys information to customers, formulating response and replying to customers or other interested parties regarding such items as credit information, delinquent accounts, incorrect billing, and other credit related matters. Reads incoming correspondence and gathers data to formulate reply. Checks credit history and other related records to determine appropriate response. Records promises on account and schedules follow-up.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1923							

56. **CREDIT INFORMATION CLERK**

Compiles credit information, such as status of credit accounts, personal references, and bank accounts to fulfill subscribers' requests. Completes report to update information for credit record on file, or for computer input. Relays requested information or submits data obtained to subscriber.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2043							

57. **CUSTOMER SERVICE CLERK**

Assists customers with selection and purchase or rental of items, such as cars, clothing, jewelry, hardware, etc., in service and retail establishments, such as department stores, rental companies, banks, insurance offices, and other service or retail industries. Helps with special services, such as gift wrapping, engraving, sales, returns, and taking payments. Takes orders for such items as decorated cakes, cut flowers, personalized greeting cards and stationery, and merchandise rentals and repairs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6105							

58. **DATA CONTROL CLERK**

Keeps control records and scheduled data to be processed on electronic data-processing machines. Examines and audits data for discrepancies, corrects errors, and reconciles data to ensure accuracy at various stages of data processing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1868							

59. **DATA ENTRY OPERATOR**

Enters data into computer using various data entry devices. Inputs lists of items, alphabetic, numeric, or symbolic in computer-readable format. Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4024							

60. **DATA EXAMINATION CLERK**

Reviews computer input and output documents to ensure accuracy, completeness, and adherence to establishment standards. Reads notes and instructions written on source documents and compares information with printouts to detect errors and ensure completeness and conformity with establishment policies and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1873							

61. **DISTRIBUTING CLERK**

Assembles and routes various types of printed material. Assembles specified number of forms, manuals, or circulars for each addressee as indicated by distribution tables or instructions. Keeps records of materials sent.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
184							

62. **DOCKET CLERK**

Assists courts and governmental agencies, performing critical and discretionary clerical and office activities. Gives information to a variety of people, including judges, lawyers, other court personnel, and members of the public. Compiles and keeps court docket.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1901							

63. **DOCUMENTATION CLERK**

Classifies, catalogs, stores, and retrieves documentation generated by Information Systems department personnel, under immediate supervision. Classifies and codes documents according to specified system. Assigns cross-indexing numbers if subject matter should be classified and filed under more than one heading.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
111							

64. **EMPLOYMENT CLERK**

Interviews and screens applicants for employment and processes application forms. Interviews applicants to obtain information, such as work experience, education, training, and occupational interest. Informs applicants of organization's employment policies. Refers qualified applicants for further interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1825							

65. **FILE CLERK**

Codifies, files, retrieves, and keeps electronic and hardcopy company records current. Examines incoming material and codes it numerically, alphabetically, by subject matter, or other specified system. Searches for and investigates information contained in files, adds additional data to file records, completes reports, keeps files current, and supplies information from file data or electronic data files.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4035							

66. **FILE DRAWINGS/MAP CLERK**

Classifies, stores, retrieves, and keeps updated information drawings, maps, and other records, utilizing computerized filing and retrieval system. Enters document's identification code, obtains location, and retrieves document. Reads incoming material and sorts according to file system. Ensures backup paper or electronic copies are kept.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
110							

67. **FILM OR TAPE LIBRARIAN**

Classifies, catalogs, and keeps a library of a wide variety of audio and video items maintained, items such as digital forms of videos, CD-ROMS, photographic slides, video and audio tapes, motion picture films, and others.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2741							

68. **GENERAL CLERK**

Assists department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures that may be complex. Types or enters information into computer to prepare correspondence. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Conducts limited research. Operates various office machines, opens and routes incoming mail, answers correspondence, and prepares outgoing mail. Answers telephones, conveys messages, and runs errands. Stamps or numbers forms by hand or machine, and photocopies documents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4112							

69. **HOTEL CLERK**

Registers arriving guests, designates rooms, checks out guests at the end of their stay, and performs a variety of services for guests of hotel, motel, or other lodging establishments. Issues room key. Answers inquiries pertaining to hotel services; registration of guests; and shopping, dining, entertainment, and travel directions. Keeps records of room assignments and other registration information. Prepares and explains charges at time of check out and processes payment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2283							

70. **HUMAN RESOURCES CLERK**

Assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as necessary (e.g., change of address, departmental transfers, rate increases, terminations, etc.). Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107582							

71. **IMPORT/EXPORT CLERK**

Computes duties, tariffs, and weight, volume, and price conversions of merchandise exported to or imported from foreign countries. Calculates duties or tariffs to be paid on merchandise, using calculating machine or computer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

1268							

72. **INFORMATION CLERK**

Greets and answers inquiries from persons entering facilities. Informs people of things, such as location of departments, offices, and activities conducted at facility. Gives information concerning services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2187							

73. **INSURANCE BILLING CLERK**

Checks billing data from medical office or hospital records to ensure amounts and account numbers are accurate. Prepares invoices, compiling itemized charges, and submits invoices for reimbursement. Answers patient's questions regarding statements and insurance coverage.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7640							

74. **INSURANCE CANCELLATION CLERK**

Cancels insurance policies as requested by agents. Reviews computer listing of cancellation data or retrieves expiration information. Verifies policy number. Computes refunds.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2286							

75. **INSURANCE CLERK**

Compiles records of insurance policies covering risks to property and equipment of organization. Files records of insurance transactions and keeps calendar of premiums due and expiration dates of policies.Prepares vouchers for payment of premiums and verifies that payments have been made.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1394							

76. **INVENTORY CLERK**

Compiles and keeps records of quantity, type, and value of material, property, equipment, merchandise, or supplies. Counts material, property, equipment, merchandise, or supplies and posts poststotals to inventory/property records. Verifies record computations against physical count of inventory and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
801							

77. **INVOICE CLERK**

Compiles data from vendor invoices and supporting documents, and verifies accuracy of billing data and to ensure receipt of items ordered. Compares invoices against purchase orders and shipping and receiving documents to verify receipt of items ordered.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2023							

78. **JOB ORDER CLERK**

Compiles purchase orders and product specifications, and prepares worksheets used in assembly or manufacture of products. Compares customer purchase order with specifications; ascertains materials needed and records data, such as quantity, quality, and type of components and expected completion date.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
66708							

79. **LABORATORY ASSISTANT**

Assists researchers and scientists by performing routine laboratory tasks, experiments, and maintenance. Prepares lab equipment, supplies, and proper setup for testing and experiments. Prepares and arranges slides, solutions, media, buffers, plates, and specimens for laboratory testing, following procedures and ensuring proper handling.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6077							

80. **LABORATORY CLERK**

Keeps records of chemicals, apparatus, and samples received for testing in laboratory and records results sent from laboratory. Performs other related clerical duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1230							

81. **LEASE RECORDS CLERK**

Maintains the record system for the company's lease obligations, and performs a variety of additional clerical tasks. Completes specialized clerical work for a lease records system involving classifying, indexing, filing, storing, and retrieving of material. Enters information into and retrieves information from a lease filing system through a computer terminal. Receives and answers requests for information in person and over the telephone, often requiring extended research. Is expected to complete work with limited assistance and supervision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2024							

82. **LEGAL SECRETARY**

Assists attorneys by performing secretarial work of a complex nature, which includes typing and handling papers and correspondence of legal nature, such as contracts, briefs, warrants, summonses, complaints, indictments, motions, subpoenas, and papers for filing and serving. Composes and prepares routine correspondence. Proofreads legal documents. Arranges appointments and meetings. Remains knowledgeable of current legal procedures and terminology.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1906							

83. **LENS PRESCRIPTION CLERK**

Receives, unpacks, checks, stores, and picks lens blanks and frames for production of eyeglasses, according to prescription specifications. Reads prescription to determine specifications for selection.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3074							

84. **MAIL CLERK**

Sorts, distributes, and dispatches incoming, outgoing, and department mail timely and accurately. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1684							

85. **MATERIALS CONTROL CLERK**

Compiles and keeps records of quantity, cost, and type of material received, stocked, and issued, and prepares material requisitions. Compares information on requisitions, invoices, and shipping notices to material received or issued to verify accuracy of order.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1046							

86. **MATERIALS SCHEDULING CLERK**

Assists Materials Scheduling Department, preparing requisitions for procurement of material and supplies. Compiles records concerned with quantity, cost, and type of material received, stored, and issued, and requisitions needed supplies. Prepares inventory or keeps perpetual inventory records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1049							

87. **MICROFILM CLERK**

Creates microfilm copies of statistical and other records for permanent recording and storage, using microfilm equipment, under immediate supervision. Inspects documents to be microfilmed and picks machine setup to produce quality reproduction. Responsible for quality of microfilm images. Operates and cares for a microfilm machine and maintain files.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1695							

88. **MICROFILMING DOCUMENT PREPARER**

Prepares documents for microfilming. Sizes documents into standard microfilming size and format. Notifies microfilm camera operator of special handling, such as manual repositioning, during microfilming. Creates index for company files indicating information, such as firm name and address, product category, and index code, to identify material.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1694							

89. **OFFICE HELPER**

Assists office staff by performing various clerical duties in an office. Stocks clerical supplies for workers. Opens, sorts, and distributes incoming mail; collects and stamps outgoing mail; delivers messages; collects and distributes paperwork; marks, tabulates, and files articles and records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1650							

90. **ORDER CLERK**

Processes and fills orders for material or merchandise received by mail, telephone, or personally from customer. Informs customer of unit prices, shipping date, anticipated delays, and any additional information needed by customer. Prepares and maintains appropriate records; records or files copy or orders received. Edits orders received for price and nomenclature.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4060							

91. **PAYROLL CLERK**

Compiles payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number, from time sheets and other records. Screens time-worked inputs for calculating, coding, or other errors. Performs action necessary to determine pay and deductions including Federal and State taxes, insurance, retirement, union dues, savings, and other deductions. Monitors computer reports alerting payroll clerk to problems or errors. Prepares computer input forms and enters data into computer files. Reconciles errors and maintain payroll records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4062							

92. **PROCUREMENT CLERK**

Compiles information and records to prepare purchase orders. Verifies specifications of purchase requests. Gets prices and specifications, consulting catalogs, Internet, and suppliers. Prepar Prepares invitation-of-bid and mails to supplier firms or for public posting. Compiles and records prices, deliveries, and items purchased.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1260							

93. **PRODUCTION CLERK**

Compiles and records production data to prepare records and reports on volume of production, consumption of raw material, quality control, and other aspects of production.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
520							

94. **PRODUCTION COORDINATOR**

Arranges schedules and regulates flow of work within or between organizational units or businesses. Checks master schedule and work orders, establishes priorities, and changes schedule according to projects, work order specifications, established priorities, and availability or capability of workers, parts, material, machines, and equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
522							

95. **PURCHASING CLERK**

Types and performs other clerical duties related to the business of purchasing. Edits purchase requests and prepares purchase orders. Keeps files and records of materials, prices, inventories, and deliveries.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1264							

96. **REAL ESTATE CLERK**

Keeps records concerned with rental, sale, and management of real estate. Performs a variety of clerical duties. Computes interest owed, penalty payment, amount of principal, and taxes due on mortgage loans, using software and calculating machine. Checks due notices on taxes and renewal dates of insurance and mortgage loans to take follow-up action. Secures estimates from contractors for building repairs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1610							

97. **RECEIVING CLERK**

Verifies and keeps records on incoming shipments. Unpacks and examines incoming shipments, rejects damaged items, records shortages, and contacts shipper to rectify damages and shortages. Compares identifying information and counts, weighs, or measures items of incoming shipments to verify information against bills of lading, invoices, orders, or other records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
244							

98. **RECEPTIONIST**

Greets and receives callers or visitors at establishment, and ascertains nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4075							

99. **REPAIR ORDER CLERK**

Receives requests for construction or repairs, and routes work orders to maintenance personnel. Performs other clerical duties, maintains related records, and compiles cost reports and other reports as needed.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2322							

100. **RESERVATION CLERK**

Obtains travel, hotel, and restaurant accommodations for employees or clients. Issues tickets, prepares itineraries, and compiles reports of transactions. Obtains confirmation of travel and lodging space and rate information. Plans trips, offers travel suggestions, and prepares itinerary, which may include points of interest, restaurants, and availability of emergency services during the trip.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2281							

101. **ROOM SERVICE CLERK**

Services guests in hotels, performing a variety of tasks. Delivers and removes packages, laundry, clothes, groceries, and other articles to and from guests rooms or servitors (cabinets built into doors of hotel rooms). Gets supply orders from various departments and delivers to Purchasing Department. Delivers mail to various departments and guests.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2282							

102. **ROUTING CLERK**

Ascertains routes involved and gives information to drivers for pickup or delivery. Checks route request data and street maps to determine appropriate route, based on type and quantity of merchandise. Issues route slips to drivers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
116							

103. **SCHEDULER MUSEUMS**

Makes reservations and accepts payment for group tours, classes, field trips, and other educational activities offered by museum, zoo, or similar establishment. Provides information regarding tours for school, civic, or other groups, suggests tours on institution calendar, and contacts group leaders prior to scheduled dates to confirm reservations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3218							

104. **SECRETARY**

Assists and relieves officials of clerical work and minor administrative and business details, including basic correspondence. Files and inputs data for reports on the basis of instructions from various members of the department or company. Schedules appointments, gives information to callers, and takes notes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4080							

105. **SECURITIES CLERK**

Computes and records data on security transactions, such as purchases, sales, conversions, and redemptions. Prepares transmittal or endorsements for securities sold to ensure payment, transfer, and delivery.Issues vault withdrawal orders at customer request. Composes letters to customers to answer inquiries on security transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1283							

106. **SERVICE ORDER CLERK**

Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
105							

107. **SHIPPING & RECEIVING CLERK**

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment. Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.Records receipt of incoming materials and equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5924							

108. **SHIPPING CLERK**

Assists shipping department, performing clerical duties involved in the shipping of materials. Designates method of shipment, utilizing knowledge of shipping procedures, routes, and rates.Compares identifying information and counts, weighs, or measures items of outgoing shipments to verify information against bills of lading, invoices, orders, or other records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4082							

109. **STATISTICAL CLERK**

Compiles data and computes statistics for use in statistical studies. Performs standard calculations, checks tabular data for accuracy, and prepares charts and graphic displays of quantitative data. Assembles and classifies statistics, following prescribed procedures. Computes statistical data according to formulas.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
28							

110. **STATISTICAL TYPIST**

Compiles statistics from source materials. Computes statistical data according to formulas. Verifies totals and accuracy of data. Lays out reports requiring complex formats. Types statistical material from rough draft or corrected copy.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
30							

111. **STENOCAPTIONER**

Records captions of the spoken word, environmental sounds, and/or song lyrics for movies or television programming for hearing impaired or foreign viewers, using computerized stenographic equipmentProduces personal or broadcast real-time captioning.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1673							

112. **STENOGRAPHER**

Records verbatim reports of spoken word necessary for correspondence, reports, records, or legal proof, using shorthand or a stenotype machine. Ensures accuracy of transcription.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1669							

113. **STOCK TRANSFER CLERK**

Inputs information, such as type and amount of securities that client wishes to purchase or sell, into computer terminal. Checks client instructions for transfer of securities. Examines securities certificates to verify that information is correct prior to transfer. Monitors computer reports alerting clerk to problems or errors in customers' accounts. Records transfer of securities and corrects problems related to transfer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
117							

114. **SUPPLY CLERK**

Receives, stores, and issues equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. Stores articles in bins, on floor, or on shelves, according to identifying information, such as style, size, or type of material. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders or inventory.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1485							

115. **TIME CLERK**

Distributes and collects time-worked reports or inputs. Reviews employee time-worked reports or inputs for accuracy and to assure information is properly recorded and coded. Verifies proper authorization for time worked. Ensures time worked is correctly allocated to proper account. Reviews computer printout alerting employee of potential problems or errors. Communicates procedural changes in payroll policies and regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1738							

116. **TITLE CLERK**

Procures testimonial documents required to remove restrictions affecting title of landowners to property, and requisitions purchase orders and bank checks to satisfy requirements of contracts and agreements covering lease or purchase of land and gas, oil, and mineral rights. Examines leases, contracts, and purchase agreements to assure conformity to specified requirements. Examines abstract to assure complete title-coverage of land described, completeness of land description, and to detect lapses of time in abstract coverage of landowner's title.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2030							

117. **TRAFFIC CLERK**

Assists the traffic function, providing administrative support. Keeps records on the destination, weight, and charges on all incoming and outgoing shipments. Performs data entry, labeling, and filing; generates import files; assists with tracking/expediting freight and freight/broker invoice auditing. Ensures accuracy of rate charges by verifying classification of materials with rate schedule.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
108							

118. **TRANSCRIBING MACHINE OPERATOR**

Transcribes letters, reports, or other recorded data through the use of computers or word processing equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1930							

119. **TRANSMITTER OPERATOR**

Operates and keeps radio transmitter to broadcast radio and television programs running properly. Moves switches to cut in power to units and stages of transmitter. Monitors lights on console panel to ascertain that components are operative and that transmitter is ready to emit signal. Requires license issued by Federal Communications Commission.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1931							

120. **UTILITY CLERK LOCATOR**

Responds to telephone requests for information concerning location of underground utility distribution lines. Informs construction contractors and others excavating near company installations of buried line locations to prevent safety hazards and damage to company equipment, utilizing plat and distribution line maps.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2679							

121. **VAULT WORKER**

Keeps records of, sorts, and routes sealed money bags received at and dispatched from vault of armored car firm. Receives bags and signs routing slip to acknowledge receipt. Sorts bags according to delivery routes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2062							

122. **WORD PROCESSOR**

Types, compiles, changes, combines, edits, prints, and stores documents, such as correspondence, reports, records, forms, minutes of meetings, scientific or technical material, numerical data, and tabular information on word processor or computer equipment, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on screen. Follows instructions accompanying material, or follows verbal instructions to determine format and content required. Proofreads and edits documents for grammar, spelling, punctuation, and format and corrects errors as necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

4088							

Job Title Overflow Addendum

If you ran out of room and wish to add more positions or you do not see a job title for which you have a position, please enter it here. If you are adding a position that already exists in the pre-printed list, please enter the corresponding job number from that entry.

JOB#	JOB TITLE	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE