

Visited 03/18/2015

Lexis Advance® Research	▼	🌐	🔍	More ▼
----------------------------	---	---	---	--------

Document: 209.587-010 ADDRESSER (clerical) ; DICTIONARY OF OCCUPATIONAL TITLES [Actions ▼](#)

[Results list](#) ◀ Previous document | Next document ▶

209.587-010 ADDRESSER (clerical) ; DICTIONARY OF OCCUPATIONAL TITLES

DICTIONARY OF OCCUPATIONAL TITLES 2 CLERICAL AND SALES OCCUPATIONS 20 STENOGRAPHY, TYPING, FILING, AND RELATED OCCUPATIONS 209 STENOGRAPHY, TYPING, FILING, AND RELATED OCCUPATIONS, N.E.C.

alternate titles: addressing clerk; envelope addresser

209.587-010 ADDRESSER (clerical)

Addresses by hand or typewriter, envelopes, cards, advertising literature, packages, and similar items for mailing. May sort mail. (clerical)GOE: 07.07.02STRENGTH: S - Sedentary Work - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.GED: R2 - LEVEL 2 - Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.



Visited 03/18/2015

M1 - LEVEL
Jump To ▼

1 - Add and subtract two-digit numbers. Multiply and divide 10's and 100's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.

L2 - LEVEL 2 - Reading: Passive vocabulary of 5,000-6,000 words. Read at rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes. Writing: Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs. Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct punctuation, variations in word order, using present, perfect, and future tenses. SVP: 2 ANYTHING BEYOND SHORT DEMONSTRATION UP TO AND INCLUDING ONE MONTHDLU: 77

DICTIONARY OF OCCUPATIONAL TITLES

Copyright © 2001 Matthew Bender & Company, Inc.