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Document: 205.367-014 CHARGE-ACCOUNT CLERK (clerical) ; DICTIONARY OF OCCUPATIONAL TITLES

Actions ▼

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

205.367-014 CHARGE-ACCOUNT CLERK (clerical) ; DICTIONARY OF OCCUPATIONAL TITLES

DICTIONARY OF OCCUPATIONAL TITLES 2 CLERICAL AND SALES OCCUPATIONS 20 STENOGRAPHY, TYPING, FILING, AND RELATED OCCUPATIONS 205 INTERVIEWING CLERKS

alternate titles: credit-card interviewer; new-account interviewer

205.367-014 CHARGE-ACCOUNT CLERK (clerical)

Interviews customers applying for charge accounts: Confers with customer to explain type of charge plans available. Assists customer in filling out application or completes application for customer. Reviews applications received by mail. Files credit applications after credit department approves or disapproves credit. May check references by phone or form letter and notify customer of acceptance or rejection of credit [CREDIT CLERK (clerical)]. May verify entries and correct errors on charge accounts [CUSTOMER-COMPLAINT CLERK (clerical)], using adding machine. May answer credit rating requests from banks and credit bureaus. May issue temporary shopping slip



Visited 03/18/2015

when credit references appear satisfactory. (clerical)
Jump To ▼

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: R3 - LEVEL 3 - Apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

M2 - LEVEL 2 - Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.

L3 - LEVEL 3 - Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work. Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. Speaking: Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice. SVP: 2 ANYTHING BEYOND SHORT DEMONSTRATION UP TO AND INCLUDING ONE MONTH DLU: 77

DICTIONARY OF OCCUPATIONAL TITLES

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