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## DICTIONARY OF OCCUPATIONAL TITLES (4th Ed., Rev. 1991) -- OCCUPATIONAL GROUP ARRANGEMENT

[TITLE PAGE](#)  
[HOW TO READ PARTS OF AN OCCUPATIONAL TITLE](#)2 CLERICAL AND SALES OCCUPATIONS  
201.162-010 to 219.362-046

This category encompasses two occupational fields: Clerical (Divisions 20 - 24) which includes occupations concerned with compiling, recording, communicating, computing, and otherwise systematizing data; Sales (Divisions 25 - 29) which includes occupations concerned with influencing customers in favor of a commodity or service. Includes occupations closely identified with sales transactions even though they do not involve actual participation. Excluded from this category are clerical occupations primarily associated with a manufacturing process.

**20 STENOGRAPHY, TYPING, FILING, AND RELATED OCCUPATIONS**

This division includes occupations concerned with making, classifying, and filing primarily verbal records. Includes activities, such as transmitting and receiving data by machines equipped with a typewriter-like keyboard, cold type typesetting, word processing, and operating machines to duplicate records, correspondence, and reports; to emboss data on metal or plastic plates for addressing and similar identification purposes; to sort, fold, insert, seal, address, and stamp mail; and to open envelopes. Occupations concerned primarily with statistical, financial, or other numerical data are found in Division 21.

**201 SECRETARIES**

This group includes occupations concerned with carrying out minor administrative and general office duties in addition to taking and transcribing dictation. Occupations concerned primarily with taking and transcribing dictation are included in Group 202.

**201.162-010 SOCIAL SECRETARY (clerical)**

Coordinates social, business, and personal affairs of employer. Confers with employer on contemplated social functions, sends invitations, and arranges for decorations and entertainment. Advises employer on etiquette, dress, and current events. Reads and answers routine correspondence, using typewriter or in own handwriting as situation demands. May manage financial affairs of entire house.

*GOE: 07.01.03 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 77*

**201.362-010 LEGAL SECRETARY (clerical)**

Prepares legal papers and correspondence of legal nature, such as summonses, complaints, motions, and subpoenas, using typewriter, word processor, or personal computer. May review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

*GOE: 07.01.03 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 82*

**201.362-014 MEDICAL SECRETARY (medical ser.)**

Performs secretarial duties, utilizing knowledge of medical terminology and hospital, clinic, or laboratory procedures: Takes dictation in shorthand or using dictaphone. Compiles and records medical charts, reports, and correspondence, using typewriter or word processor. Answers telephone, schedules appointments, and greets and directs visitors. Maintains files.

*GOE: 07.01.03 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 86*

**201.362-018 MEMBERSHIP SECRETARY (nonprofit org.)**

Compiles and maintains membership lists, records receipts of dues and contributions, and gives information to members of nonprofit organization: Compiles and maintains membership lists and contribution records. Welcomes new members and issues membership cards. Explains privileges and obligations of membership, discusses organization problems, adjusts complaints, and provides other information to members. Types and sends notices of dues. Collects and records receipts of dues and contributions. Sends newsletters, promotional materials, and other publications to persons on mailing list. May prepare and distribute monthly financial reports to department heads. May assign numbers and codes to new corporate and individual members and input billing schedule into computer. May revise existing membership records, compile list of delinquent dues, and forward information to president.

*GOE: 07.01.02 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 88*

**201.362-022 SCHOOL SECRETARY (education)**

Performs secretarial duties in public or private school: Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material, using typewriter or computer. Compiles and files student grade and attendance reports and other school records. Greets visitors to school, determines nature of business, and directs visitors to destination. Talks with student encountering problem and resolves problem or directs student to other worker. Answers telephone to provide

information, take message, or transfer calls. May order and dispense school supplies. May accept and deposit funds for lunches, school supplies, and student activities. May disburse funds, record financial transactions, and audit and balance student-organization and other school-fund accounts. May take dictation in shorthand and transcribe notes, using typewriter or computer. May maintain calendar of school events. May oversee student playground activities and monitor classroom during temporary absence of teacher.

*GOE: 07.01.03 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 81*

#### **201.362-026 SCRIPT SUPERVISOR (motion picture; radio-tv broad.)**

Compiles and records details of scenes, such as action sequences, physical layout, and costumes used during photographing of motion pictures and television film productions to relieve DIRECTOR, MOTION PICTURE (motion picture) of minor administrative and clerical detail: Reads script and prepares notes of action, properties, and costumes to be used for each scene. Observes filming of production, records scene details, such as position, facial expression, and coiffure of cast members, camera position in relation to cast, position of properties, and condition of costumes, and refers to previously prepared notes to ensure continuity of sequence during subsequent scenes. Listens to dialog and informs cast of deviations from script. Times length of scenes, using stopwatch. Types and distributes script changes to cast and production personnel. Keeps records, such as type of camera and lighting equipment used for each scene, and prepares daily activity and progress reports. May take dictation. May write synopsis of production for advertising or publicity purposes.

*GOE: 01.03.01 STRENGTH: L GED: R4 M2 L4 SVP: 6 DLU: 77*

#### **201.362-030 SECRETARY (clerical) alternate titles: secretarial stenographer**

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail: Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer. Takes dictation in shorthand or by machine [STENOTYPE OPERATOR (clerical) 202.362-022] and transcribes notes on typewriter, or transcribes from voice recordings [TRANSCRIBING-MACHINE OPERATOR (clerical) 203.582-058]. Composes and types routine correspondence. Files correspondence and other records. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. Schedules appointments for employer. Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person. May not take dictation. May arrange travel schedule and reservations. May compile and type statistical reports. May oversee clerical workers. May keep personnel records [PERSONNEL CLERK (clerical) 209.362-026]. May record minutes of staff meetings. May make copies of correspondence or other printed matter, using copying or duplicating machine. May prepare outgoing mail, using postage-metering machine. May prepare notes, correspondence, and reports, using word processor or computer terminal.

*GOE: 07.01.03 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 89*

#### **202 STENOGRAPHERS**

This group includes occupations concerned with taking shorthand or speedwriting notes by hand or machine and transcribing them. Occupations concerned with carrying out minor administrative and general office duties in addition to taking and transcribing dictation are found in Group 201.

#### **202.132-010 SUPERVISOR, STENO POOL (clerical)**

Supervises and coordinates activities of workers engaged in taking and transcribing dictation of correspondence and reports: Assigns stenographers to executives and department heads to take dictation and transcribe correspondence and memos. Assigns manuscript or recorded messages to workers for transcription. Verifies typed copy for neatness, spelling, and punctuation. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.05.03 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 77*

#### **202.362-010 SHORTHAND REPORTER (clerical) alternate titles: court reporter; law reporter**

Records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in court of law by machine shorthand [STENOTYPE OPERATOR (clerical)], takes shorthand notes, or reports proceedings into \$T3steno-mask.\$T1 Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Operates typewriter to transcribe recorded material, or dictates material into recording machine. May record proceedings of quasi-judicial hearings and formal and informal meetings and be designated Hearings Reporter (clerical). May be self-employed, performing duties in court of law or at hearings and meetings, and be designated Freelance Reporter (clerical).

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 6 DLU: 77*

#### **202.362-014 STENOGRAPHER (clerical) alternate titles: clerk-stenographer**

Takes dictation in shorthand of correspondence, reports, and other matter, and operates typewriter to transcribe dictated material. Performs variety of clerical duties [ADMINISTRATIVE CLERK (clerical) 219.362-010], except when working in stenographic pool. May transcribe material from sound recordings [TRANSCRIBING-MACHINE OPERATOR (clerical) 203.582-058]. May perform stenographic duties in professional office and be designated Legal Stenographer (clerical); Medical Stenographer (clerical); Technical Stenographer (clerical). May take dictation in foreign language and be known as Foreign-Language Stenographer (clerical). May be designated according to department in which employed as Police Stenographer (government ser.). May work for public stenographic service and be designated Public Stenographer (clerical).

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 5 DLU: 87*

#### **202.362-018 STENOGRAPHER, PRINT SHOP (print. & pub.)**

Takes dictation and operates typewriter to transcribe dictated material and to prepare metal printing plates for use in addressing machines: Takes and transcribes dictation. Operates typewriter to type manuscript in English or foreign language. Operates electromagnetic typewriter to imprint metal printing plates for use in addressing machines. May operate justifying typewriter to produce typed matter with uniform margins. May cut stencils for use in mimeographing machine.

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 5 DLU: 77*

#### **202.362-022 STENOTYPE OPERATOR (clerical) alternate titles: stenotype-machine operator; steno-typist**

Takes dictation of correspondence, reports, and other matter on machine that writes contractions or symbols for full words on paper roll. Operates typewriter to transcribe notes. May dictate notes into recording machine for TRANSCRIBING-MACHINE OPERATOR (clerical) to transcribe.

*GOE: 07.05.03 STRENGTH: S GED: R4 M2 L4 SVP: 5 DLU: 77*

#### **202.382-010 STENOCAPTIONER (radio-tv broad.)**

Operates computerized stenographic captioning equipment to provide \$T3captions\$T1 of live television broadcast for hearing-impaired viewers: Discusses program or news story content with broadcast's PRODUCER (radio-tv broad.) 159.117-010 to learn new words and terms which are not included in computer's stenographic glossary. Devises stenographic equivalents of new words or terms and adds them to stenographic glossary. Reviews glossary items before broadcast for words and terms that are likely to be used on-air. Listens to live program dialogue and types stenographic equivalents for words and phrases to provide on-screen captions. May type captions for movie or taped television program [CAPTION WRITER (motion picture; radio-tv broad.) 203.362-026].

*GOE: 07.05.03 STRENGTH: S GED: R4 M2 L4 SVP: 8 DLU: 87*

#### **203 TYPISTS AND TYPEWRITING-MACHINE OPERATORS**

This group includes occupations concerned primarily with recording, transcribing, transmitting, duplicating, and receiving data by means of a typewriter or a machine equipped with a typewriter-like keyboard. Also included are occupations whose duties include substantial typing tasks and occupations concerned with cold-type setting of type. Occupations involving typesetting by metal type or other traditional methods are included in Group 650.

**203.132-010 SUPERVISOR, TELEGRAPHIC-TYPEWRITER OPERATORS (clerical) alternate titles: telegraphic-typewriter operator, chief**

Supervises and coordinates activities of TELEGRAPHIC-TYPEWRITER OPERATORS (clerical): Assigns duties and monitors sending and receiving of messages. Directs workers keeping files, such as messages, correspondence, instructions, and reports. Inspects equipment and orders repairs of machinery. May operate telegraphic typewriter [TELEGRAPHIC-TYPEWRITER OPERATOR (clerical)]. May transfer operators or regulate work load between stations to ensure even distribution of traffic. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.06.02 STRENGTH: L GED: R4 M2 L4 SVP: 7 DLU: 77*

**203.132-014 SUPERVISOR, TRANSCRIBING OPERATORS (clerical) alternate titles: transcribing operator, head**

Supervises and coordinates activities of TRANSCRIBING-MACHINE OPERATORS (clerical) in a bank or other business organization, performing duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.06.02 STRENGTH: L GED: R4 M2 L4 SVP: 6 DLU: 77*

**203.137-010 SUPERVISOR, WORD PROCESSING (clerical)**

Supervises and coordinates activities of workers engaged in operating word processing equipment to prepare correspondence, records, reports, insurance policies, and similar items: Advises other departmental personnel in techniques and style of dictation and letter writing. Recommends changes in procedures to effect savings in time, labor and other costs, and to improve operating efficiency. Assigns new workers to experienced workers for training. Assists subordinates in resolving problems in nonstandard situations. Evaluates job performance of subordinates and recommends appropriate personnel action. Performs duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.06.02 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77*

**203.137-014 TYPING SECTION CHIEF (clerical)**

Supervises and coordinates activities of TYPISTS (clerical) engaged in transcribing correspondence from longhand copy, typing reports, and making duplicate copies of correspondence. Performs duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.06.02 STRENGTH: L GED: R4 M2 L3 SVP: 6 DLU: 77*

**203.362-010 CLERK-TYPIST (clerical)**

Compiles data and operates typewriter or computer in performance of routine clerical duties to maintain business records and reports: Types reports, business correspondence, application forms, shipping tickets, and other material. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. May compute amounts, using adding or calculating machine. May type on or from specialized forms and be designated Guest-History Clerk (hotel & rest.): Storage-Receipt Poster (clerical). May compile reports and type prescription data on labels in hospital pharmacy and be designated Dispensary Clerk (medical ser.). May be designated: Collection-Card Clerk (clerical); Motor-Pool Clerk (clerical); Order Clerk (utilities); Policy-Issue Clerk (insurance). May operate telex machine to produce records and reports.

*GOE: 07.06.02 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 88*

**203.362-014 CREDIT REPORTING CLERK (business ser.) alternate titles: crt operator**

Compiles, posts, and retrieves credit information, using computer, and reports credit information to subscribers of credit reporting agency: Answers requests received by computer modem, mail, or telephone from subscribers for information about credit applicants. Identifies caller by code. Enters inquiry into computer to retrieve requested information. Transmits information to subscriber, using computer and modem, reads information to subscriber over telephone, or generates printout for mailing to subscriber. Compiles and enters credit information into computer.

*GOE: 07.06.01 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77*

**203.362-026 CAPTION WRITER (motion picture; radio-tv broad.) alternate titles: subtitle writer**

Operates computerized captioning system to provide captions for movies or taped television productions for hearing-impaired viewers, and to provide captions (subtitles) in English or foreign language: Listens to dialogue of production and writes caption phrases for dialogue. Watches production and reviews captions simultaneously to determine which caption phrases to leave in, which to revise, and where captions should be placed on screen. Enters commands to edit and place captions, and to synchronize captions with dialogue. May write captions to describe music and background noises. May discuss captions with DIRECTOR, MOTION PICTURE (motion picture) 159.067-010, DIRECTOR, TELEVISION (radio-tv broad.) 159.067-014, PRODUCER (motion picture) 187.167-174, or PRODUCER (radio-tv broad.) 159.117-010. May translate foreign language dialogue into English language captions, or translate English dialogue into foreign language captions. May oversee encoding of captions to master tape of television production.

*GOE: 07.05.03 STRENGTH: L GED: R4 M2 L4 SVP: 6 DLU: 87*

**203.382-014 CANCELLATION CLERK (insurance) alternate titles: memorandum-statement clerk; policy-cancellation clerk; premium-cancellation clerk; premium-card-cancellation clerk; termination clerk**

Cancels insurance policies as requested by agents: Receives computer printout of cancellation data or retrieves expiration card from file. Checks number on card with number of policy. Computes refunds, using calculator, adding machine, and rate tables. Types cancellation correspondence and mails with canceled policy to policyholder. Types cancellation notice and routes to bookkeeping department for recording. Mails cancellation notice to agent.

*GOE: 07.02.02 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 77*

**203.382-018 MAGNETIC-TAPE-COMPOSER OPERATOR (print. & pub.) alternate titles: composing-machine operator**

Operates magnetic-tape recording and typographic composing machine to prepare copy used for offset printing of forms, documents, advertisements, and other matter, following copy and layout instructions and using knowledge of typesetting and typing techniques: Clips copy and instructions to copy holder. Inserts blank tape cartridges on tape-station hubs and starts recorder to thread tape. Selects and attaches specified type-font element to typewriter carrier. Adjusts margins and other spacing mechanisms to set line justification. Types from marked copy, using electric typewriter that simultaneously produces proof copy and master tape. Types in composer control codes according to program sequence to allow change of type font and format. Proofreads copy. Makes corrections by strikeover on proof copy, automatically correcting identical material on master tape, or retypes corrected portions only, generating correction tape. Reference codes correction tape to error location in original copy and tape. Removes tape cartridges from recorder and installs cartridges, with correction tape, if any, into composer-output printer. Installs specified type font and sets escapement and vertical spacing controls. Keys in layout and composing codes on control panel, following program sequence. Inserts coated paper and starts composer. Operates composer controls in response to function-light indicators and changes type font and format as work progresses. Removes copy from composer, examines copy for errors, and makes necessary corrections. May specialize in operation of recorder or composer units. May operate varitype machine to set headline copy [VARTYPE OPERATOR (clerical)]. May prepare final camera-ready copy and layout, using waxing machine and drafting tools and equipment.

*GOE: 07.06.02 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77*

**203.382-026 VARTYPE OPERATOR (clerical)**

Operates one or variety of electrically powered typewriting machines equipped with changeable type fonts to typeset master copies, such as stencils, direct plates, photo-offsets, and tracings, for reproduction of copies having printed appearance: Plans layout of page elements (illustrations, headlines, and text) from rough draft or specifications, using knowledge of design. Pastes up preprinted type and reproduction proofs on master layout, using paste and brush. Determines size and style of type, horizontal and vertical spacing, and margins, using knowledge of typesetting. Calculates anticipated dimensions of photo-offset copy to be enlarged or reduced, using arithmetic percentages. Attaches fonts to type holder. Attaches gear to platen to control spacing between lines. Moves lever to control spacing between

characters. Sets stops to control right margin. Changes style and size of type by pressing type-change key and turning font from reserve to typing position. May draw decorative or illustrative designs on copy. May lay out and rule forms and charts, using drafting tools.

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M2 L3 SVP: 5 DLU: 77*

### **203.382-030 WORD PROCESSING MACHINE OPERATOR (clerical)**

Operates word processing equipment to compile, type, revise, combine, edit, print, and store documents: Compiles material to be typed, following written or oral instructions. Reads instructions accompanying material, or follows verbal instructions from supervisor or person requesting document, to determine format and content required. Enters commands, flips switches, and presses buttons to establish spacing, margins, type size, style, and color, and other parameters, using computer and word processing software or other word processing equipment. Types, revises, and combines material such as correspondence, reports, records, forms, minutes of meetings, scientific or technical material, numerical data, and tabular information, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on screen. Checks completed document on screen for spelling errors, using software. Proofreads and edits document for grammar, spelling, punctuation, and format. Corrects errors. Stores completed document in machine memory or on data storage medium, such as disk. Enters commands to print document. May load paper in printer and change printer ribbon, print wheel, or fluid cartridges. May keep record of work performed. May input data for revision or editing, using data entry device other than keyboard, such as optical scanner. Variations in means by which tasks are accomplished result from brand of computer, printer, other word processing equipment, and software used.

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M2 L3 SVP: 5 DLU: 86*

### **203.562-010 WIRE-TRANSFER CLERK (financial) alternate titles: funds transfer clerk**

Transfers funds or securities and maintains records of transactions, using computer: Types, transmits, and receives funds transfer messages on computer terminal to or from other banks and Federal Reserve Bank. Records funds or securities transferred and disposition, using computer. May maintain file of customers requiring daily transfer of funds or securities. May verify or assign code number to telecommunication messages.

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M3 L3 SVP: 4 DLU: 89*

### **203.582-010 BRAILLE OPERATOR (print. & pub.)**

Operates machine, similar to typewriter, to impress dots in metal sheets for making braille books, transcribing from prepared copy or original script: Inserts metal sheet into machine carriage. Depresses one or combination of keys to form braille letter. Depresses pedal that forces punches to impress on metal sheet combinations of dots that distinguish braille letters. If worker is blind, transcribes from recorded rather than manuscript copy.

*GOE: 07.06.02 STRENGTH: L GED: R3 M1 L3 SVP: 4 DLU: 77*

### **203.582-014 BRAILLE TYPIST (education; nonprofit organ.; print. & pub.) alternate titles: braille coder; braille transcriber**

Operates braille typewriter to transcribe reading matter for use by the blind: Reads copy and operates braille typewriter to emboss specially treated paper with various combinations of dots that characterize braille alphabet, using braille code form.

*GOE: 07.06.02 STRENGTH: 5 GED: R4 M1 L3 SVP: 5 DLU: 77*

### **203.582-018 CRYPTOGRAPHIC-MACHINE OPERATOR (clerical) alternate titles: code clerk; cryptographic technician**

Operates cryptographic equipment to code, transmit, and decode secret messages for units of armed forces, law enforcement agencies, or business organizations: Selects required code according to instructions, using code book. Inserts specified code card into machine station to program encoding machine. Types plain text data on keyboard of automatic machine which encrypts and transmits message, or on semiautomatic machine which converts plain text into taped code for transmission via teletype machine. Feeds incoming tape into decoder device on semiautomatic machine and distributes decoded messages. Resolves garbled or undecipherable messages, using cryptographic procedures and equipment or requests retransmission of message. May operate teletype or teleprinter equipment to transmit messages. May operate radio to send and receive data.

*GOE: 07.06.02 STRENGTH: 5 GED: R4 M2 L3 SVP: 5 DLU: 77*

### **203.582-038 PERFORATOR TYPIST (clerical)**

Operates special typewriter that perforates tape or paper for subsequent automatic reproduction of data, such as letters, reports, and other material from master copy: Pastes gummed paper over holes to correct errors. May file perforated rolls. May operate automatic typewriter that reproduces material from perforated tape or paper and be designated Typewriter Operator, Automatic (clerical). Important variations are kinds (trade names) of machines used.

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M1 L3 SVP: 4 DLU: 77*

### **203.582-042 PHOTOCOMPOSING-PERFORATOR-MACHINE OPERATOR (print. & pub.)**

Operates automatic photocomposing-perforator machine equipped with keyboard to copy data from manuscript onto tape used in photocomposing machine: Inserts \$T3paper tape\$T1 in perforator. Clips copy in copy holder and starts perforator mechanism. Sets indexed dials to select line length, type size, film feed, and type face specified on manuscript. Depresses keys of keyboard to perforate coded signals in paper tape for subsequent activation of photocomposing machine. Removes perforated tape from perforator. Important variables are trade names of system operated. May operate similar machine equipped with video display terminal to edit and correct perforated tape as indicated by PROOFREADER (print. & pub.) on reproduction proof.

*GOE: 07.06.02 STRENGTH: 5 GED: R4 M3 L3 SVP: 6 DLU: 77*

### **203.582-046 PHOTOCOMPOSITION-KEYBOARD OPERATOR (print. & pub.)**

Operates keyboard of computer terminal equipped with video display screen to record data from manuscript for storage and retrieval into and from computer system for subsequent reproduction as printed matter: Reads instructions on worksheet to obtain codes which direct specific computer activity and depresses command keys on terminal keyboard to store or retrieve data. Reads manuscript and types on keyboard to record and store data into computer memory. Reads corrected proof sheet and depresses keys to retrieve specified portions of text for display on video screen. Observes screen to locate text to be corrected and types corrections. Maintains log of activities. If worker operates similar equipment to perforate \$T3paper tape\$T1 used to activate photocomposing machine, see PHOTOCOMPOSING-PERFORATOR-MACHINE OPERATOR (print. & pub.).

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M2 L3 SVP: 4 DLU: 77*

### **203.582-050 TELEGRAPHIC-TYPEWRITER OPERATOR (clerical) alternate titles: telegraph operator, automatic**

Operates telegraphic typewriter to send and receive messages: Turns on machine and types identifying code for station called or acknowledges calls from other stations. Types outgoing messages when stations are connected. Reads incoming messages to detect errors and presses lever to stop transmission when messages are garbled or overlined. Types requests for clarification. Enters date, time, and serial number on messages sent and received. Pastes messages received on tape on paper forms. May type messages on tape attachment and transmit them by inserting tape into machine when stations are connected. May be designated according to system used as Multiplex-Machine Operator (tel. & tel.). Important variations are kinds (trade names) of telegraphic typewriters operated.

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M2 L3 SVP: 4 DLU: 77*

### **203.582-054 DATA ENTRY CLERK (clerical) alternate titles: data entry operator**

Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry: Enters alphabetic, numeric, or symbolic data from source documents into computer, using data entry device, such as keyboard or optical scanner, and following format displayed on screen. Compares data entered with source documents, or re-enters data in verification format on screen to detect errors. Deletes incorrectly entered data, and re-enters correct data. May

compile, sort, and verify accuracy of data to be entered. May keep record of work completed.  
 GOE: 07.06.01 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 89

**203.582-058 TRANSCRIBING-MACHINE OPERATOR (clerical) alternate titles: dictating-machine transcriber; dictating-machine typist**

Operates typewriter or word processor/computer to transcribe letters, reports, or other recorded data heard through earphones of transcribing machine: Inserts cassette tape into cassette player or positions tape on machine spindle and threads tape through machine. Positions earphones on ears and presses buttons on transcribing machine to listen to recorded data. Turns dials to control volume, tone, and speed of voice reproduction. Depresses pedal to pause tape. Types message heard through earphones. Reads chart prepared by dictator to determine length of message and corrections to be made. May type unrecorded information, such as name, address, and date. May keep file of records. May receive and route callers [RECEPTIONIST (clerical) 237.367-038]. May be designated by subject matter transcribed as Legal Transcriber (clerical); Medical Transcriber (clerical).  
 GOE: 07.06.02 STRENGTH: S GED: R3 M1 L3 SVP: 5 DLU: 86

**203.582-062 TYPESETTER-PERFORATOR OPERATOR (print. & pub.) alternate titles: perforator operator**

Operates keyboard of tape perforator machine to type visible proof copy and copy data from manuscript onto tape used for producing automatic type composition: Secures roll of tape and blank stationery in machine magazine. Turns adjustment screws to set indicator scale that controls counting mechanism according to type size and width of line to be composed. Positions copy in copyholder and depresses keys on keyboard to punch tape. Observes justification (even margin) points on indicator scale to determine when to end line. Removes completed roll of tape for delivery to typesetting machines. May be designated by type of machine operated as Justowriter Operator (print. & pub.).  
 GOE: 07.06.02 STRENGTH: S GED: R3 M1 L3 SVP: 4 DLU: 77

**203.582-066 TYPIST (clerical)**

Operates typewriter or computer to type and revise documents: Compiles material to be typed. Reads instructions accompanying material, or follows verbal instructions from supervisor or person requesting document, to determine format desired, number of copies needed, priority, and other requirements. Types and revises material such as correspondence, reports, statistical tables, addresses, and forms, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on screen, using typewriter or computer and word processing software. May verify totals on report forms, requisitions, or bills. May operate duplicating machine to reproduce copy. May be designated according to material typed, as Address-Change Clerk (insurance); Endorsement Clerk (insurance); Policy Writer (insurance); Record Clerk (hotel & rest.); Statistical Typist (clerical). May be designated: Application-Register Clerk (insurance); Filing Writer (insurance); Master-Sheet Clerk (insurance); Mortgage-Papers-Assignment-and-Assembly Clerk (insurance); Stencil Cutter (clerical); Tabular Typist (clerical); Title Clerk, Automobile (clerical).  
 GOE: 07.06.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 88

**203.582-078 NOTEREADER (clerical)**

Operates typewriter to transcribe stenotyped notes of court proceedings, following standard formats for type of material transcribed: Reads work order to obtain information, such as type of case, case number, number of copies required, and spelling of participants' names. Reviews form books to ascertain format required for specified document, and adjusts typewriter settings for indentation, line spacing, and other style requirements. Operates typewriter to transcribe contractions and symbols of stenotyped text into standard language form. Proofreads typed copy to identify and correct errors and to verify format specifications. Copies typed documents, using copying machines. May use automatic or manual stenotype noteholder.  
 GOE: 07.06.02 STRENGTH: S GED: R3 M1 L3 SVP: 5 DLU: 86

**205 INTERVIEWING CLERKS**

This group includes occupations concerned with interviewing and eliciting information. Work frequently involves assisting persons in completing application forms, verifying information obtained, and performing various clerical tasks in relation to records prepared. Clerical occupations concerned with eliciting and recording information and making determinations for such purposes as extending credit, resolving customer complaints, and adjusting claims, are found in Group 241.

**205.137-014 SUPERVISOR, SURVEY WORKERS (clerical) alternate titles: area coordinator; field supervisor**

Supervises and coordinates activities of workers engaged in interviewing people to compile statistical information about topics, such as public issues or consumer buying habits: Recruits and hires interviewers. Trains interviewers in method of approaching public, asking questions, and recording answers. Supplies interviewers with names or addresses of persons to contact or instructs them in sampling methods used in compiling contact lists. Reviews questionnaires for completeness and accuracy. Verifies work of interviewers by telephoning persons interviewed to review answers and evaluate personal manner of interviewers. Tallies number of calls made and questionnaires completed by interviewers. Reviews, classifies, and sorts questionnaires, following specified procedures and criteria.  
 GOE: 07.04.01 STRENGTH: L GED: R4 M3 L3 SVP: 6 DLU: 77

**205.162-010 ADMITTING OFFICER (medical ser.)**

Coordinates activities related to admission of patients in hospital or other medical facility: Confers with physicians, and nursing, housekeeping, transport, and other staff members to coordinate and schedule admission of patient. Assigns accommodations based on physician's admittance orders, patient's preference, nature of illness, availability of space, and other information, and enters bed assignment information into computer. Prepares records of admission, transfer, and other required data. Notifies departments of patient's admission. Reviews clerical work of interviewers and other personnel. Keeps records of admissions and discharges, and compiles occupancy-census data. May interview patient or patient's representative to obtain necessary personal and financial data to determine eligibility for admission. May perform duties described under SUPERVISOR (clerical) Master Title.  
 GOE: 07.04.01 STRENGTH: S GED: R4 M2 L3 SVP: 7 DLU: 89

**205.362-010 CIVIL-SERVICE CLERK (government ser.) alternate titles: appointment clerk; recruitment clerk**

Keeps records of selection and assignment of personnel in office that recruits workers from civil service register: Mails announcements of examinations and blank application forms in response to requests. Performs reception duties and answers questions about examinations, eligibility, salaries, benefits, and other pertinent information. Issues application forms to applicants at counter. Reviews applications for completeness, accuracy, and eligibility requirements. Files application forms, test papers, and records. Reviews examination ratings and places names of eligibles on register. Refers names from register to agency head and notifies eligible applicants of appointment. Posts results of interviews on file cards. Requests references from present or past employers concerning applicants. Types reports and forms. May keep records, such as group life insurance and retirement payments. May administer civil service examinations to applicants.  
 GOE: 07.04.04 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77

**205.362-014 EMPLOYMENT CLERK (clerical) alternate titles: interviewer; reception interviewer**

Interviews applicants for employment and processes application forms: Interviews applicants to obtain information, such as age, marital status, work experience, education, training, and occupational interest. Informs applicants of company employment policies. Refers qualified applicants to employing official. Types letters to references indicated on application, or telephones agencies, such as credit bureaus and finance companies. Files applications forms. Compiles and types reports for supervisors on applicants and employees from personnel records. May review credentials to establish eligibility of applicant in regard to identification and naturalization. May telephone or write applicant to inform applicant of acceptance or rejection for employment. May administer aptitude, personality, and interest tests. May compile personnel records [PERSONNEL CLERK (clerical)].  
 GOE: 07.04.01 STRENGTH: S GED: R4 M2 L4 SVP: 5 DLU: 77

**205.362-018 HOSPITAL-ADMITTING CLERK (medical ser.) alternate titles: admissions clerk; clinic clerk; hospital-receiving clerk; medical clerk**

Interviews incoming patient or representative and enters information required for admission into computer: Interviews patient or representative to obtain and record name, address, age, religion, persons to notify in case of emergency, attending physician, and individual or insurance company responsible for payment of bill. Explains hospital regulations, such as visiting hours, payment of accounts, and schedule of charges. Escorts patient or arranges for escort to assigned room or ward. Enters patient admitting information into computer and routes printed copy to designated department. Obtains signed statement from patient to protect hospital's interests. May assign patient to room or ward. May compile data for occupancy and census records. May store patient's valuables. May receive payments on account.

*GOE: 07.04.01 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 88*

**205.362-022 IDENTIFICATION CLERK (clerical) alternate titles: security clerk**

Compiles and records personal data about civilian workers, vendors, contractors, military personnel, and dependents of military personnel at defense installation and prepares badges, passes, and identification cards: Interviews applicants to obtain and verify information, such as name, date of birth, physical description, and type of security clearance held. Corresponds with law enforcement officials, previous employers, and other references to obtain applicant's social, moral, and political background for use by department in determining employment acceptability. Photographs new workers, using automatic identification camera. May fingerprint workers and keep other supplemental identification systems. May keep records of badges issued, lost, and reissued. May issue temporary identification badges to visitors.

*GOE: 07.04.01 STRENGTH: S GED: R3 M1 L3 SVP: 3 DLU: 77*

**205.362-026 CUSTOMER SERVICE REPRESENTATIVE (financial)**

Opens accounts, explains and processes investments and other financial services, and corrects records: Interviews customers to obtain information and explain available financial services, such as savings and checking accounts, Individual Retirement Account, Certificates of Deposit, savings bonds, and securities. Rents safe deposit boxes. Types account information obtained from customer on record card or form, and enters into computer. Answers customer questions and investigates and corrects errors, following customer and establishment records, and using calculator or computer. Presents funds received from customer to TELLER (financial) 211.362-018 for deposit, and obtains receipt for customer. May help customer complete loan application. May obtain credit records from credit reporting agency. May admit customers to safe deposit vault. May execute wire transfers of funds.

*GOE: 07.04.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 90*

**205.362-030 OUTPATIENT-ADMITTING CLERK (medical ser.)**

Interviews new outpatients at hospital or clinic and records data on medical charts: Obtains specified information from patient, such as age, insurance coverage, and symptoms, and types information onto prescribed forms. Places records and blank history sheets in order and files them in folder. Schedules appointments for examinations in hospital clinics, according to nature of illness. Gives general information about outpatient care and answers telephone. May tally number of outpatients entering each day or week. May give first aid.

*GOE: 07.04.01 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77*

**205.367-010 ADMISSIONS EVALUATOR (education) alternate titles: administrative assistant; degree clerk**

Examines academic records of students to determine eligibility for graduation or for admission to college, university, or graduate school: Compares transcripts of courses with school entrance or degree requirements and prepares evaluation form listing courses for graduation. Studies course prerequisites, degree equivalents, and accreditation of schools, and computes grade-point averages to establish students' qualifications for admission, transfer, or graduation. Explains evaluations to students. Refers students with academic discrepancies to proper department heads for further action. Types list of accepted applicants or of degree candidates and submits it for approval. Issues registration permits and records acceptances and fees paid. Performs related duties, such as preparing commencement programs and computing student averages for honors. May advise students concerning their eligibility for teacher certificates. May specialize in evaluation of transfer students' records and be designated Evaluator, Transfer Students (education).

*GOE: 07.01.05 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 77*

**205.367-014 CHARGE-ACCOUNT CLERK (clerical) alternate titles: credit-card interviewer; new-account interviewer**

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 when credit references appear satisfactory.

*GOE: 07.04.01 STRENGTH: S GED: R3 M2 L3 SVP: 2 DLU: 77*

**205.367-018 CLAIMS CLERK II (insurance) alternate titles: loss-claim clerk**

Prepares reports and insurance-claim forms for damage or loss against insurance companies: Obtains information from insured to prepare claim form. Forwards report of claim or claim form to insurance company. Acts as intermediary between company and insured. May assist in settling claims.

*GOE: 07.04.02 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77*

**205.367-022 CREDIT CLERK (clerical) alternate titles: loan clerk**

Processes applications of individuals applying for loans and credit: Interviews applicant to obtain personal and financial data and fills out application. Calls or writes to credit bureaus, employers, and personal references to check credit and personal references. Establishes credit limit, considering such factors as applicant's assets, credit experience, and personal references, based on predetermined standards. Notifies customer by mail, telephone, or in person of acceptance or rejection of application. May keep record or file of credit transactions, deposits, and payments, and sends letters or confers with customers having delinquent accounts to make payment [COLLECTION CLERK (clerical) 241.357-010]. May send form letters and brochures to solicit business from prospective customers. May adjust incorrect credit charges and grant extensions of credit on overdue accounts. May accept payment on accounts. May keep record of applications for loans and credit, using computer. May compute interest and payments, using calculator. May provide customer credit information or rating on request to retail stores, credit agencies, or banks. May check value of customer's collateral, such as securities, held as security for loan. May advise customer by phone or in writing about loan or credit information. May assist customer in filling out loan or credit application.

*GOE: 07.04.01 STRENGTH: S GED: R4 M3 L4 SVP: 4 DLU: 88*

**205.367-026 CREEL CLERK (government ser.)**

Interviews anglers and inspects catch to compile statistical data concerning recreational fishing: Greets anglers returning from recreational fishing and solicits permission to examine catch. Counts and examines fish to ascertain total caught and to identify species and sex. Collects deformed or diseased fish for analysis by others. Measures and weighs fish, using ruler and scale. Interviews anglers to determine state of residence, method and location of fishing, and type of bait used. Records data obtained and tabulates results.

*GOE: 07.04.01 STRENGTH: L GED: R3 M3 L3 SVP: 2 DLU: 77*

**205.367-030 ELECTION CLERK (government ser.) alternate titles: poll clerk; returning officer**

Performs any combination of the following duties during elections: Compiles and verifies voter lists from official registration records. Requests identification of voters at polling place. Obtains signatures and records names of voters to prevent voting of unauthorized persons. Distributes ballots to voters and answers questions concerning voting procedure. Counts valid ballots and prepares official reports of election results.

*GOE: 07.04.03 STRENGTH: S GED: R3 M2 L2 SVP: 2 DLU: 77*

**205.367-034 LICENSE CLERK (government ser.)**

Issues licenses or permits to qualified applicants: Questions applicant to obtain information, such as name, address, and age, and records data on prescribed forms. Evaluates information obtained to determine applicant qualification for licensure. Collects prescribed fee. Issues driver, automobile, marriage, or other license. May conduct oral, visual, written, or performance test to determine applicant qualifications.  
*GOE: 07.04.03 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 78*

**205.367-038 REGISTRAR (government ser.) alternate titles: entrance guard**

Registers visitors to public facilities, such as national or state parks, military bases, and monuments: Stops vehicles and pedestrians at gate and records name, nationality, home address, license plate number of vehicle, and time of entrance and departure. Cautions visitors about fires, wild animals, travel hazards, and domestic pets and informs them of laws and regulations pertaining to area. May issue information leaflets. May collect fees and issue entry and fire permits. May give talks describing historical, natural, or scenic points of area.  
*GOE: 07.04.03 STRENGTH: L GED: R3 M2 L3 SVP: 5 DLU: 77*

**205.367-042 REGISTRATION CLERK (government ser.)**

Interviews persons to compile information for legal or other records: Records answers to personal history queries, such as date of birth, length of residence in United States, and change of address to enroll persons for voting, citizenship applications, or other purposes. May record number of applicants registered. May fingerprint registrants [FINGERPRINT CLERK (government ser.) I]. May take affidavits concerning registrants' statement.  
*GOE: 07.04.01 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77*

**205.367-046 REHABILITATION CLERK (nonprofit org.)**

Compiles, verifies, and records client data in vocational rehabilitation facility: Interviews clients to obtain information, such as medical history and work limitations. Prepares and assists clients to complete routine intake and personnel forms. Gives and receives client information in person, by telephone, or mail to authorized persons. Prepares and types client attendance, training, and counseling reports from client records. Reviews training approval forms and payment vouchers for completeness and accuracy.  
*GOE: 07.04.01 STRENGTH: S GED: R3 M2 L2 SVP: 4 DLU: 77*

**205.367-050 SUPERVISOR, CONTINGENTS (retail trade)**

Interviews and hires applicants for contingent (temporary and part-time) work and keeps employment records: Reviews applications and hires applicants. Notifies applicants by mail or telephone to report for work. Prepares and approves payroll vouchers. Keeps employment records. Compiles list of workers qualified for contingent employment. May schedule work assignments.  
*GOE: 07.04.01 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 77*

**205.367-054 SURVEY WORKER (clerical) alternate titles: interviewer; merchandising representative; public interviewer**

Interviews people and compiles statistical information on topics, such as public issues or consumer buying habits: Contacts people at home or place of business, or approaches persons at random on street, or contacts them by telephone, following specified sampling procedures. Asks questions following specified outline on questionnaire and records answers. Reviews, classifies, and sorts questionnaires following specified procedures and criteria. May participate in federal, state, or local population survey and be known as Census Enumerator (government ser.).  
*GOE: 07.04.01 STRENGTH: L GED: R3 M1 L2 SVP: 2 DLU: 81*

**205.367-058 TRAFFIC CHECKER (government ser.)**

Interviews motor vehicle drivers at specified road intersection or highway to secure information for use in highway planning: Places equipment, such as barricades, signs, and automatic vehicle counting devices. Signals driver to stop, presents identification credentials, and explains reason for halting vehicle. Questions driver to obtain data, such as itinerary and purpose of trip. Records results of interview, and permits driver to continue journey. May secure information on load (either passenger or cargo) carried and type and weight of vehicle.  
*GOE: 07.04.01 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77*

**205.367-062 REFERRAL CLERK, TEMPORARY HELP AGENCY (clerical) alternate titles: referral clerk; staffing clerk**

Compiles and records information about temporary job openings and refers qualified applicants from register of temporary help agency: Answers call from hospital, business, or other type of organization requesting temporary workers and obtains and records job requirements. Reviews records to locate registered workers who match job requirements and are available for scheduled shift. Notifies selected workers of job availability and records referral information on agency records. Sorts mail, files records, and performs other clerical duties. May give employment applications to applicants, schedule interviews with agency registration interviewers, or administer skill tests. May refer workers in specific occupations, such as nursing.  
*GOE: 07.05.03 STRENGTH: S GED: R3 M3 L3 SVP: 3 DLU: 86*

**205.567-010 BENEFITS CLERK II (clerical) alternate titles: insurance and benefits clerk**

Answers employees' questions and records employee enrollment in benefits and group insurance programs: Explains and interprets company insurance program to employees and dependents. Answers questions regarding benefits, such as pension and retirement plan, and group insurance, such as life, hospitalization, and workers' compensation. Fills out application forms or verifies information on forms submitted by employees. Mails applications to insurance company. Files records of claims and fills out cancellation forms when employees leave company service. May correspond with or telephone physicians, hospitals, and employees regarding claims.  
*GOE: 07.05.03 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 80*

**206 FILE CLERKS**

This group includes occupations concerned with classifying, sorting, and filing correspondence, records, and other data.

**206.137-010 SUPERVISOR, FILES (clerical) alternate titles: records-section supervisor**

Supervises and coordinates activities of workers engaged in maintaining central records files: Directs and assists workers in storing, retrieving, checking, correcting, and copying paper documents, microfilm, or other company records. Directs workers in searching files to retrieve lost or missing records, utilizing knowledge of frequent filing errors. Routes erroneously removed files to workers for refiling. Directs and assists workers in periodic disposal of obsolete files, following company policy and legal requirements. Conducts and coordinates studies of files and filing system as directed by management. May recommend changes in work procedures to improve filing-system efficiency. May supervise workers engaged in microfilming records. Performs duties as described under SUPERVISOR (clerical) Master Title.  
*GOE: 07.05.03 STRENGTH: L GED: R4 M2 L4 SVP: 7 DLU: 88*

**206.367-010 ENGINEERING-DOCUMENT-CONTROL CLERK (aircraft mfg.; electron. comp.) alternate titles: blueprint control clerk; drawing-release clerk; engineering-release clerk; release and technical records clerk**

Compiles and maintains control records and related files to release blueprints, drawings, and engineering documents to manufacturing and other operating departments: Examines documents, such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data. Confers with document originators or engineering liaison personnel to resolve discrepancies and compiles required changes to documents. Posts changes to computerized or manual control

records, releases documents, and notifies affected departments. Maintains related files. May prepare requests for reproduction of documents. May operate reproduction equipment. May prepare reports and memorandums.

*GOE: 07.05.03 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 89*

#### **206.367-014 FILE CLERK II (clerical)**

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order, or according to subject matter, or other system [FILE CLERK (clerical) I 206.387-034], searches for and investigates information contained in files, inserts additional data on file records, completes reports, keeps files current, and supplies information from file data. Classifies material when classification is not readily discernible [CLASSIFICATION CLERK (clerical) 206.387-010]. Disposes of obsolete files in accordance with established retirement schedule or legal requirements. May copy records on photocopying or microfilming machines. May type labels or reports. May make calculations or use calculating machine to keep files current. May be designated according to material filed.

*GOE: 07.05.03 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 87*

#### **206.367-018 TAPE LIBRARIAN (clerical)**

Classifies, catalogs, and maintains library of computer tapes: Classifies reels and cartridges of magnetic computer tape according to content, purpose, principal user, date generated, or other criteria. Assigns identification number, following standard system. Prepares catalog of tapes classified, using logbook and computer. Stores tapes according to classification and identification number. Issues tapes and maintains charge-out records. Inspects returned tapes and notifies supervisor when tapes are worn or damaged. Removes obsolete tapes from library, following data retention requirements. May send tapes to vendor for cleaning and to off-site location for secure storage. May maintain files of program developmental records and operating instructions. May work in computer room operations, performing tasks such as loading and removing paper and printouts and reels of tape.

*GOE: 07.05.03 STRENGTH: L GED: R4 M2 L3 SVP: 4 DLU: 89*

#### **206.387-010 CLASSIFICATION CLERK (clerical) alternate titles: coding file clerk**

Classifies materials according to subject matter and assigns numbers or symbols from predetermined coding system to facilitate accurate filing and reference: Scans correspondence, reports, drawings, and other materials to be filed to determine subject matter. Ascertains specified number or symbol, using code book or chart, and marks or stamps code on material. Assigns cross-indexing numbers if subject matter should be classified and filed under more than one heading. May revise coding system to improve code usage.

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 5 DLU: 80*

#### **206.387-014 FINGERPRINT CLERK II (government ser.)**

Examines fingerprint patterns and classifies prints according to standard system: Examines fingerprints, using magnifying glass, to determine pattern formations. Classifies fingerprints according to standard system and records classification on file cards. Files records, following prescribed sequence. Searches fingerprint identification files to provide information to authorized persons.

*GOE: 07.05.03 STRENGTH: S GED: R4 M2 L3 SVP: 4 DLU: 77*

#### **206.387-022 RECORD CLERK (textile)**

Keeps files of sample pads, slubbings (slightly twisted fibers), and yarns for color comparison and stock reference: Attaches identification tags indicating data, such as color blend, batch number, and date of shipment, to sample pads, slubbings, and yarns, and files them. Files order forms, formula cards, and color percentage cards. May make sample pads from slubbings [PAD MAKER (textile)].

*GOE: 07.07.01 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 77*

#### **206.387-034 FILE CLERK I (clerical)**

Files records in alphabetical or numerical order, or according to subject matter or other system: Reads incoming material and sorts according to file system. Places cards, forms, microfiche, or other material in storage receptacle, such as file cabinet, drawer, or box. Locates and removes files upon request. Keeps records of material removed, stamps material received, traces missing files, and types indexing information on folders. May verify accuracy of material to be filed. May enter information on records. May examine microfilm and microfiche for legibility, using microfilm and microfiche viewers. May color-code material to be filed to reduce filing errors. May be designated according to subject matter filed, such as Change-of-Address Clerk (clerical); or according to material filed, such as File Clerk, Correspondence (clerical).

*GOE: 07.07.01 STRENGTH: L GED: R3 M1 L2 SVP: 3 DLU: 87*

#### **206.587-010 BRAND RECORDER (government ser.)**

Records brand marks used to identify cattle, produce, or other commodities, to facilitate identification: Receives applications for new brands and verifies against official brand records to prevent duplication. Records assignment or reassignment of brands beside name of appropriate individual or organization. Receives and records brand recording fees and submits brand certificates for approval. Keeps files of reports compiled by field inspectors to prevent frauds and unauthorized use of brands.

*GOE: 07.05.03 STRENGTH: S GED: R3 M1 L2 SVP: 4 DLU: 77*

#### **207 DUPLICATING-MACHINE OPERATORS AND TENDERS**

This group includes occupations concerned with making copies by means of office machines. Three major duplicating processes used are: photocopy (including photographic), spirit (or fluid), and stencil (ink). An image created by one of these processes is either transferred directly, as with the photocopying machine, or indirectly, as with the offset duplicating machine. Also included is the duplicating of braille-printed pages on chemically treated plastic paper. This group does not include offset printing machine and press occupations which are found in Groups 651 and 652.

#### **207.137-010 CHIEF CLERK, PRINT SHOP (clerical)**

Supervises and coordinates activities of workers in duplicating department: Analyzes requisitions for duplicating to determine method of reproduction, based on requested completion date, and availability and specialization of machines and machine operators. Keeps file indicating priority, date due, and status of job. Examines material in process and suggests improved methods of reproduction. Oversees machine preventive-maintenance program. May confer with persons requesting printing or duplicating to determine preference of methods and materials. May keep stock of duplicating material and requisition material. May keep supply of standard forms and issue forms on requisition. Performs other duties as described under SUPERVISOR (clerical) Master Title. May supervise workers engaged in making microfilm or microfiche copies of records and be designated Micrographics-Services Supervisor (clerical).

*GOE: 05.10.05 STRENGTH: L GED: R4 M2 L3 SVP: 6 DLU: 77*

#### **207.682-010 DUPLICATING-MACHINE OPERATOR I (clerical)**

Operates machine to reproduce data or ruled forms on paper from type in flat impression bed or plates on revolving cylinder: Selects type or embossed plate and positions type or plate on cylinder or flat bed of machine. Loads paper in feed tray and makes adjustments to parts, such as inking rolls or ribbon and feeding mechanism. Starts machine which automatically pushes sheets under revolving cylinder or against flat impression bed of type where paper is printed. May keep record of number of copies made. Important variations may be indicated by trade name of machines used.

*GOE: 05.10.05 STRENGTH: L GED: R3 M2 L1 SVP: 4 DLU: 77*

#### **207.682-014 DUPLICATING-MACHINE OPERATOR II (clerical)**

Operates duplicating machine to print typewritten or handwritten matter directly from master copy: Places master copy on drum of machine and blank paper in feed tray. Adjusts machine for speed, size of paper, and flow of process liquid to moistening pad. Starts machine that pulls blank sheets across moistening pad and transfers image from master copy onto copy sheet. May type or draw diagram to prepare original copy. Important variations may be indicated by trade name of machine operated.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L1 SVP: 4 DLU: 77

#### 207.682-018 OFFSET-DUPLICATING-MACHINE OPERATOR (clerical)

Operates offset-duplicating machine to reproduce single or multicolor copies of charts, schedules, bulletins, and related matter, according to oral instructions or layout and stock specifications on job order: Installs sensitized metal printing plate or master copy of plastic-coated paper around press cylinder of machine and locks plate or master copy into position, using handtools. Turns handwheel and ink fountain screws to regulate ink flow. Selects paper stock to be printed according to color, size, thickness, and quantity specified, stacks paper on feed table, and positions spring guide on side of paper stack. Turns elevator crank to raise feed table to paper height. Sets dial controls to adjust speed and feed of machine according to weight of paper. Starts machine that automatically reproduces copy by offset process. Cleans and files master copy or plate. Cleans and oils machine. May prepare printing plates. May operate stencil-process or spirit-duplicating machines and photocopy equipment. Important variations may be indicated by trade names of machines used.

GOE: 05.10.05 STRENGTH: M GED: R3 M2 L1 SVP: 5 DLU: 77

#### 207.685-010 BRAILLE-DUPLICATING-MACHINE OPERATOR (print. & pub.) alternate titles: braille-thermoform operator

Tends equipment to reproduce braille-embossed pages, using one of following methods: (1) Places master page on screen bed. Places roll of treated paper on stand. Threads paper through equipment and locks paper in clamping frame. Pulls heat unit over clamping frame. Depresses pedal or handle to lower clamping frame onto screen bed and to create vacuum that forms braille impressions. Pushes heat unit from bed. Releases pedal or handle to raise clamping frame, and releases catch on frame to draw reproduced copy through equipment. Repeats process to make required number of copies. Cuts copies apart, using scissors. Writes identifying information, such as page number or title, on each copy. (2) Positions master page on screen bed. Places sheet of heat-sensitive plastic paper over page and lowers clamping frame to lock page into position on bed. Pulls heat unit over clamping frame to activate vacuum pump trip-lever. Holds heat unit over frame to form braille impressions. Pushes heat unit from bed to release vacuum. Raises frame to release individual copy. Repeats process to make required number of copies. Most workers in this occupation are blind.

GOE: 05.12.19 STRENGTH: M GED: R2 M1 L2 SVP: 2 DLU: 77

#### 207.685-014 PHOTOCOPYING-MACHINE OPERATOR (clerical)

Tends duplicating machine to reproduce handwritten or typewritten matter: Places original copy on glass plate in machine. Places blank paper on loading tray. Sets control switch for number of copies. Presses button to start machine which transfers image of original copy onto blank paper by photographic and static electricity process. May clean and repair machine. May receive payment for duplicate copies. Important variables may be indicated by trade name of machine tended.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L1 SVP: 2 DLU: 77

#### 207.685-018 PHOTOGRAPHIC-MACHINE OPERATOR (clerical)

Tends machine that photographs original documents, such as bills, statements, receipts, and checks: Loads machine with film. Feeds records to be photographed into feed rolls that carry material to be photographed past camera lens, or positions records on table beneath camera lens. May adjust camera distance from document, focus, and exposure settings to accommodate size of record and ensure clarity and resolution of image. May tend equipment which encases roll film in cartridges or mounts microfiche (sheet of microfilm) on aperture card.

GOE: 05.12.19 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 87

#### 208 MAILING AND MISCELLANEOUS OFFICE MACHINE OPERATORS

This group includes mailing and miscellaneous office machine occupations, not elsewhere classified, concerned with using machines to record data; to emboss data on metal or plastic plates for addressing and identification purposes; to sort and fold printed or typewritten matter; to insert, seal, address, and stamp mail; and to open envelopes. Occupations involving substantial typing duties and use of machines equipped with typewriter-like keyboards to record data or to typeset printed matter, using methods other than preparation of metal plates or 'slugs' are found in Group 203. Occupations concerned with operating automatic data processing equipment are found in Group 213.

#### 208.382-010 TERMINAL-MAKEUP OPERATOR (print. & pub.) alternate titles: ad-terminal-makeup operator

Operates computer terminal and related equipment to transfer and typeset display advertising data from perforated tape onto computer tapes for subsequent reproduction as printed matter: Secures perforated tape roll on machine reel and presses button to feed perforated tape into terminal console. Presses button to activate video display screen. Reads work order to determine combination of type style, point size, line width, and spacing to be set. Pushes terminal controls and depresses keys to observe and arrange elements on screen according to specifications. Measures copy margins to verify margin specifications, using ruler. Presses buttons to transfer typeset copy onto computer tape and into computer for storage.

GOE: 07.06.01 STRENGTH: S GED: R3 M2 L3 SVP: 5 DLU: 77

#### 208.462-010 MAILING-MACHINE OPERATOR (print. & pub.)

Operates machine that automatically addresses, weighs, and ties into bundles printed publications, such as magazines, catalogs, and pamphlets, for mailing according to zip code: Reads production order to determine type and size of publication scheduled for mailing. Adjusts guides, rollers, loose card inserter, weighing machine, and tying arm, using rule and handtools. Fills paste reservoir. Mounts roll of subscriber address labels onto machine spindle and threads twine through tying arm. Starts machine and observes operation to detect evidence of malfunctions throughout production run. Stops machine to make adjustments or clear jams. Records production according to customer name and zip code, and machine down time due to malfunctions or lack of work.

GOE: 06.04.38 STRENGTH: M GED: R4 M2 L3 SVP: 5 DLU: 77

#### 208.582-010 ADDRESSING-MACHINE OPERATOR (clerical)

Operates machine to print addresses, code numbers, and similar information on items, such as envelopes, accounting forms, packages, and advertising literature: Positions plates, stencils, or tapes in machine magazine and places articles to be addressed into loading rack. Starts machine that automatically feeds plates, stencils, or tapes through mechanism. Adjusts flow of ink and guides to fit size of paper and sets stops and selectors so that only certain plates will be printed, using wrench and pliers. Maintains plate file and operates embossing machine or typewriter to make corrections, additions, and changes on plates. May type statistical lists of plate files and correspondence concerning addressing jobs.

GOE: 05.12.19 STRENGTH: L GED: R3 M2 L2 SVP: 4 DLU: 77

#### 208.582-014 EMBOSSING-MACHINE OPERATOR I (clerical) alternate titles: name-plate-stamping-machine operator; plate embosser

Operates machine to emboss names and addresses on metallic and nonmetallic plates for use in duplicating or addressing machines or for use as nameplates and tags: Adjusts plate carriage for each size plate, and clamps blank plates in holder. Reads copy to be embossed and turns handwheel to set character or letter die in embossing position. Pulls lever to lower die and emboss character on plate. Trips levers or presets automatic controls to space letters, words, and lines. May insert plates in envelopes. May insert plates in frames and file alphabetically. May operate pantograph type engraving machine to engrave plates [ENGRAVER PANTOGRAPH (engraving) I]. Important variations may be indicated by trade name of machine operated.

GOE: 06.02.02 STRENGTH: S GED: R3 M1 L2 SVP: 4 DLU: 77

#### 208.682-010 EMBOSSING-MACHINE OPERATOR II (clerical) alternate titles: embosser operator; plate embosser

Operates electrically powered machine to emboss metal plates for use in duplicating and addressing machines: Places blank plate in holder. Depresses keys on keyboard to imprint characters on plate, copying name and address from form or work ticket. Removes embossed plate and inserts plate in indexed file according to work ticket specifications. May operate manually powered embossing machine [EMBOSSING-MACHINE OPERATOR (clerical) I]. May operate addressing and duplicating machines.

GOE: 06.02.02 STRENGTH: S GED: R3 M1 L2 SVP: 4 DLU: 77

#### 208.685-010 COLLATOR OPERATOR (clerical)

Tends machine that assembles pages of printed material in numerical sequence: Adjusts control that regulates stroke of paper pusher, according to size of paper. Places pages to be assembled in holding trays. Starts machine. Removes assembled pages from machine.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L1 SVP: 2 DLU: 77

#### 208.685-014 FOLDING-MACHINE OPERATOR (clerical) alternate titles: folder operator

Tends machine that folds advertising literature, forms, letters, or other paper sheets: Turns indicator knobs to adjust folding rollers, side guides, and stops, according to specified size and number of folds. Starts machine and feeds paper sheets between folding rollers. Removes folded sheets. May place folded sheets into envelopes preparatory to mailing.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L1 SVP: 2 DLU: 77

#### 208.685-018 INSERTING-MACHINE OPERATOR (clerical)

Tends machine that inserts printed matter, such as letters or booklets into folders or envelopes: Stacks quantities of inserts and covers into machine feedboxes and turns setscrews to adjust feeder mechanisms, according to thickness of material. Starts machine and replenishes feedboxes with inserts and covers.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L2 SVP: 2 DLU: 77

#### 208.685-022 MICROFILM MOUNTER (clerical)

Tends machine that automatically mounts developed microfilm onto cards for filing purposes: Inserts roll of microfilm into machine. Fills hopper with presorted cards. Pours specified amount of adhesive solution into hopper to coat cards. Starts machine and observes coating of cards with adhesive solution and mounting of film onto cards.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L1 SVP: 2 DLU: 77

#### 208.685-026 SEALING-AND-CANCELING-MACHINE OPERATOR (clerical) alternate titles: envelope-stamping-machine operator; letter-stamping-machine operator; postage-machine operator

Tends machine that automatically seals envelopes and prints postage and postmark onto envelopes or tape to be affixed onto packages: Turns indicator dials to specified letters and numbers to be printed. Starts machine and positions envelopes onto feed tray or secures roll of tape on machine spindles. Removes postmarked envelopes or tape. May weigh articles to determine required postage, using scale and postal code book. May be designated according to particular function as Canceling-Machine Operator (clerical); Envelope-Sealing-Machine Operator (clerical); Stamping-Machine Operator (clerical).

GOE: 05.12.19 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77

#### 208.685-034 WING-MAILER-MACHINE OPERATOR (print. & pub.)

Tends machine that affixes address labels to advertising matter preparatory to mailing: Adjusts wing (feed guides) to accommodate size of article to be labeled and places stack of unlabeled articles between guides. Mounts roll of preaddressed labels onto machine spindle. Fills reservoir with water or paste. Moves handle and turns rubber wheel to feed label over roller or brush that applies water or paste and under blade that automatically cuts labels from roll and applies label to mailing piece. Removes labeled article from machine and stacks on table, exposing unlabeled article for labeling.

GOE: 05.12.19 STRENGTH: L GED: R2 M1 L1 SVP: 2 DLU: 77

#### 209 STENOGRAPHY, TYPING, FILING, AND RELATED OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with making, classifying, and filing records.

#### 209.132-010 SUPERVISOR, PERSONNEL CLERKS (clerical)

Supervises and coordinates activities of workers engaged in compilation and maintenance of personnel records: Coordinates recording and filing of information about company personnel, such as promotions, wage scales, absences, training status, and discharges. Compiles reports of absences, accession rates, salaries, and other matters of interest to company management, using typewriter and calculator. Performs other duties as described under SUPERVISOR (clerical) Master Title. May hire and discharge subordinates. May discuss merit ratings with company employees to inform employees of progress or to assist in correcting deficiencies.

GOE: 07.05.03 STRENGTH: S GED: R4 M2 L4 SVP: 6 DLU: 77

#### 209.132-014 TECHNICAL COORDINATOR (government ser.)

Supervises and coordinates activities of workers engaged in processing applications and claims in water rights office: Prepares correspondence and takes dictation. Examines applications for errors. Prepares notices for owners to close, clean, deepen, repair, or replace wells. Prepares closing notices for publication. Plats descriptions on documents, using drafting tools. Answers telephone and personal inquiries. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.05.03 STRENGTH: S GED: R4 M4 L4 SVP: 7 DLU: 77

#### 209.137-010 MAILROOM SUPERVISOR (clerical)

Supervises and coordinates activities of clerks who open, sort, and route mail, and prepare outgoing material for mailing: Reads letters and determines department or official for whom mail is intended and informs MAIL CLERK (clerical) of routing. Computes amount of postage required for outgoing mail according to weight and classification. Computes cost of mail permits from postage meter readings. Performs other duties as described under SUPERVISOR (clerical) Master Title. May interview and recommend hiring of mailroom employees. May train new employees. May maintain personnel records [PERSONNEL CLERK (clerical)].

GOE: 07.05.04 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

#### 209.137-014 METER READER, CHIEF (utilities; waterworks)

Supervises and coordinates activities of METER READERS (utilities; waterworks): Verifies rates and addresses of new service accounts. Reviews reports and notifies authorities of attempted diversions, defective meters, and other irregularities. Investigates customer complaints concerning METER READERS (utilities; waterworks). Performs duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.05.02 STRENGTH: S GED: R4 M2 L3 SVP: 6 DLU: 77

#### 209.137-018 SUPERVISOR, AGENCY APPOINTMENTS (insurance)

Supervises and coordinates activities of workers engaged in maintaining records of insurance company agents' appointments, licenses, certification, and sales

contracts; Confers with superior, subordinates, and personnel in other departments to plan and coordinate work schedules. Evaluates work of AGENT-LICENSING CLERKS (insurance) and returns faulty work with instructions for correction or rework. Conducts periodic job-performance reviews and recommends appropriate personnel action. Gives orientation to and trains new workers, or assigns employee to experienced worker for training. Performs work of and assists subordinates to maintain production schedules. Performs duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.05.03 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 77*

#### **209.137-026 SUPERVISOR, MARKING ROOM (retail trade)**

Supervises and coordinates activities of workers engaged in marking and attaching price tickets or tags to merchandise in marking room of retail establishment: Reviews invoices and purchase orders and makes rounds of work stations to determine type and amount of marking tickets required for each shipment of goods. Periodically examines test run of tickets printed by TICKETERS (any industry), to detect machine skips or other printing errors. Obtains completed batches of marking tickets, distributes tickets with purchase orders, and initiates correction form when discrepancies between merchandise and purchase order entries are noted by MARKERS (retail trade; wholesale tr.). Regularly participates in marking and tagging merchandise to assist workers and maintain production. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 05.09.03 STRENGTH: L GED: R3 M2 L3 SVP: 6 DLU: 77*

#### **209.362-010 CIRCULATION CLERK (print. & pub.) alternate titles: subscription clerk**

Compiles records concerned with delivery or mail order distribution of newspapers or magazines to subscribers, carriers, or dealers and adjusts complaints: Examines delivery tickets and records number of newspapers or magazines delivered to each city carrier or dealer. Types changes and corrections in names and addresses of subscribers, carriers, and dealers on distribution lists. Writes or types receipts for mail order subscriptions and forwards them to customers. Examines subscription date file and sends form letters to solicit renewal of expiring subscriptions. Receives telephoned and written complaints from subscribers and notifies distributor. Sells back copies of publication as requested. When concerned with distribution of publications within city may be designated City-Distribution Clerk (print. & pub.).

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77*

#### **209.362-014 CONTROL CLERK, AUDITING (insurance)**

Maintains audit-control files, assigns insurance cases to field auditors, and compiles reports of audits accomplished: Assigns insurance cases to field auditors for investigation or settlement according to designated territory and type of audit, following established procedures. Maintains card control files to indicate location and status of audits. Reviews audit reports and compares reports with data in files to compile production reports, using calculator and typewriter.

*GOE: 07.05.03 STRENGTH: S GED: R3 M3 L3 SVP: 3 DLU: 77*

#### **209.362-018 CREDIT REFERENCE CLERK (financial; retail trade)**

Telephones or writes to references listed on application form to investigate credit standing of applicant. Records information on previous employment, received from employers, using typewriter or computer. Reciprocates credit information with credit bureaus.

*GOE: 07.05.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 86*

#### **209.362-022 IDENTIFICATION CLERK (government ser.)**

Performs any combination of following duties to compile and transmit records, relay information, microfilm documents, and take and classify fingerprints in police agency: Retrieves and prints copies of police records and reports requested by public and police personnel, using computer and printer. Retrieves information on vehicles and persons requested by patrolling police officers, and provides information to officers over police radio communications system. Operates equipment to microfilm crime and accident reports. Files microfilm. Retrieves microfilmed information upon request of police officials or public, and operates equipment to copy requested information. Tends facsimile machine to transmit and receive photographs, fingerprints, and accompanying information. Fingerprints applicants for licenses and assists in preparation of applications. Classifies fingerprints and matches fingerprints with prints previously filed as evidence in unsolved crimes [FINGERPRINT CLASSIFIER (government ser.) 375.387-010]. Compiles and submits periodic reports pertaining to police department activities.

*GOE: 07.05.03 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 78*

#### **209.362-026 PERSONNEL CLERK (clerical) alternate titles: human resources clerk; personnel records clerk**

Compiles and maintains personnel records: Records employee information, such as personal data; compensation, benefits, and tax data; attendance; performance reviews or evaluations; and termination date and reason. Processes employment applications and assists in other employment activities. Updates employee files to document personnel actions and to provide information for payroll and other uses. Examines employee files to answer inquiries and provides information to authorized persons. Compiles data from personnel records and prepares reports using typewriter or computer. May administer and score aptitude, personality, and interest tests. May explain bonding procedure required by company, and assist in completion of bonding application. May compute wages and record data for use in payroll processing [PAYROLL CLERK (clerical) 215.382-014]. May compile and maintain records for use in employee benefits administration and be designated Benefits Clerk (clerical) I. May prepare and file reports of accidents and injuries at establishment and be designated Accident-Report Clerk (clerical).

*GOE: 07.05.03 STRENGTH: S GED: R4 M2 L4 SVP: 4 DLU: 88*

#### **209.362-030 CONGRESSIONAL-DISTRICT AIDE (government ser.)**

Provides information and assistance to public and performs variety of clerical tasks in office of congressional legislator: Answers requests for information and assistance from constituents and other members of public, by phone or in person, using knowledge of governmental agencies and programs and source materials, such as agency listings and directories. Transcribes reports and types letters, using electric typewriter. Operates telecopier to receive and send messages, reports, and other documents. Opens and sorts mail according to addressee or type of assistance or information requested. Maintains record of telephone calls. Files correspondence, reports, and documents. Occasionally composes correspondence in response to written requests. Occasionally contacts other governmental or private agencies to act as liaison on behalf of constituents.

*GOE: 07.04.04 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 86*

#### **209.362-034 CORRESPONDENCE CLERK (clerical)**

Composes letters in reply to correspondence concerning such items as requests for merchandise, damage claims, credit information, delinquent accounts, incorrect billing, unsatisfactory service, or to request information: Reads incoming correspondence and gathers data to formulate reply. Operates typewriter to prepare correspondence or to complete form letters, or dictates reply. May route correspondence to other departments for reply. May keep files of correspondence sent, received, or requiring further action. May process orders, prepare order forms, and check progress of orders [ORDER CLERK (clerical) 249.362-026]. May be designated according to type of correspondence handled as Claim Clerk (clerical); Credit-Correspondence Clerk (clerical); Fan-Mail Clerk (amuse. & rec.); Sales-Correspondence Clerk (clerical).

*GOE: 07.04.02 STRENGTH: S GED: R3 M2 L2 SVP: 6 DLU: 78*

#### **209.367-010 AGENT-LICENSING CLERK (insurance) alternate titles: agents'-records clerk**

Processes new and prospective agents' licensing, certification, or bonding applications and forms to ensure conformance with regulations of State Insurance Commissions and bonding companies: Prepares or reviews licensing applications and other forms for completeness and accuracy, in accordance with insurance commission or bonding company requirements. Mails applications, documents, and fees to authorities and arranges appointments for examinations. Notifies company officials of applicants' acceptance or rejection. Maintains files of correspondence, records, and reports. May compile, type, and mail to field offices changes to approved lists of medical examiners.

*GOE: 07.05.03 STRENGTH: S GED: R4 M1 L4 SVP: 5 DLU: 77*

**209.367-014 BRAILLE PROOFREADER (nonprofit org.; print. & pub.)**

Verifies proof copy of braille transcription against original script, such as pamphlet, book, or newspaper, to detect grammatical, typographical, or compositional errors and marks proof for correction: Reads original script to compare it with proof copy (if sighted); or listens to reading or recording of original and slides fingers over braille characters to feel discrepancies in proof (if blind). Consults reference books or secures aid of reader to check references to rules of grammar and composition. Marks proof with braille stylus or pencil to correct errors, using standard printers' marks. May direct workers in use of braille slates (printing devices). May select material for transcription.

*GOE: 07.05.02 STRENGTH: S GED: R4 M1 L4 SVP: 5 DLU: 77*

**209.367-018 CORRESPONDENCE-REVIEW CLERK (clerical)**

Reads and routes incoming correspondence to individual or department concerned: Reviews correspondence, determines appropriate routing, and requisitions records needed to process correspondence. Types acknowledgement letter to person sending correspondence. Reviews requested records for completeness and accuracy and attaches records to correspondence for reply by other workers. May maintain files and control records to show status of action in processing correspondence. May compile data from records to prepare periodic reports. May investigate discrepancies in reports and records and confer with personnel in affected departments to ensure accuracy and compliance with procedures.

*GOE: 07.05.04 STRENGTH: S GED: R3 M1 L3 SVP: 5 DLU: 77*

**209.367-026 FINGERPRINT CLERK I (government ser.)**

Transfers fingerprints of persons onto cards for purposes of identification: Directs individual to extend fingers and presses fingers on ink pad or glass plate and rolls them in specified spaces on card. Writes or types identifying information, such as name, address, and occupation on card. May administer oath of allegiance and perform other clerical duties.

*GOE: 07.04.03 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 77*

**209.367-034 LOST-CHARGE-CARD CLERK (clerical)**

Records data concerning lost or stolen charge cards: Receives by telephone, letter, or in person, and records information concerning loss, theft, or destruction of charge cards. Records information in customer-account record to avoid further billing of customer. Compiles reports to notify other personnel of possible need for further investigation and action, such as issuance of lost or stolen-card bulletin to subscribing merchants, to prevent fraudulent use of lost or stolen charge cards by others, or to issue new charge card to customer. May issue reward checks to merchants or other people who turn in lost or stolen charge cards. May send form letter to customers in reply to inquiries about lost, stolen, or replacement charge cards.

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77*

**209.367-038 NEWS ASSISTANT (radio-tv broad.) alternate titles: desk assistant**

Compiles, dispenses, and files newsstories and related copy to assist editorial personnel in broadcasting newsroom: Telephones government agencies and sports facilities and monitors other stations to obtain weather, traffic, and sports information. Telephones people involved in news events to obtain further information or to arrange for on-air or background interviews by news broadcasting personnel. Files and retrieves news scripts, printouts, and recording tapes. May make written copies of newsstories called in from remote locations. May record, edit, and play back tapes of newsstories to assist COLUMNIST/COMMENTATOR (print. & pub.; radio-tv broad.), using recording and splicing machines and equipment.

*GOE: 07.05.03 STRENGTH: L GED: R4 M2 L4 SVP: 3 DLU: 77*

**209.367-042 RECONSIGNMENT CLERK (clerical) alternate titles: disposition clerk; diversion clerk**

Reroutes freight shipments to new destinations following request from shipper: Receives request from shipper for reconsignment or change in destination of freight shipment. Searches for original bill of lading, waybill, and freight bills to ascertain original route or destination. Telephones station at next scheduled stop on original route and issues instructions to reroute freight shipment. Sends telegram to confirm instructions issued over telephone. Prepares new bill of lading to record shipper's request for new destination, reconsignment, and route selected. May prepare waybills.

*GOE: 07.05.04 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77*

**209.367-046 TITLE SEARCHER (real estate) alternate titles: abstractor**

Searches public and private records and indices to compile list of legal instruments pertaining to property titles, such as mortgages, deeds, and assessments, for insurance, real estate, or tax purposes: Reads search request to ascertain type of title evidence required, and to obtain legal description of property and names of involved parties. Compares legal description of property with legal description contained in records and indices, to verify such factors as deed of ownership, tax code and parcel number, and description of property's boundaries. Requisitions maps or drawings delineating property from company title plant, county surveyor, or assessor's office. Confers with realtors, lending institution personnel, buyers, sellers, contractors, surveyors, and courthouse personnel to obtain additional information. Compiles list of transactions pertaining to property, using legal description or name of owner to search lot books, geographic and general indices, or assessor's rolls. Examines title to determine if there are any restrictions which would limit use of property, prepares report listing restrictions, and indicates action needed to remove restrictions to clear title. Compiles information and documents required for title binder. Prepares title commitment and final policy of title insurance based on information compiled from title search. May specialize in searching tax records and be designated Tax Searcher (real estate). May use computerized system to retrieve additional documentation needed to complete real estate transaction. May retrieve and examine closing files to determine accuracy of information and to ensure that information included is recorded and executed according to regulations governing real estate industry. May prepare closing statement, utilizing knowledge of and expertise in real estate procedures.

*GOE: 07.05.02 STRENGTH: L GED: R3 M1 L3 SVP: 5 DLU: 89*

**209.367-050 TRIP FOLLOWER (air trans.) alternate titles: flight follower**

Posts positions of various aircraft flying within boundaries of dispatch area, on flight-following board: Reads messages received over telegraphic typewriter and posts data pertaining to position of airplanes on flight-following board. Notifies DISPATCHER (air trans.) or FLIGHT-INFORMATION EXPEDITER (air trans.) of messages received regarding departure times, delays, mechanical difficulties, or unusual weather conditions.

*GOE: 07.04.05 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 77*

**209.367-054 YARD CLERK (r.r. trans.) alternate titles: check clerk**

Prepares switching orders for railroad yard switching crew: Types or writes switching orders to inform switching crew of railroad yard, location, disposition, and number of railroad cars to be switched for loading, unloading, makeup, and breakup of trains, based on information received from YARD MANAGER (r.r. trans.) and other personnel or records. Keeps record of and reports movement and disposition of railroad cars for YARD MANAGER (r.r. trans.). May count and record number of cars remaining in yard each day. May telephone various personnel to verify location of railroad cars.

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77*

**209.382-010 CONTINUITY CLERK (motion picture)**

Types descriptive record of motion picture scenes, including dialog, and such details as wardrobe, hairdress, and on-scene entrances and exits of ACTORS (amuse. & rec.); ACTRESS (amuse. & rec.) to aid editorial personnel in editing and assembling complete film: Mounts film on spindle of film viewer and starts equipment. Observes film on screen to determine action being depicted and pertinent details. Types brief narrative description and identifying information for each scene. Keeps records of completed work.

GOE: 07.05.03 STRENGTH: S GED: R3 M1 L3 SVP: 5 DLU: 77

**209.382-014 SPECIAL-CERTIFICATE DICTATOR (insurance) alternate titles: settlement technician**

Drafts endorsement to basic life insurance agreement, consistent with company and legal requirements, to denote method of payment to beneficiary: Reviews insured's request and examines basic policy to determine modifications required in basic agreement. Types or dictates text of modifying agreement to be appended to basic policy.

GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 6 DLU: 77

**209.382-022 TRAFFIC CLERK (radio-tv broad.) alternate titles: traffic manager**

Compiles log (broadcast schedule) of radio, television, or cable television commercial and public-service spot announcements, using computer: Reviews on-air time sales orders and public-service announcements to verify completeness of data required for log, such as sponsor identity, date, time, and duration of announcement, and whether live or recorded announcements. Enters information, such as sponsor identity, date, maximum time and frequency of commercials, and established network or local news announcement times, into computer to generate log. Contacts station staff for missing information. Reviews sponsors' requests for specific dates and times of announcements, and recommends alternate dates and times, or keys information into computer to revise log to avoid conflicts. Enters information into computer to compose daily log, and prints and distributes log to operations personnel and on-air talent. Reviews daily log after use for authorized changes made during broadcast date. May review content of commercial or public-service announcements for objectionable material. May operate viewing and or audio equipment to ascertain content and length of commercial or public-service announcements. May perform additional clerical duties, such as billing, typing correspondence, reception, and filing sales orders, commercial and public-service announcement tapes, and daily logs.

GOE: 07.05.03 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 89

**209.387-014 COMPILER (clerical)**

Compiles directories, survey findings, opinion polls, and census reports from data obtained from surveys or census: Compiles names, addresses, vital statistics, and other facts or opinions from business subscribers or persons in communities or cities. Verifies information for completeness and accuracy. Records and arranges information in specified order or groupings, such as by name, location, sex, occupation, or affiliation. May use typewriter or other recording device to duplicate information for filing or distribution. May prepare graphs or charts to show survey results. May be designated according to type of information compiled as Directory Compiler (clerical); Survey Compiler (clerical). May compile lists of prospective customers and be designated Mailing-List Compiler (clerical).

GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77

**209.387-018 CONTACT CLERK (utilities)**

Sorts and lists gas- and electric-power service-connection orders for distribution to various service centers and compiles data from completed orders for reports: Sorts orders into groups for delivery to service centers, locating address of customer on zoned map to determine appropriate center. Compiles list of each type of order (dispatch list) for use as control record. Reviews completed orders for compliance with reporting procedures and compiles data for various reports. Reviews incomplete orders and forwards them for processing.

GOE: 07.05.04 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77

**209.387-022 DATA-EXAMINATION CLERK (clerical)**

Reviews computer input and output documents to ensure accuracy, completeness, and adherence to establishment standards: Reviews documents, such as surveys, to ensure completeness and appropriateness prior to data entry. 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. Notifies supervisor when errors and shortage of output are detected, and corrects errors or refers work to other workers for correction. Compares corrected input and output data with source documents, worksheets, and data displayed on screen of computer terminal to verify corrections. May review only computer input or output. May operate machines to separate and remove carbon paper from computer generated forms. May re-type mutilated forms, using typewriter. May sort printouts for distribution.

GOE: 07.05.02 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 87

**209.387-026 LIBRARY CLERK, TALKING BOOKS (library)**

Selects talking books for mailing to blind library patrons: Compares borrower's written request with list or chart of available titles. Selects books or materials, such as large type or braille volumes, tape cassettes, and open reel tape talking books, following borrower's request, or selects substitute titles, following such criteria as age, education, interest, and sex of borrower. Obtains books or materials from shelves. Types address label to prepare books or materials for mailing. May type records, such as material or issue cards. May receive and inspect talking books returned to library [BRAILLE-AND-TALKING BOOKS CLERK (library)].

GOE: 05.09.01 STRENGTH: L GED: R3 M1 L3 SVP: 3 DLU: 77

**209.387-030 PROOFREADER (print. & pub.)**

Reads typescript (original copy) or proof of type setup to detect and mark for correction any grammatical, typographical, or compositional errors, by either of following methods: (1) Places proof and copy side by side on reading board. Reads proof against copy, marking by standardized code, errors that appear in proof. Returns marked proof for correction and later checks corrected proof against copy. (2) Reads and corrects proof while COPY HOLDER (print. & pub.) reads aloud from original copy or reads proof aloud to COPY HOLDER (print. & pub.) who calls out discrepancies between proof and copy. May measure dimensions, spacing, and positioning of page elements (copy and illustrations) to verify conformance to specifications, using printer's ruler.

GOE: 07.05.02 STRENGTH: L GED: R4 M1 L4 SVP: 5 DLU: 77

**209.387-034 SUGGESTION CLERK (clerical)**

Compiles and records suggestions submitted to suggestion committee: Reads suggestions submitted and records suggestions on control cards. Writes memorandum to acknowledge receipt of suggestion. Requisitions amount of cash award recommended for accepted suggestions. Schedules distribution of awards to winners, or forwards checks and award certificates to appropriate department heads for presentation to winners. Writes or types letters to originators of rejected suggestions, explaining reasons for nonacceptance. Maintains record of suggestions received. May review suggestions for clarity and legibility before presenting copies to review committee.

GOE: 07.05.03 STRENGTH: S GED: R3 M1 L3 SVP: 4 DLU: 77

**209.562-010 CLERK, GENERAL (clerical) alternate titles: office clerk, routine**

Performs any combination of following and similar clerical duties requiring limited knowledge of systems or procedures: Writes, types, or enters information into computer, using keyboard, to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records. Receives money from customers and deposits money in bank. Addresses envelopes or packages by hand or with typewriter or addressograph machine. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents, using photocopier.

GOE: 07.07.03 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 89

**209.567-010 METER READER (utilities; waterworks)**

Reads electric, gas, water, or steam consumption meters and records volume used by residential and commercial consumers: Walks or drives truck over established route and takes readings of meter dials. Inspects meters and connections for defects, damage, and unauthorized connections. Indicates irregularities on forms for

necessary action by servicing department. Verifies readings to locate abnormal consumption and records reasons for fluctuations. Turns service off for nonpayment of charges in vacant premises, or on for new occupants. Collects bills in arrears. Returns route book to business office for billing purposes. May be designated according to type of meter read as Electric-Meter Reader (utilities); Gas-Meter Reader (utilities); Steam-Meter Reader (utilities); Water-Meter Reader (waterworks).

*GOE: 05.09.03 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 81*

**209.567-014 ORDER CLERK, FOOD AND BEVERAGE (hotel & rest.)**

Takes food and beverage orders over telephone or intercom system and records order on ticket: Records order and time received on ticket to ensure prompt service, using time-stamping device. Suggests menu items, and substitutions for items not available, and answers questions regarding food or service. Distributes order tickets or calls out order to kitchen employees. May collect charge vouchers and cash for service and keep record of transactions. May be designated according to type of order handled as Telephone-Order Clerk, Drive-In (hotel & rest.); Telephone-Order Clerk, Room Service (hotel & rest.).

*GOE: 07.04.02 STRENGTH: S GED: R3 M1 L2 SVP: 2 DLU: 77*

**209.582-010 MUSIC COPYIST (print. & pub.) alternate titles: music typographer**

Copies musical scores onto stencils or manuscript paper for reproduction: Writes or types, using typewriter equipped with musical-symbol keyboard, musical notations indicating instrumental parts and choral arrangement. Draws or types lines to block out spacing of words and music. Types stencils and other materials concerned with reproduction of musical scores.

*GOE: 07.06.02 STRENGTH: S GED: R3 M2 L2 SVP: 5 DLU: 77*

**209.584-010 BRAILLE TRANSCRIBER, HAND (education; nonprofit organ.; print. & pub.) alternate titles: braille coder**

Transcribes reading matter into braille for use by the blind, using hand stylus: Reads copy and manipulates hand stylus to emboss special paper with various combinations of dots that characterize braille alphabet, using braille code form.

*GOE: 07.05.03 STRENGTH: S GED: R3 M1 L3 SVP: 4 DLU: 77*

**209.587-010 ADDRESSER (clerical) alternate titles: addressing clerk; envelope addresser**

Addresses by hand or typewriter, envelopes, cards, advertising literature, packages, and similar items for mailing. May sort mail.

*GOE: 07.07.02 STRENGTH: S GED: R2 M1 L2 SVP: 2 DLU: 77*

**209.587-014 CREDIT-CARD CLERK (retail trade)**

Issues credit cards to customers for use as identification when purchasing articles to be charged to their account. Assigns and records card identification number on customer's account. Keeps records of cards reported lost and issues replacement cards.

*GOE: 07.05.03 STRENGTH: S GED: R3 M1 L3 SVP: 3 DLU: 77*

**209.587-018 DIRECT-MAIL CLERK (clerical)**

Mails letters, merchandise samples, and promotional literature to prospective customers. Receives requests for samples and prepares required shipping slips. Maintains files and records of customer transactions.

*GOE: 07.07.02 STRENGTH: L GED: R3 M1 L2 SVP: 4 DLU: 77*

**209.587-022 HISTORY-CARD CLERK (utilities) alternate titles: meter-changes records clerk; meter-record clerk**

Copies information such as name and address of customer, meter size and type, servicing and inspection dates, and results of installation or disconnection to maintain records of electric, gas, or steam meters. Supplies meter repair and maintenance workers with information from files as requested. May record date of receipt and completion of meter service orders to keep control register of work orders. May match permits with work orders and verify completeness of orders to show required measurements and sketch of meter location. May assist with periodic physical inventory of meters in meter shop. May make periodic reports of meters set, removed, or changed.

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 77*

**209.587-030 MAP CLERK (insurance)**

Records insurance information, such as policy number, amount and type of coverage, and expiration date, on street maps showing locations of buildings on which insurance company has written insurance. Compares insurance coverage with adjoining buildings to check justification of coverage.

*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77*

**209.587-034 MARKER (retail trade; wholesale tr.) alternate titles: marking clerk; merchandise marker; price marker; ticket maker**

Marks and attaches price tickets to articles of merchandise to record price and identifying information: Marks selling price by hand on boxes containing merchandise, or on price tickets. Ties, glues, sews, or staples price ticket to each article. Presses lever or plunger of mechanism that pins, pastes, ties, or staples ticket to article. May record number and types of articles marked and pack them in boxes. May compare printed price tickets with entries on purchase order to verify accuracy and notify supervisor of discrepancies. May print information on tickets, using ticket-printing machine [TICKETER (any industry); TICKET PRINTER AND TAGGER (garment)].

*GOE: 05.09.03 STRENGTH: L GED: R2 M1 L1 SVP: 2 DLU: 77*

**209.587-042 RETURN-TO-FACTORY CLERK (clerical) alternate titles: returns clerk**

Records information pertaining to merchandise to be returned to manufacturer because of defects, wrong amount, or type: Examines and compares merchandise with original requisition to record information, such as quantity, type of defects, and date on invoice or other forms. Prepares invoices and other forms for all returned goods. May type letters or information on records to explain reason for returned goods. May compile and file list of merchandise handled.

*GOE: 07.05.03 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 77*

**209.587-046 SAMPLE CLERK, PAPER (paper & pulp; paper goods) alternate titles: laboratory assistant**

Prepares samples of paper and paper products for filing and mailing, performing any combination of following tasks: Collects samples of paper from paper machines, coating machines, supercalenders and cutting machines. Cuts samples to specified dimensions, using paper cutter. Marks samples with identifying information, such as customer order number, batch number, and grade and color of paper, or pastes labels on samples. Files samples for use in tracing technical defects or to facilitate processing of repeat orders, mails samples to customers, or distributes them to plant officials for examination. May compare samples with standard or customer's sample to ascertain that paper meets specifications of grade and color. May send samples to laboratory for testing and compare test reports with specifications. May address packages of samples to be mailed to customers, by hand or using typewriter.

*GOE: 06.04.26 STRENGTH: M GED: R3 M2 L2 SVP: 3 DLU: 77*

**209.587-050 WRONG-ADDRESS CLERK (retail trade)**

Verifies addresses and corrects illegible or misaddressed shipping tags or labels, using credit files or directory information: Searches company credit files and directories, such as telephone, city, and postal directories, to find correct name and address. Marks revision on tags and labels, using marking pencil. Records adjusted

information on delivery records.

*GOE: 07.07.02 STRENGTH: L GED: R2 M1 L2 SVP: 3 DLU: 77*

#### **209.667-010 COPY HOLDER (print. & pub.)**

Reads copy to PROOFREADER (print. & pub.) I to correct proofsheets of printed matter: Reads original copy aloud, calling out punctuation marks and spelling unusual words and proper names. Follows original copy word for word as PROOFREADER (print. & pub.) reads proofsheets aloud. Calls attention to discrepancies between copy and proof.

*GOE: 07.05.02 STRENGTH: S GED: R4 M1 L4 SVP: 4 DLU: 77*

#### **209.667-014 ORDER CALLER (clerical) alternate titles: caller; call-out clerk; order-desk caller**

Reads items listed on order sheets to LABORER, STORES (any industry) who gathers and assembles items or to BILLING TYPIST (clerical) who prepares bills for items. Indicates on order sheets items located and items that are not available. May read items to CHECKER (clerical) I who examines articles prior to shipping. May be designated by kind of data called out to other worker as Weight Caller (clerical); Yardage Caller (textile).

*GOE: 05.09.03 STRENGTH: L GED: R2 M1 L2 SVP: 2 DLU: 77*

#### **209.667-018 CODE AND TEST CLERK (financial)**

Verifies and assigns code numbers on telecommunications messages used in banking transactions: Reads code (test) number on incoming messages and compares code number to previously agreed-upon number to verify authenticity of message. Assigns specified code number to outgoing messages, using computer or code sheets. May translate decoded foreign language messages into English.

*GOE: 11.08.04 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 89*

#### **209.687-010 CHECKER II (clerical) alternate titles: check clerk; data clerk; proofreader; report checker**

Performs routine checking duties to ensure accuracy of recorded data: Compares information or figures on one record against same data on other records. Corrects or records omissions, errors, or inconsistencies found. Is not characteristically engaged in making computations [AUDIT CLERK (clerical); CALCULATING-MACHINE OPERATOR (clerical)] but does use arithmetic. Does not check incoming or outgoing shipments, or record or keep tallies [RECEIVING CHECKER (clerical); SHIPPING CHECKER (clerical)]. May be designated according to type of clerical work checked as Billing Checker (clerical); Entry Examiner (clerical); Installment-Account Checker (clerical). May be designated: Asset-Card Clerk (clerical); Coupon-Manifest Clerk (clerical); Outlaw-Loan-Record Clerk (clerical); Price Checker (clerical); Printed-Forms Proofreader (clerical); Typing Checker (clerical).

*GOE: 07.05.02 STRENGTH: S GED: R3 M2 L2 SVP: 4 DLU: 77*

#### **209.687-014 MAIL HANDLER (government ser.) alternate titles: distribution clerk**

Sorts and processes mail in post office: Sorts incoming or outgoing mail into mail rack pigeonholes or into mail sacks according to destination. May feed letters into electric canceling machine or hand-stamp mail with rubber stamp to cancel postage. May serve at public window or counter. May transport mail within post office [MATERIAL HANDLER (any industry)]. May sort mail in mobile post office and be designated Distribution Clerk, Railway Or Highway Post Office (government ser.). May sort mail which other workers have been unable to sort and be designated Special-Distribution Clerk (government ser.).

*GOE: 07.05.04 STRENGTH: L GED: R3 M2 L2 SVP: 4 DLU: 77*

#### **209.687-018 REVIEWER (insurance) alternate titles: final-application reviewer; new-business clerk; sales-review clerk**

Reviews insurance applications to ensure that all questions have been answered. Corresponds with sales personnel to inform them of status of application being processed, and to encourage prompt delivery of policies to policyholders. May collect initial premiums and issue receipts. May compile periodic reports on new business for management.

*GOE: 07.05.02 STRENGTH: S GED: R3 M1 L3 SVP: 4 DLU: 77*

#### **209.687-022 SORTER (clerical)**

Sorts data, such as forms, correspondence, checks, receipts, bills, and sales tickets, into specified sequence or grouping, such as by address, code, quantity, and class, for such purposes as filing, mailing, copying, or preparing records. May be designated according to work performed as Bill Sorter (clerical); Sales-Slip Sorter (clerical).

*GOE: 07.07.02 STRENGTH: S GED: R2 M1 L2 SVP: 3 DLU: 77*

#### **209.687-026 MAIL CLERK (clerical) alternate titles: mailroom clerk; mail sorter; postal clerk**

Sorts incoming mail for distribution and dispatches outgoing mail: Opens envelopes by hand or machine. Stamps date and time of receipt on incoming mail. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments. Readdresses undeliverable mail bearing incomplete or incorrect address. Examines outgoing mail for appearance and seals envelopes by hand or machine. Stamps outgoing mail by hand or with postage meter. May fold letters or circulars and insert in envelopes [FOLDING-MACHINE OPERATOR (clerical) 208.685-014]. May distribute and collect mail. May weigh mail to determine that postage is correct. May keep record of registered mail. May address mail, using addressing machine [ADDRESSING-MACHINE OPERATOR (clerical) 208.582-010]. May be designated according to type of mail handled as Mail Clerk, Bills (clerical).

*GOE: 07.05.04 STRENGTH: L GED: R3 M1 L2 SVP: 2 DLU: 87*

### **21 COMPUTING AND ACCOUNT-RECORDING OCCUPATIONS**

This division includes occupations concerned with systematizing information about transactions and activities into accounts and quantitative records, and paying and receiving money. It includes such activities as keeping and verifying records of business and financial transactions; receiving and disbursing money in banks and other establishments; operating data processing and peripheral equipment; computing and verifying amounts due for goods and services; preparing payrolls, timekeeping records, and duty rosters; combining data and performing computations to create statistical records; and computing costs of production in relation to other factors to determine profit and loss. Activities concerned with computing amounts of materials, equipment, and labor to determine production costs; and activities concerned with coordinating, scheduling, or monitoring production processes are found in Division 22.

### **210 BOOKKEEPERS AND RELATED OCCUPATIONS**

This group includes occupations which require knowledge of bookkeeping principles and which are concerned with classifying, recording, and summarizing numerical data and with making computations to compile and keep financial records. Included in this group are occupations involving use of computers to maintain aggregated financial records, such as ledgers and general ledgers, and to compile financial reports. Occupations concerned primarily with making computations to prepare or verify documents, such as bills and statements, are found in Group 214. Occupations requiring limited or no knowledge of bookkeeping principles and concerned with performing computations to systematize information on transactions and activities into accounts and other numerical records are found in Group 216.

#### **210.132-010 SUPERVISOR, AUDIT CLERKS (clerical)**

Supervises and coordinates activities of workers engaged in examining bookkeeping and accounting entries of other workers or computer-rejected items, computing to reconcile errors, and recording corrections. Performs duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.02.01 STRENGTH: L GED: R4 M4 L3 SVP: 6 DLU: 77*

**210.362-010 DISTRIBUTION-ACCOUNTING CLERK (utilities)**

Audits time and material charges on work orders for construction, maintenance, and operation of electric-power distribution lines: Reviews construction sketches and bills of materials at time work order is issued to ensure accurate listings of material quantities and assignment of accounting classifications. Audits chargeouts and return of materials from storeroom and time and material reports from construction crew to ensure accurate accounting of materials issued, used, or returned to storeroom. Summarizes charges and returns upon completion of job, using adding machine and calculator, and compares with construction sketch and bill of materials to detect differences between actual and estimated charges. May maintain field construction files.

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L2 SVP: 5 DLU: 77

**210.367-010 ACCOUNT-INFORMATION CLERK (utilities)**

Keeps accounting records and compiles information requested by customer and others pertaining to customer accounts: Keeps records and prepares report of meters registering use of gas- or electric-power, showing results of investigations and amounts recovered or lost. Prepares lists and enters charges and payments to customers' accounts for losses, additional deposits, special and irregular charges. Keeps records of overpayments on customer accounts. Applies overpayments to charges on customers' account or prepares voucher for refund. Investigates incorrect billings due to charges or credits on customers' accounts and prepares written instructions for correction. Reviews accounts not billed and prepares bill from available information. Enters information in meter books which was received too late for billing, such as meter test reports and missed meter readings. Prepares lists of special billing instructions, incorporating charges shown on customers' account. Processes final bills that exceed amount of deposit to enter amount of net bill. Prepares and mails duplicate bills as requested. Interviews customers and others in person or by telephone to answer inquiries and complaints pertaining to bills, customer deposits, and accounts. May specialize in handling inquiries received by mail, compiling information from customer accounting records for replies dictated by others.

GOE: 07.02.03 STRENGTH: S GED: R4 M3 L3 SVP: 6 DLU: 77

**210.367-014 FOREIGN-EXCHANGE-POSITION CLERK (financial)**

Maintains current record of bank's funds on deposit (position) in foreign banks: Records bank's balances on deposit in foreign banks, outstanding (future) purchase and sales contracts, and undelivered items, to maintain record, using computer. Lists totals in holdover register and posts net balances to daily position reports to determine new position. Reviews records to determine when balances need replenishing. Computes net balances and informs trading personnel. May compare current and previous balance sheets to eliminate double-posting to transactions and verification of limits. May assist trading personnel in preparing monthly revaluation of foreign currency accounts. May answer inquiries regarding foreign exchange trading regulations. May quote established conversion rates for bank branch staff and customers.

GOE: 07.02.01 STRENGTH: S GED: R4 M4 L3 SVP: 5 DLU: 89

**210.382-010 AUDIT CLERK (clerical)**

Verifies accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers: Examines expense accounts, commissions paid to employees, loans made on insurance policies, interest and account payments, cash receipts, sales tickets, bank records, inventory and stock-record sheets, and similar items to verify accuracy of recorded data. Corrects errors or lists discrepancies for adjustment. Computes percentages and totals, using adding or calculating machines, and compares results with recorded entries. May be designated according to type of records audited as Cash-Sales-Audit Clerk (clerical); Charge-Accounts-Audit Clerk (clerical); C.O.D. Audit Clerk (clerical); Commission Auditor (insurance); Expense Clerk (clerical); Federal-Housing-Administration-Loan Auditor (insurance). May be designated: Inventory-Audit Clerk (clerical); Journal-Entry-Audit Clerk (clerical); Medical-Records Auditor (medical ser.); Remittance-On-Farm-Rental-And-Soil-Conservation Auditor (insurance).

GOE: 07.02.01 STRENGTH: S GED: R4 M4 L3 SVP: 7 DLU: 80

**210.382-014 BOOKKEEPER (clerical)**

Keeps records of financial transactions for establishment, using calculator and computer: Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts. Summarizes details in separate ledgers or computer files and transfers data to general ledger, using calculator or computer. Reconciles and balances accounts. May compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. May calculate employee wages from plant records or time cards and prepare checks for payment of wages. May prepare withholding, Social Security, and other tax reports. May compute, type, and mail monthly statements to customers. May be designated according to kind of records of financial transactions kept, such as Accounts-Receiveable Bookkeeper (clerical), and Accounts-Payable Bookkeeper (clerical). May complete records to or through trial balance.

GOE: 07.02.01 STRENGTH: S GED: R4 M4 L3 SVP: 6 DLU: 87

**210.382-030 CLASSIFICATION-CONTROL CLERK (clerical)**

Classifies, for bookkeeping purposes, each item on reports, work orders, material requisitions, and invoices, noting after each item ledger account to which it is to be charged, or classifies items for statistical purposes according to predetermined system. May specialize in item classified and be designated Account-Classification Clerk (clerical); Invoice-Classification Clerk (clerical).

GOE: 07.02.01 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

**210.382-038 CREDIT-CARD CLERK (hotel & rest.)**

Compiles and verifies credit-card data from vouchers and other records and computes charges and payments due to establishment to keep records of hotel credit-card transactions: Compares charges on vouchers with audit tape to detect errors and corrects faulty vouchers. Sorts and combines vouchers and other credit transaction records by individual card-issuing firm. Computes totals, discounts, net charges, and amounts due, using calculator and adding machine, and posts to account journals. Prepares invoices for payment by card-issuing firms.

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L2 SVP: 3 DLU: 77

**210.382-042 FIXED-CAPITAL CLERK (utilities)**

Keeps records of fixed-capital accounts: Posts completed gas or electric work orders to respective accounts in plant ledgers. Appraises retirement values of equipment, such as gas mains, regulators, meters, and transformers and posts retirements to fixed-capital record books. Balances fixed-capital record books with respective control accounts in general ledger. Prepares journal vouchers, makes trial balances, and compiles reports of money charged to fixed-capital accounts.

GOE: 07.02.02 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

**210.382-046 GENERAL-LEDGER BOOKKEEPER (clerical)**

Compiles and posts in general ledgers information or summaries concerning various business transactions that have been recorded in separate ledgers by other clerks, using calculating or adding machine.

GOE: 07.02.01 STRENGTH: S GED: R4 M4 L3 SVP: 5 DLU: 77

**210.382-050 MORTGAGE-LOAN-COMPUTATION CLERK (insurance)**

Compiles ledger accounts on mortgage loans, using calculating machine. Examines ledger card for balance owed by debtor. Computes interest, principal, and added charges, such as taxes or insurance. Enters results of calculations in ledger accounts.

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L2 SVP: 3 DLU: 77

**210.382-054 NIGHT AUDITOR (hotel & rest.) alternate titles: night-clerk auditor**

Verifies and balances entries and records of financial transactions reported by various hotel departments during day, using adding, bookkeeping, and calculating machines. May perform duties of HOTEL CLERK (hotel & rest.) 238.367-038 in smaller establishment.

*GOE: 07.02.02 STRENGTH: S GED: R4 M4 L3 SVP: 5 DLU: 80*

**210.382-062 SECURITIES CLERK (clerical)**

Compiles and maintains records of firm's securities transactions: Reviews statements of transactions such as purchases and sales of securities, compares items with records to verify accuracy, and enters details in journals. Computes amounts, such as cash balances, dividends, gain or loss, and other investment data to verify accuracy of records, using adding machine, and reconciles discrepancies. Distributes investment income to various accounts, according to budgeted percentages, to compile investment journals. Computes amounts to determine cash position of various accounts and prepares vouchers to transfer funds needed to meet payments due.

*GOE: 07.02.03 STRENGTH: S GED: R4 M4 L3 SVP: 6 DLU: 77*

**211 CASHIERS AND TELLERS**

This group includes occupations concerned with receiving and disbursing money and recording transactions. Most occupations involve use of calculators, cash registers, change makers, or computer terminals. Some machines, such as cash registers, may be connected to computers and use a scanner to record customer purchases. It includes occupations concerned with receiving and disbursing money in banks and other financial institutions.

**211.132-010 TELLER, HEAD (financial)**

Supervises and coordinates activities of workers engaged in receiving and paying out money and keeping records of transactions in banks and similar financial institutions: Assigns duties and work schedules to workers to ensure efficient functioning of department. Trains employees in customer service and banking procedures. Approves checks for payment. Adjusts customer complaints. Examines TELLERS' (financial) 211.362-018 reports of daily transactions for accuracy. Consolidates and balances daily transactions, using adding machine and computer. Ensures supply of money for financial institution's needs based on legal requirements and business demand. May allow customers access to safe deposit boxes, following specified procedures. May monitor and review financial institution's security procedures and control access to vault. May count and record currency and coin in vault. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.03.01 STRENGTH: L GED: R4 M3 L4 SVP: 8 DLU: 88*

**211.137-010 SUPERVISOR, CASHIERS (hotel & rest.; retail trade)**

Supervises and coordinates activities of workers engaged in receiving cash or credit-card payment for merchandise or services and keeping records of funds received in retail establishments or places of public accommodation: Performs cashiering and other clerical duties to relieve subordinates during peak work periods. Searches records to assist subordinates in locating and reconciling posting errors on customers' invoices, such as hotel bills or sales tickets, or compares cash register totals with receipts in register to verify accuracy of transactions. Withdraws monies from bank and keeps custody of operating funds, or retains next day's operating funds from daily receipts. Allocates operating funds to cashiering stations. Totals and summarizes funds received, endorses checks, and prepares bank deposit slip. Performs duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.03.01 STRENGTH: L GED: R4 M3 L3 SVP: 7 DLU: 77*

**211.137-014 SUPERVISOR, FOOD CHECKERS AND CASHIERS (hotel & rest.)**

Plans, supervises, and coordinates activities of FOOD-AND-BEVERAGE CHECKERS (hotel & rest.) and CASHIERS (clerical) II at multiple stations in large food-service establishment: Establishes food-checking and cashiering stations to support activities, such as dining rooms, bars, clubs, banquets, and social functions. Hires and trains workers. Observes food-checking, billing, and cashiering activities; counts cash; and reconciles charge sales and cash receipts with total sales to verify accuracy of transactions. Compiles reports, such as cash receipts, guest-bill charges, and sales for accounting and management purposes, or supervises clerical workers preparing reports.

*GOE: 07.03.01 STRENGTH: L GED: R4 M4 L3 SVP: 7 DLU: 77*

**211.137-018 SUPERVISOR, MONEY-ROOM (amuse. & rec.)**

Supervises and coordinates activities of money-room workers engaged in keeping account of money wagered on each race at racetrack: Keeps continuous balance sheet of cash transactions and verifies with cash on hand. Requisitions additional cash as needed. Determines workers needed each day and assigns their duties. Performs duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.02.02 STRENGTH: L GED: R4 M4 L3 SVP: 6 DLU: 77*

**211.137-022 SUPERVISOR, TELLERS (utilities)**

Supervises and coordinates activities of TELLERS (utilities) in accepting payments for gas and electric-power bills from customers and keeps records of money received: Interprets company policies and work procedures. Calculates monthly commissions for authorized collection agencies, such as neighborhood stores, from daily summaries of cash receipts by agents. Dictates correspondence or contacts agents by telephone to reconcile errors in their reports. Traces payments made to agents when customer does not receive credit for payment. Interviews customers to assist workers in resolving questions not covered by specified procedures. Prepares regular reports on operations of section. Maintains records of daily overage or shortage in cash receipts. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.03.01 STRENGTH: S GED: R4 M4 L4 SVP: 8 DLU: 77*

**211.362-010 CASHIER I (clerical) alternate titles: cash-accounting clerk**

Receives funds from customers and employees, disburses funds, and records monetary transactions in business establishment or place of public accommodation: Receives cash or checks or completes credit-card charge transactions. Counts money to verify amounts and issues receipts for funds received. Issues change and cashes checks. Compares totals on cash register with amount of currency in register to verify balances. Endorses checks and lists and totals cash and checks for bank deposit. Prepares bank deposit slips. Withdraws cash from bank accounts and keeps custody of cash fund. Disburses cash and writes vouchers and checks in payment of company expenditures. Posts data and balances accounts. Compiles collection, disbursement, and bank-reconciliation reports. Operates office machines, such as typewriter, computer terminal, and adding, calculating, bookkeeping, and check-writing machines. May authorize various plant expenditures and purchases. May prepare payroll and paychecks. May issue itemized statement to customer. May be designated according to specialization as Agency Cashier (insurance); Cashier, Front Office (hotel & rest.). When disbursing money in payment of wages, materials, taxes, plant maintenance, and other company expenses, is designated Disbursement Clerk (clerical).

*GOE: 07.03.01 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 88*

**211.362-014 FOREIGN BANKNOTE TELLER-TRADER (financial)**

Buys and sells foreign currencies and drafts and sells travelers' checks, according to daily international exchange rates, working at counter in foreign exchange office: Questions patrons to determine type of currency or draft desired or offered for sale. Quotes unit exchange rate, following daily international rate sheet or computer display. Computes exchange value including fee for transaction, using calculator, and counts out currency. Sells foreign and domestic travelers' checks. Prepares sales slips and records transactions in daily log. Gives information to patrons about foreign currency regulations. Prepares daily inventory of currency, drafts, and travelers' checks. Computes amounts on logsheets and reconciles totals with inventory report.

*GOE: 08.01.03 STRENGTH: S GED: R4 M4 L4 SVP: 5 DLU: 78*

**211.362-018 TELLER (financial) alternate titles: general teller**

Receives and pays out money, and keeps records of money and negotiable instruments involved in financial transactions: Receives checks and cash for deposit, verifies amount, and examines checks for endorsements. Cashes checks and pays out money after verification of signatures and customer balances. Enters customers' transactions into computer to record transactions, and issues computer-generated receipts. Places holds on accounts for uncollected funds. Orders daily supply of cash, and counts incoming cash. Balances currency, coin, and checks in cash drawer at end of shift, using calculator, and compares totaled amounts with data displayed on computer screen. Explains, promotes, or sells products or services, such as travelers checks, savings bonds, money orders, and cashier's checks. May open new accounts. May remove deposits from, and count and balance cash in, automated teller machines and night depository. May accept utility bill and loan payments. May use typewriter, photocopier, and check protector to prepare checks and financial documents.

*GOE: 07.03.01 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 88*

**211.367-010 PAYMASTER OF PURSES (amuse. & rec.)**

Pays purses (winnings) to owners of winning horses and receives deposits from owners for expenses at racetrack: Receives deposits from owners desiring to claim horses in claiming race and for racing expenses, such as entry and rider fees and stable expenses. Pays owners of winning horses amounts specified on official programs. Pays claiming price to sellers, pays racing expenses for owners, and debits accounts. Periodically balances owners' accounts. Notifies owners when accounts are overdrawn or writes checks to close accounts. Compiles and records information concerning ownership of horses for submission to racing officials.

*GOE: 07.03.01 STRENGTH: S GED: R4 M4 L3 SVP: 6 DLU: 77*

**211.382-010 TELLER, VAULT (financial)**

Fills orders for currency and coins, and counts and records cash deposits in vault of commercial bank: Counts currency, coins, and checks received for deposit in vault from business or branch bank, by hand and using currency-counting machine. Totals currency and checks, using computer or calculator, to verify amount on deposit slip or other form. Records deposit in customer account record. Removes specified amount of currency and coins from vault and places cash in bag for shipment to business or branch bank. Records amount of cash shipped. Counts and records large denomination bills, mutilated currency, and food stamps, by hand and using currency-counting machine, for shipment to Federal Reserve Bank. Balances transactions for day, using computer or calculator, and records results.

*GOE: 07.03.01 STRENGTH: M GED: R4 M3 L3 SVP: 4 DLU: 88*

**211.462-010 CASHIER II (clerical) alternate titles: cash clerk; cashier, general; cashier, office; ticket clerk**

Receives cash from customers or employees in payment for goods or services and records amounts received: Recomputes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. May be required to know value and features of items for which money is received. May give cash refunds or issue credit memorandums to customers for returned merchandise. May operate ticket-dispensing machine. May operate cash register with peripheral electronic data processing equipment by passing individual price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax, and rebates on monitor screen. May sell candy, cigarettes, gum, and gift certificates, and issue trading stamps. May be designated according to nature of establishment as Cafeteria Cashier (hotel & rest.); Cashier, Parking Lot (automotive ser.); Dining-Room Cashier (hotel & rest.); Service-Bar Cashier (hotel & rest.); Store Cashier (clerical); or according to type of account as Cashier, Credit (clerical); Cashier, Payments Received (clerical). May press numeric keys of computer corresponding to gasoline pump to reset meter on pump and to record amount of sale and be designated Cashier, Self-Service Gasoline (automotive ser.). May receive money, make change, and cash checks for sales personnel on same floor and be designated Floor Cashier (clerical). May make change for patrons at places of amusement other than gambling establishments and be designated Change-Booth Cashier (amuse. & rec.).

*GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 81*

**211.462-014 CASHIER-CHECKER (retail trade)**

Operates cash register to itemize and total customer's purchases in grocery, department, or other retail store: Reviews price sheets to note price changes and sale items. Records prices and departments, subtotals taxable items, and totals purchases on cash register. Collects cash, check, or charge payment from customer and makes change for cash transactions. Stocks shelves and marks prices on items. Counts money in cash drawer at beginning and end of work shift. May record daily transaction amounts from cash register to balance cash drawer. May weigh items, bag merchandise, issue trading stamps, and redeem food stamps and promotional coupons. May cash checks. May use electronic scanner to record price. May be designated according to items checked as Grocery Checker (retail trade).

*GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 81*

**211.462-018 CASHIER-WRAPPER (retail trade)**

Operates cash register to compute and record total sale and wraps merchandise for customers in department, variety, and specialty stores: Receives sales slip, money, and merchandise from salesperson or customer. Records amount of sale on cash register and makes change. Obtains credit authorization on charge purchases in excess of floor limit from designated official, using telephone or pneumatic tube carrier. Inspects merchandise prior to wrapping to see that it is in satisfactory condition and verifies sales slip with price tickets on merchandise. Places merchandise in bags or boxes and gives change and packages to selling personnel. Wraps packages for shipment and routes to delivery department. Balances cash received with cash sales daily. May gift wrap merchandise.

*GOE: 09.04.02 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 77*

**211.462-022 CASHIER, GAMBLING (amuse. & rec.)**

Accepts and pays off bets placed by patrons of cardrooms, bookmaking, or other gambling establishments: Sells color-coded gambling chips or tickets to patrons or to other workers for resale to patrons. Records transaction, using cash register. Accepts cash or checks for chips or approves patrons' credit and charges individual accounts for amount issued. Reconciles daily summaries of transactions to balance books. May accept patrons' credit applications and verify credit references to obtain check-cashing authorization. May accept bets only and be designated Bet Taker (amuse. & rec.).

*GOE: 07.03.01 STRENGTH: S GED: R3 M3 L2 SVP: 4 DLU: 77*

**211.462-026 CHECK CASHIER (business ser.) alternate titles: cashier, check-cashing agency**

Cashes checks, prepares money orders, receives payment for utilities bills, and collects and records fees charged for check-cashing service. May receive payment and issue receipts for such items as license plates.

*GOE: 07.03.01 STRENGTH: S GED: R3 M3 L2 SVP: 3 DLU: 77*

**211.462-030 DRIVERS'-CASH CLERK (motor trans.)**

Receives monies and drivers' route sheets, and issues receipts to truck drivers for cash collected on shipment. Records bills for which cash has been received on collection sheets. Verifies totals of cash on hand against bills, using calculating machine. May endorse checks and wrap currency and coins.

*GOE: 07.02.02 STRENGTH: L GED: R3 M2 L1 SVP: 3 DLU: 77*

**211.462-034 TELLER (utilities) alternate titles: remittance clerk**

Computes and collects payments from customers for utility services or appliances: Receives cash or check from customer or through mail. Totals items on bill, using adding machine. Records transaction on cash register and issues receipt and any change due customer. Balances totals received with totals on billing stubs. Explains charges on bill to customer and initiates action to adjust complaints. May collect customer's deposit for service connection. May specialize in handling delinquent bills or those presented for partial payment.

*GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 77*

**211.462-038 TOLL COLLECTOR (government ser.)**

Collects toll charged for use of bridges, highways, or tunnels by motor vehicles, or fare for vehicle and passengers on ferryboats: Collects money and gives customer change. Accepts toll and fare tickets previously purchased. At end of shift balances cash and records money and tickets received. May sell round-trip booklets. May be designated according to place of employment as Toll-Bridge Attendant (government ser.); or type of fare as Vehicle-Fare Collector (motor trans.; water trans.). May admit passengers through turnstile and be designated Turnstile Collector (water trans.).

GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 77

**211.467-010 CASHIER, COURTESY BOOTH (retail trade)**

Cashes checks for customers and monitors checkout stations in self-service store: Cashes personal and payroll checks. Provides information to customers. Receives customer's complaints and resolves complaints when possible. Monitors checkout stations to reduce customer delay. Calls additional workers to stations when situation warrants. Issues cash to stations and removes excess cash. Audits cash register tapes. May compile reports, verify employee time records, and prepare payroll.

GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 77

**211.467-014 MONEY COUNTER (amuse. & rec.) alternate titles: money-room teller**

Counts, sorts, and issues money to PARIMUTUEL-TICKET SELLERS (amuse. & rec.), and PARIMUTUEL-TICKET CASHIERS (amuse. & rec.) to conduct daily transactions at racetrack. Observes totaling board for official race results and issues money to cashiering stations to pay holders of winning tickets. Compares workers' reports of cash collected and paid out to verify accuracy of transactions.

GOE: 07.07.02 STRENGTH: L GED: R3 M3 L2 SVP: 3 DLU: 77

**211.467-018 PARIMUTUEL-TICKET CASHIER (amuse. & rec.) alternate titles: mutuel cashier; parimutuel cashier**

Cashes winning parimutuel tickets for patrons at race track: Posts official race results and value of winning tickets on worksheet to compute payouts. Compares ticket submitted by patron with sample to determine validity. Pays winnings to patron. Summons security personnel to apprehend persons attempting to cash fraudulent tickets, or directs patron to INFORMATION CLERK-CASHIER (amuse. & rec.) or to supervisory personnel to resolve questions of ticket validity. Records number of tickets cashed and amount paid out after each race. Requisitions additional cash from MONEY COUNTER (amuse. & rec.) as required. Keeps daily balance sheet of amount and number of transactions.

GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 77

**211.467-022 PARIMUTUEL-TICKET SELLER (amuse. & rec.) alternate titles: mutuel clerk; parimutuel clerk**

Sells parimutuel tickets to patrons at racetrack: Reads entry sheets to ascertain entry number of specific horses in designated race and depresses corresponding numbered key of ticket-dispensing machine that automatically ejects ticket requested by patron. Accepts money and makes change. After start of race records totals of tickets sold and cash received and forwards to money room for counting and verification.

GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 77

**211.467-026 SHEET WRITER (amuse. & rec.)**

Cashes winning tickets in bookmaking establishment: Records on sheets final odds on winning horses as odds are received at bookmaking establishment. Computes winnings due and pays bettors. Balances cash disbursed against total of winning tickets. Computes total monies received for tickets sold on each race.

GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 77

**211.467-030 TICKET SELLER (clerical) alternate titles: cashier, ticket selling**

Sells tickets for travel on ferryboats, street railroads, buses, and for admission to places of entertainment, such as skating rinks, baseball parks, stadiums, and amusement parks: Depresses key on ticket-dispensing machine that automatically ejects number of tickets requested by patron or tears tickets from roll and hands ticket to patron. Accepts payment and makes change. Answers questions concerning fares, routes, schedules, and reservations, and gives information concerning coming attractions. Keeps daily balance sheet of cash received and tickets sold. May fill reservations for seats by telephone or mail. May sell tickets from box office and be designated Cashier, Box Office (amuse. & rec.). May collect fares from repeat riders at amusement park and be designated Second-Ride-Fare Collector (amuse. & rec.). May collect fares from railroad passengers at station and sell commuter tickets and be designated Station Agent (r.r. trans.) II.

GOE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 80

**211.467-034 CHANGE PERSON (amuse. & rec.)**

Exchanges coins for customer's paper money in slot machine area of gambling establishment: Walks and carries money belt in assigned section to exchange size and value of coins desired by customers. Listens for jackpot alarm bell, issues payoffs, and obtains customer's signature on receipt when winnings exceed amount contained in machine.

GOE: 07.03.01 STRENGTH: M GED: R2 M2 L1 SVP: 2 DLU: 86

**211.482-010 CASHIER, TUBE ROOM (retail trade)**

Computes and records cash receipts, issues operating funds, receives money and makes change, via pneumatic tube, to assist cashiering personnel in department store: Issues bank (operating funds) to cashiering stations. Receives, via pneumatic tube, carriers containing money and sales slips from sales departments, and makes change, using cash drawer and change dispenser. Records individual payments received, using adding machine. Inserts change into carrier and routes, via tube, for return to specified department. Receives bank and cash receipts from departments and c.o.d. collections from delivery-truck drivers, tallies cash receipts, and verifies cash against accompanying reports. Sorts and counts currency, checks, refunds, and gift certificates. Stacks currency manually and sorts, counts, and wraps coins, using machine. Computes totals, using adding machine, and records on daily report. Corrects faulty entries on individual cash reports received. May perform tasks without use of pneumatic tube.

GOE: 07.02.02 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77

**211.482-014 FOOD CHECKER (hotel & rest.)**

Scans loaded trays carried by patrons in hotel or restaurant cafeteria to compute bill: Operates machine similar to cash register to compute bill and presents check to patron for payment to CASHIER (clerical) II. May operate adding machine and present tape rather than check to customer for payment. May act as CASHIER (clerical) II.

GOE: 07.06.02 STRENGTH: S GED: R3 M2 L1 SVP: 3 DLU: 77

**211.482-018 FOOD-AND-BEVERAGE CHECKER (hotel & rest.)**

Computes food or beverage service bills and verifies completeness of customer orders in hotel kitchen, dining room, restaurant, or service bar: Examines food on tray enroute from kitchen or beverages enroute from service bar and compares items with listing on customer order to verify completeness and accuracy of order. Operates machine similar to cash register to compute charges. May take telephone orders for room service [ORDER CLERK, FOOD AND BEVERAGE (hotel & rest.)].

GOE: 05.09.03 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 77

**213 COMPUTER AND PERIPHERAL EQUIPMENT OPERATORS**

This group includes occupations concerned with managing, controlling, and monitoring operations of computers and peripheral equipment that record, store, retrieve, and print processed information. Activities involving the primary input of data into computer systems using machines equipped with typewriter-like keyboards are found in Group 203. Occupations concerned with computer scheduling are found in Group 221.

**213.132-010 SUPERVISOR, COMPUTER OPERATIONS (clerical) alternate titles: chief console operator; supervisor, data processing**

Supervises and coordinates activities of workers operating computers and peripheral equipment: Assigns staff and schedules work to facilitate production. Directs training or trains workers to operate computer and peripheral equipment. Confers with programmers and operates computer to test new and modified programs. Directs operation of computer to execute program, and observes operation to detect error or failure in progress of program. Reads monitor and enters commands to help computer operators identify and correct errors. Revises input data and program to continue operation of program, using computer terminal. Notifies programming and maintenance personnel if unable to locate and correct cause of processing error or failure. Revises operation schedule to adjust for delays, or notifies scheduling workers of need to adjust schedule. Prepares or reviews production, operating, and down time records and reports. Recommends changes in programs, routines, and quality control standards to improve computer operating efficiency. Consults with supervisor about problems, such as equipment performance, output quality, and maintenance schedule. Coordinates flow of work between shifts to ensure continuity. Performs other duties as described under SUPERVISOR (clerical) Master Title.  
*GOE: 07.06.01 STRENGTH: L GED: R5 M4 L4 SVP: 7 DLU: 90*

**213.362-010 COMPUTER OPERATOR (clerical)**

Operates computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions: Enters commands, using keyboard of computer terminal, and presses buttons and flips switches on computer and peripheral equipment, such as tape drive, printer, data communications equipment, and plotter, to integrate and operate equipment, following operating instructions and schedule. Loads peripheral equipment with selected materials, such as tapes and printer paper for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators. Enters commands to clear computer system and start operation, using keyboard of computer terminal. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Enters commands to correct error or stoppage and resume operations. Notifies supervisor of errors or equipment stoppage. Clears equipment at end of operating run and reviews schedule to determine next assignment. Records problems which occurred, such as down time, and actions taken. May answer telephone calls to assist computer users encountering problem. May assist workers in classifying, cataloging, and maintaining tapes [TAPE LIBRARIAN (clerical) 206.367-018].  
*GOE: 07.06.01 STRENGTH: L GED: R4 M2 L3 SVP: 6 DLU: 90*

**213.382-010 COMPUTER PERIPHERAL EQUIPMENT OPERATOR (clerical)**

Operates computer peripheral equipment, such as printer, plotter, computer output microfiche machine, and document reader-sorter to transfer data to and from computer and to convert data from one format to another: Reads instructions and schedule, such as schedule of documents to be printed, or receives instructions from supervisor orally, to determine work for shift. Mounts reels and cartridges of magnetic tape in tape drives, loads paper in printer, loads checks or other documents in magnetic ink reader-sorter or optical character reader, sets guides, keys, and switches, enters commands into computer, using computer terminal, and performs other tasks, to start and operate peripheral machines. Observes machine operation and error lights on machines to detect malfunction. Observes materials printed for defects, such as creases and tears. Removes faulty materials and notifies supervisor of error or machine stoppage. Unloads and labels magnetic tape for delivery to other worker or tape library. May separate, sort, and distribute output. May clean and supply equipment operated with paper, ink, film, developing solution, and other materials.  
*GOE: 07.06.01 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 88*

**213.582-010 DIGITIZER OPERATOR (business ser.; petrol. & gas)**

Operates encoding machine to trace coordinates on documents, such as maps or drawings, and to encode document points into computer: Reads work order to determine document points to be digitized (encoded). Positions document on digitizer (encoding machine) table. Guides digitizer cursor over document to trace coordinates, stops at specified points, and punches cursor key to digitize points into computer memory unit. Observes monitor screen periodically to verify completeness of encoding. Types command on keyboard to transfer encoded data from memory unit to magnetic tape. Keeps record of work orders, time, and tape production.  
*GOE: 07.06.01 STRENGTH: S GED: R3 M3 L2 SVP: 5 DLU: 86*

**214 BILLING AND RATE CLERKS**

This group includes occupations concerned with making computations with or without machines for purposes of preparing or verifying bills, invoices, rates, tariffs, duties, and statements of amounts due for items purchased or services rendered. It includes counting or tallying to obtain data on which payments are based. Occupations concerned with preparing bills and invoices involving substantial use of typewriter are found in Group 203. Occupations concerned with using knowledge of bookkeeping principles and procedures to compute, classify, and record numerical data to keep sets of financial records are found in Group 210. Occupations concerned with preparing numerical records of time worked or units produced for payroll or timekeeping purposes are found in Group 215. Occupations concerned with making computations involving various aspects of production are found in Group 221.

**214.137-010 DOCUMENTATION SUPERVISOR (water trans.)**

Supervises and coordinates activities of workers engaged in preparing shipping documents and related reports and in classifying and rating cargo according to established tariff rates: Reviews ships' schedules and booking records to plan and schedule work activities. Assigns rating activities to workers and reviews ratings to ensure that cargo has been classified in accordance with established tariff rates. Verifies codes assigned shippers against bills of lading and assigns codes to new accounts. Assigns documentation activities to workers, such as preparing dock receipts, bills of lading, and manifests, and compiling tonnage, demurrage, and storage reports. Examines reports and documents for completeness and accuracy and gives instructions to workers regarding corrections. Issues bills of lading to shippers upon verification of documents. Confers with other supervisory personnel and shippers' representatives to clarify problems and resolve complaints. May supervise and coordinate activities of workers engaged in passenger baggage handling. Performs other duties as described under SUPERVISOR (clerical) Master Title.  
*GOE: 07.02.04 STRENGTH: L GED: R4 M3 L3 SVP: 7 DLU: 77*

**214.137-014 SUPERVISOR, STATEMENT CLERKS (financial)**

Supervises and coordinates activities of workers engaged in preparing customer bank statements for distribution, maintaining cancelled checks and customer signature files, and adjusting customer accounts: Coordinates assignments of workers preparing bank statements for delivery, reconciling account differences, and filing checks. Writes letters and makes telephone calls to recover checks returned in error and to adjust customer accounts and complaints. Assists customers in establishing depository arrangements for large accounts. Accepts stop-payment orders and directs workers in flagging customer accounts to prevent withdrawal of uncollected portions of deposits, or to prevent payment of protested checks. Performs other duties as described under SUPERVISOR (clerical) Master Title.  
*GOE: 07.01.04 STRENGTH: L GED: R4 M3 L4 SVP: 7 DLU: 87*

**214.137-018 RATE SUPERVISOR (clerical)**

Supervises and coordinates activities of TRAFFIC-RATE CLERKS (clerical) engaged in determining and quoting rates and classifications applicable to shipments of merchandise, products, and equipment: Analyzes existing rates and routes to effect reduction in transportation costs, and prepares reports of estimated savings. Confers with carriers for reduction in rates. Performs other duties as described under SUPERVISOR (clerical) Master Title.  
*GOE: 07.02.02 STRENGTH: S GED: R4 M3 L3 SVP: 6 DLU: 77*

**214.137-022 SUPERVISOR, ACCOUNTS RECEIVABLE (utilities; waterworks) alternate titles: billing supervisor**

Supervises and coordinates activities of workers engaged in tracing sources of error and correcting billing records for gas, electric-power, and water supply customers, and in processing records for advance or final billings: Interprets work procedures for subordinates. Confers with subordinates to resolve procedural problems in tracing

sources of error. Reviews and corrects customer accounts to determine amounts over or under paid as result of irregular connection (meter tampering) investigations. Prepares corrected bills to reconcile errors in meter readings, using calculator. Traces source and corrects customer accounts for errors in billing rates, misapplied credits, or identifying information, such as name and address received from customer. Confers with employees of other departments to trace payments on bills under investigation by collection department and to give information pertaining to accuracy of charges on customer's bills. Performs other duties described under SUPERVISOR (clerical) Master Title.

GOE: 07.02.02 STRENGTH: S GED: R4 M4 L3 SVP: 8 DLU: 77

**214.267-010 RATE ANALYST, FREIGHT (air trans.; motor trans.; r.r. trans.; water trans.)**

Analyzes existing freight rates, tariff regulations, and proposed or government-approved changes in rates to revise or recommend changes in rate structures, rules, and regulations for freight carrier: Analyzes proposals and applications for changes in rates, rules, or regulations received from rate bureaus, shippers, sales offices, and other carriers, and reviews regulations and regulatory agencies' decisions on applications filed by other carriers governing established rates and newly approved rate changes to determine required changes in company's rate charts. Compiles rate-manual sections in accordance with governmental regulations, based on factors such as handling costs, classes of merchandise transported, fuel costs, refrigeration required, business volume, and potential return trip loads. Confers with shippers, sales and rate bureau personnel, and others to discuss revised rates, rules, and regulations. Prepares revised rate schedules or submits data for publication. May propose rates for activities or services not previously rated.

GOE: 11.06.03 STRENGTH: S GED: R4 M4 L4 SVP: 6 DLU: 77

**214.362-010 DEMURRAGE CLERK (r.r. trans.) alternate titles: car-record clerk**

Compiles demurrage charges, using basic rates from rate tables: Communicates with consignee by telephone or letter to notify consignee of date and time of arrival of freight shipment, location, and allowable time for moving or unloading freight before demurrage charges are levied. Reviews bills of lading and other shipping documents to ascertain number of carloads of shipment and computes demurrage charges, using basic rates from rate table and adding or calculating machine. Prepares demurrage bill and forwards it to consignee or shipper. May reconsign or reroute cars on order from shippers. May prepare new waybills and bills of lading on receipt of notice of sale of carload of freight from shipper.

GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 77

**214.362-014 DOCUMENTATION-BILLING CLERK (air trans.; motor trans.; r.r. trans.; water trans.)**

Compiles and types transportation billing documents listing details of freight shipped by carrier: Types information on manifest, such as name of shipper, weight, destination, and charges from bills of lading and shipper's declaration. Computes totals of document items, using adding machine. Compares figures and totals on documents with statement of accounts submitted by accounting department to verify accuracy of documents. Notifies CARGO CHECKER (water trans.) to examine shipment when discrepancies are found. Resolves discrepancies on accounting records or manifest. May prepare manifest, using billing machine. May notify shipper's agent of consular visa and official stamps required and attach stamps to documents when presented by agent. May be designated by type of document prepared as Manifest Clerk (air trans.; motor trans.; r.r. trans.; water trans.); Waybill Clerk (air trans.; motor trans.; r.r. trans.; water trans.).

GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77

**214.362-022 INSURANCE CLERK (medical ser.) alternate titles: hospital-insurance clerk; patient-insurance clerk**

Verifies hospitalization insurance coverage, computes patients' benefits, and compiles itemized hospital bills: Types insurance assignment form with data, such as names of insurance company and policy holder, policy number, and physician's diagnosis. Telephones, writes, or wires insurance company to verify patient's coverage and to obtain information concerning extent of benefits. Computes total hospital bill showing amounts to be paid by insurance company and by patient, using adding and calculating machines. Answers patient's questions regarding statements and insurance coverage. Telephones or writes companies with unpaid insurance claims to obtain settlement of claim. Prepares forms outlining hospital expenses for governmental, welfare, and other agencies paying bill of specified patient.

GOE: 07.02.04 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 77

**214.362-026 INVOICE-CONTROL CLERK (clerical) alternate titles: purchase-order checker**

Compiles data from vendor invoices and supporting documents to verify accuracy of billing data and to ensure receipt of items ordered, using calculator and computer: Compares invoices against purchase orders and shipping and receiving documents to verify receipt of items ordered. Reads computer files or computes figures to determine prices and discounts, following invoices and credit memorandums, and using calculator. Records data in control records. Contacts vendors or buyers regarding errors in partial or duplicate shipments, prices, and substitutions. Maintains file of returnable items received from or returned to vendors. Writes check or prepares voucher authorizing payment to vendors.

GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 4 DLU: 88

**214.362-030 RATE CLERK, PASSENGER (motor trans.) alternate titles: charter representative**

Provides fare information to passengers traveling on nonscheduled or chartered motor trips, using rate tables: Interviews customer or reviews written requests to obtain data on proposed trips. Studies maps to select or lay out and measure travel route. Refers to rate tables to gather rate data considering such items as type of vehicle, distance, destination, estimated travel and waiting time, cost of tolls, and passenger or freight service. Computes rates, using calculator. Prepares written report on rates or informs customer orally. May arrange travel accommodations for tourists [TRAVEL CLERK (hotel & rest.)].

GOE: 07.04.04 STRENGTH: S GED: R4 M3 L3 SVP: 4 DLU: 77

**214.362-034 TARIFF INSPECTOR (r.r. trans.)**

Verifies use of current tariff rates at railroad freight, passenger agent, and ticket offices: Visits offices and examines records, such as freight bills, to ascertain whether current rates are in use, in accordance with tariff schedules. Computes and verifies tariff rates applied, using calculating machine and rate books. Issues instructions to agent regarding correction of errors in rates. Compiles reports for management, identifying names of agents and locations using incorrect tariffs.

GOE: 11.10.01 STRENGTH: L GED: R4 M4 L4 SVP: 5 DLU: 77

**214.362-038 TRAFFIC-RATE CLERK (clerical) alternate titles: freight-rate clerk; rate clerk**

Compiles and computes freight rates, passenger fares, and other charges for transportation services, according to rate tables and tariff regulations: Examines shipping bills to obtain description of freight, and classifies freight according to rate-book description. Consults rate schedule to obtain specific rate for each item classified depending on distance shipped. Computes total freight charge, using calculator and records charges on shipping order. Calculates and records storage, redelivery, and reconsignment charges when applicable. Answers mail or telephone inquiries from shippers regarding rates, routing, packing procedures and interline transportation procedures. May examine bills of lading and file claims with transportation companies for overcharges. May keep records of freight movements.

GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

**214.362-042 BILLING CLERK (clerical)**

Operates calculator and typewriter to compile and prepare customer charges, such as labor and material costs: Reads computer printout to ascertain monthly costs, schedule of work completed, and type of work performed for customer, such as plumbing, sheet metal, and insulation. Computes costs and percentage of work completed, using calculator. Compiles data for billing personnel. Types invoices indicating total items for project and cost amounts.

GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 4 DLU: 86

**214.362-046 STATEMENT CLERK (financial)**

Compares previously prepared bank statements with cancelled checks, prepares statements for distribution to customers, and reconciles discrepancies in records and accounts: Matches statement with batch of cancelled checks by account number. Inserts statements and cancelled checks in envelopes and affixes postage, or inserts statements and checks in feeder of machine which automatically stuffs envelopes and meters postage. Routes statements for mailing or over-the-counter delivery to customers. Keeps cancelled checks and customer signature files. May recover checks returned to customer in error, adjust customer account, and answer inquiries. May post stop-payment notices to prevent payment of protested checks. May encode and cancel checks, using machine. May take orders for imprinted checks.

*GOE: 07.02.02 STRENGTH: S GED: R3 M2 L3 SVP: 4 DLU: 87*

**214.382-014 BILLING TYPIST (clerical) alternate titles: billing clerk; invoice clerk; order clerk**

Compiles data and types invoices and bills: Reads computer files or gathers records, such as purchase orders, sales tickets, and charge slips, to compile needed data. Enters information into computer or computes amounts due, using calculator. Types invoices, listing items sold, amounts due, credit terms, and dates of shipment, using typewriter or computer. Types bills of lading and lists weight and serial number of items sold, using specification book. May type shipping labels. May type credit memorandums to indicate returned or incorrectly billed merchandise. May type credit forms for customers or finance companies. May post transactions to accounting records, such as work sheet, ledger, or computer files. May be designated according to type of billing done, such as Bill-Of-Lading Clerk (clerical); C.O.D. Biller (clerical) and Mail-Order Biller (retail trade; wholesale tr.). If worker is involved with compiling and typing transportation billing documents and verifying related accounting records, see DOCUMENTATION-BILLING CLERK (air trans.; motor trans.; r.r. trans.; water trans.) 214.362-014.

*GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 80*

**214.382-018 C.O.D. CLERK (clerical) alternate titles: cash-on-delivery clerk; collect-on-delivery clerk**

Sorts c.o.d. bills according to type of delivery or consignor and computes charges on bills and amounts collected: Sorts c.o.d. bills according to type of delivery or consignor, such as will-call parcel post, or store delivery. Computes total of bills and verifies total against accounting records. Calculates and records amount of money collected on delivery route for c.o.d. bills, using adding and calculating machines. May search customer records to correct addresses on misdirected packages [WRONG-ADDRESS CLERK (retail trade)].

*GOE: 07.02.04 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77*

**214.382-022 INTERLINE CLERK (motor trans.; r.r. trans.)**

Compiles and computes freight and passenger charges payable to participating carriers on interline business: Examines waybills and ticket sales records to compute number of miles each carrier transported freight or passengers. Computes freight or passenger charges payable to each carrier, using basic rates from rate table and calculating machine. Records results of calculations on special forms. Reviews statements submitted by other companies to determine if portion of charges received is correct. May distribute, to appropriate airlines, revenue from passengers traveling on more than one carrier on through passage and be designated Passenger-Interline Clerk (air trans.). May compile records of daily freight car rental fees due to other carriers and be designated Per Diem Clerk (r.r. trans.).

*GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77*

**214.382-026 REVISING CLERK (motor trans.; r.r. trans.)**

Verifies and revises freight and tariff charges on bills for freight shipments, using freight and tariff rate tables and schedules, according to classification of items shipped. Computes additional charges for reconsignment of freight, using adding machine. Records on special form additional, excess, or short charges made for each freight bill.

*GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77*

**214.382-030 SETTLEMENT CLERK (smelt. & refin.)**

Compiles and computes payment due shipper for ores, concentrates, scrap metal, and other metal products forwarded to plant for processing, using adding machine and calculator. Bases computations on weight figures from freight bills and laboratory report of moisture content and ore analysis. May obtain registered check for required amount and remit to shipper.

*GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77*

**214.387-010 BILLING-CONTROL CLERK (utilities)**

Reviews and posts data from meter books, computes charges for utility services, and marks special accounts for billing purposes: Marks accounts with fixed demands, combined bills for more than one meter connection, and those requiring use of constant multipliers to extend meter reading to actual consumption. Posts late and special meter readings and estimated readings. Examines meter-reading entries for evidence of irregular conditions, such as defective meters or use of service without contract, and prepares forms for corrective actions by others. Marks accounts for no bill when irregular conditions cannot be resolved before billing date.

*GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 77*

**214.387-014 RATE REVIEWER (utilities)**

Reviews rates for conformity to regulations, and compiles data pertaining to operating costs, revenues, and volume of gas or electric power: Reviews reports of changes in gas or consumption and complaints about high bills. Reviews rate investigation reports, analyses of billings, and rate assignments for completeness and conformity to regulation. Reviews special rate accounts to determine changes which will benefit customer. Compiles data for reports pertaining to costs, revenues, and volumes of gas or electricity consumed. Draws graphs and charts to illustrate changing trends, using drafting instruments.

*GOE: 11.06.03 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77*

**214.387-018 SERVICES CLERK (water trans.)**

Compiles reports and calculates tariff assessments for services rendered vessels using harbor facilities: Reads register of merchant vessels to verify tonnage, registry, and ship's owner. Calculates charges and types tariff form for service furnished, such as gallons of water and kilowatts of electricity used during vessel's stay in harbor. Keeps records of ships entering port and tonnage of cargo unloaded or loaded. Submits reports to accounting and traffic departments for billing purposes.

*GOE: 07.02.04 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77*

**214.462-010 ACCOUNTS-ADJUSTABLE CLERK (r.r. trans.)**

Computes corrected freight charges from waybill data, using comptometer, and posts corrections on freight bills. Corresponds with other railroads to determine accuracy of billing and to arrange for settlement of adjusted accounts.

*GOE: 07.02.04 STRENGTH: S GED: R3 M3 L3 SVP: 3 DLU: 77*

**214.467-010 FOREIGN CLERK (clerical)**

Computes duties, tariffs, and weight, volume, and price conversions of merchandise exported to or imported from foreign countries: Examines documents, such as invoices, bills of lading, and shipping statements, to verify conversion of merchandise weights or volumes into system used by other country. Converts foreign currency figures into United States monetary equivalents, or domestic currency into foreign equivalents, using rate charts. Calculates duties or tariffs to be paid on merchandise, using calculating machine. May correspond with foreign companies. May be designated according to type of transaction as Customs-Entry Clerk (clerical); Export Clerk (clerical); Import Clerk (clerical).

*GOE: 07.02.04 STRENGTH: S GED: R4 M4 L3 SVP: 5 DLU: 77*

**214.467-014 PRICER, MESSAGE AND DELIVERY SERVICE (business ser.)**

Computes charges for pickup and delivery of items, such as documents, messages, and packages, using rate manuals and zone maps: Sorts dispatch tickets and reads postal zone maps and street directories to determine zone categories for pickup and delivery of items. Computes charges for services in various zones, using rate manuals, and quotes rates to customers upon request. Records charges on report form.

*GOE: 07.02.04 STRENGTH: 5 GED: R3 M2 L2 SVP: 3 DLU: 86*

**214.482-010 BILLING-MACHINE OPERATOR (clerical) alternate titles: bill clerk; biller; billing clerk; invoicing-machine operator**

Operates billing machines with or without computing devices to prepare bills, statements, and invoices to be sent to customers, itemizing amounts customers owe: Inserts blank billing sheets in machine and sets carriage. Transcribes data from office records, such as customer's name, address, and items purchased or services rendered. Calculates totals, net amounts, and discounts by addition, subtraction, and multiplication, and records computations. May make computations on separate adding and calculating machines. May be designated according to type of bill prepared as Delinquent-Notice-Machine Operator (clerical).

*GOE: 07.06.02 STRENGTH: 5 GED: R3 M3 L3 SVP: 4 DLU: 87*

**214.482-014 DEPOSIT-REFUND CLERK (utilities)**

Prepares final bills for mailing to gas and electric-power customers: Computes and prepares final bills, using adding machine and calculator. Keeps file of deposit certificates surrendered by customer and attaches certificates to final bills for refund of deposit. Reviews accounting records to ensure that all charges and credits are included in final bills. May compute interest due customers for amounts on deposit.

*GOE: 07.02.04 STRENGTH: 5 GED: R3 M3 L3 SVP: 4 DLU: 77*

**214.482-018 MEDICAL-VOUCHER CLERK (insurance) alternate titles: examiner-rating clerk; medical-fee clerk**

Examines vouchers forwarded to insurance carrier by doctors who have made medical examinations of insurance applicants, and approves vouchers for payment, based on standard rates. Computes fees for multiple examinations, using adding machine. Notes fee on form and forwards forms and vouchers to appropriate personnel for further approval and payment.

*GOE: 07.02.04 STRENGTH: 5 GED: R3 M2 L3 SVP: 3 DLU: 77*

**214.482-022 RATER (insurance) alternate titles: policy rater; rate inserter; rating clerk**

Calculates amount of premium to be charged for various types of insurance, using rate book, calculator, and adding machine: Selects premium rate based on information in case record folder relating to type and amount of policy based on standard risk factors, such as use and age of automobile, location and value of property, or age of applicant. Adds premium rates of basic policy and endorsements to compute total annual premium. Records rates on abstract sheet (worksheet), from which policies will be typed. May calculate commissions.

*GOE: 07.02.04 STRENGTH: 5 GED: R3 M3 L3 SVP: 4 DLU: 77*

**214.487-010 CHART CALCULATOR (utilities)**

Computes power factor and net amount of electric power consumed by commercial customers and determines peak load demand to verify application of appropriate rates. Enters information on record forms for monthly billing purposes. If worker compiles data for statistical reports or reviews rates to determine possible adjustments for commercial consumers of gas and electric power, see RATE REVIEWER (utilities).

*GOE: 07.02.04 STRENGTH: 5 GED: R4 M4 L3 SVP: 5 DLU: 77*

**214.587-010 TELEGRAPH-SERVICE RATER (tel. & tel.) alternate titles: clerk, rating; rate marker**

Counts number of words in telegrams dispatched from telegraph office, consults rates in rate book, and marks charges on duplicates of messages for use in billing customers.

*GOE: 07.07.03 STRENGTH: 5 GED: R2 M2 L2 SVP: 2 DLU: 77*

**214.587-014 TRAFFIC CLERK (clerical)**

Records incoming and outgoing freight data, such as destination, weight, route-initiating department, and charges: Ensures accuracy of rate charges by comparing classification of materials with rate chart. May keep file of claims for overcharges and for damages to goods in transit.

*GOE: 07.02.04 STRENGTH: 5 GED: R3 M3 L2 SVP: 4 DLU: 77*

**215 PAYROLL, TIMEKEEPING, AND DUTY-ROSTER CLERKS**

This group includes occupations concerned with making computations for and transcribing data to payroll and timekeeping records; computing earnings based on units produced or services rendered; preparing and distributing pay envelopes; and preparing duty rosters and work schedules.

**215.137-010 CREW SCHEDULER, CHIEF (air trans.)**

Supervises CREW SCHEDULERS (air trans.) and participates in preparation of duty rosters for crewmembers of scheduled airline flights: Assigns crews according to seniority, choice, and qualifications. May prepare or assist in preparation of section's budget. May audit expense vouchers and related invoices.

*GOE: 07.05.01 STRENGTH: 5 GED: R4 M3 L4 SVP: 7 DLU: 77*

**215.137-014 SUPERVISOR, PAYROLL (clerical) alternate titles: payroll clerk, chief; timekeeper supervisor**

Supervises and coordinates activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls: Reviews, or directs review of, personnel records to determine names, rates of pay, and occupations of newly hired workers, and changes in wage rates and occupations of employees on payroll. Records, or directs recording of, new or changed pay rates in payroll register or computer files. Directs computation of pay according to company policy. Directs compilation and preparation of other payroll data, such as pension, insurance, and credit union payments. Reviews and approves payroll deductions. Interprets company policies and government regulations affecting payroll procedures. Directs preparation of government reports. Reviews payroll to ensure accuracy. May direct activities of workers engaged in computing costs of production, such as labor and equipment. Performs duties described under SUPERVISOR (clerical) Master Title.

*GOE: 07.02.05 STRENGTH: 5 GED: R4 M3 L4 SVP: 7 DLU: 80*

**215.137-018 SUPERVISOR, FORCE ADJUSTMENT (tel. & tel.) alternate titles: force dispatcher**

Coordinates work assignments and supervises clerical personnel preparing work schedules: Plans and prepares work force schedules from statistical data, such as budget estimates and telephone or telegraphic service and traffic records. Compiles previous traffic-flow counts from transmitting and receiving records, or supervises clerks engaged in compiling flow data to aid in predicting operating needs. Analyzes past flow counts, and personnel data, such as turnover, absenteeism, or overtime. Prepares or revises personnel schedules for long- or short-range periods, considering vacations and budget allotments. May direct preparation of comparative reports and charts to identify operating deficiencies. When working in telegraph offices, assigns personnel to branch offices within geographical area upon receipt of personnel shortage reports. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.05.01 STRENGTH: 5 GED: R4 M3 L4 SVP: 7 DLU: 77*

**215.167-010 CAR CLERK, PULLMAN (r.r. trans.) alternate titles: pullman clerk**

Assigns and dispatches sleeping cars to railroad company requesting cars: Keeps record of car movement and where assigned, using train schedules and movement charts. Assigns CONDUCTORS, PULLMAN (r.r. trans.) to trains for trips and notifies them of assignments.

GOE: 07.05.01 STRENGTH: S GED: R4 M3 L3 SVP: 6 DLU: 77

#### 215.362-010 CREW SCHEDULER (air trans.)

Compiles duty rosters of flight crews and maintains records of crewmembers' flying time for scheduled airline flights: Prepares flight register which crewmembers sign to indicate their preference and availability for flights and time they wish to be called prior to each flight. Types names of crewmembers onto flight schedule in order of seniority to indicate flights to which crewmembers are assigned. Posts names of extra crewmembers in order of seniority on reserve list. Selects replacements from reserve list and notifies replacement when needed. Computes and logs cumulative flight time for crewmembers and removes crewmember's name from flight schedule when flying time limit as prescribed by Federal Aviation Administration has been reached. Schedules vacations as requested by crewmembers. May notify crewmembers of assignments, using telephone.

GOE: 07.05.01 STRENGTH: S GED: R3 M3 L3 SVP: 5 DLU: 77

#### 215.362-014 DISPATCHER CLERK (r.r. trans.)

Schedules work for train crew or individual workers and keeps time records: Enters names of workers on assignment sheet for each trip on basis of seniority. Notifies workers of assignment, establishes availability, and assigns replacement crew when needed. Keeps record of departure and return of crew or worker for each trip, recording total time worked, and number of miles covered, using calculator.

GOE: 07.02.05 STRENGTH: S GED: R3 M2 L2 SVP: 4 DLU: 77

#### 215.362-018 FLIGHT-CREW-TIME CLERK (air trans.)

Compiles flight time record of flight officers for payroll and crew-scheduling departments to ensure accuracy of payroll and legality of flights: Posts data, such as time in flight, type of aircraft, mileage flown, and weight of aircraft, onto flight time records, using posting machine. Reviews union agreements to ascertain payroll factors, such as meal expense allowance, billeting allotment, and rates of pay. Computes pay [PAYROLL CLERK (clerical)]. Compares figures with flight officers' logs to detect and reconcile discrepancies. Notifies CREW SCHEDULERS (air trans.) of total accumulated flight time of each officer and submits pay records to payroll section.

GOE: 07.02.05 STRENGTH: S GED: R4 M3 L4 SVP: 5 DLU: 77

#### 215.362-022 TIMEKEEPER (clerical)

Compiles employees' time and production records, using calculator or computer: Reviews timesheets, workcharts, and timecards for completeness. Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll department. May pay employees. May calculate time worked and units produced by piece-work or bonus work employees, using calculator or computer, and be designated Time Checker (clerical) or Work Checker (clerical). May locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter (any industry). May interview employees to discuss hours worked and pay adjustments to be made and be designated Pay Agent (clerical).

GOE: 07.02.05 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 80

#### 215.367-010 ASSIGNMENT CLERK (motor trans.) alternate titles: assignment agent; bulletin clerk

Assigns operating personnel of busline to partial, temporary, or rush hour runs to meet daily human resource and transportation needs of company: Records driver staffing requirements for unstaffed scheduled runs from data received from personnel department. Prepares list of extra drivers available in ready room for assignment for regular, special, or charter trips. Selects drivers according to such considerations as seniority, experience, and time, location, and duration of assignment. Records and submits data on assignments to personnel department. May prepare and issue bulletins regarding policy, procedure, and schedule changes.

GOE: 07.05.01 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77

#### 215.367-014 PERSONNEL SCHEDULER (clerical) alternate titles: scheduler and planner

Compiles weekly personnel assignment schedules for production department in manufacturing plant: Studies production schedules and staffing tables to ascertain personnel requirements. Determines and records work assignments according to worker availability, seniority, job classification, and preferences. Compiles and oversees in-plant distribution of work schedule. Adjusts schedules to meet emergencies caused by extended leave or increased production demands. Compiles annual seniority lists on which employees indicate vacation preferences and approves leave requests to prevent production losses.

GOE: 07.05.01 STRENGTH: S GED: R4 M3 L3 SVP: 4 DLU: 77

#### 215.367-018 TAXICAB COORDINATOR (motor trans.)

Assigns taxicabs to TAXI DRIVERS (motor trans.) and maintains record of assignments and trip data. Reviews report of meter readings taken from incoming cabs for accuracy or takes and records taximeter readings. Compiles and maintains records of mileage traveled and fuel used.

GOE: 07.05.03 STRENGTH: S GED: R3 M2 L2 SVP: 5 DLU: 77

#### 215.382-014 PAYROLL CLERK (clerical)

Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using computer or calculator: Compiles payroll data, such as hours worked, sales or piecework, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records. Prepares computer input forms, enters data into computer files, or computes wages and deductions, using calculator, and posts to payroll records. Reviews wages computed and corrects errors to ensure accuracy of payroll. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records. Records data concerning transfer of employees between departments. May prorate expenses to be debited or credited to each department for cost accounting records. May prepare periodic reports of earnings, taxes, and deductions. May keep records of leave pay and nontaxable wages. May prepare and issue paychecks.

GOE: 07.02.05 STRENGTH: S GED: R4 M3 L3 SVP: 4 DLU: 88

#### 215.563-010 CALLER (r.r. trans.)

Notifies members of train, engine, or yard crews to report for duty or meetings: Obtains addresses and telephone numbers from personnel records. Talks to workers by telephone to inform them of time to report. Positions worker's name tag on assignment board. Records reason given by worker unable to report and gives information to TRAIN DISPATCHER (r.r. trans.) or DISPATCHER CLERK (r.r. trans.).

GOE: 07.07.03 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77

#### 216 ACCOUNTING AND STATISTICAL CLERKS

This group includes occupations concerned with computing, calculating, and posting of financial, statistical, and numerical data to maintain accounting records, to use in statistical studies, and to record details of business transactions. Occupations which require knowledge of bookkeeping principles and which are concerned with classifying, recording, and summarizing numerical data, and with making computations to compile and keep financial records are found in Group 210. Occupations concerned with managing, controlling, and monitoring operations of computers and peripheral equipment are found in Group 213. Occupations concerned with making computations for purposes of preparing or verifying bills and statements of amounts due for items purchased or services rendered are found in Group 214. Occupations concerned with making computations and transcribing data to payroll and timekeeping records are found in Group 215.

#### 216.132-010 SUPERVISOR, ACCOUNTING CLERKS (clerical)

Supervises and coordinates activities of workers engaged in calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records: Compiles reports required by management or government agencies. May perform duties of ACCOUNTING CLERK (clerical) 216.482-010 and BOOKKEEPER (clerical) 210.382-014. Performs duties as described under SUPERVISOR (clerical) Master Title.  
 GOE: 07.02.02 STRENGTH: S GED: R4 M4 L4 SVP: 7 DLU: 87

#### **216.132-014 SUPERVISOR, SECURITIES VAULT (financial)**

Supervises and coordinates activities of workers engaged in recording securities transactions and receiving and delivering securities to and from trust vault and oversees vault safekeeping procedures and controls: Plans and directs activities of workers engaged in recording securities interest and dividends and maintaining securities transaction records. Plans and implements procedures for safekeeping of securities. Explains safekeeping policies and procedures to workers and oversees compliance with procedures. Assigns vault combination numbers and changes combination periodically. Sets vault clock daily for following morning opening time. Reviews visitor register to verify that only authorized persons were admitted to vault. Examines trust securities stored in vault, verifies descriptions, signatures, and certificate or serial numbers, and computes total value of all securities, using calculator or computer, to assist bank AUDITOR (profess. & kin.) 160.167-054 in performing audits. Reviews securities documents to ensure that documents correspond with descriptions on delivery-request ticket prepared by TRUST-VAULT CLERK (financial) 216.367-014 for delivery to authorized persons. Performs duties as described under SUPERVISOR (clerical) Master Title.  
 GOE: 07.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 7 DLU: 78

#### **216.137-010 COST-AND-SALES-RECORD SUPERVISOR (utilities) alternate titles: rate-and-cost analyst; statistician**

Supervises and coordinates activities of STATISTICAL CLERKS (clerical) engaged in compiling power-generation and transmission data, preparing charts and graphs, and in making statistical computation for utility district: Directs maintenance and storage of records, such as maps, right-of-way deeds, and joint-use agreements. Compiles running totals of power produced by various generating units and totals of power exchanged with connecting systems, using calculator and adding machine. Analyzes and interprets trends to assist in planning budgets and construction expenditures, conferring with management, department heads, and large industrial customers. Directs preparation of power-generation and transmission charts and graphs to show trends in sales, operating costs, and revenue of company. May assist in making rate analyses, applying statistical method to investigate comparative rates with other utilities and to calculate rate formulas. May compile data for various power consumption reports required by government and utility associations. May compute percentages of monthly increase or decrease in gas consumption. May calculate sellers' weekly commissions. Performs other duties as described under SUPERVISOR (clerical) Master Title.  
 GOE: 07.02.03 STRENGTH: S GED: R5 M5 L4 SVP: 7 DLU: 77

#### **216.137-014 TRANSFER CLERK, HEAD (financial)**

Supervises and coordinates activities of TRANSFER CLERKS (financial) 216.362-046 in transactions relating to stock certificates, applying knowledge of company policies and procedures, and commercial law: Explains company policies to stockholders with regard to stock transfers and payment of dividends. Examines certificates presented for transfer to verify legality of transactions. Answers inquiries concerning stock transfer requirements, dividend payments, and tax on certificates. Performs duties as described under SUPERVISOR (clerical) Master Title. May arrange meetings for bank-shareholders.  
 GOE: 07.01.02 STRENGTH: S GED: R4 M4 L4 SVP: 6 DLU: 77

#### **216.362-014 COLLECTION CLERK (financial)**

Receives and processes collection items (negotiable instruments), 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. Debits bank account and credits customer's account to liquidate outstanding collections. Computes interest on bills of exchange (drafts), using adding machine or computer terminal, and lists debits and credits on liability sheet, or enters information into computer system, to record customer's outstanding balance. Examines, calculates interest on, endorses, records, and issues receipts, and mails outgoing collections for payment. Traces unpaid items to determine reasons for nonpayment and notifies customer of disposition. May prove and balance daily transactions. May act as agent for collections payable in United States and possessions and be designated Out-of-Town Collection Clerk (financial). May process collection items drawn on local bond and securities exchanges or transfers within a locality and be designated Local Collection Clerk (financial). May collect foreign bills of exchange and be designated Foreign-Collection Clerk (financial). May process matured bonds and coupons and be designated Coupon-and-Bond-Collection Clerk (financial); Coupon-Collection Clerk (financial).  
 GOE: 07.02.02 STRENGTH: S GED: R4 M4 L4 SVP: 5 DLU: 77

#### **216.362-022 FOOD-AND-BEVERAGE CONTROLLER (hotel & rest.) alternate titles: control clerk, food-and-beverage**

Compiles and computes amounts and costs of food bought and sold from records of CASHIER (clerical) II and other summaries. Operates calculating machine to compute profit or loss on each item of food or beverages sold in restaurant and individual departments and records data to keep perpetual inventory.  
 GOE: 07.02.02 STRENGTH: S GED: R4 M3 L2 SVP: 5 DLU: 77

#### **216.362-026 MORTGAGE-ACCOUNTING CLERK (clerical) alternate titles: amortization-schedule clerk**

Keeps records of mortgage loans in mortgage loan establishment, performing any of following clerical duties: Records data, such as loan number, selling price, and taxes of mortgaged property. Computes interest and principal payments on loans, using calculating machines. Prepares applications for insurance on property and for extensions on delinquent loans. Types or posts by hand, such data as legal description of property, name of mortgager, amount and type of hazard insurance on property, and results of computations that break down monthly payments into principal, interest, taxes, and optional items. Prepares copies of documents for filing and mailing. May file documents and records.  
 GOE: 07.02.02 STRENGTH: S GED: R4 M3 L3 SVP: 3 DLU: 77

#### **216.362-034 RESERVES CLERK (financial)**

Compiles records of fund reserves of bank and branches to ensure conformity with Federal Reserve requirements: Reviews cash orders from branches to determine that order follows established procedure and amount meets with bank limitations and requirements. Posts order to department record sheet, or computer files, using computer. Telephones order to Federal Reserve Bank, and prepares letter to Federal Reserve confirming order, using computer or typewriter. Charges or credits accounts, following bank regulations. Keeps records of bank balance with Federal Reserve Bank.  
 GOE: 07.02.01 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

#### **216.362-038 ELECTRONIC FUNDS TRANSFER COORDINATOR (financial)**

Compiles and reconciles data involving electronic transfer of funds to maintain accounting records: Examines electronic funds transaction entries on documents, such as bank statements and printouts, for completeness and accuracy. Adds debits and credits, using adding machine or calculator, to ensure that figures balance. Identifies and corrects errors or calls customers, other bank personnel, or personnel from other financial institutions, such as correspondent banks, Automated Clearing House, or Federal Reserve Bank, to obtain information needed to reconcile differences. Posts transaction data to specified accounts, using ledger sheets or computer. May prepare checks to deposit funds in specified accounts. May transmit funds between specified accounts by wire [WIRES-TRANSFER CLERK (financial) 203.562-010].  
 GOE: 07.02.01 STRENGTH: L GED: R4 M4 L4 SVP: 7 DLU: 89

#### **216.362-042 MARGIN CLERK I (financial)**

Compiles data, using computer, to determine customer margin (equity) in stock purchased: Totals customer accounts and computes difference between purchase price of stock and present market value, using calculator, to show amount due for brokerage fees. Notifies REGISTERED REPRESENTATIVE (financial) 250.257-018 or other workers when customer margin is less than government regulations or brokerage firm requirements. May solve customer margin account problems, using customer account information and transaction records.

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L3 SVP: 6 DLU: 89

**216.362-046 TRANSFER CLERK (financial) alternate titles: operations clerk; stock-transfer clerk; stock-transfer technician**

Records transfer of securities and corrects problems related to transfer: Enters information, such as type and amount of securities that client wishes to purchase or sell, into computer terminal. Reviews client instructions for transfer of securities. Examines securities certificates to verify that information is correct, and mails certificates to department or company specializing in transfer of securities certificates. Receives new certificates from department or company, and sends certificates to client to complete transfer. Talks with coworkers, including REGISTERED REPRESENTATIVES (financial) 250.257-018 to correct problems related to transfer of securities.

GOE: 07.02.02 STRENGTH: L GED: R3 M2 L3 SVP: 6 DLU: 89

**216.367-014 TRUST-VAULT CLERK (financial) alternate titles: securities auditor; vault custodian**

Compiles security transaction records and receives and delivers securities to and from trust vault: Opens combinations on cabinets in vault. Examines securities deposited for safekeeping, verifies descriptions and signatures, and files securities according to customer names and account number. Records securities transactions including purchases, exchanges, and stock splits to maintain control of customer accounts. Releases securities from vault upon authorized request. Acts as agent for bank by observing bank auditors auditing securities in vault. May examine collateral to ensure conformity with loan specifications.

GOE: 07.02.02 STRENGTH: S GED: R4 M3 L3 SVP: 6 DLU: 77

**216.382-022 BUDGET CLERK (clerical) alternate titles: budget-record clerk; budget-report clerk; fiscal clerk**

Prepares budgets based on previous budget figures or estimated revenue and expense: Reviews records of sales and actual operating expenses, such as payrolls and material costs. Compiles tables of revenues and expenses to show current budget status. Writes justifications for overrun or underrun of budget estimates. Computes ratios and percentages to make interdepartmental comparisons, indicate trends, and show other selected factors. Prepares charts and graphs. Tabulates statistical data for presentation in miscellaneous budget reports, using calculator and typewriter or computer. May prepare financial statement showing profit and loss. May examine budget and requisition funds and be designated Expenditure-Requisition Clerk (utilities).

GOE: 07.01.04 STRENGTH: S GED: R4 M4 L3 SVP: 5 DLU: 87

**216.382-026 CLEARING-HOUSE CLERK (financial) alternate titles: clearing-distribution clerk**

Compiles settlement data and submits checks, drafts, and other items to clearinghouse association for exchange and settlement with other banks: Sorts items into bundles, lists items, and totals amounts, using adding machine or calculator. Posts totals to clearinghouse settlement sheet. Mails or delivers items to clearinghouse. Accepts items from clearinghouse that have been drawn on own bank and posts totals on settlement sheet. Totals debit and credit columns and computes net balance. Submits sheet to clearinghouse for verification. May maintain telephone contact with bank personnel and others to locate missing checks, correct errors, and reconcile differences in records.

GOE: 07.02.01 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 77

**216.382-034 COST CLERK (clerical) alternate titles: cost-accounting clerk; expense clerk**

Compiles production or sales cost reports on unit or total basis for department or working unit: Calculates individual items, such as labor, material, and time costs, relationship of sales or revenues to cost, and overhead expenditures, using calculating machine. Examines records, such as time and production sheets, payrolls, operations charts and schedules, to obtain data for calculations. Prepares reports showing total cost, selling prices, or rates profits. May be designated according to work performed as Cost-Estimating Clerk (utilities); Operating-Cost Clerk (clerical).

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 88

**216.382-046 MARGIN CLERK II (financial)**

Compiles daily stock quotations and compares data with customer margin accounts to determine market prices in relation to collateral held by bank. Computes and records fluctuations and reports need of additional collateral to secure loans. May discuss price fluctuations with customers, REGISTERED REPRESENTATIVES (financial) 250.257-018, and others to monitor stock trends in relation to bank's margin loan accounts.

GOE: 07.02.02 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

**216.382-050 POLICY-VALUE CALCULATOR (insurance)**

Compiles and computes loan or surrender value of life insurance policy, using calculator, and rate books and tables: Computes amount payable to policyholder who drops insurance, allows insurance to lapse, or requests loan on policy, considering factors, such as unclaimed dividends, premiums paid in advance, length of time held, and principal sum (loan value), using calculator. Records values on sheet for preparation of correspondence to policyholder and entry onto master file. When working on dropped policies and policyholder requests full cash value, is known as Cash-Surrender Calculator (insurance). When working on dropped policies and policyholder does not request full cash value, prorates cash value to determine time policy may be kept in force and is known as Extended-Insurance Clerk (insurance). When working on policy loans, calculates repayments, using interest tables, and is known as Policy-Loan Calculator (insurance). May specialize in data related to pension plans and life insurance, such as premiums, dividends, retirements, and death benefits, and be designated Calculation Clerk (insurance). May verify and recompute calculations made by other workers and be designated Calculation Reviewer (insurance).

GOE: 07.02.03 STRENGTH: S GED: R3 M2 L2 SVP: 5 DLU: 77

**216.382-054 RECEIPT-AND-REPORT CLERK (water trans.) alternate titles: cost-report clerk**

Prepares reports of labor and equipment costs incurred in loading and unloading ship cargoes: Compiles reports of tonnage and type of cargo handled, labor charges involved in loading and unloading cargo, and charges for equipment used, such as cranes, barges, and conveyors. Computes cost per ton for each type of cargo handled and prepares report of total costs for each ship.

GOE: 07.02.03 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 77

**216.382-058 RETURNED-ITEM CLERK (financial) alternate titles: rejected-items clerk**

Returns unpaid checks from correspondent banks, branches, or individual customers to adjust and balance accounts: Sorts returned checks into debit and credit groups. Types debit and credit forms listing amount, date, name of maker, name of bank, and reason for return, in order to adjust accounts and inform customers of nonpayment, using typewriter or computer. Totals and balances checks received, using adding machine or calculator, and submits checks and recapitulation sheet to department head. Visually examines checks to determine which checks to process, setting aside checks with no account, no signature on file, or forgeries for review by law enforcement official. Exchanges checks received by mistake with representatives of other banks. Photographs items returned to customers and other banks [PHOTOGRAPHIC-MACHINE OPERATOR (clerical) 207.685-018]. Files copies of forms.

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 87

**216.382-062 STATISTICAL CLERK (clerical) alternate titles: record clerk; report clerk; tabulating clerk**

Compiles data and computes statistics for use in statistical studies, using calculator and adding machine: Compiles statistics from source materials, such as production and sales records, quality control and test records, personnel records, timesheets, survey sheets, and questionnaires. Assembles and classifies statistics, following prescribed procedures. Computes statistical data according to formulas, using calculator. May compile and compute statistics, using computer. May verify authenticity of source material. May be designated according to type of statistics compiled as Census Clerk (government ser.); Mileage Clerk (r.r. trans.); Production-Statistical Clerk (clerical); Sales-Record Clerk (clerical); Steam-Plant Records Clerk (utilities); Time-Analysis Clerk (clerical); Traffic Enumerator (clerical). May compile actuarial statistics,

charts, and graphs and be designated Actuarial Clerk (insurance). May compile data and statistics from media guides and team data for use during televised sporting event and be designated Statistician (radio-tv broad.).

GOE: 07.02.03 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 88

**216.382-066 STATISTICAL CLERK, ADVERTISING (retail trade) alternate titles: advertising clerk**

Compiles and tabulates statistical records showing cost of advertising, volume of advertising as compared with competitors, amount of merchandise sold following advertisements as compared to amount sold without advertising, and other pertinent statistics. Operates calculating and adding machines to compute data. Files copies of advertisements.

GOE: 07.02.03 STRENGTH: S GED: R3 M3 L2 SVP: 4 DLU: 77

**216.462-010 BOOKING PRIZER (tobacco)**

Verifies weight and identifying data stenciled on hogsheads of tobacco and records data in prize books (ledgers): Removes ticket from hogshead and verifies computations of net weight to determine whether figures recorded by WEIGHER, PRODUCTION (any industry) are correct. Listens as BULL-GANG WORKER (tobacco) calls out hogshead number and grade stenciled on hogshead and compares data with that recorded on hogshead ticket. Instructs STENCILER (any industry) to correct markings. Records hogshead number, tobacco grade, and weight in appropriate prize book. Computes total weight for each page of prize book, using adding machine, and records totals.

GOE: 05.09.03 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 77

**216.482-010 ACCOUNTING CLERK (clerical)**

Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records: Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. May type vouchers, invoices, checks, account statements, reports, and other records, using typewriter or computer. May reconcile bank statements. May be designated according to type of accounting performed, such as Accounts-Payable Clerk (clerical); Accounts-Receiveable Clerk (clerical); Bill-Recapitulation Clerk (utilities); Rent and Miscellaneous Remittance Clerk (insurance); Tax-Record Clerk (utilities).

GOE: 07.02.02 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 88

**216.482-018 AUDIT-MACHINE OPERATOR (clerical)**

Adds sales slips or register tapes, using electrically powered auditing machine. Computes subtotals for individual sales departments and types of sales, such as cash, charge, installment, and will-call. Verifies daily or periodic balances against predetermined figures.

GOE: 07.06.02 STRENGTH: S GED: R3 M2 L2 SVP: 4 DLU: 77

**216.482-022 CALCULATING-MACHINE OPERATOR (clerical) alternate titles: calculator operator**

Computes and records statistical, accounting and other numerical data, utilizing knowledge of mathematics and using machine that automatically performs mathematical processes, such as addition, subtraction, multiplication, division, and extraction of roots: Calculates statistical, accounting, and other numerical data, using calculating machine, and posts totals to records, such as inventories and summary sheets. May verify computations made by other workers. May be designated according to subject matter as Formula Figurer (paint & varnish); Premium-Note Interest-Calculator Clerk (insurance). May compute and record inventory data from audio transcription, using transcribing machine and calculator, and be designated Inventory Transcriber (business ser.). May be designated according to type of computations made as Weight Calculator (ship-boat mfg.).

GOE: 07.02.02 STRENGTH: S GED: R3 M3 L2 SVP: 3 DLU: 81

**216.482-026 DIVIDEND-DEPOSIT-VOUCHER CLERK (insurance) alternate titles: dividend-deposit-entry clerk**

Keeps record of accruing dividends on insurance policies and calculates and records interest due on them, using adding machine, calculator, statistical manuals, and rate tables.

GOE: 07.02.02 STRENGTH: S GED: R3 M2 L2 SVP: 3 DLU: 77

**216.482-030 LAUNDRY PRICING CLERK (laundry & rel.) alternate titles: pricer**

Computes cost of customers' laundry by pricing each item on customers' lists, using adding machine, calculating machine, or comptometer. May keep inventory of customers' laundered articles. May prepare statements to be sent to customers.

GOE: 07.02.04 STRENGTH: S GED: R3 M3 L2 SVP: 3 DLU: 77

**216.482-034 DIVIDEND CLERK (financial) alternate titles: operations clerk**

Computes, records, and pays dividends to customers of brokerage firm: Reviews stock records and reports to determine customer stock ownership on record date. Totals stock owned by customers and computes dividends due, using calculator. Records dividends due, and enters information into customer accounts, using computer. Reviews customer accounts to obtain dividend payment instructions, and pays dividends and interest due to customers. Solves dividend related problems with customer accounts, applying knowledge of policies and procedures concerning payment of dividends and interest. May perform other clerical tasks such as filing, typing, and operating office machines.

GOE: 07.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 90

**216.567-010 TICKET MARKER (wholesale tr.)**

Records price, name of buyer, and grade of tobacco on tickets attached to piles or baskets of tobacco as tobacco is auctioned to highest bidder. Signals purchaser to raise bids that are below government support price. May perform other clerical tasks during periods between auction sales.

GOE: 05.09.03 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77

**216.587-010 BOOKING CLERK (wholesale tr.)**

Copies name of buyer, grade, and price per pound from tickets attached to baskets of tobacco onto sales sheets with prelisted number of pounds in each basket. Submits sales sheets to auction warehouse office for computation of total amount due each grower.

GOE: 05.09.02 STRENGTH: L GED: R2 M1 L1 SVP: 3 DLU: 77

**216.685-010 GAS USAGE METER CLERK (petrol. refin.; pipe lines; utilities) alternate titles: chart clerk**

Tends machine, equipped with pen attachments and meter charts, that computes volume of gas flowing through meter: Positions chart on chart plate. Starts machine to revolve chart and actuate computing mechanism. Pulls levers to guide pens along static pressure and volume curve lines. Removes chart and records computation on back of chart.

GOE: 05.09.03 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77

**217 ACCOUNT-RECORDING-MACHINE OPERATORS, N.E.C.**

This group includes occupations, not elsewhere classified, concerned with operating machines to keep quantitative records and accounts. Occupations which require knowledge of bookkeeping principles and which are concerned with classifying, recording, and summarizing numerical data, and with making computations to compile and keep financial records are found in Group 210. Occupations concerned with operating machines to receive and disburse money are found in Group 211. Occupations concerned with managing, controlling, and monitoring operations of computers and peripheral equipment are found in Group 213. Occupations concerned with operating machines to prepare bills, invoices, and statements are found in Group 214. Occupations concerned with operating machines to prepare payroll records are found in Group 215. Occupations concerned with operating machines to perform computing, calculating, and posting of financial, statistical, and numerical data are found in Group 216.

#### **217.132-010 PROOF-MACHINE-OPERATOR SUPERVISOR (financial)**

Supervises and coordinates activities of workers engaged in operating machines to encode, add, cancel, photocopy, and sort checks, drafts, and money orders for collection, and to prove records of transactions: Locates check copies and proof records to answer inquiries from staff or customers. Prepares journal voucher to correct account when error is found. Requests equipment maintenance and repair from vendors. Participates in work of subordinates. May compile check processing cost information for management use in determining service fees. May supervise retention and retrieval of microfilmed checks [SUPERVISOR, FILES (clerical) 206.137-010]. Performs duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.06.02 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 87

#### **217.382-010 PROOF-MACHINE OPERATOR (financial) alternate titles: proof clerk; transit clerk**

Operates machines to encode, add, cancel, photocopy, and sort checks, drafts, and money orders for collection and to prove records of transactions: Places checks into machine that encodes amounts in magnetic ink, adds amounts, and cancels check. Enters amount of each check, using keyboard. Places encoded checks in sorter and activates machine to automatically microfilm, sort, and total checks according to bank drawn on. Observes panel light to note check machine cannot read. Reads check and enters data, such as amount, bank, or account number, using keyboard. Compares machine totals to listing received with batch of checks and rechecks each item if totals differ. Encodes correct amount or prepares transaction correction record, if error is found. Bundles sorted check with tape listing each item to prepare checks, drawn on other banks, for collection. May enter commands to transfer data from machine to computer. May operate separate photocopying machine. May clean equipment and replace printer ribbons, film, and tape. May manually sort and list items for proof or collection. May record, sort, and prove other transaction documents, such as deposit and withdrawal slips, using proof machine.

GOE: 07.06.02 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 87

#### **217.485-010 CURRENCY COUNTER (financial) alternate titles: currency-machine operator**

Sorts and counts paper money, using automatic currency-counting machine: Examines money to detect and remove counterfeit, mutilated, and worn bills. Requisitions replacements. Sorts bills according to denomination or federal reserve district number, and inserts bills into slot or hopper of machine to be automatically counted. Verifies totals registered on machine against amount of deposit reported by member bank or depositor, using calculator, and posts shortage or overage to account. Bundles and wraps counted money to be placed in vault. May sort, count, and wrap coins [COIN-COUNTER-AND-WRAPPER (financial) 217.585-010].

GOE: 05.12.19 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 89

#### **217.585-010 COIN-COUNTER-AND-WRAPPER (clerical) alternate titles: coin-machine operator; coin teller**

Sorts, counts, and wraps coins, using various machines: Sorts coins according to denomination, using coin-separating machine. Removes counterfeit and mutilated coins. Feeds coins into hopper of counting machine that counts and bags them. Removes, seals, and weighs bags of counted coins. Wraps coins, using coin-wrapping machine, and places rolls of coins into bags or boxes for distribution. Records machine totals, shortages or overages, and kind and value of coins removed from circulation. Verifies totals against deposit slips or other documents and prepares coins for shipment. May sort, count, and wrap paper money by hand or machine [CURRENCY SORTER (financial) 217.485-010].

GOE: 05.12.19 STRENGTH: M GED: R3 M2 L2 SVP: 3 DLU: 89

#### **219 COMPUTING AND ACCOUNT-RECORDING OCCUPATIONS, N.E.C.**

This group includes occupations, not elsewhere classified, concerned with systemizing information about transactions and activities into accounts and quantitative records, and paying and receiving money.

#### **219.132-010 SUPERVISOR, POLICY-CHANGE CLERKS (insurance) alternate titles: supervisor, records change**

Supervises and coordinates activities of workers engaged in compiling data on changes to insurance policies in force, changing provisions of policies to conform to insured's specifications, and computing premium rates based on changes to policies: Reviews correspondence from insured or agents requesting policy changes to determine work assignments based on types of changes requested. Assigns duties to POLICY-CHANGE CLERKS (insurance) 219.362-042; POLICY-VALUE CALCULATORS (insurance) 216.382-050; POLICYHOLDER-INFORMATION CLERKS (insurance) 249.262-010, and related clerical workers. Interprets policy provisions to workers, as needed, to assist workers in effecting changes according to company regulations. Assists workers in locating and changing policy information, using computer. Verifies accuracy of premium computations, using calculator. Performs other duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.02.02 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 78

#### **219.132-014 SUPERVISOR, TRUST ACCOUNTS (financial)**

Supervises and coordinates activities of workers engaged in processing settlement of cash or securities transactions for trust-account customers in trust division of commercial bank: Reviews debit and credit entries to customer trust accounts pertaining to cash or securities transactions to determine whether funds were received or disbursed according to predetermined schedules, trust or investment-department instructions, or instructions on customer account records, using computer terminal and computer printouts. Assists workers with more difficult aspects of preparing records and transmittal documents for transactions involving purchase or sale of customer assets, recording interest and balance on contracts and notes, recording stock dividends, and placing insurance for customer property held in trust. Trains new workers. Performs other duties as described under SUPERVISOR (clerical) Master Title. May be designated according to specialized area of work as Securities Supervisor (financial).

GOE: 07.02.02 STRENGTH: S GED: R4 M3 L4 SVP: 7 DLU: 89

#### **219.132-022 SUPERVISOR, UNDERWRITING CLERKS (insurance) alternate titles: policy-issue supervisor**

Supervises and coordinates activities of workers engaged in computing premiums, recording, and issuing insurance policies following acceptance of insurance applications by underwriting department. Performs duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 7 DLU: 77

#### **219.137-010 FIELD CASHIER (construction)**

Supervises and coordinates activities of clerical workers in field office of construction project, engaged in performing such office work as compiling and distributing payrolls, keeping inventories, compiling cost data, and keeping account books. Performs duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.02.02 STRENGTH: S GED: R4 M4 L4 SVP: 7 DLU: 77

#### **219.267-010 HANDICAPPER, HARNESS RACING (amuse. & rec.)**

Determines winning odds on each horse of each race of harness-racing program by analyzing data, such as horses' and drivers' past performances, post position, and race distance, for use in racing publications: Reviews data on each horse entered in same race, such as past performance, assigned-racing classification, and race

distance and reviews past performance of assigned drivers, and analyzes compiled data to estimate probable order of finish for each horse in each race. Assigns winning odds to horses by using estimated order of finish and standard-odds ratios, occasionally making adjustments of winning odds as dictated by judgment. Determines winning odds on horses in maiden races, based on breeding and qualifying-times data. Mails or telephones opening or revised winning odds to printers of racing programs and other harness-race publications.

*GOE: 11.06.03 STRENGTH: 5 GED: R4 M3 L3 SVP: 4 DLU: 77*

**219.362-010 ADMINISTRATIVE CLERK (clerical) alternate titles: clerk, general office**

Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports. Tabulates and posts data in record books. Computes wages, taxes, premiums, commissions, and payments. Records orders for merchandise or service. Gives information to and interviews customers, claimants, employees, and sales personnel. Receives, counts, and pays out cash. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Prepares stock inventory. Adjusts complaints. Operates office machines, such as typewriter, adding, calculating, and duplicating machines. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail. May take dictation. May greet and assist visitors. May prepare payroll. May keep books. May purchase supplies. May operate computer terminal to input and retrieve data. May be designated according to field of activity or according to location of employment as Adjustment Clerk (retail trade; tel. & tel.); Airport Clerk (air trans.); Colliery Clerk (mine & quarry); Death-Claim Clerk (insurance); Field Clerk (clerical). May be designated: Agency Clerk (insurance); Auction Clerk (clerical); Construction-Records Clerk (construction; utilities); Shop Clerk (clerical).

*GOE: 07.01.02 STRENGTH: L GED: R4 M3 L3 SVP: 4 DLU: 88*

**219.362-014 ATTENDANCE CLERK (education)**

Compiles attendance records for school district, issues attendance permits, and answers inquiries: Obtains district attendance figures from each school daily, using telephone. Records figures by grade level and for special classes, such as mentally retarded or gifted, in workbook. Totals figures, using calculator. Collates data and prepares standard state reports, using typewriter. Computes average daily attendance figures and forwards to state for compensation and to school cafeteria for meal planning. Interviews applicants for interdistrict attendance permits to attend elementary and secondary schools in district and issues permits, if requirements are met. Sends copy of permit to applicable school and retains file copy. Maintains file of interdistrict attendance agreements, bills outside districts for attendance within district, and notifies supervisor of agreement expirations. Answers inquiries from parents and school officials, using state education code as guide. Prepares special reports, such as ethnic or racial-distribution surveys, requested by state or district education officials.

*GOE: 07.05.03 STRENGTH: 5 GED: R4 M3 L4 SVP: 6 DLU: 77*

**219.362-018 BROKERAGE CLERK II (financial)**

Compiles security purchases and sales made for client and records information in journal. Totals daily transactions, using calculator, and summarizes effects on customers' accounts and earnings of REGISTERED REPRESENTATIVE (financial) 250.257-018. Calls customers to inform them of market fluctuations and purchase and sale of securities affecting their accounts.

*GOE: 07.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 77*

**219.362-022 CLERK, TELEGRAPH SERVICE (tel. & tel.) alternate titles: clerk, personal service bureau; clerk, private wire-billing and control**

Compiles and maintains statistical records relating to telegraph services, performing any combination of following duties: Answers telephone requests from private wire or tie-line patrons regarding handling of messages and repair service. Writes and issues work orders for equipment installation or repair. Compiles statistical data concerning pricing and telegraph services for use in preparing studies and proposals. Verifies accuracy of billing charges. Posts charges to service accounts. Posts revenue received from charge accounts and other sales data to card index files. Writes or types statements. Sorts and distributes mail. Takes and transcribes dictation. Types letters, reports, and proposals. Files records and correspondence.

*GOE: 07.02.02 STRENGTH: 5 GED: R4 M3 L3 SVP: 5 DLU: 77*

**219.362-026 CONTRACT CLERK, AUTOMOBILE (retail trade)**

Verifies accuracy of automobile sales contracts: Calculates tax, transfer and license fees, insurance premiums, and interest rates, using tables, schedules, and calculating machine. Verifies amount and number of payments, trade-in allowance, and total price of automobile. Interviews customer to obtain additional information and explain terms of contract. Corresponds with motor vehicle agencies to clear automobile titles. Obtains license, signs registration documents on cars traded in, and transfers titles on cars sold. Keeps file of sales contracts.

*GOE: 07.02.02 STRENGTH: 5 GED: R4 M3 L3 SVP: 5 DLU: 77*

**219.362-030 EXTENSION CLERK (utilities)**

Processes requisitions for gas main or electric-power line extensions and keeps control records to report and coordinate construction activities between utility and contractors: Compiles information required for preparation of line- or main-extension contracts from construction sketches. Computes or verifies charges for customer. Reviews completed contracts and construction work orders for completeness and accuracy. Annotates subdivision plat books (maps) to indicate location and nature of construction shown on work order. Compiles reports from extension requisitions and work orders. Receives orders from customers by telephone and in person for services requiring extensions in main or distribution lines.

*GOE: 07.05.03 STRENGTH: 5 GED: R4 M3 L3 SVP: 5 DLU: 77*

**219.362-038 MORTGAGE-CLOSING CLERK (clerical) alternate titles: loan closer**

Completes mortgage transactions between loan establishment, sellers, and borrowers after loans have been approved: Verifies completeness of data on loan papers. Answers questions of buyers and sellers relating to details of transaction and obtains signatures of principal parties on necessary documents. Closes out seller's interest in property by presenting seller with check to cover seller's equity. Operates office machines to compute rebates or adjustments. Prepares and mails rebates and other papers to clients.

*GOE: 07.05.02 STRENGTH: 5 GED: R4 M3 L4 SVP: 5 DLU: 77*

**219.362-042 POLICY-CHANGE CLERK (insurance)**

Compiles data and records changes in insurance policies: Examines letter from insured or agent, original application, and other company documents to determine how to effect proposed changes, such as change in beneficiary or method of payment, increase in principal sum or type of insurance. Corresponds with insured or agent to obtain supplemental information or to explain how change would not conform to company regulations or state laws, or routes file to POLICYHOLDER-INFORMATION CLERK (insurance) 249.262-010. Calculates premium, commission adjustments, and new reserve requirements, using rate books, statistical tables, and calculator or computer, and knowledge of specific types of policies. Transcribes data to abstract (work sheet) or enters data into computer for use in preparing documents and adjusting accounts. May write abstract or enter data into computer to prepare new policy or rider to existing policy. May underwrite changes when increase in amount of risk occurs.

*GOE: 07.02.02 STRENGTH: 5 GED: R4 M3 L4 SVP: 5 DLU: 78*

**219.362-046 REAL-ESTATE CLERK (real estate)**

Maintains records concerned with rental, sale, and management of real estate, performing any combination of following duties: Types copies of listings of real estate rentals and sales for distribution to trade publications, and for use as reference data by other departments. Computes interest owed, penalty payment, amount of principal, and taxes due on mortgage loans, using calculating machine. Holds in escrow collateral posted to ensure fulfillment of contracts in transferring real estate and property titles. Checks due notices on taxes and renewal dates of insurance and mortgage loans to take follow-up action. Sends out rent notices to tenants. Writes checks in payment of bills due, keeps record of disbursements, and examines cancelled returned checks for endorsement. Secures estimates from contractors for

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building repairs. May compile list of prospects from leads in newspapers and trade periodicals to locate prospective purchasers of real estate. May open, sort, and distribute mail. May submit photographs and descriptions of property to newspaper for publication. May maintain and balance bank accounts for sales transactions and operating expenses. May maintain log of sales and commissions received by SALES AGENT, REAL ESTATE (real estate) 250.357-018. May scan records and files to identify dates requiring administrative action, such as insurance premium due dates, tax due notices, and lease expiration dates. May compose and prepare routine correspondence, rental notices, letters, and material for advertisement.

*GOE: 07.01.04 STRENGTH: S GED: R4 M3 L3 SVP: 5 DLU: 88*

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