



## Summary Report for:

### 43-5111.00 - Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of products or materials.

**Sample of reported job titles:** Cycle Counter, Inventory Specialist, Lab Technician, Material Control Manager, Quality Assurance Lab Technician, Quality Control Lab Technician, Quality Control Operator, Quality Control Technician, Scale Operator, Supply Clerk

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## Tasks

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- [+](#) Collect or prepare measurement, weight, or identification labels and attach them to products.
- [+](#) Document quantity, quality, type, weight, test result data, and value of materials or products to maintain shipping, receiving, and production records and files.
- [+](#) Compare product labels, tags, or tickets, shipping manifests, purchase orders, and bills of lading to verify accuracy of shipment contents, quality specifications, or weights.
- [+](#) Count or estimate quantities of materials, parts, or products received or shipped.
- [+](#) Weigh or measure materials, equipment, or products to maintain relevant records, using volume meters, scales, rules, or calipers.

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## Technology Skills

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- [+](#) **Data base user interface and query software** — Microsoft Access 🔥
- [+](#) **Electronic mail software** — Email software; IBM Notes 🔥; Microsoft Outlook 🔥
- [+](#) **Enterprise resource planning ERP software** 🔥 — Infor ERP Baan; Microsoft Dynamics AX; Oracle JD Edwards EnterpriseOne 🔥; SAP 🔥
- [+](#) **Materials requirements planning logistics and supply chain software** — Materials resource planning MRP software; Warehouse management system WMS
- [+](#) **Spreadsheet software** — Microsoft Excel 🔥

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

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## Knowledge

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- [+](#) **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

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## Skills

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- + **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- + **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- + **Speaking** — Talking to others to convey information effectively.
- + **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- + **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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## Abilities

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- + **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- + **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- + **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- + **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- + **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

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## Work Activities

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- + **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- + **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- + **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- + **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- + **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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## Detailed Work Activities

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- + Discuss goods or services information with customers or patrons.
- + Attach identification information to products, items or containers.
- + Calculate costs of goods or services.
- + Calculate shipping costs.
- + Record production information.

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## Work Context

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- + **Indoors, Environmentally Controlled** — 79% responded “Every day.”
- + **Time Pressure** — 69% responded “Every day.”

- ⊕ **Contact With Others** — 45% responded “Constant contact with others.”
- ⊕ **Work With Work Group or Team** — 48% responded “Extremely important.”
- ⊕ **Face-to-Face Discussions** — 67% responded “Every day.”

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## Job Zone

**Title** Job Zone Two: Some Preparation Needed

**Education** These occupations usually require a high school diploma.

**Related Experience** Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.

**Job Training** Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

**Job Zone Examples** These occupations often involve using your knowledge and skills to help others. Examples include orderlies, forest firefighters, customer service representatives, security guards, upholsterers, and tellers.

**SVP Range** (4.0 to < 6.0)

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## Education

Percentage of Respondents	Education Level Required
60	High school diploma or equivalent 
23	Some college, no degree
9	Associate's degree

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## Credentials



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## Interests

 All 2 displayed

Interest code: **CR**

- ⊕ **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
- ⊕ **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

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## Work Styles

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- ⊕ **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- ⊕ **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- ⊕ **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

- ⊕ **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- ⊕ **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

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## Work Values

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- ⊕ **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- ⊕ **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

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## Related Occupations

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- 29-2071.00 [Medical Records and Health Information Technicians](#) 🌟 **Bright Outlook**
- 43-5051.00 [Postal Service Clerks](#)
- 43-5053.00 [Postal Service Mail Sorters, Processors, and Processing Machine Operators](#)
- 43-5071.00 [Shipping, Receiving, and Traffic Clerks](#) 🌟 🟢 **Green**
- 43-9021.00 [Data Entry Keyers](#)

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## Wages & Employment Trends

**Median wages (2016)** \$13.84 hourly, \$28,790 annual

State wages



**Employment (2014)** 71,000 employees

**Projected growth (2014-2024)** ■■■ Little or no change (-1% to 1%)

**Projected job openings (2014-2024)** 21,100

State trends



**Top industries (2014)** [Administrative and Support Services](#)  
[Manufacturing](#)

Source: Bureau of Labor Statistics [2016 wage data](#) and [2014-2024 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2014-2024). "Projected job openings" represent openings due to growth and replacement.

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## Job Openings on the Web



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## Sources of Additional Information

All 1 displayed

**Disclaimer:** Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Material recording clerks](#)  Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2016-17 Edition*.

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