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

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[TITLE PAGE](#)  
[HOW TO READ PARTS OF AN OCCUPATIONAL TITLE](#)

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2 CLERICAL AND SALES OCCUPATIONS  
272.357-022 to 299.687-014

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.

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**272.357-022 SALESPERSON, HORTICULTURAL AND NURSERY PRODUCTS (retail trade; wholesale tr.)**

Sells container-grown plants and garden supplies in nursery, greenhouse, or department store: Advises customer on selection of plants and methods of planting and cultivation. Suggests trees and shrubbery suitable for specified growing conditions. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May water and trim growing plants on sales floor.  
*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

**273 SALES OCCUPATIONS, TRANSPORTATION EQUIPMENT, PARTS, AND SUPPLIES**

This group includes occupations concerned with selling transportation equipment, such as motor vehicles (automobiles, trucks, motorcycles, and motor homes and campers) and equipment, aircraft and parts, boats, ships, marine supplies, railroad equipment, and camping, house, and utility trailers; and accessories, such as tires, tubes, and batteries. Occupations concerned with selling bicycles and small recreational vehicles, such as powered golf carts and snowmobiles, are included in Group 277. Occupations concerned with selling tractors, farm vehicles, and parts are included in Group 272.

**273.253-010 SALES REPRESENTATIVE, AIRCRAFT (retail trade; wholesale tr.)**

Sells aircraft to individuals and to business and industrial establishments: Discusses suitability of different types of aircraft to meet customer's requirements. Demonstrates aircraft in flight, stressing maneuverability, safety factors, and ease of handling. Verifies customer's credit rating. Prepares contracts for plane storage and maintenance service. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May appraise aircraft traded-in on new plane. May rent aircraft to customers [AIRPLANE-CHARTER CLERK (air trans.)]. May pilot aircraft during demonstrations and be required to have private pilot's license issued by Federal Aviation Administration.  
*GOE: 08.01.01 STRENGTH: L GED: R5 M3 L4 SVP: 6 DLU: 77*

**273.353-010 SALESPERSON, AUTOMOBILES (retail trade)**

Sells new or used automobiles, trucks, and vans on premises of vehicle sales establishment: Explains features and demonstrates operation of car in showroom or on road. Suggests optional equipment for customer to purchase. Computes and quotes sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of vehicle on credit. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May be designated Salesperson, New Cars (retail trade); Salesperson, Used Cars (retail trade).  
*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 81*

**273.357-010 SALES REPRESENTATIVE, AIRCRAFT EQUIPMENT AND PARTS (wholesale tr.)**

Sells aircraft equipment and parts, such as engines, body-and-wing assemblies, power transmission assemblies, fuel tanks, bolts, fittings, tires, and electric motors or servomotors, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**273.357-014 SALES REPRESENTATIVE, AUTOMOTIVE-LEASING (business ser.)**

Sells automotive-leasing services to businesses and individuals: Visits prospective customers to stimulate interest in establishing or expanding automotive-leasing programs. Explains advantages of leasing automotive equipment, such as tax savings and reduced capital expenditures. Recommends types and number of vehicles needed to satisfactorily perform job with minimal expense. Computes leasing charges, based on such factors as length of contract, anticipated mileage, and applicable taxes. Prepares and sends leasing contract to leasing agency. Performs other tasks to increase sales, such as evaluating advertising campaigns or revising administrative procedures. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**273.357-018 SALES REPRESENTATIVE, BOATS AND MARINE SUPPLIES (retail trade; wholesale tr.)**

Sells boats and marine equipment and supplies, such as fixtures, pumps, instruments, cordage, paints, and motor parts: Shows boat on sales floor or shows catalog pictures and blueprints. Explains construction and performance of boat and differences between various types of marine equipment. Advises boat owners on selection of new equipment and problems pertaining to repairs. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May demonstrate boat in water. May arrange for delivery, registration, and inspection of boat. May sell water-sports equipment, such as water skis and scuba gear. May sell marine equipment and supplies, except boats, and be designated Sales Representative, Marine Supplies (retail trade; wholesale tr.).  
*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**273.357-022 SALES REPRESENTATIVE, MOTOR VEHICLES AND SUPPLIES (wholesale tr.) alternate titles: distributor, motor vehicles and supplies**

Sells motor vehicles, such as automobiles, motorcycles, tractors, and trucks, and parts and supplies, such as batteries, tires, motors, chassis parts, tools, equipment, and lubricants, to dealers and service stations: Confers with dealer and reviews sales records to determine number of vehicles to order. Advises customer in methods of increasing sales volume, utilizing knowledge of sales promotion techniques. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.)

Master Title. May be designated according to items sold as Sales Representative, Automobile Parts And Supplies (wholesale tr.).  
 GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

#### **273.357-026 SALES REPRESENTATIVE, RAILROAD EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells railroad equipment and supplies, such as rolling stock, signaling or braking devices, or switches: Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May arrange for installation of equipment.  
 GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

#### **273.357-030 SALESPERSON, AUTOMOBILE ACCESSORIES (retail trade; wholesale tr.)**

Sells automobile supplies and accessories, such as tires, batteries, seat covers, mufflers, and headlights: Ascertains make and year of automobile and reads catalog for stock number of item. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.  
 GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

#### **273.357-034 SALESPERSON, TRAILERS AND MOTOR HOMES (retail trade) alternate titles: salesperson, recreational vehicles**

Sells travel and camping trailers, motor homes, and truck campers to individuals: Determines customer's needs and exhibits vehicle of particular type or model. Demonstrates use of equipment and furnishings. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May prepare sales contract. May arrange financing and insurance. May sell mobile homes, motorcycles, and snowmobiles.  
 GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

#### **274 SALES OCCUPATIONS, INDUSTRIAL AND RELATED EQUIPMENT AND SUPPLIES**

This group includes occupations concerned with selling construction machinery, such as power shovels, bulldozers, and concrete mixers; mining and well-drilling equipment; building equipment, materials, and supplies, such as commercial heating, air-conditioning, and refrigerating equipment, plumbing fixtures, roofing, glass, insulation, bricks, and lumber; and industrial machinery, equipment, and supplies, such as textile machines, lubricating and material-handling equipment, abrasives, gears, pipefittings, wire rope, cartons, drums, and barrels.

#### **274.157-010 SALES REPRESENTATIVE, ELEVATORS, ESCALATORS, AND DUMBWAITERS (wholesale tr.)**

Sells passenger and freight elevators, escalators, and dumbwaiters to building owners and contractors: Contacts property owners and agents of prospective customers to obtain blueprints of proposed new construction and submits to engineering department for bid. Confers with owners of existing structures to determine type of installation required. Inspects premises to verify feasibility of request and recommends changes for more efficient operation. Submits specifications, such as number, size, type, load capacity, and speed of elevator to engineering department. Presents bid to customer, explains cost factors, emphasizing characteristics, such as construction, performance, durability, and appearance of equipment. Follows up order to ensure lists of materials ordered are correct and work will be completed by project deadline. Contacts owner periodically to advise of progress of work, and attends sales and trade meetings and reads journals to keep informed of market conditions, business trends, and new developments in industry. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. If worker sells service and modernization contracts see SERVICE REPRESENTATIVE, ELEVATORS, ESCALATORS, AND DUMBWAITERS (wholesale tr.).  
 GOE: 08.01.01 STRENGTH: L GED: R5 M4 L4 SVP: 5 DLU: 77

#### **274.257-010 SALES REPRESENTATIVE, FOUNDRY AND MACHINE SHOP PRODUCTS (wholesale tr.)**

Solicits from industrial establishments job contracts for manufacture of foundry or machine shop products, such as castings, machine parts, pipefittings, jigs, fixtures, and gears: Prepares price quotations or bids based on knowledge of material and labor costs and manufacturing schedules and processes. Submits bid to customer for examination and approval. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
 GOE: 08.01.01 STRENGTH: L GED: R5 M4 L4 SVP: 7 DLU: 77

#### **274.357-010 SALES REPRESENTATIVE, ABRASIVES (wholesale tr.)**

Sells abrasive materials in granulated or pellet form, and abrasive products, such as wheels, disks, and belts: Advises engineering, production, and purchasing staffs on processes and methods in use of abrasive materials. Determines abrasive requirements for specific grinding, buffing, and polishing operations on metal, plastic, ceramics, or wood materials. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
 GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

#### **274.357-014 SALES REPRESENTATIVE, BOTTLES AND BOTTLING EQUIPMENT (wholesale tr.)**

Sells bottles and bottling equipment, such as glass and plastic bottles and jars, bottle washers, and milk pasteurizers: Recommends specific types of bottles and equipment according to customer's specifications and type of bottling operation. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May specialize in selling either bottles or equipment and be designated Sales Representative, Bottles And Jars (wholesale tr.); Sales Representative, Bottling Equipment (wholesale tr.).  
 GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

#### **274.357-018 SALES REPRESENTATIVE, BUILDING EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells building materials, equipment, and supplies, such as heating or air-conditioning equipment, insulation, glass, floor tiles, bricks, lumber, plumbing fixtures, and roofing, following blueprints and applying knowledge of building construction. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
 GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 80

#### **274.357-022 SALES REPRESENTATIVE, CONSTRUCTION MACHINERY (wholesale tr.) alternate titles: sales representative, heavy equipment**

Sells construction machinery, such as truck cranes, bulldozers, graders, concrete mixers, and trenchers: Recommends specific standard or modified machine best suited for customer's use. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May test-operate machinery at customer work site. May sell machine maintenance and repair services.  
 GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

#### **274.357-026 SALES REPRESENTATIVE, CONTAINERS (wholesale tr.)**

Sells fiberboard, metal, plastic, or wood containers, such as corrugated cartons, tin cans, steel pails and drums, and barrels, utilizing knowledge of sizes and uses of containers. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-030 SALES REPRESENTATIVE, DAIRY SUPPLIES (wholesale tr.)**

Sells dairy supplies, such as cheese wrappings, rennet, filters, cheese coloring, thickening and stabilizing agents, and test indicators, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May sell food and dairy machines and equipment. May sketch floor plans to indicate placement of machines and equipment for maximum utilization of space.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**274.357-034 SALES REPRESENTATIVE, HARDWARE SUPPLIES (wholesale tr.)**

Sells hardware supplies, such as plumbing and electrical supplies, power tools and handtools, paints and varnishes, plate glass, and builder's hardware, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-038 SALES REPRESENTATIVE, INDUSTRIAL MACHINERY (wholesale tr.)**

Sells industrial machinery, such as metalworking, woodworking, food processing, and plastic fabricating machines, utilizing knowledge of manufacture, operation, and uses of machinery: Computes cost of installing machinery and anticipated savings in production costs. Reviews existing plant machinery layout and draws diagrams of proposed machinery layout to effect more efficient space utilization, using standard measuring devices and templates. Arranges for installation of machinery. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. Worker is not required to become as involved in technical knowledge and plant efficiency as SALES ENGINEER (profess. & kin.) Master Title.  
*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-042 SALES REPRESENTATIVE, INDUSTRIAL RUBBER GOODS (wholesale tr.)**

Sells rubber products, such as gaskets, hose, belts, and washers, made to customer's specifications, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**274.357-046 SALES REPRESENTATIVE, LUBRICATING EQUIPMENT (wholesale tr.)**

Sells lubricating equipment and parts to industrial establishments: Reviews existing plant layout and draws diagrams indicating proposed location of lubricating equipment. Recommends lubricants for particular equipment and machinery. Arranges for installation of lubricating equipment. Demonstrates operation of installed equipment. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-050 SALES REPRESENTATIVE, MATERIAL-HANDLING EQUIPMENT (wholesale tr.)**

Sells material-handling equipment, such as conveyor systems, forklift trucks, chain hoists, and powered drum dumpers, to commercial and industrial establishments, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May contract for maintenance and repair service. May survey plant and recommend installation of specific type equipment.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-054 SALES REPRESENTATIVE, METALS (wholesale tr.)**

Sells nonfabricated metals, such as brass, copper, iron, and steel, to industrial establishments, utilizing knowledge of metallurgy and applications of various metals. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**274.357-058 SALES REPRESENTATIVE, OIL FIELD SUPPLIES AND EQUIPMENT (wholesale tr.)**

Sells and rents oil field supplies, machinery, equipment, and oil well services, such as directional drilling, electrical well logging, well fishing (recovering equipment from well bottoms), perforating, and temperature and pressure surveying, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title: May interpret graphs and survey data for customer. May be designated according to type of sales as Sales Representative, Oil Field Supplies (wholesale tr.); Sales Representative, Oil-Well Equipment Rentals (wholesale tr.); Sales Representative, Oil-Well Services (wholesale tr.).  
*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**274.357-062 SALES REPRESENTATIVE, PRINTING SUPPLIES (wholesale tr.)**

Sells printing supplies, such as ink, plates, rollers, and type, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-066 SALES REPRESENTATIVE, TEXTILE DESIGNS (wholesale tr.)**

Sells textile-pattern designs, and screens and rollers for printing patterns on greige, to textile converters: Displays design drawings to customer, examines sample of customer's greige on which pattern is to be printed, and aids customer in selection of colors and designs, utilizing knowledge of textile, inks, and types of weaves. Submits greige sample to own firm for printing of selected design and shows printed sample to customer for approval. Writes sales orders for designs and required printing screens and rollers. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**274.357-070 SALES REPRESENTATIVE, TEXTILE MACHINERY (wholesale tr.)**

Sells textile machinery, such as knitting machines, carding machines, looms, and spinning frames, utilizing knowledge of uses and operation of machinery and performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.  
*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**274.357-074 SALES REPRESENTATIVE, WELDING EQUIPMENT (wholesale tr.)**

Sells welding equipment, materials, and supplies to machine shops and other industrial establishments, utilizing knowledge of tool-and-die making, welding techniques, and metalworking processes. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**274.357-078 SALES REPRESENTATIVE, WIRE ROPE (wholesale tr.)**

Sells wire rope and cable for use in towing, hoisting, and related activities to logging companies, construction contractors, marine supply houses, and similar establishments, utilizing knowledge of construction industry and uses and application of wire rope. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**275 SALES OCCUPATIONS, BUSINESS AND COMMERCIAL EQUIPMENT AND SUPPLIES**

This group includes occupations concerned with selling office machines, such as typewriters and data processing, computing, accounting, and duplicating machines; service industry machines, such as commercial vacuum cleaners and refrigerators; hotel and restaurant equipment and supplies; barber and florist supplies; shoe leather and findings; vending machines and cash registers; commercial laundry machinery and equipment; office and institutional furniture; and photocopy and microfilm equipment.

**275.257-010 SALES REPRESENTATIVE, COMPUTERS AND EDP SYSTEMS (wholesale tr.)**

Sells computers and electronic data processing systems to business or industrial establishments, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. Analyzes customer's needs and recommends computer system that best meets customer's requirements. Emphasizes salable features, such as flexibility, cost, capacity, and economy of operation. Consults with staff engineers on highly technical problems.

*GOE: 08.01.01 STRENGTH: L GED: R5 M4 L4 SVP: 6 DLU: 77*

**275.357-010 SALES REPRESENTATIVE, BARBER AND BEAUTY EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells barber and beauty equipment and supplies, such as hydraulic chairs, counters, mirrors, hair driers, clippers, brushes, combs, cosmetics, hairdressings, and shampoos, to barber and beauty shops: Advises customers on layout of shop fixtures and equipment. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**275.357-014 SALES REPRESENTATIVE, CHURCH FURNITURE AND RELIGIOUS SUPPLIES (wholesale tr.)**

Sells church furniture and supplies, such as pews, pulpits, lecterns, altarware, candles, statuary, and prayer books: Measures area to be furnished. Prepares drawings, estimates, and bids. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated Sales Representative, Church Furniture (wholesale tr.); Sales Representative, Religious Supplies (wholesale tr.).

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**275.357-018 SALES REPRESENTATIVE, COMMERCIAL EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells commercial furniture, equipment, and supplies other than office machines to business establishments: Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May oversee installation of equipment. May train employees in use of equipment.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

**275.357-022 SALES REPRESENTATIVE, CORDAGE (wholesale tr.)**

Sells cordage and twine, such as manila, sisal, nylon, orlon, and cotton, to business and commercial establishments, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**275.357-026 SALES REPRESENTATIVE, HOTEL AND RESTAURANT EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells hotel and restaurant equipment and supplies, such as dishwashers, ranges, refrigerators, counters and booths, china, glassware, silverware, drapery and carpeting, and furniture, utilizing knowledge of design and layout of furniture or equipment. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**275.357-030 SALES REPRESENTATIVE, MORTICIAN SUPPLIES (wholesale tr.) alternate titles: sales representative, funeral equipment; sales representative, undertaker supplies**

Sells funeral equipment and supplies, such as caskets, embalming fluids, and cosmetics, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**275.357-034 SALES REPRESENTATIVE, OFFICE MACHINES (retail trade; wholesale tr.)**

Sells office machines, such as typewriters and adding, calculating, and duplicating machines, to business establishments: Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May instruct employees or purchasers in use of machine. May make machine adjustments. May sell office supplies, such as paper, ribbons, ink, and tapes. May rent or lease office machines. May be designated according to type of machine sold as Sales Representative, Adding Machines (wholesale tr.); Sales Representative, Calculating Machines (wholesale tr.); Sales Representative, Cash Registers (wholesale tr.); Sales Representative, Dictating Machines (wholesale tr.); Sales Representative, Duplicating Machines (wholesale tr.); Sales Representative, Typewriters (wholesale tr.). May be designated: Sales Representative, Addressing Machines (wholesale tr.); Sales Representative, Bookkeeping-And-Accounting Machines (wholesale tr.); Sales Representative, Check-Endorsing-And-Signing Machines (wholesale tr.); Sales Representative, Stenographic Machines (wholesale tr.).

*GOE: 08.02.03 STRENGTH: M GED: R4 M3 L4 SVP: 5 DLU: 77*

**275.357-038 SALES REPRESENTATIVE, PRESSURE-SENSITIVE TAPE (wholesale tr.)**

Sells pressure-sensitive tape used to seal shipping containers and packages and for masking purposes, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

#### **275.357-042 SALES REPRESENTATIVE, SCHOOL EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells school equipment and supplies, such as blackboards, art supplies, science and homemaking equipment, and school furniture, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **275.357-046 SALES REPRESENTATIVE, SHOE LEATHER AND FINDINGS (wholesale tr.)**

Sells shoe leather and shoe repairing supplies, such as eyelets, welts, polish, and handtools, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **275.357-050 SALES REPRESENTATIVE, VENDING AND COIN MACHINES (wholesale tr.)**

Sells coin-operated amusement and food vending machines, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **275.357-054 SALESPERSON, FLORIST SUPPLIES (wholesale tr.)**

Sells florist supplies, such as artificial flowers, vases, ribbon, and wire, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

### **276 SALES OCCUPATIONS, MEDICAL AND SCIENTIFIC EQUIPMENT AND SUPPLIES**

This group includes occupations concerned with selling dental, medical, veterinary, and ophthalmic equipment and supplies, such as surgical instruments, dental tools, eyeglasses, hearing aids, orthopedic appliances, artificial limbs, and related hospital supplies; and engineering, laboratory, and scientific instruments and supplies, such as slide rules, drafting implements, measuring and controlling instruments, lenses and optical instruments, and navigation and surveying instruments.

#### **276.257-010 SALES REPRESENTATIVE, DENTAL AND MEDICAL EQUIPMENT AND SUPPLIES (wholesale tr.)**

Sells medical and dental equipment and supplies, except drugs and medicines, to doctors, dentists, hospitals, medical schools, and retail establishments: Studies data describing new products to develop sales approach. Compiles data on equipment and supplies preferred by customers. Advises customers of equipment for given need based on technical knowledge of products. Provides customers with advice in such areas as office layout, legal and insurance regulations, cost analysis, and collection methods to develop goodwill and promote sales. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to type of equipment and supplies sold as Sales Representative, Dental Equipment And Supplies (wholesale tr.). May sell orthopedic appliances, trusses, and artificial limbs and be designated Sales Representative, Prosthetic And Orthotic Appliances (wholesale tr.). May sell services of dental laboratory and be designated Sales Representative, Dental Prosthetics (wholesale tr.).

*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

#### **276.257-014 SALES REPRESENTATIVE, WEIGHING AND FORCE-MEASUREMENT INSTRUMENTS (wholesale tr.)**

Sells spring scales and dynamometers, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. Evaluates customer's needs and emphasizes salable features, utilizing technical knowledge of capabilities and limitations of spring scales and dynamometers, engineering specifications, and catalogs. Worker is not required to be as technically knowledgeable as SALES ENGINEER (profess. & kin.) Master Title.

*GOE: 08.01.01 STRENGTH: S GED: R5 M4 L5 SVP: 6 DLU: 77*

#### **276.257-018 SALESPERSON, ORTHOPEDIC SHOES (retail trade) alternate titles: orthopedic-shoe fitter**

Evaluates customers' foot conditions and fits and sells corrective shoes, using knowledge of orthopedics or following prescription: Examines malformed or injured joints and bone structure of customer's feet, or reads physician's prescription to determine type of corrective shoe required. Selects shoes from stock or draws outline and takes measurements of customer's feet to order custom-made shoes. Examines shoes on customer's feet to verify correctness of fit. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

#### **276.257-022 SALESPERSON, SURGICAL APPLIANCES (retail trade) alternate titles: fitter; surgical-appliance fitter**

Fits and sells surgical appliances, such as trusses, abdominal supports, braces, cervical collars, and artificial limbs, using knowledge of anatomy, orthopedics, orthotics, and prosthetics: Measures customer with tape measure or follows prescription from physician to determine type and size of appliance required. Selects appliance from stock and fits appliance on customer. Writes specifications for and orders custom-made appliances. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May design and fabricate, or direct fabrication of custom-made appliances.

*GOE: 08.02.02 STRENGTH: L GED: R5 M3 L4 SVP: 6 DLU: 77*

#### **276.354-010 HEARING AID SPECIALIST (retail trade) alternate titles: hearing instrument specialist; salesperson, hearing aids**

Fits and sells hearing amplification systems to individuals in retail establishment: Tests auditory system of hearing-impaired individuals, using test equipment and applying standardized evaluation procedures; or receives individuals referred by physician for fitting and purchasing of hearing amplification systems. Interprets and evaluates auditory test results and confers with hearing-impaired individuals to demonstrate, select, fit, adapt, and modify hearing amplification systems for individuals. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May replace defective parts or make repairs to hearing amplification systems returned by customers. May make impression of client's ear to facilitate shaping of hearing aid. May visit homes of confined individuals to administer auditory system tests. May assist individuals in aural rehabilitation methods.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 78*

#### **276.357-010 SALES REPRESENTATIVE, ARCHITECTURAL AND ENGINEERING SUPPLIES (wholesale tr.)**

Sells architectural and engineering supplies, such as protractors, slide rules, triangles, and T-squares, to business and industrial establishments: Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May deliver supplies ordered and collect payment for orders.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**276.357-014 SALES REPRESENTATIVE, PRECISION INSTRUMENTS (wholesale tr.)**

Sells precision instruments, such as laboratory, navigation, and surveying instruments, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.01.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**276.357-018 SALES REPRESENTATIVE, VETERINARIAN SUPPLIES (wholesale tr.)**

Sells veterinarian and animal hospital instruments, drugs, equipment, supplies, and packaged food, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**277 SALES OCCUPATIONS, SPORTING, HOBBY, STATIONERY, AND RELATED GOODS**

This group includes occupations concerned with selling amusement devices, such as games and toys; sporting and athletic goods, such as firearms and ammunition, fishing tackle, golf and tennis goods, bicycles, billiard tables, skates, and gymnasium and playground equipment; photographic equipment and supplies, such as cameras, projectors, film, and enlargers; musical instruments and accessories, sheet music, phonograph records, and prerecorded tapes; pets and pet supplies; hobby goods, including stamps and coins for collectors; souvenirs, trinkets, and novelties; books and periodicals; and stationery goods and greeting cards. Occupations concerned with selling industrial photographic equipment, such as blueprinting and diazotype (white printing) equipment, are included in Group 274. Occupations concerned with selling commercial photographic equipment, such as photocopy and microfilm equipment, are included in Group 275.

**277.354-010 SALESPERSON, PIANOS AND ORGANS (retail trade)**

Sells pianos or organs: Plays instrument to demonstrate tonal qualities of piano or combinations of tones on organ. Discusses construction and operating techniques of organs, or construction of piano with effect on tone, quality, and limitations. Advises customer on style of organ or piano to harmonize with other furniture. May appraise used organs or pianos for trade-in allowance. May rent pianos or organs and prepare rental contracts. Performs duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**277.357-010 SALES REPRESENTATIVE, HOBBIES AND CRAFTS (retail trade; wholesale tr.)**

Sells hobby and craft materials, such as leather, leatherworking tools, ceramic clay, paints, and model kits: Explains and demonstrates use of tools and materials to retail dealers. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**277.357-014 SALES REPRESENTATIVE, MUSICAL INSTRUMENTS AND ACCESSORIES (wholesale tr.)**

Sells brass, percussion, stringed, and woodwind musical instruments, accessories, and supplies, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

**277.357-018 SALES REPRESENTATIVE, NOVELTIES (wholesale tr.)**

Sells novelties, such as souvenirs, toys, statuettes, glassware, and trinkets, to variety stores, toy stores, and carnivals, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

**277.357-022 SALES REPRESENTATIVE, PUBLICATIONS (wholesale tr.) alternate titles: distributor, publications**

Sells publications, such as books and periodicals: Suggests sales promotion techniques to retail dealers to increase sales. Performs other duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**277.357-026 SALES REPRESENTATIVE, RECREATION AND SPORTING GOODS (wholesale tr.)**

Sells amusement and sporting goods, such as hunting and fishing equipment, camping equipment, athletic equipment, playground equipment, toys, and games: Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to product sold as Sales Representative, Playground Equipment (wholesale tr.); Sales Representative, Sporting Goods (wholesale tr.); Sales Representative, Toys And Games (retail trade; wholesale tr.).

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**277.357-030 SALES REPRESENTATIVE, WRITING AND MARKING PENS (wholesale tr.)**

Sells ballpoint, fountain, and felt-tipped pens to retail dealers, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77*

**277.357-034 SALESPERSON, BOOKS (retail trade)**

Sells books in book or department store: Suggests selection of books, based on knowledge of current literature and familiarity with publishers' catalogs and book reviews. Arranges books on shelves and racks according to type, author, or subject matter. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May specialize in selling technical publications.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

**277.357-038 SALESPERSON, MUSICAL INSTRUMENTS AND ACCESSORIES (retail trade)**

Sells brass, percussion, stringed, and woodwind musical instruments, musical accessories, equipment, and supplies: Explains function, mechanisms, and care of musical instruments to customer. Demonstrates and discusses quality of tone and variations in instruments of different prices. Performs other duties as described under

SALESPERSON (retail trade; wholesale tr.) Master Title. May make repairs. May solicit business of orchestras or other musical groups. May rent instruments to customers and prepare rental contracts.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

#### **277.357-042 SALESPERSON, PETS AND PET SUPPLIES (retail trade)**

Sells pets and pet accessories, equipment, food, and remedies: Advises customer on care, training, feeding, living habits, and characteristics of pets, such as dogs, cats, birds, fish, and hamsters. Explains use of equipment, such as aquarium pumps and filters. Feeds and provides water for pets. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May clean cages and tanks. May suggest remedies for certain animal diseases or recommend services of VETERINARIAN (medical ser.).

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

#### **277.357-046 SALESPERSON, PHONOGRAPH RECORDS AND TAPE RECORDINGS (retail trade)**

Sells phonograph records and tape recordings in music store, record shop, or department store, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. Assists customers in selection of instrumental and vocal recordings in musical categories, such as popular, classical, folk, and religious, using knowledge of available releases, catalogs, and lists. May also sell recording maintenance equipment and supplies.

*GOE: 08.02.02 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 77*

#### **277.357-050 SALESPERSON, PHOTOGRAPHIC SUPPLIES AND EQUIPMENT (retail trade; wholesale tr.)**

Sells photographic and optical equipment and supplies, such as cameras, projectors, film, and binoculars: Demonstrates equipment to customer and explains functioning of various cameras, filters, lenses, and other photographic accessories. Receives film for processing. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May repair photographic or optical equipment.

*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **277.357-054 SALESPERSON, SHEET MUSIC (retail trade)**

Sells books and sheet music for instrumental and vocal groups or soloists, utilizing knowledge of composers, compositions, and types of music, such as classical, popular, and sacred. Performs duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **277.357-058 SALESPERSON, SPORTING GOODS (retail trade)**

Sells sporting goods and athletic equipment: Advises customer on type of equipment for specific purposes, such as length of golf club, size of grip on tennis racket, weight of bowling ball, length of skis and poles, and caliber and make of gun or rifle. Explains care of equipment, regulations of games, and fish and game laws. Informs customer of areas for hunting, fishing, or skiing, and cost of such outings. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May repair sporting goods.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **277.357-062 SALESPERSON, STAMPS OR COINS (retail trade; wholesale tr.)**

Sells stamps or coins, or both, to collectors: Locates stamp or coin desired by customer. Discusses value of items with customer. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May appraise and classify stamps or coins, using magnifier and catalogs. May buy coins or stamps from collectors and wholesalers for resale.

*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **277.357-066 SALESPERSON, TOY TRAINS AND ACCESSORIES (retail trade)**

Sells toy trains, model train kits, and accessories, such as tracks, batteries, tunnels, and signal lights, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77*

#### **277.457-010 SALESPERSON, ART OBJECTS (retail trade)**

Sells paintings, art materials, curios, and mirror and picture frames, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.02 STRENGTH: L GED: R3 M2 L3 SVP: 4 DLU: 77*

#### **279 SALES OCCUPATIONS, MISCELLANEOUS COMMODITIES, N.E.C.**

This group includes occupations, not elsewhere classified, concerned with selling commodities.

#### **279.157-010 MANUFACTURER'S REPRESENTATIVE (wholesale tr.) alternate titles: manufacturer's agent**

Sells single, allied, diversified, or multiline products to WHOLESALERS (wholesale tr.) I 185.167-070 or other customers for one or more manufacturers on commission basis: Contacts manufacturers and arranges to sell their products. Calls on regular or prospective customers to solicit orders. Demonstrates products and points out salable features. Answers questions concerning products, such as price, credit terms, and durability. Completes sales contracts or forms to record required sales information. May forward orders to manufacturer. May promote products at trade shows and conferences.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 81*

#### **279.357-010 SALES EXHIBITOR (nonprofit org.)**

Sells variety of products made by the blind, such as wallets, mops, neckties, rugs, aprons, and babywear: Contacts businesses and civic establishments and arranges to exhibit and sell merchandise made by the blind on their premises. Sets up and displays merchandise to attract attention of prospective customers. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.02 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 77*

#### **279.357-014 SALES REPRESENTATIVE, GENERAL MERCHANDISE (wholesale tr.)**

Sells variety of merchandise, such as dry goods, notions, and housewares, to retail stores or other outlets, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May assemble and stock product displays in retail stores. May obtain credit information on prospective customers and forward findings to home office.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 89*

#### **279.357-018 SALES REPRESENTATIVE, JEWELRY (wholesale tr.)**

Sells jewelry, jewels, and watches, performing duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

#### **279.357-022 SALES REPRESENTATIVE, LEATHER GOODS (wholesale tr.)**

Sells leather goods, such as billfolds, luggage, handbags, and utility kits, utilizing knowledge of kinds and grades of leather and product manufacturing process. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 80*

#### **279.357-026 SALES REPRESENTATIVE, PAPER AND PAPER PRODUCTS (wholesale tr.)**

Sells paper and paper products, such as bags, containers, newsprint, wrapping paper, stationery, towels, and plates. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title. May be designated according to type of paper as Sales Representative, Printing Paper (wholesale tr.); or paper product sold as Sales Representative, Envelope (wholesale tr.).

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **279.357-030 SALES REPRESENTATIVE, PLASTIC PRODUCTS (wholesale tr.)**

Sells fabricated plastic products, such as boxes, shipping containers, and refrigerator linings. Prepares sketches and specifications for items to meet specific needs of customer. Performs duties as described under SALES REPRESENTATIVE (retail trade; wholesale tr.) Master Title.

*GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

#### **279.357-034 SALES REPRESENTATIVE, WATER-SOFTENING EQUIPMENT (retail trade; wholesale tr.)**

Sells water softener tanks and service contracts to home owners, laundries, apartment houses, and motel owners: Calls on prospective customers from list furnished by company, or develops own sales leads by door-to-door canvassing. Tests water at location for hardness, acidity, and iron and sulfur content, using water analysis kit. Persuades customer to purchase water softener tank, if test results indicate need. Prepares sales contract and service agreement for customer, collects deposit, and issues receipt. Determines interest on time payment plans, using interest table. May examine water pipes in building and suggest location for tank.

*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **279.357-038 SALESPERSON-DEMONSTRATOR, PARTY PLAN (retail trade)**

Displays and sells merchandise, such as clothes, household items, jewelry, toiletries, or toys, to guests attending house party: Confers with party sponsor to arrange date, time, and number of guests. Sets up display of sample merchandise. Meets guests and converses with them to establish rapport. Discusses items on display or demonstrates uses of product, and explains program to guests. Hands out catalogs or brochures that picture merchandise available. Writes orders for merchandise and arranges for payment. Delivers orders to sponsor or individual and collects monies due. May give small sample items to guests. May discuss program with guests to persuade them to sponsor house party by describing benefits derived from sponsorship. May assist sponsor to serve refreshments.

*GOE: 08.02.05 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77*

#### **279.357-042 SALESPERSON, BURIAL NEEDS (retail trade) alternate titles: salesperson, cemetery**

Sells burial needs, such as cemetery plots and crypts, grave coverings, markers, and mausoleums: Contacts prospects at their homes in response to telephone inquiries, referrals from funeral homes, and leads from obituary notices. May sell monuments and similar memorials, either in employ of cemetery or monument firm. May specialize in one type of burial need and be designated Salesperson, Burial Plots (retail trade); Salesperson, Grave Coverings And Markers (retail trade).

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **279.357-046 SALESPERSON, FLYING SQUAD (retail trade) alternate titles: salesperson, utility staff**

Sells merchandise in any assigned department of sales establishment in substitute or supplementary capacity, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. Worker is experienced in selling merchandise in many departments and is assigned to particular department depending on store need.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77*

#### **279.357-050 SALESPERSON, GENERAL HARDWARE (retail trade; wholesale tr.)**

Sells hardware, such as nails, bolts, screws, hand-and-power tools, electrical equipment, plumbing supplies, garden tools, and paint: Advises customer on tools, hardware, and materials needed, and procedure to follow to complete task customer wishes to perform. Informs customer about quality of tools, hardware, and equipment, and demonstrates use. Performs related duties, such as estimating amount of paint required to cover given area, mixing paint, and cutting screen, glass, wire, or window shades to specified size. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May specialize in selling paint or wall coverings and be designated Salesperson, Paint (retail trade; wholesale tr.); Salesperson, Wall Coverings (retail trade; wholesale tr.).

*GOE: 08.02.03 STRENGTH: L GED: R3 M2 L2 SVP: 4 DLU: 81*

#### **279.357-054 SALESPERSON, GENERAL MERCHANDISE (retail trade; wholesale tr.)**

Sells variety of commodities in sales establishment, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May demonstrate use of merchandise. May examine defective article returned by customer to determine if refund or replacement should be made. May estimate quantity of merchandise required to fill customer's need.

*GOE: 08.02.03 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 81*

#### **279.357-058 SALESPERSON, JEWELRY (retail trade)**

Displays and sells jewelry and watches: Advises customer on quality, cuts, or value of jewelry and gems and in selecting mountings or settings for gems. Informs customer of various grades of watch movements and type of servicing offered by manufacturer. Performs other duties as described under SALESPERSON (retail trade;

wholesale tr.) Master Title. May estimate cost of jewelry and watch repair. May suggest designs for custom jewelry. May sell flatware, hollowware, and tableware, and advise customer on quality, grades, and patterns.

*GOE: 08.02.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

### **279.357-062 SALESPERSON, PARTS (retail trade; wholesale tr.) alternate titles: counter clerk; parts clerk**

Sells automotive, appliance, electrical, and other parts and equipment in repair facility or parts store: Ascertains make, year, and type of part needed, inspects worn, damaged, or defective part to determine replacement required, or advises customer of part needed according to description of malfunction. Discusses use and features of various parts, based on knowledge of machine or equipment. Reads catalog, microfiche viewer, or computer for replacement part stock number and price. Advises customer on substitution or modification of part when replacement is not available. Examines returned part to determine if defective, and exchanges part or refunds money. Fills customer orders from stock. Marks and stores parts in stockroom according to prearranged system. Receives and fills telephone orders for parts. Performs other duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May measure engine parts, using precision measuring instruments, to determine whether similar parts may be machined down or built up to required size. Usually specializes in selling parts for one type of machinery or equipment and is designated according to part sold, as Counter Clerk, Appliance Parts (retail trade; wholesale tr.); Counter Clerk, Automotive Parts (retail trade; wholesale tr.); Counter Clerk, Farm Equipment Parts (retail trade; wholesale tr.); Counter Clerk, Industrial Machinery and Equipment Parts (retail trade; wholesale tr.); Counter Clerk, Radio, Television, and Electronics Parts (retail trade; wholesale tr.); Counter Clerk, Tractor Parts (retail trade; wholesale tr.); Counter Clerk, Truck Parts (retail trade; wholesale tr.).

*GOE: 08.02.03 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 81*

## **29 MISCELLANEOUS SALES OCCUPATIONS**

This division includes occupations concerned with sales transactions, except those of sales representatives and salespersons which are included in Divisions 25, 26, and 27, and occupations closely related to sales transactions, even though they do not involve actual participation in such transactions.

### **290 SALES CLERKS**

This group includes occupations concerned with selling, usually in a retail store, any of a large variety of inexpensive merchandise, usually without specializing in any single commodity and not requiring much more knowledge of merchandise than price.

#### **290.477-010 COUPON-REDEMPTION CLERK (retail trade)**

Redeems books of trading stamps or coupons in exchange for merchandise and vacation trips: Shows customer selection of merchandise in display catalog and aids customer to make selection of merchandise. Counts books and verifies number of coupons required for requested articles, and cancels books exchanged for merchandise, using canceling machine. Collects sales tax on merchandise. Orders or obtains merchandise purchased from stockroom. Fills out order form to request merchandise from warehouse when items requested by customer are not in stock. Talks to customers to resolve complaints or problems about merchandise and stamps. May keep record of books redeemed, taxes collected, and merchandise distributed. May take inventory of stock. May arrange merchandise for display on counters, racks, shelves, or stands. May wrap items.

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

#### **290.477-014 SALES CLERK (retail trade)**

Obtains or receives merchandise, totals bill, accepts payment, and makes change for customers in retail store such as tobacco shop, drug store, candy store, or liquor store: Stocks shelves, counters, or tables with merchandise. Sets up advertising displays or arranges merchandise on counters or tables to promote sales. Stamps, marks, or tags price on merchandise. Obtains merchandise requested by customer or receives merchandise selected by customer. Answers customer's questions concerning location, price, and use of merchandise. Totals price and tax on merchandise purchased by customer, using paper and pencil, cash register, or calculator, to determine bill. Accepts payment and makes change. Wraps or bags merchandise for customers. Cleans shelves, counters, or tables. Removes and records amount of cash in register at end of shift. May calculate sales discount to determine price. May keep record of sales, prepare inventory of stock, or order merchandise. May be designated according to product sold or type of store.

*GOE: 09.04.02 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 82*

#### **290.477-018 SALES CLERK, FOOD (retail trade)**

Obtains or prepares food items requested by customers in retail food store, totals customer bill, receives payment, and makes change: Fills customer order, performing duties such as obtaining items from shelves, freezers, coolers, bins, tables, or containers; cleaning poultry; scaling and trimming fish; slicing meat or cheese, using slicing machine; preparing take-out sandwiches and salads; dispensing beverages; and warming food items in oven. Weighs items, such as produce, meat, and poultry to determine price. Lists and totals prices, using paper and pencil, calculator, or cash register. Informs customer of total price of purchases. Receives payment from customer for purchases and makes change. Bags or wraps purchases for customer. Cleans shelves, bins, tables, and coolers. Stamps, marks, or tags price on merchandise. Sets up displays and stocks shelves, coolers, counter, bins, tables, freezers, containers, or trays with new merchandise. May make deliveries to customer home or place of business [DELIVERER, MERCHANDISE (retail trade) 299.477-010]. May write orders, decorate cakes, or describe available specialty products, such as birthday cakes. May order merchandise from warehouse or supplier. May be designated according to type of food sold as Grocery Clerk (retail trade); Meat Counter Clerk (retail trade); Produce Clerk (retail trade) I; Sales Clerk, Fish (retail trade).

*GOE: 09.04.02 STRENGTH: L GED: R3 M3 L2 SVP: 3 DLU: 82*

## **291 VENDING AND DOOR-TO-DOOR SELLING OCCUPATIONS**

This group includes occupations concerned with hawking and selling merchandise or services on street, door to door, or at amusement and recreational facilities, such as sports arenas and nightclubs, using basket, pushcart, horse and wagon, stand, carrying case, or truck to carry merchandise.

### **291.157-010 SUBSCRIPTION CREW LEADER (retail trade)**

Supervises and coordinates activities of workers engaged in selling magazine subscriptions door to door. Gives training to crew in company methods and procedures in selling and writing sales contract. Assigns crews to specified area. Reviews orders received by crewmembers. Compiles magazine sales records. May hire crewmembers.

*GOE: 08.02.08 STRENGTH: L GED: R3 M2 L3 SVP: 5 DLU: 77*

### **291.357-010 SALES REPRESENTATIVE, DOOR-TO-DOOR (retail trade) alternate titles: canvasser; peddler; solicitor**

Sells merchandise or service, such as books, magazines, notions, brushes, and cosmetics, going from door to door without making appointments or following leads from management, other workers, or from listings in city and telephone directories: Displays sample products, explains desirable qualities of products, and leaves samples, or distributes advertising literature explaining service or products. Writes and submits orders to company. Delivers merchandise, collects money, and makes change. May contact individuals previously solicited in person, by telephone, or by mail to close sale. May travel from one area to another, or be assigned to specified territory.

*GOE: 08.02.08 STRENGTH: L GED: R3 M2 L3 SVP: 2 DLU: 81*

### **291.454-010 LEI SELLER (retail trade) alternate titles: lei maker**

Makes and sells leis (wreaths or garlands of flowers) to persons arriving or departing on ships, or attending social functions, such as dances. Does not operate stand or permanent place of business. Sells individual flowers, bouquets, and accessories.

*GOE: 08.03.01 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77*

#### **291.457-010 CIGARETTE VENDOR (hotel & rest.)**

Sells cigars, cigarettes, corsages, and novelties to patrons in hotels, restaurants, and nightclubs: Walks among guests carrying tray of articles and persuades patrons to make purchases. May order supplies. May wire flowers and attach ribbons to form corsages.

*GOE: 08.03.01 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77*

#### **291.457-014 LOUNGE-CAR ATTENDANT (r.r. trans.) alternate titles: sandwich seller; vendor**

Sells beverages, cakes, candies, cigarettes, and sandwiches to passengers in railroad passenger coaches: Walks down aisle of car, with basket or cart containing items for sale, and calls out offerings. Serves items to passengers. Accepts money for items purchased and returns change. May sell newspapers, magazines, postcards, playing cards, and similar nonfood items only and be designated News Agent (r.r. trans.).

*GOE: 08.03.01 STRENGTH: M GED: R2 M2 L2 SVP: 2 DLU: 77*

#### **291.457-018 PEDDLER (retail trade) alternate titles: hawker; huckster; vendor**

Sells merchandise, such as fruit, vegetables, flowers, or ice cream, on streets or from door to door, usually using basket, pushcart, or truck to carry products. May attract attention by playing chimes or chanting song. May be designated according to product sold as Ice-Cream Vendor (retail trade); Vegetable Vendor (retail trade).

*GOE: 08.03.01 STRENGTH: M GED: R2 M2 L1 SVP: 3 DLU: 77*

#### **291.457-022 VENDOR (amuse. & rec.) alternate titles: peddler**

Sells refreshments, programs, novelties, or cushions at sports events, parades, or other entertainments: Circulates among patrons or spectators, calling out items for sale. Hands, passes, or throws item to purchaser, receives payment, and makes change as required. Checks out items to replenish stock and turns in monies from sales.

*GOE: 08.03.01 STRENGTH: M GED: R2 M2 L2 SVP: 2 DLU: 77*

#### **292 ROUTE SALES AND DELIVERY OCCUPATIONS**

This group includes occupations concerned with selling and delivering such items as baked goods, milk, ice, newspapers, and laundry and dry cleaning to customers by driving truck or other vehicle or walking along established route. Includes collecting coins from vending or amusement machines, juke boxes, parking meters, and pay telephones along established route. Occupations concerned with selling merchandise on street, from vehicle, or door to door are found in Group 291. Occupations concerned only with transporting goods by truck are found in Division 90.

#### **292.137-010 COIN-MACHINE-COLLECTOR SUPERVISOR (clerical)**

Supervises and coordinates activities of workers engaged in collecting money from meters, pay phones, amusement machines, jukeboxes, or vending machines: Assigns workers to routes and keeps records of areas to be serviced. Counts coins and computes amount due to agents and subscribers. May pay refunds. May schedule and coordinate delivery of merchandise to vending machines. Performs other duties as described under SUPERVISOR (clerical) Master Title.

*GOE: 07.07.03 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 77*

#### **292.137-014 SUPERVISOR, ROUTE SALES-DELIVERY DRIVERS (retail trade; wholesale tr.) alternate titles: dispatcher, route sales-delivery drivers; route supervisor**

Supervises and coordinates activities of DRIVERS, SALES ROUTE (retail trade; wholesale tr.) engaged in selling and distributing products or services: Plans routes and schedules drivers, vehicles, and deliveries and pickups based on driver, company, and customer information. Records drivers' attendance and time for payroll records. Informs DRIVERS, SALES ROUTE (retail trade; wholesale tr.) of location of accounts and of collection procedures. Demonstrates sales methods. Oversees loading and dispatching of trucks. May collect overdue payments. May collect daily cash receipts from drivers and record amounts in records. May solicit new accounts. May investigate customer complaints and pay claims for damaged articles. May drive vehicle to designated areas. May load vehicles. May compute payroll and distribute pay to subordinates. Performs other duties as described under SUPERVISOR (any industry) Master Title. May be designated according to product sold as Supervisor, Newspaper Deliveries (wholesale tr.).

*GOE: 08.02.07 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

#### **292.353-010 DRIVER, SALES ROUTE (retail trade; wholesale tr.) alternate titles: delivery-route truck driver; route driver; truck driver, sales route**

Drives truck or automobile over established route to deliver and sell products or render services, collects money from customers, and makes change: Drives truck to deliver such items as beer, soft drinks, bakery products, dry cleaning, laundry, specialty foods, and medical supplies to customer's home or place of business. Collects money from customers, makes change, and records transactions on customer receipt. Writes customer order and instructions. Records sales or deliveries information on daily sales or delivery record. Calls on prospective customers to solicit new business. Prepares order forms and sales contracts. Informs regular customers of new products or services. Listens to and resolves service complaints. May place stock on shelves or racks. May set up merchandise and sales promotion displays or issue sales promotion materials to customers. May collect or pick up empty containers or rejected or unsold merchandise. May load truck. May issue or obtain customer signature on receipt for pickup or delivery. May clean inside of truck. May perform routine maintenance on truck. May direct DRIVER HELPER, SALES ROUTE (retail trade; wholesale tr.) 292.667-010 to load and unload truck and carry merchandise. May be designated according to product delivered or service rendered.

*GOE: 08.02.07 STRENGTH: M GED: R3 M2 L3 SVP: 3 DLU: 81*

#### **292.363-010 NEWSPAPER-DELIVERY DRIVER (wholesale tr.)**

Drives truck or automobile over prescribed route to deliver newspapers to wholesale or retail newspaper dealers, or to bus, airline, or express stations for shipment: Loads newspapers onto vehicle. Reviews list of dealers, customers, or station drops for change in deliveries. Drives truck or automobile over prescribed route on city streets or rural roads. Delivers newspapers to dealers or individual subscribers at their homes or place of business, or to bus, airline, or express station for shipment. Keeps records of deliveries made. Collects receipts for deliveries to newsdealers. May pick up unsold newspapers and credit newsdealer's account. May collect payment for newspaper deliveries from customers. May keep records pertaining to driving expenses, such as mileage, oil, and gasoline. May stock newspapers in street sales rack, and collect coins from rack coin boxes. May distribute sales promotion material to customers with newspaper deliveries. May be designated according to publication delivered as Magazine-Delivery Driver (wholesale tr.).

*GOE: 05.08.03 STRENGTH: M GED: R3 M2 L2 SVP: 4 DLU: 77*

#### **292.457-010 NEWSPAPER CARRIER (retail trade) alternate titles: carrier; newspaper deliverer**

Delivers and sells newspapers to subscribers along prescribed route and collects money periodically: Purchases newspapers at wholesale price for resale to subscriber at retail rate. Walks or rides bicycle to deliver newspapers to subscribers. Keeps records of accounts. Contacts prospective subscribers along route to solicit subscriptions. May attend training sessions to learn selling techniques. If worker delivers newspapers, using automobile or truck, see NEWSPAPER-DELIVERY DRIVER (wholesale tr.).  
*GOE: 09.04.02 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77*

**292.463-010 LUNCH-TRUCK DRIVER (hotel & rest.) alternate titles: catering-truck operator; lunch-truck operator**

Drives lunch truck over regular scheduled route, and sells miscellaneous food specialties, such as sandwiches, box lunches, and beverages, to industrial and office workers, students, and to patrons of sports and public events. Loads and unloads truck. Maintains truck and food-dispensing equipment in sanitary condition and good working order. May prepare and wrap sandwiches for delivery. May push lunch-cart through departments of industrial establishment or office building to sell merchandise and be known as Lunch-Wagon Operator (hotel & rest.).  
*GOE: 09.04.01 STRENGTH: M GED: R2 M2 L2 SVP: 2 DLU: 77*

**292.483-010 COIN COLLECTOR (business ser.) alternate titles: route driver, coin machines; servicer, coin machines**

Drives truck over established route to collect money from and refill coin-operated amusement-game machines, jukeboxes, and vending machines that dispense merchandise, such as cigarettes, coffee, food, beverages, and candy: Loads truck with supplies according to written or verbal instructions. Drives truck to establishment, collects coins, refills machine, cleans inside of machines that dispense food or beverages, and records amount of money collected. Turns in money to cashiering department at completion of route and unloads truck. Reports malfunctioning machines to maintenance department for repair. May perform minor repairs or adjustments on machines, using handtools, to correct malfunctions. May promote installation of new or additional coin-operated machines at locations of customers or potential customers. May be designated according to type of machine serviced as Amusement-Game Machine Coin Collector (business ser.); Jukebox Coin Collector (business ser.); Vending-Machine Coin Collector (business ser.).  
*GOE: 05.08.03 STRENGTH: M GED: R3 M2 L3 SVP: 3 DLU: 77*

**292.667-010 DRIVER HELPER, SALES ROUTE (retail trade; wholesale tr.) alternate titles: route driver helper**

Aids DRIVER, SALES ROUTE (retail trade; wholesale tr.) in providing sales, services, or deliveries of goods to customers over an established route, performing any combination of the following duties: Loads and unloads truck at beginning and end of trip. Carries merchandise from truck to customer's home or store. Collects c.o.d. payments or obtains receipts. May drive to relieve driver. May solicit new business.  
*GOE: 08.02.07 STRENGTH: M GED: R2 M2 L2 SVP: 2 DLU: 77*

**292.687-010 COIN-MACHINE COLLECTOR (business ser.; tel. & tel.) alternate titles: coin-box collector; pay-station collector**

Collects coins or coin boxes from parking meters or telephone pay stations: Unlocks telephone faceplate and removes box containing money. Inserts empty box and locks faceplate. Tags boxes to identify pay stations. Reports malfunctioning telephones or parking meters to repair department. Delivers boxes to central depot for machine counting, tabulating, and customer payment. May count coins and compute amount due subscriber, according to difference between minimum guaranteed rate and total cash in box. May pay subscriber percentage refund. May adjust or repair parking meters, using handtools. May keep records of collections, balances due, and refunds. May be designated according to type of equipment involved as Parking-Meter-Coin Collector (business ser.); Telephone Coin-Box Collector (tel. & tel.).  
*GOE: 07.07.03 STRENGTH: L GED: R2 M1 L2 SVP: 2 DLU: 87*

**293 SOLICITORS**

This group includes occupations concerned with encouraging individuals to join, contribute to, or otherwise participate in activities or causes, such as joining clubs or organizations, contributing money or time to charitable causes, or donating blood.

**293.137-010 SUPERVISOR, BLOOD-DONOR RECRUITERS (medical ser.)**

Supervises and coordinates activities of BLOOD-DONOR RECRUITERS (medical ser.) engaged in soliciting blood donations from employees or members of companies, unions, and fraternal organizations: Selects, trains, and assigns BLOOD-DONOR RECRUITERS (medical ser.). Reviews records and reports to evaluate BLOOD-DONOR RECRUITER (medical ser.) performance and recommends personnel action when necessary. Analyzes and resolves work problems, or assists BLOOD-DONOR RECRUITER (medical ser.) in solving problems. Interprets blood-bank policies and procedures to staff. Attends management meetings to exchange ideas and information and discuss problems. Assists in preparation of annual budget by providing data and making recommendations. Serves as liaison between donor-enrollment unit and other units of blood bank. Occasionally answers requests for information from prospective or participating blood-donor groups. Occasionally speaks to interested donor groups about blood-bank program.  
*GOE: 11.09.02 STRENGTH: S GED: R4 M3 L4 SVP: 6 DLU: 77*

**293.157-010 FUND RAISER I (nonprofit org.)**

Plans fund raising program for charities or other causes, and writes to, telephones, or visits individuals or establishments to solicit funds or gifts-in-kind: Compiles and analyzes information about potential contributors to develop mailing or contact list and to plan selling approach. Writes, telephones, or visits potential contributors and persuades them to contribute funds or gifts-in-kind by explaining purpose and benefits of fund raising program. Takes pledges or funds from contributors. Records expenses incurred and contributions received. May organize volunteers and plan social functions to raise funds. May prepare fund raising brochures for mail-solicitation programs. May train volunteers to perform certain duties to assist fund raising.  
*GOE: 11.09.02 STRENGTH: L GED: R5 M3 L4 SVP: 6 DLU: 87*

**293.357-010 BLOOD-DONOR RECRUITER (medical ser.)**

Contacts fraternal, business, and labor organizations by telephone, in person, or by mail to solicit blood donations from employees or members for nonprofit blood bank: Develops list of prospective donor groups by using organizational, professional, and industrial listings and directories. Contacts prospective donor groups to explain requirements and benefits of participation in blood donor program. Visits prospective or participating blood donor group to discuss blood program. Distributes promotional material and uses audio-visual aids to motivate groups to participate in blood-donor program. Keeps records of organizations participating in program. Arranges specific date of blood collection for blood-donor group and confirms appointment in writing. Records information for mobile blood-collection unit, such as space available, staffing required, and number of donors anticipated. Consults blood bank records to answer questions, monitor activity, or resolve problems of blood donor groups. Prepares reports of blood-donor program and recruitment activities. May identify donors with rare-type blood from blood-bank records, and telephone donors to solicit and arrange blood donation.  
*GOE: 11.09.02 STRENGTH: L GED: R4 M2 L4 SVP: 3 DLU: 77*

**293.357-014 FUND RAISER II (nonprofit org.) alternate titles: contribution solicitor**

Contacts individuals and firms to solicit donations for charity or other causes: Confers with supervisor, or reads potential donor list, to determine which individuals or firms to approach. Contacts individuals and firms by telephone, in person, or by mail to solicit funds or gifts-in-kind. Takes pledges for amounts or gifts-in-kind to be contributed, or accepts immediate cash payments. May sell emblems or other tokens of organization represented. May write letter to express appreciation for donation.

May arrange for pick-up of gifts-in-kind.

GOE: 08.02.08 STRENGTH: L GED: R3 M2 L3 SVP: 2 DLU: 87

### **293.357-018 GOODWILL AMBASSADOR (business ser.) alternate titles: welcome-wagon host/hostess**

Promotes goodwill and solicits trade for local business firms who are members of parent organization: Develops list of prospective clients from such sources as newspaper items, utility companies' records, and local merchants. Visits homes of new residents, prospective parents, recently married couples, engaged persons, and other prospects to explain and sell services available from local merchants. Usually presents token gifts or gift certificates to induce clients to use local services or purchase local merchandise. Prepares reports of services rendered and visits made for parent organization and member firms. May solicit new organization membership. May explain community services available. May organize clubs and plan parties for new residents.

GOE: 11.09.01 STRENGTH: L GED: R3 M2 L3 SVP: 2 DLU: 77

### **293.357-022 MEMBERSHIP SOLICITOR (any industry)**

Solicits membership for club or trade association: Visits or contacts prospective members to explain benefits and costs of membership and to describe organization and objectives of club or association. May collect dues and payments for publications from members. May solicit funds for club or association [FUND RAISER (nonprofit org.) II]. May speak to members at meetings about services available.

GOE: 08.02.08 STRENGTH: L GED: R4 M3 L4 SVP: 4 DLU: 77

### **294 AUCTIONEERS**

This group includes occupations concerned with selling commodities to highest bidder at auctions.

#### **294.257-010 AUCTIONEER (retail trade; wholesale tr.)**

Sells articles at auction to highest bidder: Appraises merchandise before sale and assembles merchandise in lots according to estimated value of individual pieces or type of article. Selects article to be auctioned at suggestion of bidders or by own choice. Appraises article and determines or asks for starting bid. Describes merchandise and gives information about article, such as history and ownership, in order to encourage bidding. Continues to ask for bids, attempting to stimulate buying desire of bidders. Closes sale to highest bidder. May write auction catalog and advertising copy for local or trade newspapers and periodicals. May be designated according to property auctioned as Auctioneer, Art (retail trade; wholesale tr.); Auctioneer, Automobile (wholesale tr.); Auctioneer, Furniture (retail trade; wholesale tr.); Auctioneer, Livestock (retail trade; wholesale tr.); Auctioneer, Real Estate (retail trade; wholesale tr.); Auctioneer, Tobacco (wholesale tr.).

GOE: 08.02.03 STRENGTH: L GED: R3 M2 L3 SVP: 6 DLU: 77

#### **294.567-010 AUCTION CLERK (retail trade; wholesale tr.)**

Records amounts of final bids for merchandise at auction sales, and receives money from final bidders at auction: Locates lot and item number of article up for bidding on record sheet. Listens to amount of bids called for by AUCTIONEER (retail trade; wholesale tr.) and records final amount bid for article. Receives deposit money or full payment from final bidders.

GOE: 07.03.01 STRENGTH: S GED: R2 M2 L2 SVP: 3 DLU: 77

#### **294.667-010 AUCTION ASSISTANT (retail trade; wholesale tr.) alternate titles: lot caller**

Assists AUCTIONEER (retail trade; wholesale tr.) at auction by tagging and arranging articles for sale, calling out lot and item numbers, and holding or displaying articles being auctioned: Receives and stores incoming merchandise to be auctioned. Writes assigned record numbers on tags and wires tags to articles. Arranges articles into group lots, according to similarity of type of merchandise, such as household goods, art objects, jewelry, and furniture. Assigns lot and item numbers to grouped articles and records numbers on tags and in record book. Calls out lot and item numbers of article being auctioned and holds or otherwise displays article during bidding. Assists final bidders in locating purchased items.

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

### **295 RENTAL CLERKS**

This group includes occupations concerned with renting commodities, such as automobiles, bicycles, boats, films, televisions, tools and equipment, and trailers.

#### **295.137-010 SUPERVISOR, SAFETY DEPOSIT (financial) alternate titles: safe deposit manager**

Supervises and coordinates activities of workers engaged in renting and maintaining safe-deposit boxes: Turns controls to set vault clock for reopening. Authorizes forcing, servicing, and repair of safe-deposit box locks. Approves or disapproves rentals and requests for admittance to safe-deposit boxes in accordance with bank regulations. Develops, implements, and evaluates improved procedures for safe deposit operations. Monitors prices charged by competitors, recommends rental fees for safe-deposit boxes, and develops marketing plan to advertise safe-deposit services. Prepares cost, expense, and budget reports. Keeps departmental records. Trains and assigns duties to new employees. May open and close vault. May admit customer to vault. Performs duties as described under SUPERVISOR (clerical) Master Title.

GOE: 07.01.02 STRENGTH: L GED: R4 M3 L3 SVP: 6 DLU: 89

#### **295.357-010 APPAREL-RENTAL CLERK (retail trade)**

Rents formal clothes or costumes to customers: Talks to customer to determine clothing needs, date needed, quantity, style, color, and size. Shows customers available or appropriate garments. Explains rental fee to customer. Orders or reserves garment selected. Packages garments selected with complimentary accessories, such as cuff links, cummerbunds, neckties, and studs, and places in protective bag or box. Obtains suitable identification and deposit as security from customer. Computes rental charge and tax and prepares bill for customer. Collects money from customer or charges bill on customer's credit card. Examines garments for damages, and designates garments for cleaning or repair. May mark garments on customer for alteration. May sew buttons, hooks, hems, snaps, tears, or make minor alterations, by hand or using sewing machine. May mail or deliver rented garments to customer. May mail advertising material to customers. May return cleaned or repaired garments to stock. May be designated according to type of garments rented as Costume-Rental Clerk (retail trade); Formal-Wear-Rental Clerk (retail trade).

GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 77

#### **295.357-014 TOOL-AND-EQUIPMENT-RENTAL CLERK (business ser.; retail trade) alternate titles: rental clerk, tool-and-equipment**

Rents tools and equipment to customers: Suggests tools or equipment, based on work to be done. Prepares rental form and quotes rental rates to customer. Starts power equipment to ensure performance prior to issuance to customer. Computes rental fee based on hourly or daily rate. Cleans, lubricates, and adjusts power tools and equipment. May drive truck or use handtruck to deliver tools or equipment to customer.

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

#### **295.357-018 FURNITURE-RENTAL CONSULTANT (retail trade) alternate titles: decorator consultant; rental clerk, furniture**

Rents furniture and accessories to customers: Talks to customer to determine furniture preferences and requirements. Guides or accompanies customer through showroom, answers questions, and advises customer on compatibility of various styles and colors of furniture items. Compiles list of customer-selected items. Computes rental fee, explains rental terms, and presents list to customer for approval. Prepares order form and lease agreement, explains terms of lease to customer, and obtains customer signature. Obtains credit information from customer. Forwards forms to credit office for verification of customer credit status and approval of order. Collects initial payment from customer. Contacts customers to encourage followup transactions. May visit commercial customer site to solicit rental contracts, or review floor plans of new construction and suggest suitable furnishings. May sell furniture or accessories [SALESPERSON, FURNITURE (retail trade) 270.357-030].  
*GOE: 09.04.02 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 86*

**295.367-010 AIRPLANE-CHARTER CLERK (air trans.) alternate titles: aircraft charter dispatcher; airplane-rental clerk**

Charters or rents airplanes to licensed pilots, licensed flight instructors, or charters aircraft to passenger-customers with company pilot: Determines purpose, destination, dates and time of flight, and number of passengers to select appropriate airplane for charter. Examines pilot's license to assure customer is qualified to pilot aircraft or is qualified to train students, or notifies company pilot of requested flight. Prepares rental or charter forms and secures customer's signature. Reserves airplane and records flight information in logbook. Informs other workers to fuel, clean, and move airplane to flight line. Computes customer's charges based on hours flown and company rate schedule. Receives payment or records credit charges. Prepares monthly bills. Requisitions and keeps records of office and airplane supplies. May inspect airplanes periodically to check if they are properly cleaned and serviced. May file flight plans with airport traffic controller. May provide pilots with weather forecasts and airplane specifications.  
*GOE: 07.04.03 STRENGTH: L GED: R4 M3 L4 SVP: 3 DLU: 77*

**295.367-014 BABY-STROLLER AND WHEELCHAIR RENTAL CLERK (retail trade) alternate titles: stroller rental clerk; wheelchair and baby-stroller rental clerk**

Rents baby strollers and wheelchairs in shopping or recreation and amusement areas: Explains rental terms to customers. Unfolds or pushes stroller or wheelchair from storage area. Explains to customers how to use stroller or wheelchair. Accepts cash, driver's license, or credit cards as deposit for stroller or wheelchair. Accepts rental fee and makes change. Occasionally cleans strollers and wheelchairs and inspects for damage. May adjust parts of strollers or wheelchairs to correct defect, using handtools.  
*GOE: 09.04.02 STRENGTH: L GED: R3 M2 L3 SVP: 2 DLU: 77*

**295.367-018 FILM-RENTAL CLERK (business ser.; retail trade) alternate titles: audio-visual-equipment-rental clerk; film booker**

Rents films and audio-visual equipment to individuals and organizations, such as schools, churches, clubs, and business firms: Views incoming films to familiarize self with content. Recommends films on specific subjects to show to designated group, utilizing knowledge of film content, availability of film, and rental charge. Determines and quotes rental charges for film, depending on purpose for showing film, number of times to be shown, and size of audience. Writes orders, listing shipping date, show date, and method of shipping film. Posts film rental dates on office records to complete reservation. May write or type correspondence, invoices, and shipping labels. May visit prospective or current customers to sell film-rental and audio-visual-equipment-renting service.  
*GOE: 11.02.04 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77*

**295.367-022 SAFE-DEPOSIT-BOX RENTAL CLERK (financial)**

Rents safe-deposit boxes to bank customers: Interviews customer to obtain information necessary to open account. Types rental contract and obtains customer signature. Collects initial rental fee from customer and writes receipt. Issues safe-deposit box key to customer. Files safe-deposit records, such as signature cards, rental contract, and access slips to vault. Admits customer to safe-deposit vault. Orders replacements for lost keys. Schedules repairs for safe-deposit box locks. Contacts vendor to forcibly open safe-deposit box when necessary, such as when customer loses key. Receives and records customer payment of yearly safe-deposit fee. May record box rental information, payment, and account changes, using computer terminal. May perform clerical duties.  
*GOE: 07.03.01 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 89*

**295.367-026 STORAGE-FACILITY RENTAL CLERK (business ser.; retail trade)**

Leases storage space to customers of rental storage facility: Informs customers of space availability, rental regulations, and rates. Assists customers in selection of storage unit size according to articles or material to be stored. Records terms of rental on rental agreement form and assists customer in completing form. Photographs completed form and customer to establish identification record, using security camera. Computes rental fee and collects payment. Maintains rental status record and waiting list for storage units. Notifies customers when rental term is about to expire or rent is overdue. Inspects storage area periodically to ensure storage units are locked. Observes individuals entering storage area to prevent access to or tampering with storage units by unauthorized persons. Loads film into security and surveillance cameras, records dates of film changes, and monitors camera operations to ensure performance as required. Cleans facility and maintains premises in orderly condition.  
*GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 2 DLU: 86*

**295.467-010 BICYCLE-RENTAL CLERK (retail trade)**

Rents bicycles to patrons at beach, resort, or retail bicycle-rental store: Explains bicycle-rental rates and conditions to customer. Issues bicycle to customer and records time of transaction. Receives returned bicycles and examines them for abuse or breakage. Computes rental charge according to elapsed time and accepts payment, imposing specified fee for damage to bicycle. Records time bicycle was returned. Prepares cash report at end of shift. Tags bicycles needing repair or service. May adjust bicycle seat to suit customer. May receive money deposit or identification, such as driver's license, as security toward return of bicycle. May explain operation of bicycle and features of certain bicycles, such as gear shifting and hand brakes, to customers.  
*GOE: 09.04.02 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77*

**295.467-014 BOAT-RENTAL CLERK (amuse. & rec.)**

Rents canoes, motorboats, rowboats, sailboats, and fishing equipment: Explains rental rates and operation of boats and equipment to customer. Assists customers in and out of boats. Launches and moors boats. Tows disabled boats to shore, using motorboat. Calculates rental payment and collects payment from customer. May make minor adjustments and repairs on motors of motorboats, such as replacing battery, using handtools. May pump water out of boats, using mechanical pump.  
*GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 2 DLU: 77*

**295.467-018 HOSPITAL-TELEVISION-RENTAL CLERK (business ser.)**

Rents television sets to hospital patients: Determines, from hospital staff and records, names of patients requesting television rental service. Visits patient's room and unlocks and adjusts television set. Explains operation of remote controls and informs patient of rental fee. Periodically collects rental fees. Keeps records of television rentals and fees due. May deliver and connect portable television sets.  
*GOE: 09.04.02 STRENGTH: L GED: R2 M2 L2 SVP: 2 DLU: 77*

**295.467-022 TRAILER-RENTAL CLERK (automotive ser.)**

Rents trailers, trucks, and power-driven mobile machinery and equipment: Talks with customer to determine type of equipment needed, such as vacation, boat, or open trailer, or moving truck or moving-van trailer, or cement mixer. Quotes rental rates and collects security deposit. Prepares rental-agreement form. Directs yard personnel to hitch trailer to customer's vehicle or bring truck or power-driven mobile equipment to customer. Computes rental charges, collects money, makes change, and returns deposit. May pull trailer into position and fasten appropriate hitch to customer's vehicle. May splice wires from trailer's taillights onto wires of customer's vehicle's taillights to provide brake and turn signals to trailer. May advise customer on type of equipment to rent, depending on work to be done. May rent power tools and equipment [TOOL-AND-EQUIPMENT-RENTAL CLERK (business ser.; retail trade)]. May be designated according to type of equipment rented as Construction-Machinery-And-Equipment-Rental Clerk (business ser.); Farm-Machinery-And-Equipment-Rental Clerk (business ser.); Truck Rental Clerk (automotive ser.).  
*GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 77*

**295.467-026 AUTOMOBILE RENTAL CLERK (automotive ser.) alternate titles: automobile rental agent; automobile rental representative; car rental clerk**

Rents automobiles to customers: Talks with customer to determine type of automobile and accessories desired, such as power steering and air-conditioning, location for pick up and return of automobile, and number of days needed for rental. Quotes cost of rental, based on type of automobile, daily rates, estimated mileage, insurance coverages requested, and amount of deposit required. Examines customer's driver's license and credit card, to determine validity of identification and eligibility for rental. Completes rental contract, explains rental policies and procedures, verifies credit, and obtains customer signature and deposit. Calls storage or service area to determine automobile availability and request delivery, and to check automobile upon return for damage and to record mileage and fuel level reading. Accepts automobiles returned by customer and computes rental charges based on type of automobile, length of time, distance traveled, taxes, and other expenses, such as late charges or damage fees incurred during rental. May reconcile cash or credit card slips with rental agreements and send to management. May inspect automobile fluid levels and add fluids, such as fuel, oil, and engine coolant to maintain automobile. May deliver automobile to customer. May keep log to track location of rented automobiles. May be designated according to type of automobile rented as Limousine Rental Clerk (automotive ser.).  
*GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 81*

**296 SHOPPERS**

This group includes occupations concerned with visiting competing stores to gather information, such as style, quality, and prices of competitive merchandise, to aid employing establishment in setting its prices and determining its buying policy; suggesting suitable purchases to customers; and purchasing items from other stores for individual customers.

**296.357-010 PERSONAL SHOPPER (retail trade) alternate titles: professional shopper; shopper's aide; special shopper**

Selects and purchases merchandise for department store customers, according to mail or telephone requests. Visits wholesale establishments or other department stores to purchase merchandise which is out-of-stock or which store does not carry. Records and processes mail orders and merchandise returned for exchange. May escort customer through store.  
*GOE: 09.04.02 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 77*

**296.367-010 AUTOMOBILE LOCATOR (retail trade)**

Phones other new or used automobile dealers to locate type of automobile desired by customer. Prepares papers for transfer of automobile. Keeps records of automobiles traded.  
*GOE: 07.05.03 STRENGTH: S GED: R3 M2 L3 SVP: 3 DLU: 77*

**296.367-014 COMPARISON SHOPPER (retail trade; wholesale tr.)**

Compares prices, packaging, physical characteristics, and styles of merchandise in competing stores: Visits stores to observe details of merchandise and gather information that will be valuable to employer in setting prices and determining buying policies. Verifies complaints of customers on price of merchandise by shopping at designated store to ascertain same quality and style for specified price. Prepares reports of findings. May check with BUYER (profess. & kin.) to verify that advertised merchandise will be available for customer purchase, and that merchandise, price, and sales dates are accurately described in advertising copy and illustration. May purchase merchandise in various locations for quality comparison tests.  
*GOE: 08.01.03 STRENGTH: L GED: R4 M2 L3 SVP: 3 DLU: 77*

**297 SALES PROMOTION OCCUPATIONS**

This group includes occupations concerned with promoting interest on the part of customers to buy or rent merchandise or real estate by indirect selling techniques, such as modeling or demonstrating merchandise, instructing customers in arts and crafts involved in producing or using product, or giving guided tours to prospective buyers.

**297.354-010 DEMONSTRATOR (retail trade; wholesale tr.)**

Demonstrates merchandise and products to customers to promote sales: Displays product and explains features to customers. Answers customer's questions about product. Demonstrates use or production of product and simultaneously explains merits to persuade customers to buy product. May perform duties described under SALESPERSON (retail trade; wholesale tr.) Master Title. May suggest product improvements to employer. May use graphic aids, such as charts, slides, or films, to facilitate demonstration. May give product samples to customers. May conduct guided tours of plant where product is made. May train other demonstrators. May visit retail store or customer's home to demonstrate products. May be designated according to type merchandise demonstrated as Bakery Demonstrator (retail trade); Ceramic-Maker Demonstrator (retail trade); Cosmetics Demonstrator (retail trade); Food Demonstrator (retail trade; wholesale tr.); Glassware-Maker Demonstrator (retail trade); Housewares Demonstrator (retail trade; wholesale tr.).  
*GOE: 08.02.05 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 81*

**297.354-014 DEMONSTRATOR, KNITTING (retail trade)**

Shows customers how to knit garments or accessories by hand: Demonstrates methods of holding needles and making various stitches. Interprets knitting terminology and how to read and follow knitting instructions for customer. Suggests yarn for use in particular style of garment and estimates amount to purchase. Takes customer's measurements for proposed garment and estimates number of stitches required for each part of garment. Sells customer yarn required for knitting specified garment or clothing accessory.  
*GOE: 08.02.05 STRENGTH: S GED: R4 M4 L4 SVP: 5 DLU: 77*

**297.357-010 DEMONSTRATOR, ELECTRIC-GAS APPLIANCES (utilities)**

Demonstrates and explains operation and care of electric or gas appliances to utility company customers to promote appliance sales, and advises customers on energy conservation methods: Visits community organizations and schools to demonstrate operating features and care of appliances, such as air-conditioners, driers, ranges, and washers. Explains how electricity or gas is produced and transmitted, reasons for electricity and gas rate increases, and methods of efficiently using appliances to conserve energy and reduce utility bills. Lectures to dealers, sales personnel, and employees of utility company on efficient use and care of appliances, as part of training program. Answers telephone and written requests from customers for information about appliance use. May advise customers on related homemaking problems, such as kitchen

planning, home lighting, heating-fuel conservation, food preparation, and laundering with new fabrics. May write articles and pamphlets on appliance use. May represent utility company as guest on radio or television programs to discuss conservation of electrical or gas energy.

*GOE: 08.02.05 STRENGTH: L GED: R5 M3 L5 SVP: 6 DLU: 77*

#### **297.367-010 EXHIBIT-DISPLAY REPRESENTATIVE (any industry)**

Attends trade, traveling, promotional, educational, or amusement exhibit to answer visitors' questions, explain or describe exhibit, and to protect it against theft or damage. May set up or arrange display. May demonstrate use of displayed items. May lecture and show slides. May collect fees or accept donations. May solicit patronage. May distribute brochures. May obtain names and addresses of prospective customers. May drive truck and trailer to transport exhibit. May be designated Trade-Show Representative (any industry).

*GOE: 09.01.02 STRENGTH: L GED: R4 M2 L4 SVP: 5 DLU: 77*

#### **297.451-010 INSTRUCTOR, PAINTING (retail trade)**

Selects and recommends materials for customers' use in ornamental painting, such as on plaques, lampshades, and fabrics. Demonstrates painting techniques and advises customers in various aspects of painting and materials to purchase. Does ornamental painting for other departments.

*GOE: 01.06.03 STRENGTH: S GED: R3 M3 L3 SVP: 4 DLU: 77*

#### **297.454-010 DEMONSTRATOR, SEWING TECHNIQUES (retail trade)**

Demonstrates sewing machines and their operation to retail store customers: Shows customers recommended procedures for cutting material from patterns, assembly and basting, and machine sewing. Explains and demonstrates use of various attachments, such as hemmer, edge stitcher, and ruffler. May instruct customers in alteration of garments.

*GOE: 08.02.05 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 77*

#### **297.667-014 MODEL (garment; retail trade; wholesale tr.) alternate titles: fashion model; house model**

Models garments, such as dresses, coats, underclothing, swimwear, and suits, for garment designers, BUYERS (profess. & kin.), sales personnel, and customers: Dresses in sample or completed garments. Stands, turns, and walks to demonstrate features, such as garment quality, style, and design, to observers at fashion shows, private showings, and retail establishments. May inform prospective purchasers as to model, number, and price of garments and department where garment can be purchased. May select own accessories. May be designated according to size of garment modeled. May model for PHOTOGRAPHER, STILL (profess. & kin.) [MODEL, PHOTOGRAPHERS' (any industry)] or for ILLUSTRATOR (profess. & kin.) [MODEL, ARTISTS' (any industry)].

*GOE: 01.08.01 STRENGTH: L GED: R3 M1 L2 SVP: 3 DLU: 77*

#### **298 MERCHANDISE DISPLAYERS**

This group includes occupations concerned with planning and executing commercial displays, such as those in windows and interiors of retail stores and those used in trade exhibitions.

#### **298.081-010 DISPLAYER, MERCHANDISE (retail trade) alternate titles: decorator, store; display trimmer**

Displays merchandise, such as clothes, accessories, and furniture, in windows, showcases, and on sales floor of retail store to attract attention of prospective customers: Originates display ideas or follows suggestions or schedule of MANAGER, DISPLAY (retail trade) and constructs or assembles prefabricated display properties from wood, fabric, glass, paper, and plastic, using handtools. Arranges properties, mannequins, furniture, merchandise, and backdrop according to prearranged plan or own ideas. Places price and descriptive signs on backdrop, fixtures, merchandise, or floor. May dress mannequins for use in displays and be designated Model Dresser (retail trade). May be designated according to area trimmed or decorated as Showcase Trimmer (retail trade); Window Dresser (retail trade).

*GOE: 01.02.03 STRENGTH: M GED: R4 M3 L3 SVP: 6 DLU: 77*

#### **298.381-010 DECORATOR (any industry) alternate titles: commercial decorator**

Prepares and installs decorations and displays from blueprints or drawings for trade and industrial shows, expositions, festivals, and other special events: Cuts out designs on cardboard, hard board, and plywood, according to motif of event. Constructs portable installations according to specifications, using woodworking power tools. Installs booths, exhibits, displays, carpets, and drapes, as guided by floor plan of building. Arranges installations, furniture, and other accessories in position shown in prepared sketch. Installs decorations, such as flags, banners, festive lights, and bunting, on or in building, street, exhibit halls, and booths, to achieve special effects [DECORATOR, STREET AND BUILDING (any industry)]. Assembles and installs prefabricated parts to reconstruct traveling exhibits from sketch submitted by client, using handtools.

*GOE: 01.06.02 STRENGTH: L GED: R4 M4 L3 SVP: 7 DLU: 77*

#### **299 MISCELLANEOUS SALES OCCUPATIONS, N.E.C.**

This group includes occupations, not elsewhere classified, concerned with sales transactions.

#### **299.137-010 MANAGER, DEPARTMENT (retail trade) alternate titles: department supervisor; manager, floor**

Supervises and coordinates activities of workers in department of retail store: Interviews job applicants and evaluates worker performance to recommend personnel actions such as hiring, retention, promotion, transfer or dismissal of workers. Assigns duties to workers and schedules break periods, work hours, and vacations. Trains workers in store policies, department procedures, and job duties. Orders merchandise, supplies, and equipment. Records delivery of merchandise, compares record with merchandise ordered, and reports discrepancies to control costs and maintain correct inventory levels. Inspects merchandise to ensure it is correctly priced and displayed. Recommends additions to or deletions of merchandise to be sold in department. Prepares sales and inventory reports. Listens to customer complaints, examines returned merchandise, and resolves problems to restore and promote good public relations. May assist sales workers in completing difficult sales. May sell merchandise. May approve checks written for payment of merchandise purchased in department. May install and remove department cash-register-receipt tape and audit cash receipts. May perform customer service activities and be designated Customer Service Manager (retail trade). May plan department layout or merchandise or advertising display [DISPLAYER, MERCHANDISE (retail trade) 298.081-010]. May be designated according to department managed or type of merchandise sold as Candy-Department Manager (retail trade); Toy-Department Manager (retail trade); Produce-Department Manager (retail trade).

*GOE: 11.11.05 STRENGTH: M GED: R4 M3 L3 SVP: 7 DLU: 78*

#### **299.137-014 SALES SUPERVISOR, MALT LIQUORS (wholesale tr.)**

Supervises and coordinates activities of workers engaged in promoting and selling beer and other malt liquors for wholesale distributor: Accompanies workers on visits to customers to evaluate work performance, ascertain customer problems, and detect market trends. Reviews sales orders and records of new and delinquent accounts to ascertain market conditions and status of customers' accounts. Compiles sales figures and reports problems to management. Confers with management and sales

personnel to formulate plans for meeting competition and improving sales. Adjusts customers' complaints.  
 GOE: 08.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

**299.137-018 SAMPLE-ROOM SUPERVISOR (textile) alternate titles: sample supervisor**

Supervises and coordinates activities of workers engaged in preparing such advertising media as sample books and swatches for sales force and customers of textile manufacturing or finishing concerns. Distributes sample books and other media to customers and advertising agencies. Performs other duties as described under SUPERVISOR (any industry) Master Title. May compare samples with cloth lots for style and color specifications.  
 GOE: 06.02.01 STRENGTH: L GED: R4 M3 L4 SVP: 7 DLU: 77

**299.137-022 SUPERVISOR, ICE STORAGE, SALE, AND DELIVERY (food prep., nec) alternate titles: ice platform supervisor**

Supervises and coordinates activities of workers engaged in storing, delivering, and selling ice. Performs duties as described under SUPERVISOR (any industry) Master Title.  
 GOE: 09.04.02 STRENGTH: L GED: R4 M3 L3 SVP: 6 DLU: 77

**299.137-026 SUPERVISOR, MARINA SALES AND SERVICE (retail trade)**

Supervises and coordinates activities of workers engaged in launching, retrieving, and servicing boats, and selling sport fishing equipment and supplies: Assists workers in launching and retrieving trailer-mounted boats, using dock crane and electric winch. Services boats with fuel and assists in casting off and tying up boats. Loads or unloads fishing and propulsion equipment from boats. Demonstrates sport fishing merchandise, such as fishing rods and reels, electronic communication and navigational equipment, and protective clothing to customers. Orders fuel for boats, and fishing equipment and supplies, such as rods and reels, bait, and ice. Inventories stock. Trains new workers in job duties.  
 GOE: 09.04.02 STRENGTH: L GED: R4 M3 L4 SVP: 5 DLU: 77

**299.167-010 CIRCULATION-SALES REPRESENTATIVE (print. & pub.)**

Promotes and coordinates sale and distribution of newspapers in areas served by franchised wholesale distributors: Surveys urban and suburban areas to determine newspaper sales potential, using statistical tables, and recommends new outlets and locations for newsstands, street-sale racks, and carrier routes. Schedules delivery and distribution of newspapers and regulates size of orders to maintain maximum sales with minimum return of unsold papers. Evaluates dealer sales and assists dealers through sales promotion and training programs. Inspects routes to ensure prompt and regular delivery of newspapers to distributors, dealers, carriers, and vending machines. Distributes and explains circulation instructions and changes to distributors and dealers, and investigates and adjusts dealer complaints. Examines and investigates applications for sale or transfer of franchises. Investigates delinquent accounts and makes collections. Instructs drivers, dealers, and carriers in sales techniques to improve sales. Lays out home delivery routes and organizes carrier crews. Analyzes sales statistics to assist management in circulation planning. Reports on sales and activities of competitors. Writes promotional bulletins to notify dealers and carriers of special sales promotions and offers. Arranges for sale of newspapers at special events and sale of special issues and editions in case of important news breaks.  
 GOE: 11.09.01 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

**299.251-010 SALES-SERVICE REPRESENTATIVE, MILKING MACHINES (retail trade)**

Sells, installs, and repairs milking equipment: Calls on farmers to solicit repair business and to sell new milking equipment, such as vacuum pumps, buckets, pipelines, and replacement parts. Demonstrates milking machines. Cuts and threads pipe and attaches fittings, using plumber's tools, to install pipelines. Cleans and flushes pipelines, and repairs pulsators and vacuum pumps.  
 GOE: 08.02.02 STRENGTH: M GED: R4 M3 L4 SVP: 6 DLU: 77

**299.357-010 LINEN CONTROLLER (laundry & rel.)**

Contacts customers of linen rental service to discuss inventory control and usage of rented articles and to solicit new business: Examines rented articles and discusses with customers selection and use of articles to prevent abuse. Reviews customer inventory records to determine charges for replacement of damaged articles. Recommends account cancellation when customers continue to ruin articles. Solicits new business and estimates required inventory. May inspect plant equipment for defects that stain or tear articles during laundry process.  
 GOE: 08.02.06 STRENGTH: L GED: R4 M2 L3 SVP: 6 DLU: 77

**299.357-014 TELEPHONE SOLICITOR (any industry) alternate titles: telemarketer; telephone sales representative**

Solicits orders for merchandise or services over telephone: Calls prospective customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customer to buy, using prepared sales talk. Records names, addresses, purchases, and reactions of prospects solicited. Refers orders to other workers for filling. Keys data from order card into computer, using keyboard. May develop lists of prospects from city and telephone directories. May type report on sales activities. May contact DRIVER, SALES ROUTE (retail trade; wholesale tr.) 292.353-010 to arrange delivery of merchandise.  
 GOE: 08.02.08 STRENGTH: S GED: R3 M3 L3 SVP: 3 DLU: 88

**299.357-018 WEDDING CONSULTANT (retail trade)**

Advises prospective brides in all phases of wedding planning, such as etiquette, attire of wedding party, and selection of trousseau: Compiles list of prospective brides from newspaper announcements of engagements. Mails promotional material to offer own and store's services as consultant. Recommends trousseau for bride, and costumes and accessories for attendants. Advises bride on selection of silverware style and pattern, china, glassware, stationery, invitations, flowers, and catering service. May display and sell wedding trousseau to bride, and attire for attendants, and silverware, china, and glassware to brides and wedding gift purchasers, performing duties as described under SALESPERSON (retail trade; wholesale tr.) Master Title. May compile and maintain gift register. May arrange for photographers to take pictures of wedding party. May attend rehearsals and wedding ceremony to give advice on etiquette. May accompany bride when shopping in store or shop for her.  
 GOE: 08.02.06 STRENGTH: L GED: R4 M3 L4 SVP: 6 DLU: 77

**299.361-010 OPTICIAN, DISPENSING (optical goods; retail trade)**

Fills ophthalmic eyeglass prescriptions and fits and adapts lenses and frames, utilizing written optical prescription: Evaluates prescription in conjunction with client's vocational and avocational visual requirements. Determines client's current lens prescription, when necessary, using lensometer or lens analyzer and client's eyeglasses. Recommends specific lenses, lens coatings, and frames to suit client needs. Assists client in selecting frames according to style and color, coordinating frames with facial and eye measurements and optical prescription. Measures client's bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes, using millimeter rule and light reflex pupillometer. Prepares work order and instructions for grinding lenses and fabricating eyeglasses. Verifies finished lenses are ground to specification. Heats, shapes, or bends plastic or metal frames to adjust eyeglasses to fit client, using pliers and hands. Instructs clients in adapting to, wearing, and caring for eyeglasses. Sells optical goods, such as binoculars, plano sunglasses, magnifying glasses, and low vision aids. Repairs damaged frames. May be required to hold license issued by governing state. May fabricate lenses to prescription specifications. May select and order frames for display. May grind lens edges or apply coating to lenses. May manage one or more optical shops. May compute amount of sale and collect payment for services. May fit contact lenses only and be designated Optician, Contact-

Lens Dispensing (optical goods; retail trade).  
 GOE: 05.10.01 STRENGTH: L GED: R4 M3 L4 SVP: 7 DLU: 81

**299.361-014 OPTICIAN APPRENTICE, DISPENSING (optical goods; retail trade)**

Performs duties as described under APPRENTICE (any industry) Master Title.  
 GOE: 05.10.01 STRENGTH: L GED: R4 M3 L4 SVP: 7 DLU: 77

**299.364-010 DRAPERY AND UPHOLSTERY MEASURER (retail trade) alternate titles: upholstery and drapery measurer**

Calls at customers' homes to take measurements for and estimate cost of fabricating draperies and window shades, slipcovers, and upholstery; Measures area of furniture to be covered. Draws sketches to scale of work to be done. Discusses selection of fabric and other materials with customer, using material samples, and informs customer of material, fabrication, and installations costs. May be designated according to specialty as Slip-Cover Estimator (retail trade); Window-Shade Estimator (retail trade).  
 GOE: 05.09.02 STRENGTH: L GED: R3 M3 L2 SVP: 6 DLU: 77

**299.364-014 GIFT WRAPPER (retail trade) alternate titles: wrapper**

Wraps and decorates customer's purchases with gift-wrapping paper, ribbons, bows, and tape in retail store. May collect money and make change for gift-wrapping service. May assist customer to select appropriate wrapping materials.  
 GOE: 01.06.03 STRENGTH: L GED: R3 M2 L1 SVP: 3 DLU: 77

**299.367-010 CUSTOMER-SERVICE CLERK (retail trade) alternate titles: customer-service specialist, post exchange**

Performs any combination of following tasks in post exchange: Arranges for gift wrapping, monogramming, printing, and fabrication of such items as desk nameplates and rubber stamps, and repair or replacement of defective items covered by warranty. Takes orders for such items as decorated cakes, cut flowers, personalized greeting cards and stationery, and merchandise rentals and repairs. Prepares special order worksheet. Keeps record of services in progress. Notifies customer when service is completed and accepts payment. Acts as WEDDING CONSULTANT (retail trade). Assists customers to select and purchase specified merchandise [PERSONAL SHOPPER (retail trade)]. Keeps records of items in layaway, receives and posts customer payments, and prepares and forwards delinquent notices [LAYAWAY CLERK (retail trade)]. Issues temporary identification cards from information on military records. Approves customer's checks and provides check cashing service according to exchange policy. Answers customer's telephone, mail, and in-person inquiries and directs customers to appropriate sales area [INFORMATION CLERK (clerical)]. Resolves customer complaints and requests for refunds, exchanges, and adjustments. Provides customers with catalogs and information concerning prices, shipping time, and costs.  
 GOE: 09.04.02 STRENGTH: L GED: R3 M3 L3 SVP: 4 DLU: 77

**299.367-014 STOCK CLERK (retail trade) alternate titles: stock clerk, self-service store**

Inventories, stores, prices, and restocks merchandise displays in retail store: Takes inventory or examines merchandise to identify items to be reordered or replenished. Requisitions merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials. Receives, opens, and unpacks cartons or crates of merchandise, checking invoice against items received. Stamps, attaches, or changes price tags on merchandise, referring to price list. Stocks storage areas and displays with new or transferred merchandise. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales. Cleans display cases, shelves, and aisles. May itemize and total customer merchandise selection at check out counter, using cash register, and accept cash or charge card for purchases. May pack customer purchases in bags or cartons. May transport packages to specified vehicle for customer. May be designated according to type of merchandise handled as Baked-Goods Stock Clerk (retail trade); Delicatessen-Goods Stock Clerk (retail trade); Discount-Variety-Store Stock Clerk (retail trade); Liquor-Store Stock Clerk (retail trade); Meat Stock Clerk (retail trade); Pharmacy Stock Clerk (retail trade); Produce Stock Clerk (retail trade); or type of store worked in as Supermarket Stock Clerk (retail trade).  
 GOE: 05.09.01 STRENGTH: H GED: R3 M2 L2 SVP: 4 DLU: 81

**299.367-018 WATCH-AND-CLOCK-REPAIR CLERK (retail trade)**

Receives clocks and watches for repairs: Examines defective timepieces to identify malfunction, using loupe and handtools, and estimates cost of repairs, using knowledge of repairs and cost charts. Forwards timepiece to workshop with notation of repairs needed. May keep list of repairs and costs. May make minor repairs, such as replacing crystals or bands. May estimate cost to repair jewelry.  
 GOE: 05.09.02 STRENGTH: L GED: R3 M3 L3 SVP: 5 DLU: 77

**299.377-010 PLATFORM ATTENDANT (food prep., nec) alternate titles: ice seller**

Sells ice to customers from platform of ice plant: Pulls ice from storage room chute or conveyor with pair of ice tongs in quantities desired by customer or as specified on written wholesale order and slides ice across platform and into delivery trucks. Obtains signature of driver or wholesale charge-account customers on order. Cuts portions of ice from block for retail customers, using ice pick, and loads ice into car, using tongs. Accepts payment for ice sold. Keeps daily inventory record of ice on hand, record of sales, cash received, and orders filled.  
 GOE: 09.04.02 STRENGTH: H GED: R3 M2 L2 SVP: 3 DLU: 77

**299.387-010 DRAPERY AND UPHOLSTERY ESTIMATOR (retail trade)**

Estimates price of making and installing household accessories, such as draperies, slipcovers, window shades, and furniture upholstery; Computes cost of fabric and hardware, according to measurements, work specifications, and type of fabric to be used, using calculator. Itemizes cost of labor in making and installing goods. Records total price on sales check or contract. May contact customer to obtain additional information about order. May confer with ARCHITECTS (profess. & kin.) and interior decorators to obtain additional information when computing estimates for commercial orders. May take measurements for draperies, upholstery, slip covers, or shades in customer's home [DRAPERY AND UPHOLSTERY MEASURER (retail trade)]. May specialize in estimating price of specific type of household accessory and be designated Drapery Estimator (retail trade); Upholstery Estimator (retail trade).  
 GOE: 05.09.02 STRENGTH: S GED: R3 M3 L2 SVP: 5 DLU: 77

**299.387-014 STAMP ANALYST (retail trade) alternate titles: philatelic consultant**

Selects stamps to mail to customers on approval, based on customers' current orders or record of amount and type of past purchases.  
 GOE: 07.07.02 STRENGTH: S GED: R4 M2 L3 SVP: 6 DLU: 77

**299.387-018 STAMP CLASSIFIER (retail trade)**

Classifies stamps according to value and condition preparatory to selling to collectors: Sorts stamps into various classes. Examines stamp and determines value, using stamp catalog as guide.

GOE: 05.09.01 STRENGTH: S GED: R4 M2 L3 SVP: 6 DLU: 77

**299.467-010 LAYAWAY CLERK (retail trade) alternate titles: will-call clerk**

Stores and releases merchandise and receives payments for merchandise held in layaway department: Places ordered merchandise on shelves in storeroom. Receives payments on account and final payments for merchandise and issues receipts, using cash register. Keeps records of packages held, amount of each payment, and balance due. Contacts customer when specified period of time has passed without payment to determine if customer still wants merchandise. Releases merchandise to customer upon receipt of final payment, or when customer opens charge account, or routes merchandise for delivery to shipping or delivery department. Packs merchandise when picked up by or being delivered to customer.

GOE: 07.03.01 STRENGTH: L GED: R3 M3 L3 SVP: 3 DLU: 77

**299.477-010 DELIVERER, MERCHANDISE (retail trade)**

Delivers merchandise from retail store to customers on foot, bicycle, or public conveyance: Unpacks incoming merchandise, marks prices on articles, and stacks them on counters and shelves [STOCK CLERK (retail trade) 299.367-014]. Walks, rides bicycle, or uses public conveyances to deliver merchandise to customer's home or place of business. Collects money from customers or signature from charge-account customers. Sweeps floors, runs errands, and waits on customers [SALES CLERK (retail trade) 290.477-014]. May drive light truck to deliver orders. May be designated according to merchandise delivered as Deliverer, Food (retail trade); Deliverer, Pharmacy (retail trade).

GOE: 09.04.02 STRENGTH: M GED: R2 M2 L2 SVP: 2 DLU: 77

**299.587-010 PRODUCE WEIGHER (retail trade)**

Weighs produce selected by customer in self-service store. Marks price on bag. May unpack produce, stock counters, arrange produce in attractive displays, and clean counters, display tables, and work area.

GOE: 09.04.02 STRENGTH: L GED: R1 M1 L1 SVP: 1 DLU: 77

**299.647-010 IMPERSONATOR, CHARACTER (any industry)**

Impersonates traditional holiday or storybook characters, such as Santa Claus, Snow White, and the Three Little Pigs, to promote sales activity in retail stores, at conventions or exhibits, and to amuse children at hospitals, amusement parks and private parties. Wears character costumes and impersonates characters portrayed to amuse children and adults. May hand out samples or presents, demonstrate toys, pose for pictures, and converse with children and adults. May appear in costume parade. May solicit donations on street for charitable purposes. May be designated according to character portrayed as Easter Bunny (any industry); Santa Claus (any industry); Santa's Helper (any industry).

GOE: 01.07.02 STRENGTH: L GED: R3 M1 L3 SVP: 2 DLU: 77

**299.667-010 BILLPOSTER (any industry) alternate titles: sign poster**

Places posters and banners in prominent places to advertise entertainment, political event, or product: Secures permission from owner to place posters and banners on private property. Displays posters in windows of stores, restaurants, and other public places. Fastens banners and posters to fences, poles, and sides of buildings, using paste, twine, tacks and hammer, hand staplers, and ladders.

GOE: 05.12.12 STRENGTH: M GED: R2 M1 L2 SVP: 2 DLU: 77

**299.667-014 STOCK CHECKER, APPAREL (retail trade)**

Gathers and counts garments tried on by customers in fitting rooms of retail store: Hangs garments according to size on display racks, and refastens belts, buttons, and zippers on garments tried by customers. Counts number of garments carried in and out of dressing rooms to assure no garments are missing. May sew on missing and loose buttons, hooks, and loops.

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

**299.677-010 SALES ATTENDANT (retail trade) alternate titles: attendant, self-service store**

Performs any combination of following duties to provide customer service in self-service store: Aids customers in locating merchandise. Answers questions from and provides information to customer about merchandise for sale. Obtains merchandise from stockroom when merchandise is not on floor. Arranges stock on shelves or racks in sales area. Directs or escorts customer to fitting or dressing rooms or to cashier. Keeps merchandise in order. Marks or tickets merchandise. Inventories stock.

GOE: 09.04.02 STRENGTH: L GED: R3 M1 L2 SVP: 2 DLU: 81

**299.677-014 SALES ATTENDANT, BUILDING MATERIALS (retail trade) alternate titles: yard salesperson**

Assists customers and stocks merchandise in building materials and supplies department of self-service store: Answers questions and advises customer in selection of building materials and supplies. Cuts lumber, screening, glass, and related materials to size requested by customer, using power saws, holding fixtures, and various hand-cutting tools. Assists customer to load purchased materials into customer's vehicle. Moves materials and supplies from receiving area to display area, using forklift or hand truck. Marks prices on merchandise or price stickers, according to pricing guides, using marking devices. Straightens materials on display to maintain safe and orderly conditions in sales areas. Covers exposed materials, when required, to prevent weather damage. Counts materials and records totals on inventory sheets.

GOE: 09.04.02 STRENGTH: H GED: R2 M2 L2 SVP: 3 DLU: 86

**299.687-010 PORTER, SAMPLE CASE (wholesale tr.)**

Carries or rolls sample cases while accompanying sales representative on calls to wholesale or retail stores. Opens sample cases upon arrival at store, and assists sales representative in displaying merchandise to prospective buyers. Replaces merchandise when sales representative has completed visit. May transport samples cases, using automobile.

GOE: 09.05.06 STRENGTH: M GED: R2 M1 L1 SVP: 2 DLU: 77

**299.687-014 SANDWICH-BOARD CARRIER (any industry)**

Wears sign boards and walks in public to advertise merchandise, services, or belief. May distribute handbills to passers-by [ADVERTISING-MATERIAL DISTRIBUTOR (any industry)]. May wear costume to attract attention [IMPERSONATOR, CHARACTER (any industry)]. May work for labor organization and be designated Picket, Labor Union (nonprofit org.).

GOE: 08.03.02 STRENGTH: L GED: R1 M1 L1 SVP: 1 DLU: 77

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