

237.367-018 INFORMATION CLERK

DICTIONARY OF OCCUPATIONAL TITLES | January 1, 1991

Document Details

All Citations: 1991 WL 672187

Search Details

Jurisdiction: Joint Committee on Printing

Delivery Details

Date: October 30, 2018 at 9:30 AM

Delivered By: John Fox

Client ID: INND URL ARCHIVE LINKS

Status Icons: 

DICOT 237.367-018 (G.P.O.), 1991 WL 672187

DICTIONARY OF OCCUPATIONAL TITLES

Fourth Edition, Revised 1991

Occupational Group Arrangement

2 Clerical and Sales Occupations

23 Information and Message Distribution Occupations

237 Information and Reception Clerks

237.367-018 INFORMATION CLERK

Industry Designation: Motor Vehicle Transportation Industry; Railroad Transportation Industry; Water Transportation Industry

Alternate Titles: Travel Clerk

Provides travel information for bus or train patrons: Answers inquiries regarding departures, arrivals, stops, and destinations of scheduled buses or trains. Describes routes, services, and accommodations available. Furnishes patrons with timetables and travel literature. Computes and quotes rates for interline trips, group tours, and special discounts for children and military personnel, using rate tables.

GUIDE FOR OCCUPATIONAL EXPLORATION: 07.04.04

STRENGTH: Light Work - Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Reasoning: Level 4 - Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Examples of rational systems are: bookkeeping, internal combustion engines, electric wiring systems, house building, farm management, and navigation.

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

Language: Level 3 - **READING:** Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

SPEAKING: Speak before an audience with poise, voice control, and confidence, using correct English and a well-modulated voice.

SPECIFIC VOCATIONAL PREPARATION: Level 2 - Anything beyond short demonstration up to and including 1 month

Data: 3 - Compiling

S - Significant

People: 6 - Speaking-Signalling

S - Significant

Things: 7 - Handling

N - Not Significant

Field 1: 282 - Information Giving

Field 1: 850 - TRANSPORTATION SERVICES

General Learning Ability: Level 3 - Middle 1/3 of the Population

Medium Degree of Aptitude Ability

Verbal Aptitude: Level 2 - Highest 1/3 Excluding Top 10%

High Degree of Aptitude Ability

Numerical Aptitude: Level 3 - Middle 1/3 of the Population

Medium Degree of Aptitude Ability

Spacial Aptitude: Level 4 - Lowest 1/3 Excluding Bottom 10%

Low Degree of Aptitude Ability

Form Perception: Level 4 - Lowest 1/3 Excluding Bottom 10%

Low Degree of Aptitude Ability

Clerical Perception: Level 3 - Middle 1/3 of the Population

Medium Degree of Aptitude Ability

Motor Coordination: Level 4 - Lowest 1/3 Excluding Bottom 10%

Low Degree of Aptitude Ability

Finger Dexterity: Level 3 - Middle 1/3 of the Population

Medium Degree of Aptitude Ability

Manual Dexterity: Level 4 - Lowest 1/3 Excluding Bottom 10%

Low Degree of Aptitude Ability

Eye-Hand-Foot Coordination: Level 5 - Bottom 10% of the Population

Markedly Low Aptitude Ability

Color Discrimination: Level 5 - Bottom 10% of the Population

Markedly Low Aptitude Ability

R: Performing REPETITIVE or short-cycle work

P: Dealing with PEOPLE

Climbing: Not Present - Activity or condition does not exist

Balancing: Not Present - Activity or condition does not exist

Stooping: Not Present - Activity or condition does not exist

Kneeling: Not Present - Activity or condition does not exist

Crouching: Not Present - Activity or condition does not exist

Crawling: Not Present - Activity or condition does not exist

Reaching: Frequently - Exists from 1/3 to 2/3 of the time

Handling: Frequently - Exists from 1/3 to 2/3 of the time

Fingering: Occasionally - Exists up to 1/3 of the time

Feeling: Not Present - Activity or condition does not exist

Talking: Constantly - Exists 2/3 or more of the time

Hearing: Constantly - Exists 2/3 or more of the time

Tasting/Smelling: Not Present - Activity or condition does not exist

Near Acuity: Frequently - Exists from 1/3 to 2/3 of the time

Far Acuity: Not Present - Activity or condition does not exist

Depth Perception: Not Present - Activity or condition does not exist

Accommodation: Not Present - Activity or condition does not exist

Color Vision: Not Present - Activity or condition does not exist

Field of Vision: Not Present - Activity or condition does not exist

Exposure to Weather: Not Present - Activity or condition does not exist

Extreme Cold: Not Present - Activity or condition does not exist

Extreme Heat: Not Present - Activity or condition does not exist

Wet and/or Humid: Not Present - Activity or condition does not exist

Noise Level: Level 2 - Quiet

Vibration: Not Present - Activity or condition does not exist

Atmospheric Cond.: Not Present - Activity or condition does not exist

Moving Mech. Parts: Not Present - Activity or condition does not exist

Electric Shock: Not Present - Activity or condition does not exist

High Exposed Places: Not Present - Activity or condition does not exist

Radiation: Not Present - Activity or condition does not exist

Explosives: Not Present - Activity or condition does not exist

Toxic Caustic Chem.: Not Present - Activity or condition does not exist

Other Env. Cond.: Not Present - Activity or condition does not exist

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